

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, March 21, 2024, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED THIS 21st DAY OF MARCH 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

March 21, 2024

AGENDA ITEM 4 APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, STA Board Chair

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

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

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

BOARD MEETING

Thursday, March 21, 2024
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Option-link on next page

AGENDA

1. Call to Order and Roll Call (*Chair French*)
2. Pledge of Allegiance
3. Excuse Absences (*if any*)
4. Approve Board Agenda (*Chair French*)
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
 - A. Spokane Public Schools / Spokane Transit Partnership (*E. Susan Meyer/Superintendent Swinyard*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the February 15, 2024, Board Meeting – Corrections/Approval
 - B. Minutes of the February 15, 2024, Board Workshop – Corrections/Approval
 - C. Minutes of the March 6, 2024, Board Workshop – Corrections/Approval
 - D. Minutes of the March 6, 2024, Special Board Meeting – Corrections/Approval
 - E. Approval of the February 2024 Vouchers (*Monique Liard*)
 - F. City Line Station Security Camera System: Final Acceptance (*Karl Otterstrom*)
 - G. 2022 Service Change Bus Stops - Phase 1: Final Acceptance (*Karl Otterstrom*)
 - H. Connect 2035 Strategic Plan: Funding and Investment Principles (Resolution) (*Karl Otterstrom*)
 - I. Public Works Contracts under \$35,000 – Final Acceptance (*Monique Liard*)
8. Board Action – Other: *25 minutes*
 - A. Route 11- Arena/Downtown Shuttle and Shuttle Park Pass Promotional Fare (Resolution) (*Carly Cortright*)
 - B. Spokane Public Schools Transit Infrastructure Construction Reimbursement: Preliminary Concurrence (*Karl Otterstrom*)
 - C. Spokane Valley Sprague High Performance Transit Infrastructure Construction Reimbursement: Preliminary Concurrence (*Karl Otterstrom*)
9. Board Report: *5 minutes*
 - A. Connect 2035 Strategic Plan Update (*Karl Otterstrom*)
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)

12. Performance Monitoring & External Relations Committee: *15 minutes*

- A. Chair Report (*Josh Kerns*)
 - i. EXPO 50th Anniversary Celebration Update (*Carly Cortright*)
 - ii. 2023 Unaudited Year-End Financial Report (*Monique Liard*)

13. CEO Report: *15 minutes*

14. Board Information – *no action or discussion*

- A. Committee Minutes
- B. February 2024 Sales Tax Revenue (*Monique Liard*)
- C. January 2024 Financial Results Summary (*Monique Liard*)
- D. January 2024 Operating Indicators (*Brandon Ropez-Betty*)
- E. Connect Spokane Comprehensive Plan Update: Revenue & Fares Element (*Karl Otterstrom*)
- F. 2025-2030 Transit Development Plan: Tactical Framework and Stakeholder Outreach (*Karl Otterstrom*)
- G. Division Street Bus Rapid Transit: Development and Public Outreach Update (*Karl Otterstrom*)
- H. 2023 State Audit Timeline (*Monique Liard*)

15. New Business: *5 minutes*

16. Board Members' Expressions: *5 minutes*

17. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *none*

18. Adjourn

Optional Virtual Link:	Click Here to Join		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: 2484 887 3002

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

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

Next Committee Meetings, Wednesday:

Board Operations	April 10, 2024, 1:30 p.m.
Planning & Development	March 27, 2024, 10:00 a.m. <i>(1 week early)</i>
Performance Monitoring & External Relations	March 27, 2024, 1:30 p.m. <i>(1 week early)</i>

Next Board Meeting:

Thursday, April 18, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

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

5.

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 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.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 6A : SPOKANE PUBLIC SCHOOLS/SPOKANE TRANSIT PARTNERSHIP

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Adam Swinyard, Superintendent SPS

SUMMARY: At this time, staff and guests will provide an update on the Spokane Public Schools / Spokane Transit Authority partnership.

RECOMMENDATION TO BOARD: Receipt Report.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer ESM Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 7A : MINUTES OF THE FEBRUARY 15, 2024, BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the February 15, 2024, Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel mc

Attachment

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

BOARD OF DIRECTORS

Minutes of the February 15, 2024

STA Board Meeting

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

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Dunne, Small Cities (Liberty Lake) *(Virtual)*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Josh Kerns, Spokane County *(Virtual)*
Kitty Klitzke, City of Spokane
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Pamela Haley, City of Spokane Valley
Paul Dillon, City of Spokane *(Virtual)*
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
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 *Virtual*
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

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

MEMBERS ABSENT

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

1. Call To Order and Roll Call

Chair French called the meeting to order at 1:39 p.m. and conducted Roll call.

Mr. Zappone made a motion to excuse the absence of Mr. Sander. Mr. Hattenburg seconded, and the motion passed unanimously.

2. Pledge of Allegiance

3. Approve Board Agenda

Ms. Haley moved to approve the February Board Agenda. Ms. Wilkerson seconded, and the motion passed unanimously.

4. Public Expressions

Mr. Erik Lowe expressed his opinions on the membership application process for the Citizen Advisory Committee.

Mr. Terry Hill suggested STA do something in 2025 to honor Rosa Parks on her birthday or the date she is known for not giving up her seat.

5. Recognitions & Presentations

A. Ms. Wendy Caro, Purchasing Buyer-Parts, Retirement - Ms. Liard recognized Ms. Caro for her 25 years of service to STA. She talked about the different roles Wendy played during her tenure in the purchasing and procurement department and said she will be missed. The Board thanked her for her service and wished her all the best in retirement.

- B. Mr. Jerry Lemke, Maintenance Trainer, Retirement - Ms. Williams recognized Mr. Lemke for his 38 years of service to STA. She provided details of the different positions he held while at STA and thanked him for his service and said he would be missed. The Board thanked him for his service and wished him all the best in retirement.

6. Board Action - Consent Agenda

Ms. Haley moved to approve Consent Agenda Items 6A through 6C. Mr. Hattenburg seconded, and the motion passed unanimously.

- A. Minutes of the January 18, 2024, Board Meeting – Corrections/Approval
- B. Approval of the following January 2024 Vouchers (*Monique Liard*)

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (January)	Nos. 625482 – 625867	\$ 11,503,535.64
Worker’s Comp Vouchers (January)	ACH – 2286	\$ 125,934.15
Payroll 01/12/2024	ACH – 01/12/2024	\$ 3,231,501.87
Payroll 01/26/2024	ACH – 01/26/2024	\$ 2,005,049.64
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,675.95
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 1,837.95
JANUARY TOTAL		\$ 16,873,535.20

- C. Public Works Contracts under \$35,000: Final Acceptance - Acceptance of the following contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20230325	Tire Shop Door Replacement	Continental Door Co., LLC	\$32,100.00	11/6/2023
20232867	Plaza Lift Station Vac Pump Disposal	Big Sky Industrial Services	\$1,820.30	12/11/2023
20231849	Security Camera & Access Controls Trouble Shooting & Repairs	ADT Security Corporation	\$8,720.00	12/31/2023
20230245	Plaza Quarterly Door Maintenance & Preventative Repairs	Elite Entry Systems, LLC	\$32,165.00	12/31/2023
20240075	Plaza Annual Backflow Testing	Bulldog Rooter, INC	\$1,932.00	1/22/2024
20231787	New Plaza Boiler Immersion Sensors	ATS Inland NW, LLC	\$2,441.60	1/29/2024
20232430	Plaza Snow Melt System Programming	ATS Inland NW, LLC	\$2,145.12	1/29/2024
20232585	Plaza Stairwell Glass Repair	Elite Entry Systems, LLC	\$13,279.00	1/30/2024

7. Board Action – Committee Recommendation

Performance Monitoring & External Relations Committee

- A. 2024 Service Revisions: Final Recommendation - Mr. Otterstrom noted that staff presented the final recommendation of the 2024 service revisions and improvements to the PMER committee on January 31, 2024. He advised the North Bank and downtown Spokane changes are slated to go into effect in May and the remaining revisions to the West Plains and Northeast/East Central Spokane will commence in September. He provided additional background and details of the changes proposed. Discussion ensued.

Mr. Zappone moved to approve by motion the 2024 Service Revisions Final Recommendation as presented. Ms. Klitzke seconded and the motion passed unanimously.

Planning & Development Committee

- B. Federal Transit Administration Section 5310; 2023 Call for Projects Funding Recommendation Mr. Otterstrom provided background and details on the call for projects that was issued on October 20, 2023. He advised staff reviewed the results and funding recommendations at the January 31, 2024, P&D Committee meeting. He gave information on the funding breakdown and provided a list of the applicants, their projects, funding category, requested amount, local match, and total project cost of each applicant. Brief discussion ensued.

Ms. Haley recused herself from voting as she is on the Project id Board (one of the applicants).

Mr. Hattenburg moved to approve, by motion, the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule. Ms. Wilkerson seconded and the motion passed unanimously, with Ms. Haley abstaining.

8. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Mr. Otterstrom provided an update of the Connect 2035 Strategic Plan. He reviewed the Goals, Phase 2 Desired Outcomes, Outreach. He noted the next workshop would be March 6, 2024, in between P&D and PMER Committee meetings.

The intent of the Workshop will be to present and gather feedback on fixed-route network assessment recommendations and concepts; gather input from the Board on guiding principles that will be used to evaluate and prioritize initiatives and provide Board members with an overview of how the Connect 2035 initiatives list will be organized and developed.

He offered to answer questions. None were forthcoming.

B. Legislative Task Force

Ms. Meyer advised the Task Force would be meeting tomorrow. She gave an update on a few bills on the watch list which the Task Force will be discussing at the meeting

9. Board Operations Committee

- A. Chair Report - Chair French discussed the items covered at Board Operations meeting.

10. Planning & Development Committee

- A. Chair Report – Ms. Haley briefed the Board on the items covered at the P&D meeting

11. Performance Monitoring & External Relations

- A. Chair Report – Mr. Kerns reviewed the items the PMER committee discussed at their meeting.

12. CEO Report

Ms. Meyer reported on Ridership for Fixed Route, Zero-Fare Youth, Paratransit and Rideshare. January year to date Fixed Route saw a 17.4% increase month over month and year-to-date. Zero Fare youth is subset of Fixed Route and it was 22.3% above January 2023; Paratransit ridership increased 5.4% in January and year-to-date. Rideshare increased 6.9% in January.

Monthly Fare Revenue by type was reviewed and totaled \$643,237 in January 2024.

STA Sales Tax for January 2024 actual was \$9.5M against a budget of \$8.9M for \$565,161 in excess of budget (6.3%).

Ms. Meyer discussed the Youth Zero Fare promotion outreach events at Crosswalk Youth Shelter and Roosevelt Elementary. She gave a shout-out to the bus livery design for Youth Ride Free. She noted the first is on the street and nine more will follow.

There were 106,040 passes sold in 2023 to 51 agencies in the Community Access Pass Program. Of those sold 45,382 were 1 ride and 60,658 were day passes. This was a 27% increase from 2022. She noted that approximately 37% of the passes purchased in 2023 have not yet been redeemed. The average maturity date is 72 days (from sale to tap).

The STA Employee Transportation Coordinator (ETC) Committee was selected by Commute Smart Northwest as the winner for their efforts over the last year in nearly doubling the participation STA employee rate in the Commute Trip Reduction Program. She recognized the committee members for their efforts.

Ms. Meyer reviewed the Retention & Recruitment Incentive program that included Hiring, Incentives for new hires and employee referrals.

The Triennial Review is in process with review. The request for information (RIR) is due February 29th. They will then follow up requests for information and an onsite review anticipated between April-June.

Ms. Meyer mentioned the upcoming Connect 2035 Strategic Planning Board Workshop on March 6, 2024 11:30 to 1:15 pm., the APTA Legislative Conference in Washington, DC from April 6-9, 2024, and the Annual STA Awards Event- April 14, 2024.

The 2024 Legislative Task Force was appointed by the Board to consider legislation with potential impact. Ms. Meyer reviewed the items currently under consideration and said staff were looking for a time for everyone to meet.

13. Board Information

- A. Committee Minutes
- B. January 2024 Sales Tax Revenue
- C. December 2023 Operating Indicators
- D. 2024 Planning & Development Committee Work Program: Review
- E. 2024 Draft Performance Monitoring & External Relations Committee Work Program
- F. Community Access Pass Program Survey Update
- G. 4th Quarter 2023 Service Planning Public Input Report
- H. Transit Development Plan 2025-2030 Overview
- I. Connect Spokane Comprehensive Plan Update: Review Draft Elements

14. New Business

Ms. Klitzke asked if Board members could form an ad hoc committee to review the EXPO 50 year celebration with transit in mind. Ms. Meyer advised it was being worked on and an update will be made at the Performance Monitoring & External Relations meeting in March.

15. Board Members' Expressions - none

16. Executive Session – none

17. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 3:03 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt

Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 7B : MINUTES OF THE FEBRUARY 15, 2024, BOARD WORKSHOP -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the February 15, 2024, Board Workshop are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel mc

Attachment

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

BOARD OF DIRECTORS

Minutes of the February 15, 2024

STA Board Workshop

1230 W Boone Ave., Spokane, Washington
with Virtual Joining Option

MEMBERS PRESENT

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

MEMBERS ABSENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

CALL TO ORDER AND ROLL CALL

Chair French noted this meeting was at the request of Board members to hold a Workshop to review the governing and guiding documents to review the STA foundational information with all members. He noted the intent of the workshop was not to try to cover multiple hypothetical situations but to allow the attorney to go through this presentation.

Chair French called the meeting to order at 11:31 a.m. and the Clerk conducted roll call.

The agenda was reviewed and Chair French turned the meeting over to Ms. Clark.

Ms. Clark said the objective of the workshop was a review of governing and guiding documents of Spokane Transit (STA). She noted this presentation was intended to be an overview of the structure of STA, the documents that govern the Board's authority and actions, and was not intended to be an exhaustive review. She requested that as issues or specific questions arise, to ask them at that time rather than waiting until the end. She also noted that everyone had a binder with the Bylaws, Rules of Procedure, and the Committee Guidelines and Functions

Ms. Clark began by reviewing RCW 36.57A which governs Public Transportation Benefit Area (PTBA) such as STA. She discussed the component cities within the designated area (RCW 36.57A. 040-.050), governing body (RCW 36.57A.050), grant of authority, general and additional powers (RCW 36.57A.080-090),

Comprehensive Plan (RCW 36.57A.060-.070, WAC) and fare enforcement (RCW 36.57A.230-.245). She also mentioned a few miscellaneous provisions.

The Spokane Transit Bylaws were reviewed. Areas covered included governance and duties of the board, Article 3.1 “The Board of the Corporation shall provide legislative and policy direction for the corporation and its administrators.” She said the duties pattern RCW 36.567A.080-.090.

The duties of the Chair and Pro Tem were discussed as identified in Article 4.1 “The Board shall select a chairperson and a chairperson pro tempore from among its voting members.” Additionally, duties of the CEO as outlined in Article 5.1, “The Chief Executive Officer shall serve at the pleasure of the Board and shall perform such duties as may be designated from time to time by the Board.” Ms. Clark also reviewed the delegated authority of the CEO in Article 5.2.

She reviewed meetings and committees and mentioned all meetings are subject to the OPMA (Ch. 42.30 RCW). Under the heading of “Miscellaneous”, Ms. Clark discussed Article VIII - Indemnification and Article IX – Amendments.

The Rules of Procedure were presented in less detail than Bylaws since they were covered in depth during the Board review that occurred from April through November 2023. She discussed meetings, attendance, agendas, agenda items, the Chair, Board discussion and conduct, Board relations & communications, motions and voting, public hearings, and miscellaneous.

Ms. Clark provided an overview of the Committees and discussed the Committee Guidelines as noted in Resolution 771-19. She said the Rules of Procedure item 2.11 was intended to supplement and operate in tandem with the Guidelines. She explained how an item is moved from Committee to the Board and the notable rules governing disputes at the Committee level.

She said Resolution 767-19 described the functions and purview of each committee. For Board Operations, it governs the membership. It is intended to supplement the Guidelines and Rules of Procedure and more specifically expand on the items that should come before each committee.

Board Operations Committee is “Responsible for the effective functioning of the Board of Directors, including Board human resource development, for the maintenance and development of the Board-Chief Executive Officer working relationship, and for the audit function” and had a specific membership composition.

Planning & Development (P&D) Committee is “accountable for the designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation.”

Performance Monitoring & External Relations (PMER) Committee is “accountable for overseeing STA operational and financial performance, for updating of STA (non-governing) policies meriting Board attention, and for building a positive STA public image and maintaining relationships with the community at large and key stakeholders.”

Citizen Advisory Committee (CAC) “The mission of the [CAC] is to represent a wide range of stakeholders from the STA PTBA, increase public participation in the functions of STA and act as a focused, educated forum for public input and feedback to the organization, ensure accountability of the organization’s actions, and act as an educational arm of the organization to reach out to the public.” (Charter, Art. II)

Ms. Clark provided a general background of the hierarchy of plans and discussed the following:

Connect Spokane-Comprehensive Plan sets out the vision and policy framework to guide decisions made by STA’s Board, its staff, partnering agencies that will further STA’s Mission and Vision for at least the next 30 years.

Strategic plan – 10-15 year plan with short to mid-term strategies and objectives for a fixed target year. This document acts on the policies and visions within Connect Spokane.

Transit Development Plan (TDP) – Translates the policy of Connect Spokane and the strategies and objectives of the strategic plan into an implementation plan, identifying projects and service STA will provide under the next 6 years.

Annual Action Plan / Budget – The focus encapsulates the one-year efforts STA will undertake for each year.

She noted next steps included a future Board Member SharePoint site for ease of locating documents and offered to answer questions. She also provided her email and phone number for any questions that may arise after this workshop.

ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 1:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 7C : MINUTES OF THE MARCH 6, 2024, BOARD WORKSHOP - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The minutes of the March 6, 2024, Board Workshop are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel mc

Attachment

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

BOARD OF DIRECTORS

Minutes of the March 6, 2024

STA Board Workshop

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

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley, *Chair Pro Tem*
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities (Cheney) *Ex Officio (Virtual)*
Dan Dunne, Small Cities (Liberty Lake)
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Josh Kerns, Spokane County *(Virtual)*
Kitty Klitzke, City of Spokane
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Paul Dillon, City of Spokane (Alternate) *(Virtual)*
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane

MEMBERS ABSENT

Rhonda Bowers, Labor Representative, Non-Voting

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Karl Otterstrom, Chief Planning & Development Officer
Monique Liard, Chief Financial Officer *Virtual*
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

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

CONSULTANT GUESTS

Kevin Desmond, Sam Schwartz
Thomas Wittmann, Nelson Nygaard

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

1. Call To Order and Roll Call

Chair Pro Tem Pam Haley called the meeting to order at 1:48 p.m. and conducted roll call.

2. Connect 2035 Strategic Plan Phase 2

A. Welcome, Introductions, and Workshop Objectives:

Ms. Meyer welcomed everyone, offered introductions of the Project Management Team and STA's Executive Management Committee. She introduced consultants Kevin Desmond, Project Director Sam Schwartz, Alex Hanson, Project Manager Sam Schwartz, and Thomas Wittmann, Fixed-Route Network Assessment Lead at Nelson Nygaard.

Ms. Meyer reviewed the workshop objectives to evaluate efforts of Connect 2035 and have Board members confirm commitment to funding and investment principles, as well as objectives sought to clarify interest in service growth opportunities and then revisit the Fixed Route Network assessment. Staff and consultants will review themes and concepts for planned and potential improvements and changes, seek concurrence on the framework for developing potential Connect 2035 initiatives for evaluation, and review the proposed initiative evaluation process and gather input on key outcomes used to score initiatives.

B. Recap Connect 2035 To Date:

Mr. Otterstrom recapped Connect 2035 to date to bring new members up to speed. He reminded of the three Goals established during Phase 1 and the Connect 2035 Phase 2 foundation for ongoing funding sustainability. He mentioned Connect 2035 Phase 2 being an inclusive, transparent, collaborative engagement process that generates input and connection throughout with diverse audiences. He said the intent was to create a compelling list of projects and initiatives that work to fulfilling the mission for service and transit networks that provide a clear roadmap for continued ridership growth and lead to an optimized, efficient network maintaining a future vision for STA's service and transit network. The foundation should have a clear implementation roadmap and framework to track and communicate progress, while maintaining the financial sustainability of the organization.

He reviewed Connect 2035 Engagement outreach during Phase 1 and the strategy the Board adopted last fall to meet with organizations previously engaged and contacting the list of other organizations the board members provided. He noted staff have been engaging with board members and have provided tours of STA garages, projects, and Dispatch. He noted additional tours will be scheduled. He reviewed additional background before pausing for questions from the Board. None were forthcoming and Mr. Otterstrom said he and Monique Liard would tag team the discussion of the funding and investment principles. He advised there are no formal actions today, but the discussions were intended to be action oriented.

C. Funding and Investment Principles:

Ms. Liard reviewed the Connect 2035 funding and investment principles which were informed by Connect Spokane Comprehensive Plan. She said staff want to ensure there is a clear understanding about where these investment and funding principles are coming from and to share the connection to the Comprehensive Plan. She noted different sections which are going to anchor the Connect 2035 plan to make certain STA creates a financially sustainable plan. She emphasized that not every dollar is the same when you compare investing in ongoing services versus consuming in a capital plan. She said STA wants to make sure they are looking at projects which allow them to have the biggest impact to the community and to the public transportation benefit area.

She shared an illustration of the budget at a high level to show the sources of revenue and how they balance with expenditures, saying the primary driver of the majority of STA funding comes from sales tax and then we have the state and federal operating assistance. Following that are fares, capital grants, and then contribution from reserves.

Ms. Liard provided an analysis overview which included a financial model to examine key metrics over the next 15 years under different scenarios. She said the goal was to maintain existing assumptions of 3% inflation, 3.5% tax base growth rate, and current fare policies. She talked about the historical receipt of the 0.2% sales tax, the influx of Federal relief funding, as well as the 0.2% sales tax sunset in 2028. STA's options included increasing sales tax to 0.9%, maintaining 0.8%, or reverting to the 0.6% received prior to 2017. She discussed the sustainable financial path of each option and what level of service could be delivered with each. If the sales tax is not renewed, she estimates the loss would represent approximately \$42M in revenue. Ms. Liard noted the current level of funding also allows STA to maintain the designated reserves the Board authorized and allows a good leverage point as talks begin about Connect 2035 initiatives.

Ms. Liard discussed the Connect 2035 funding and investment principles from the November 1, 2023, Workshop to ensure STA can deliver and maintain improvements made since 2016, leverage STA's current financial position to deliver strategic, one-time investments, and that potential future service expansions will require a new revenue source. Funding and investment principles next steps

include establishing funding and investments principles in a Board resolution to support the development of Connect 2035.

She said we want to make sure from a funding and investment principal perspective that the 0.8% is thought of as being necessary to continue to keep the service at current levels introduced as part of STA Moving Forward and long term investments. STA would suggest positioning the agency for the reauthorization of the additional 0.2% and maintaining the level of service that is currently in effect.

At this sustainable 0.8% level, it allows STA to leverage the strong financial position of the agency in terms of being able to identify one time investments as part of Connect 2035 and she reiterated that any new service expansions would require an additional funding.

Ms. Liard recognized the abundance of information and asked if anyone had comments or questions. Discussion ensued.

Mr. Otterstrom picked up the discussion to talk about the Board Resolution. He noted that it was discussed at the Planning & Development meeting today and they unanimously approved recommending the Board take those investment funding investment principles in the form of a Board Resolution. He noted the three major points and the specific language of the resolution. He noted the committee passed the Resolution to the full Board on the Consent agenda later this month.

Discussion ensued and the Board members indicated their agreement with moving the Resolution on to the Board under the Consent agenda at the next Board meeting.

D. Fixed Route Network Assessment Themes and Proposed Action Pathways:

Mr. Otterstrom introduced Thomas Wittmann to talk about this topic. Mr. Wittmann mentioned the purpose of a fixed-route assessment to finalize delivery of STA Moving Forward, to respond to any changes in travel markets due to the lasting impacts of the pandemic, ensure systemwide efficiency and effectiveness, and identify the best opportunities for future mobility goals.

He mentioned what he looked at during the assessment which included demographic, population & employment, location based data (origin/destinations), on-time performance and route level ridership, stop level maps, ridership by trip, and field checks. Overall, he advised STA system performs well and he commended Mr. Otterstrom and his team on the tweaks they have made through the pandemic. He noted STA post-pandemic recovery outpaces peer agencies, as of September, weekday ridership is approximately 2019 levels, weekend ridership exceeds 2019 levels, and the systemwide average for productivity is excellent for a system this size.

Mr. Wittmann discussed the tenets of STA success included service in the right places, most routes having multiple options for connections – not just the Plaza, most routes have destinations at the end of the line, the best corridors have 15-minute service, and service adjustments are done on an annual basis. He mentioned how STA has a really good system. It all works together. Riders have economic opportunities because of the regionwide system and he noted no subarea equity issues.

Opportunities to improve mobility were noted and included commuter service, a growing region, Spokane Valley service, on-demand service, weekend service, high performance transit network.

Action pathways included complete delivery of STA Moving Forward and Near Term Investments as well as to Identify Improvements/Expansion Opportunities as Connect 2035 Initiatives for evaluation.

Mr. Otterstrom reviewed the STA Moving Forward project delivery completion of the second phase which is underway and/or not started. He noted the projects delivered, projects that have completed the first phase and the second phase is scheduled for completion, projects underway, and two have not been started, but are scheduled for completion. He also reviewed the status of near-term investments and planned service levels at points in time from the 2024-2029 Transit Development Plan.

Chair French joined the meeting at 12:29.

Mr. Otterstrom noted there were two action pathways that were identified in Thomas' review:

1. Complete Delivery of STA Moving Forward and Near-Term Investments
2. Identify Improvement/Expansion Opportunities as Connect 2035 Initiatives for Evaluation

He shared a map created as part of the public education in 2016 for the ballot measure. It showed the scale and scope of the investments at a high level. He discussed the twenty-seven distinct projects in STA Moving Forward and noted only two have not been started (pilot service to Idaho, and a direct connection between Logan neighborhood and Lincoln Heights neighborhoods). He talked about the changing needs of the region and how adjustments could be made. From Thomas' analysis, Mr. Otterstrom advised we should look at rescoping the final delivery of STA Moving Forward. He discussed service revisions, options, recommendations, and potential improvements.

He provided a comparison of the Near-Term + One-Time and Long-Term + Ongoing opportunities and talked about the sustainability of service and the financial impacts with and without the renewal of the sales tax.

He paused to answer questions. Discussion ensued about the options prior to moving on to the network assessment next steps. Next step components included 1) Completing STA Moving Forward and Near-Term Investment and 2) Improvement/Expansion opportunities. Action Pathways stated 1) update delivery plan and amendments to STA Moving Forward (as needed) and 2) Connect 2035 Initiative Development and Evaluation (spring/summer 2024).

Additional discussion ensued regarding transit signal priority before Mr. Otterstrom turned the presentation over to Mr. Desmond and Mr. Hanson.

E. Connect 2035 Initiative Development

Mr. Hanson said we are going to talk a little bit about the process we will be going through over the next few months to identify and develop these ideas for Connect 2035 initiatives. These initiatives will represent the programs, projects, and supporting investments needed to deliver the three strategic goals. He reviewed the Connect 2035 Initiatives for Customer Experience, Community Partnerships, and Capacity. Connect 2035 initiatives will represent the programs, projects, and supporting investments that are needed to deliver on the three strategic goals. He explained the categories and flagship projects (Division Street BRT, Zero Emission Fleet Transition, and Facilities Master Plan). He noted Division BRT was already underway, the Zero Emission Workshop coming up in the next month or two, and the Facilities Master Plan which is looking holistically at facilities that the Board will be getting an update on in April. He noted these are fairly big ticket items but will be the flagship projects going forward.

A major distinction within the initiatives will be how they can be funded, which we discussed earlier in investments principles and resources. He reviewed the core initiatives' condition, source, initiatives, and timeframes. Condition, source, initiatives, and timeframe for enhanced initiatives requiring additional funding were reviewed. He said potential initiatives could include items related customer experience, fixed route network enhancements, expanding / improving high performance

transit corridors, on demand service / on demand transit, improving customer information, community partnerships, and capacity in terms of facility upgrades the Facilities Master Plan will look to identify. He also mentioned vehicle and equipment upgrades, sustainability initiatives like Zero Emissions, and said it is a lengthy list.

He noted that the first half of the 10 year planning horizon will be front loaded but there will be a lot of other ideas for valuable improvements that won't fit into the first category because there's a finite amount of money available and there will be initiative ideas that aren't just one time investments that have billing costs associated with them which could include things like new or expanded service. He shared a work stream chart covering the flow of sourcing candidate initiatives for each category and how they flowed and who staff would be seeking input from on the topics.

Mr. Hanson paused for questions or comments from Board members. None were forthcoming.

F. Connect 2035 Initiative Evaluation:

Mr. Hanson turned over the discussion to Mr. Desmond who asked for questions about the process and input around the outcomes presented in the overall evaluation. He reminded everyone that we are in the first stages of the process and will identify the initiatives with the best overall score that will support the three overarching goals. He asked, over the next 15 or 20 minutes, for Board members to be thinking about if the proposed outcomes resonate with them. Discussion ensued about the definition of equitable impact and what it really means, safe and accessible transit, key aspects to ensure safety, quantitative and qualitative results, thriving economies, and access to affordable housing and jobs.

Mr. Desmond noted the initiative evaluation was intended to ensure the investments made support the strategic framework to "Deliver strategic long-term investments most beneficial to our communities" strategy identified in Phase 1, and to identify initiatives that will deliver the most impact, offer the highest return on investment, and further the strategic goals to the greatest extent possible. He talked about how they would be generating ideas and prioritizing and selecting from competing initiatives. The plan was to use an outcome based evaluation process to achieve those aims. He shared a slide that helped describe how that could be achieved and noted the results relied heavily on what was heard from the community in Phase 1. He noted the final step is to put together a package of investments to advance over the next 10 years using the results of the evaluation.

He mentioned the outcome based evaluation for an equitable impact and developing proposed outcomes that will represent the programs, projects, and supporting investments that are needed to deliver on the three strategic goals. He shared how the Phase 1 strategic foundation community engagement highlights that buses that come often is the #1 priority for the future of transit. Service to more places was the #2 priority. People want STA to prioritize expanded hours all week, and people see the opportunity for STA to be a leader in sustainability and climate change and how it ties into the three goals. As we get into the next workshop, we will walk through all the details and the process at a Board level and how we are going to engage the community. He said we are still targeting the end of this year for completion of the plan. He expects to have a draft plan by early fall, with continuing public outreach between now and then.

Mr. Otterstrom reviewed the Phase 2 project schedule.

Ms. Meyer invited anyone with questions that come to mind to email her directly. She reviewed the next steps and noted the next workshop would be in May or June. She reminded that everything would come back to the Board for input and modification. The plan brought forward at the end of the year will have been influenced by the Board, the community, riders, and by

taxpayers. She thanked Mr. Desmond, Mr. Hanson, and Mr. Wittman for joining the group today and took a moment to introduce Brian Jennings, STA Deputy Director of Community Development and Mike Tresidder, STA Senior Transit Planner who, together with the executive team, work on this project.

3. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 1:18 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 7D : MINUTES OF THE MARCH 6, 2024, SPECIAL 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 March 6, 2024, Special Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer  Legal Counsel mc

Attachment

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

BOARD OF DIRECTORS

Minutes of the March 6, 2024
STA Special Board Meeting
1230 W Boone Ave., Spokane
w/Virtual Zoom Joining Option

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities (Cheney) *Ex Officio (Virtual)*
Dan Dunne, Small Cities (Liberty Lake)
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Josh Kerns, Spokane County *(Virtual)*
Kitty Klitzke, City of Spokane
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Pamela Haley, City of Spokane Valley
Paul Dillon, City of Spokane *(Virtual)*
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane

MEMBERS ABSENT

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 *Virtual*
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert
and Oreskovich, P.C.
Rod Younker, Summit Law

-
1. Call To Order and Roll Call - Chair French called the meeting to order at 1:23 p.m. and the Clerk conducted roll call.
 2. Executive Session - Chair French convened the Board into Executive Session at 1:26. Legal counsel stated the Executive Session was being held for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining. The Board would return to open session at 1:41.

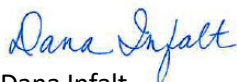
At 1:41, legal counsel advised the Clerk that the Board required five additional minutes and would resume in open session at 1:46.

At 1:46, legal counsel advised the Clerk that the Board required five additional minutes and would resume in open session at 1:51.

At 1:51, the meeting resumed in Open Session.

Ms. Klitzke made a motion to approve the two year labor contract with ATU 1598 as negotiated by staff and approved by members. Mr. Hattenburg seconded, and the motion passed unanimously.
 3. Adjourn - With no further business to come before the Board, Chair French adjourned the meeting at 1:53 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM **7E** : FEBRUARY 2024 VOUCHERS

REFERRAL COMMITTEE: n/a

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

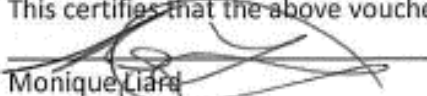
SUMMARY: The following warrants and ACH transfers for the period of February 1 through 29, 2024, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (February)	Nos. 625868 – 626300	\$ 4,827,141.76
Worker’s Comp Vouchers (February)	ACH – 2286	\$ 333,352.30
Payroll 02/09/2024	ACH – 02/09/2024	\$ 2,738,581.09
Payroll 02/23/2024	ACH – 02/23/2024	\$ 1,940,045.91
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,280.77
FEBRUARY TOTAL		\$ 9,844,401.83

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 ml Chief Executive Officer ASAK Legal Counsel mc

Spokane Transit Authority
Vouchers - February 2024

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/02/2024	625868	A TO Z RENTALS	1033	512.74
02/02/2024	625869	INLAND WELDING SUPPLY INC	1032	329.76
02/02/2024	625870	ABCORP NA INC	2814	3,323.32
02/02/2024	625871	ABM INDUSTRY GROUPS LLC	1066	3,542.50
02/02/2024	625872	FRANCIS AVENUE HARDWARE	2279	20.70
02/02/2024	625873	AMAZON CAPITAL SERVICES INC	2098	2,789.72
02/02/2024	625874	STEVEN W NILES JR	2276	34.79
02/02/2024	625875	ARCTIC LIGHTING & ELECTRIC LLC	2100	2,461.13
02/02/2024	625876	NORTHWEST CENTER SERVICES	2271	5,002.87
02/02/2024	625877	AVISTA CORPORATION	1081	7,019.25
02/02/2024	625878	AVISTA UTILITIES CONTRACT	1081	2,450.00
02/02/2024	625879	BATTERY SYSTEMS INC	1089	370.45
02/02/2024	625880	BATTERY SYSTEMS INC	1089	101.22
02/02/2024	625881	BLANCHARD ELECTRIC & FLEET SUPPLY	2589	98.10
02/02/2024	625882	THE BRAUN CORPORATION	1117	37.98
02/02/2024	625883	BDI	1022	133.90
02/02/2024	625884	CLARY LONGVIEW LLC	2611	99,483.66
02/02/2024	625885	CANON FINANCIAL SERVICES INC	1154	444.71
02/02/2024	625886	CDW-GOVERNMENT	1132	1,609.62
02/02/2024	625887	CHARGEPOINT INC	2717	1,589.22
02/02/2024	625888	CITY OF SPOKANE	1601	630.00
02/02/2024	625889	CITY OF SPOKANE	1601	314.58
02/02/2024	625890	CITY OF SPOKANE	1601	165.00
02/02/2024	625891	SPOKANE REGIONAL CLEAN AIR AGENCY	1602	1,097.00
02/02/2024	625892	CLEAN CONCEPTS GROUP INC	1471	714.61
02/02/2024	625893	COLEMAN OIL COMPANY LLC.	2683	104,781.30
02/02/2024	625894	COMPENSATION CONNECTIONS LLC	2724	240.00
02/02/2024	625895	CONSOLIDATED IRRIGATION	1177	22.00
02/02/2024	625896	CORPORATE TRANSLATION SERVICES INC	2158	12.26
02/02/2024	625897	CUMMINS INC	1027	10,545.38
02/02/2024	625898	DELTA DENTAL OF WASHINGTON	1726	67,920.60
02/02/2024	625899	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
02/02/2024	625900	EL JAY OIL CO INC	1003	9,215.68
02/02/2024	625901	FASTENAL COMPANY	1249	188.51
02/02/2024	625902	FIRST TRANSIT INC	2430	4,800.00
02/02/2024	625903	FP MAILING SOLUTIONS	1878	2,000.00
02/02/2024	625904	FEDEX	1808	77.66
02/02/2024	625905	GORDON TRUCK CENTERS INC	1018	18,190.07
02/02/2024	625906	FUTURE SYSTEMS US INC	2320	4,568.36
02/02/2024	625907	GALLS PARENT HOLDINGS LLC	1271	5,532.96
02/02/2024	625908	GILLIG LLC	1279	24,800.25
02/02/2024	625909	W.W. GRAINGER INC	1285	1,623.46
02/02/2024	625910	GRAYBAR ELECTRIC CO INC	1287	934.04
02/02/2024	625911	GRIMCO INC	2696	2,229.54
02/02/2024	625912	H & H BUSINESS SYSTEMS	1298	220.91
02/02/2024	625913	HOGAN MFG INC	1008	325.89
02/02/2024	625914	HUMANIX CORP	1329	5,010.30
02/02/2024	625915	I/O CONTROLS	1334	872.24
02/02/2024	625916	IBI GROUP	1336	550.00
02/02/2024	625917	INIT INNOVATIONS IN TRANSPORTATION INC	2392	1,824.72
02/02/2024	625918	INLAND EMPIRE UTILITY COORDINATING COUNCIL INC	2595	78.00
02/02/2024	625919	JARMS HARDWARE INC	2548	68.11
02/02/2024	625920	WILLIAM CORP	1363	1,461.65
02/02/2024	625921	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	393,274.52
02/02/2024	625922	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	82,077.40
02/02/2024	625923	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	43,527.24
02/02/2024	625924	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS IN	1295	5,298.12
02/02/2024	625925	KENWORTH SALES CO INC	1373	2,761.32
02/02/2024	625926	KERSHAW'S INC	1374	395.68
02/02/2024	625927	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,415.31
02/02/2024	625928	M & L SUPPLY CO INC	1413	946.96
02/02/2024	625929	M & L SUPPLY CO INC	1413	647.56
02/02/2024	625930	MAGALDI & MAGALDI INC	1416	454.66
02/02/2024	625931	MAINTENANCE SOLUTIONS	1418	1,302.55
02/02/2024	625932	MASCOTT EQUIPMENT COMPANY	2650	1,000.69
02/02/2024	625933	MCMASTER-CARR SUPPLY CO	1423	562.90
02/02/2024	625934	Q49 SOLUTIONS LLC	2594	25.07
02/02/2024	625935	MODERN CONSTRUCTION	1438	4,074.19
02/02/2024	625936	MODERN ELECTRIC WATER CO INC	1439	1,254.96

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
02/02/2024	625937	MOHAWK MANUFACTURING & SUPPLY CO	1011	933.78
02/02/2024	625938	MOON SHADOW ETCHERS INC.	2770	6,214.25
02/02/2024	625939	MOUSER ELECTRONICS INC	1449	437.11
02/02/2024	625940	MUNCIE RECLAMATION AND SUPPLY CO	1013	943.49
02/02/2024	625941	NAPA AUTO PARTS INC	1014	7,625.71
02/02/2024	625942	LEGEND INVESTMENTS INC	1454	664.12
02/02/2024	625943	THE AFTERMARKET PARTS COMPANY LLC	1015	15,822.10
02/02/2024	625944	NICK'S CUSTOM BOOTS LLC	1464	459.00
02/02/2024	625945	NORLIFT INC	1470	803.33
02/02/2024	625946	CSWW INC	1102	205.38
02/02/2024	625947	OFFICE DEPOT INC	1483	159.19
02/02/2024	625948	Andrew Thatcher	900	63.57
02/02/2024	625949	Andrew Thatcher	900	65.09
02/02/2024	625950	OXARC INC	1002	101.09
02/02/2024	625951	PACIFIC OFFICE SOLUTIONS	2288	753.02
02/02/2024	625952	PREMERA BLUE CROSS	1521	395,655.62
02/02/2024	625953	PROFESSIONAL SERVICE BUREAU INC	2883	100.00
02/02/2024	625954	PROTERRA INC	2519	12,000.00
02/02/2024	625955	PROVISIONAL SERVICES INC.	2697	881.60
02/02/2024	625956	REHN & ASSOCIATES	2395	167.00
02/02/2024	625957	S & A SYSTEMS INC	2223	658.93
02/02/2024	625958	SAFELITE FULFILLMENT INC	2889	1,034.61
02/02/2024	625959	SAFETY-KLEEN SYSTEMS INC	1564	973.37
02/02/2024	625960	SECURITAS SECURITY SERVICES USA INC	1574	40,844.62
02/02/2024	625961	VANESSA BOGENSBERGER	1582	2,129.23
02/02/2024	625962	SIX ROBBLEES INC	1017	315.02
02/02/2024	625963	SPALDINGS INC	1771	838.21
02/02/2024	625964	SPOKANE HOUSE OF HOSE INC	1605	3,039.72
02/02/2024	625965	SPOKANE PUMP INC	1609	101.37
02/02/2024	625966	STA OPERATIONS	1556	50.00
02/02/2024	625967	STONEWAY ELECTRIC SUPPLY CO	1633	181.56
02/02/2024	625968	SUMMIT LAW GROUP PLLC	1637	7,330.63
02/02/2024	625969	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	165.00
02/02/2024	625970	SUN SUPPLY INC.	2710	4,311.76
02/02/2024	625971	TACOMA SCREW PRODUCTS INC.	2708	37.00
02/02/2024	625972	TITAN TRUCK EQUIPMENT INC	1655	41.82
02/02/2024	625973	TOLAR MANUFACTURING COMPANY INC.	2065	5,290.00
02/02/2024	625974	TRISTAR RISK MANAGEMENT	2124	14,671.58
02/02/2024	625975	ULINE INC	2401	66.90
02/02/2024	625976	JEFFREY OIEN	2155	720.49
02/02/2024	625977	VERITECH INC	2049	529.00
02/02/2024	625978	VOITH US INC	2460	1,335.25
02/02/2024	625979	WA STATE SCHOOL FOR THE BLIND	2847	27.25
02/02/2024	625980	WASHINGTON STATE	1710	26,136.12
02/02/2024	625981	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	122,979.27
02/02/2024	625982	WALTER E NELSON CO	1721	6,462.05
02/02/2024	625983	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	1709	264.10
02/02/2024	625984	WEST CENTRAL COMMUNITY DEVELOPMENT ASSOCIATION	2262	875.00
02/02/2024	625985	WENDLE MOTORS INCORPORATED	1021	5,269.61
02/02/2024	625986	WESCO GROUP LLC	2368	1,059.02
02/09/2024	625987	INLAND WELDING SUPPLY INC	1032	469.02
02/09/2024	625988	ABCORP NA INC	2814	5,000.00
02/09/2024	625989	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	2,424.79
02/09/2024	625990	AFSCME	1328	725.36
02/09/2024	625991	AFSCME	1328	120.00
02/09/2024	625992	ALSCO INC	2196	8,832.49
02/09/2024	625993	AMAZON CAPITAL SERVICES INC	2098	468.71
02/09/2024	625994	AMERICAN RADIATOR INC.	2809	669.26
02/09/2024	625995	AMERICAN SEATING COMPANY	1063	41.09
02/09/2024	625996	AMERIGAS 1790	1064	7.46
02/09/2024	625997	NORTHWEST CENTER SERVICES	2271	54,460.70
02/09/2024	625998	AMALG TRANSIT UNION #1015	1055	24,755.54
02/09/2024	625999	AMALG TRANSIT UNION #1598	1056	1,056.93
02/09/2024	626000	APPLEWAY CHEVROLET INC	1068	862.99
02/09/2024	626001	AVISTA CORPORATION	1081	110,282.22
02/09/2024	626002	BATTERY SYSTEMS INC	1089	238.83
02/09/2024	626003	BDI	1022	1,033.32
02/09/2024	626004	BULLDOG ROOTER INC	1126	1,127.06
02/09/2024	626005	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	162.46
02/09/2024	626006	LITHIA MOTORS SUPPORT SERVICES	1024	274.91
02/09/2024	626007	CANON FINANCIAL SERVICES INC	1154	1,070.45
02/09/2024	626008	COMMUNITY COLLEGES OF SPOKANE	1174	26,481.00

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02/09/2024	626009	QWEST CORPORATION	1148	150.91
02/09/2024	626010	NCH CORPORATION	2853	3,654.58
02/09/2024	626011	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
02/09/2024	626012	CITY OF CHENEY - UTILITY	1158	797.90
02/09/2024	626013	CITY OF SPOKANE	1601	9,136.05
02/09/2024	626014	CITY OF SPOKANE VALLEY	1614	10,612.35
02/09/2024	626015	COLEMAN OIL COMPANY LLC.	2683	84,518.22
02/09/2024	626016	COMCAST	1170	364.82
02/09/2024	626017	WASHINGTON STATE DEPT OF CORRECTIONS	1708	1,220.80
02/09/2024	626018	COSTAR REALTY INFORMATION INC.	2851	468.70
02/09/2024	626019	CUMMINS INC	1027	12,062.97
02/09/2024	626020	EMPLOYEE ADVISORY COUNCIL	1236	706.50
02/09/2024	626021	EARTHWORKS RECYCLING INC.	2816	172.50
02/09/2024	626022	EL JAY OIL CO INC	1003	45,022.32
02/09/2024	626023	ELITE ENTRY SYSTEMS LLC	2632	5,187.11
02/09/2024	626024	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	1246	4,591.08
02/09/2024	626025	FASTENAL COMPANY	1249	3,031.20
02/09/2024	626026	FERGUSON ENTERPRISES INC	1252	151.16
02/09/2024	626027	V02 COLLECTION INC.	2860	468.54
02/09/2024	626028	FEDEX	1808	37.40
02/09/2024	626029	GORDON TRUCK CENTERS INC	1018	9,489.45
02/09/2024	626030	GENFARE LLC	1268	706.11
02/09/2024	626031	GILLIG LLC	1279	17,700.38
02/09/2024	626032	GMCO CORPORATION	2623	7,780.57
02/09/2024	626033	H & H BUSINESS SYSTEMS	1298	110.65
02/09/2024	626034	HUMANIX CORP	1329	1,990.13
02/09/2024	626035	IL DCS AND FAMILY SERVICES	2768	276.53
02/09/2024	626036	IR SPECIALTY FOAM LLC	1345	639.18
02/09/2024	626037	WILLIAM CORP	1363	308.01
02/09/2024	626038	LOOMIS ARMORED US LLC	1408	5,543.82
02/09/2024	626039	LUMINATOR TECHNOLOGY GROUP INC	1009	1,880.28
02/09/2024	626040	M & L SUPPLY CO INC	1413	1,323.30
02/09/2024	626041	MOHAWK MANUFACTURING & SUPPLY CO	1011	587.67
02/09/2024	626042	MUNCIE RECLAMATION AND SUPPLY CO	1013	839.47
02/09/2024	626043	NAPA AUTO PARTS INC	1014	2,565.98
02/09/2024	626044	NATIONAL COLOR GRAPHICS INC	1455	3,152.28
02/09/2024	626045	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	425.10
02/09/2024	626046	SCADU	2887	397.52
02/09/2024	626047	THE AFTERMARKET PARTS COMPANY LLC	1015	13,403.21
02/09/2024	626048	NORLIFT INC	1470	183.21
02/09/2024	626049	CSWW INC	1102	140.52
02/09/2024	626050	CSWW INC	1102	392.35
02/09/2024	626051	NORTHWEST BUSINESS STAMP INC	1472	197.50
02/09/2024	626052	OFFICE DEPOT INC	1483	43.19
02/09/2024	626053	TERESA CARSON	901	42.00
02/09/2024	626054	OXARC INC	1002	29.69
02/09/2024	626055	PLATT ELECTRIC SUPPLY	1517	1,520.55
02/09/2024	626056	PROVISIONAL SERVICES INC.	2697	3,731.16
02/09/2024	626057	ROMAINE ELECTRIC CORPORATION	1548	1,182.04
02/09/2024	626058	S T A - WELL	1557	542.50
02/09/2024	626059	SAFELITE FULFILLMENT INC	2889	986.55
02/09/2024	626060	SBA TOWERS II LLC	1569	2,569.62
02/09/2024	626061	SCHINDLER ELEVATOR CORPORATION	1930	1,642.30
02/09/2024	626062	SIX ROBBLEES INC	1017	533.47
02/09/2024	626063	SPALDINGS INC	1771	9,844.88
02/09/2024	626064	SPOKANE HOUSE OF HOSE INC	1605	303.37
02/09/2024	626065	SPOKANE POWER TOOL	1608	492.40
02/09/2024	626066	THE SPOKESMAN REVIEW	1616	186.53
02/09/2024	626067	THERMO KING NORTHWEST	1650	241.88
02/09/2024	626068	TOLAR MANUFACTURING COMPANY INC.	2065	2,400.00
02/09/2024	626069	TX CHILD SUPPORT SDU	2871	711.72
02/09/2024	626070	ULINE INC	2401	1,053.98
02/09/2024	626071	UNITED WAY OF SPOKANE COUNTY	1684	357.31
02/09/2024	626072	USSC ACQUISITION CORP	1676	345.22
02/09/2024	626073	CARACAL ENTERPRISES LLC	2419	21,636.95
02/09/2024	626074	VERITECH INC	2049	733.00
02/09/2024	626075	VERIZON WIRELESS LLC	1686	8,819.98
02/09/2024	626076	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,720.94
02/09/2024	626077	WALTER E NELSON CO	1721	2,530.12
02/09/2024	626078	WENDLE MOTORS INCORPORATED	1021	737.14
02/09/2024	626079	WEX BANK	2642	18,446.88
02/09/2024	626080	WHITWORTH WATER DISTRICT	1746	29.49

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02/09/2024	626081	VERIZON	2142	4,098.67
02/09/2024	626082	ZIPLINE COMMUNICATIONS INC	2492	4,772.50
02/16/2024	626083	INLAND WELDING SUPPLY INC	1032	823.35
02/16/2024	626084	ACTION DRAIN & ROOTER LLC	1036	225.00
02/16/2024	626085	AMAZON CAPITAL SERVICES INC	2098	1,639.40
02/16/2024	626086	APS INC	1841	156.96
02/16/2024	626087	THE ARC OF SPOKANE	2361	21,768.13
02/16/2024	626088	AUTOMATED ACCOUNTS INC	1079	2,903.91
02/16/2024	626089	AVISTA CORPORATION	1081	3,595.00
02/16/2024	626090	BATTERY SYSTEMS INC	1089	161.71
02/16/2024	626091	CANON FINANCIAL SERVICES INC	1154	807.54
02/16/2024	626092	QWEST CORPORATION	1148	274.01
02/16/2024	626093	CINTAS CORPORATION NO 2	2383	1,170.72
02/16/2024	626094	CITY OF MEDICAL LAKE	1424	88.94
02/16/2024	626095	CITY OF SPOKANE	1601	2,000.00
02/16/2024	626096	COLEMAN OIL COMPANY LLC.	2683	38,033.80
02/16/2024	626097	KATHLEEN M COLLINS	1163	5,000.00
02/16/2024	626098	COMPUNET INC	1166	1,522.34
02/16/2024	626099	CONTINENTAL DOOR COMPANY	1986	888.30
02/16/2024	626100	COWLES REAL ESTATE COMPANY	2765	7,300.00
02/16/2024	626101	CORPORATE TRANSLATION SERVICES INC	2158	43.00
02/16/2024	626102	CUMMINS INC	1027	7,939.23
02/16/2024	626103	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	480.00
02/16/2024	626104	DOW JONES & COMPANY	2698	176.58
02/16/2024	626105	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	270.00
02/16/2024	626106	EL JAY OIL CO INC	1003	8,835.54
02/16/2024	626107	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV.	2737	11,029.50
02/16/2024	626108	FASTENAL COMPANY	1249	3,054.89
02/16/2024	626109	FIRST DATA MERCHANT SERVICES CORPORATION	1257	8,669.70
02/16/2024	626110	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,249.95
02/16/2024	626111	FIRST TRANSIT INC	2430	544,517.15
02/16/2024	626112	V02 COLLECTION INC.	2860	610.40
02/16/2024	626113	FEDEX	1808	529.86
02/16/2024	626114	GORDON TRUCK CENTERS INC	1018	8,079.67
02/16/2024	626115	GALLS PARENT HOLDINGS LLC	1271	2,734.59
02/16/2024	626116	GARD COMMUNICATIONS INC	1272	1,525.00
02/16/2024	626117	GILLIG LLC	1279	11,578.49
02/16/2024	626118	H & H BUSINESS SYSTEMS	1298	1,574.40
02/16/2024	626119	HALME BUILDERS INC	2780	4,512.50
02/16/2024	626120	HOGAN MFG INC	1008	97.12
02/16/2024	626121	HOTSY OF SPOKANE LLC	2370	1,347.64
02/16/2024	626122	HUMANIX CORP	1329	1,118.25
02/16/2024	626123	IDAHO STATE TAX COMMISSION	2504	6,341.94
02/16/2024	626124	JOHNSON CONTROLS FIRE PROTECTION LP	1584	1,302.93
02/16/2024	626125	MOUNTAIN BROADCASTING LLC	2761	2,000.00
02/16/2024	626126	KERSHAW'S INC	1374	92.81
02/16/2024	626127	KREM	2559	40.00
02/16/2024	626128	KSKN TELEVISION INC	2577	590.00
02/16/2024	626129	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	161.93
02/16/2024	626130	Q49 SOLUTIONS LLC	2594	25.07
02/16/2024	626131	MOHAWK MANUFACTURING & SUPPLY CO	1011	991.69
02/16/2024	626132	MOTOROLA SOLUTIONS INC	1448	1,341.79
02/16/2024	626133	MOTOROLA SOLUTIONS INC	1448	243.87
02/16/2024	626134	MOUNTAIN DOG SIGN COMPANY INC	2663	7,532.12
02/16/2024	626135	NAPA AUTO PARTS INC	1014	5,952.02
02/16/2024	626136	NATIONWIDE	2592	696.68
02/16/2024	626137	THE AFTERMARKET PARTS COMPANY LLC	1015	13,738.65
02/16/2024	626138	NORTH 40 OUTFITTERS	1102	101.75
02/16/2024	626139	TAMMY LYNNE GLIDEWELL	1282	70.00
02/16/2024	626140	OFFICE DEPOT INC	1483	550.85
02/16/2024	626141	ONEBRIDGE FSA	2880	114.00
02/16/2024	626142	MATTHEW HANES	901	16.00
02/16/2024	626143	Anderw Thatcher	900	66.55
02/16/2024	626144	PACIFIC OFFICE SOLUTIONS	2288	113.09
02/16/2024	626145	PLATT ELECTRIC SUPPLY	1517	1,033.05
02/16/2024	626146	PROVISIONAL SERVICES INC.	2697	485.80
02/16/2024	626147	NEWS RADIO 920	2318	1,540.00
02/16/2024	626148	ROMAINE ELECTRIC CORPORATION	1548	4,106.78
02/16/2024	626149	SAFELITE FULFILLMENT INC	2889	561.34
02/16/2024	626150	SAFETY-KLEEN SYSTEMS INC	1564	13,135.59
02/16/2024	626151	SCHINDLER ELEVATOR CORPORATION	1930	221.51
02/16/2024	626152	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	10,385.29

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02/16/2024	626153	SPECIAL MOBILITY SERVICES	2122	3,569.20
02/16/2024	626154	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,890.00
02/16/2024	626155	SPOKANE HOUSE OF HOSE INC	1605	3.08
02/16/2024	626156	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	165.00
02/16/2024	626157	SUN SUPPLY INC.	2710	149.01
02/16/2024	626158	SYMETRA LIFE INSURANCE COMPANY	1562	22,343.35
02/16/2024	626159	THE ENGRAVER INC	1242	101.37
02/16/2024	626160	THERMO KING NORTHWEST	1650	2,972.51
02/16/2024	626161	TRAPEZE SOFTWARE GROUP	1669	52,119.44
02/16/2024	626162	USSC ACQUISITION CORP	1676	523.27
02/16/2024	626163	VERIZON WIRELESS LLC	1686	11,275.29
02/16/2024	626164	WASHINGTON STATE	1209	5,072.29
02/16/2024	626165	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	25,741.79
02/16/2024	626166	WALT'S MAILING SERVICE	1976	747.39
02/16/2024	626167	WALTER E NELSON CO	1721	239.80
02/16/2024	626168	WASTE MANAGEMENT SPOKANE	1702	420.74
02/16/2024	626169	WESCO GROUP LLC	2368	17,353.42
02/16/2024	626170	WESTMATIC CORPORATION	1742	1,656.76
02/16/2024	626171	WHITES BOOTS INC	1744	610.40
02/16/2024	626172	THE W.W. WILLIAMS COMPANY	2870	5,389.85
02/16/2024	626173	WASHINGTON STATE TRANSIT ASSOC	1715	42,000.00
02/16/2024	626174	ZAYO GROUP LLC	2321	34,453.29
02/16/2024	626175	ZIPLINE COMMUNICATIONS INC	2492	4,790.14
02/23/2024	626176	A TO Z RENTALS	1033	44.20
02/23/2024	626177	INLAND WELDING SUPPLY INC	1032	229.16
02/23/2024	626178	ACCESS INFORMATION HOLDINGS	2340	624.10
02/23/2024	626179	ASH & ROWAN HARDWARE LLC	2278	132.33
02/23/2024	626180	FRANCIS AVENUE HARDWARE	2279	182.19
02/23/2024	626181	AFSCME	1328	725.36
02/23/2024	626182	AFSCME	1328	120.00
02/23/2024	626183	ALCOBRA METALS INC	2140	2,252.33
02/23/2024	626184	ALL WESTERN INDUSTRIAL SUPPLY	2802	60.82
02/23/2024	626185	AMAZON CAPITAL SERVICES INC	2098	5,007.89
02/23/2024	626186	STEVEN W NILES JR	2276	125.33
02/23/2024	626187	ARCHITECTURAL HARDWARE	1989	843.66
02/23/2024	626188	AMALG TRANSIT UNION #1015	1055	24,382.38
02/23/2024	626189	AMALG TRANSIT UNION #1598	1056	1,056.93
02/23/2024	626190	AMALGAMATED TRANSIT UNION	1057	177.61
02/23/2024	626191	AUTONATION	1068	89.71
02/23/2024	626192	APPLEWAY CHEVROLET INC	1068	514.40
02/23/2024	626193	AVISTA CORPORATION	1081	926.05
02/23/2024	626194	BLANCHARD ELECTRIC & FLEET SUPPLY	2589	527.17
02/23/2024	626195	ROCHELL CONSTRUCTION SERVICES INC	2876	1,820.30
02/23/2024	626196	BL BEST	1083	31.07
02/23/2024	626197	BLACK PROINVEST SCHADE TOWER LLC	2767	7,012.55
02/23/2024	626198	BULLDOG ROOTER INC	1126	1,805.04
02/23/2024	626199	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICE	1130	162.46
02/23/2024	626200	CAMERON-REILLY LLC	1137	80,601.24
02/23/2024	626201	LITHIA MOTORS SUPPORT SERVICES	1024	255.59
02/23/2024	626202	CANON FINANCIAL SERVICES INC	1154	125.05
02/23/2024	626203	CARDINAL INFRASTRUCTURE LLC	2059	13,250.00
02/23/2024	626204	CENTER FOR TRANSPORTATION AND THE ENVIRONMEN	2335	5,000.00
02/23/2024	626205	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
02/23/2024	626206	CITY GLASS SPOKANE INC	2599	570.55
02/23/2024	626207	CITY OF SPOKANE	1601	134.64
02/23/2024	626208	COFFMAN ENGINEERS INC	1162	8,208.36
02/23/2024	626209	COLEMAN OIL COMPANY LLC.	2683	108,891.33
02/23/2024	626210	COMCAST	1170	190.09
02/23/2024	626211	COMMERCIAL TIRE INC	2451	1,707.04
02/23/2024	626212	CONSEAL CONTAINERS LLC	1176	397.78
02/23/2024	626213	CONTINENTAL DOOR COMPANY	1986	4,815.00
02/23/2024	626214	COPIERS NORTHWEST INC	2429	378.94
02/23/2024	626215	CUMMINS INC	1027	4,407.33
02/23/2024	626216	EMPLOYEE ADVISORY COUNCIL	1236	703.50
02/23/2024	626217	EDGE CONSTRUCTION SUPPLY INC	1224	75.79
02/23/2024	626218	EL JAY OIL CO INC	1003	1,679.58
02/23/2024	626219	ELECTRICAL SERVICE PRODUCTS INC	1230	219.77
02/23/2024	626220	ELITE ENTRY SYSTEMS LLC	2632	13,279.00
02/23/2024	626221	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOV.	2737	23,911.50
02/23/2024	626222	FASTENAL COMPANY	1249	54.49
02/23/2024	626223	FERGUSON ENTERPRISES INC	1252	86.21
02/23/2024	626224	THE FIG TREE	2465	170.00

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02/23/2024	626225	FIRST TRANSIT INC	2430	583,435.24
02/23/2024	626226	FEDEX	1808	56.95
02/23/2024	626227	GORDON TRUCK CENTERS INC	1018	9,963.77
02/23/2024	626228	GALLS PARENT HOLDINGS LLC	1271	11.32
02/23/2024	626229	THE GENERAL STORE	1956	98.09
02/23/2024	626230	GILLIG LLC	1279	27,432.24
02/23/2024	626231	W.W. GRAINGER INC	1285	3,274.34
02/23/2024	626232	GRIMCO INC	2696	1,066.06
02/23/2024	626233	H & H BUSINESS SYSTEMS	1298	275.70
02/23/2024	626234	ARCADIS A CALIFORNIA PARTNERSHIP	1336	31,572.83
02/23/2024	626235	IL DCS AND FAMILY SERVICES	2768	276.53
02/23/2024	626236	JACOBS ENGINEERING GROUP INC	2285	3,668.83
02/23/2024	626237	JOHNSON CONTROLS FIRE PROTECTION LP	1584	644.19
02/23/2024	626238	WILLIAM CORP	1363	270.35
02/23/2024	626239	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,390.48
02/23/2024	626240	KPFF INC	2510	1,051.04
02/23/2024	626241	L&E PARK LLC	2391	4,220.66
02/23/2024	626242	LEWIS & ELLIS INC.	2689	5,000.00
02/23/2024	626243	MACON SUPPLY INC	2573	366.55
02/23/2024	626244	MAINTENANCE SOLUTIONS	1418	291.17
02/23/2024	626245	MASCOTT EQUIPMENT COMPANY	2650	547.68
02/23/2024	626246	MCGUIRE BEARING COMPANY	1010	112.18
02/23/2024	626247	MICHIGAN TRUCK SPRING OF SAGINAW INC	2634	986.40
02/23/2024	626248	MOHAWK MANUFACTURING & SUPPLY CO	1011	904.05
02/23/2024	626249	MOTION AUTO SUPPLY INC	1012	368.79
02/23/2024	626250	MOUSER ELECTRONICS INC	1449	60.28
02/23/2024	626251	MUNCIE RECLAMATION AND SUPPLY CO	1013	362.99
02/23/2024	626252	NAPA AUTO PARTS INC	1014	4,130.28
02/23/2024	626253	SCADU	2887	397.52
02/23/2024	626254	THE AFTERMARKET PARTS COMPANY LLC	1015	6,109.99
02/23/2024	626255	NEW PIG CORPORATION	1462	1,786.15
02/23/2024	626256	NORLIFT INC	1470	82.37
02/23/2024	626257	CSWW INC	1102	226.69
02/23/2024	626258	OFFICE DEPOT INC	1483	96.21
02/23/2024	626259	Monica Eutsler	901	44.00
02/23/2024	626260	OXARC INC	1002	48.22
02/23/2024	626261	PARAMETRIX INC	2062	135,129.96
02/23/2024	626262	PARR LUMBER	2299	63.78
02/23/2024	626263	PLATT ELECTRIC SUPPLY	1517	185.50
02/23/2024	626264	PROVISIONAL SERVICES INC.	2697	2,595.20
02/23/2024	626265	REMIX TECHNOLOGIES	2762	51,884.00
02/23/2024	626266	ROMAINE ELECTRIC CORPORATION	1548	2,946.35
02/23/2024	626267	S T A - WELL	1557	542.50
02/23/2024	626268	SAM SCHWARTZ CONSULTING LLC	2369	78,294.97
02/23/2024	626269	JOHN LATTA ASSOCIATES INC	1936	73.34
02/23/2024	626270	SECURITAS SECURITY SERVICES USA INC	1574	34,583.68
02/23/2024	626271	SIMPLIFILE LC	2375	99.90
02/23/2024	626272	SIX ROBBLEES INC	1017	1,422.64
02/23/2024	626273	SPECIAL MOBILITY SERVICES	2122	1,292.32
02/23/2024	626274	SPOKANE COUNTY TREASURER	1603	519.39
02/23/2024	626275	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	303.43
02/23/2024	626276	SPOKANE HARDWARE SUPPLY	1604	566.53
02/23/2024	626277	SPOKANE HOUSE OF HOSE INC	1605	4,007.62
02/23/2024	626278	SPOKANE POWER TOOL	1608	50.13
02/23/2024	626279	SPOKANE PUMP INC	1609	171.13
02/23/2024	626280	DGT ENTERPRISES LLC	2670	9,820.00
02/23/2024	626281	SPORTWORKS GLOBAL LLC	1617	3,468.14
02/23/2024	626282	SPOKANE REGIONAL TRANSPORTATION COUNCIL	1610	58,706.00
02/23/2024	626283	STA OPERATIONS	1556	45.90
02/23/2024	626284	STANDARD DIGITAL PRINT CO INC	1623	0.00
02/23/2024	626285	STONEWAY ELECTRIC SUPPLY CO	1633	261.14
02/23/2024	626286	SUN SUPPLY INC.	2710	623.58
02/23/2024	626287	TACOMA SCREW PRODUCTS INC.	2708	46.36
02/23/2024	626288	THE ENGRAVER INC	1242	21.80
02/23/2024	626289	THERMO KING NORTHWEST	1650	3,750.67
02/23/2024	626290	TRAPEZE SOFTWARE GROUP	1669	150,547.53
02/23/2024	626291	TRANSIT SOLUTIONS LLC	2440	130.80
02/23/2024	626292	TX CHILD SUPPORT SDU	2871	711.72
02/23/2024	626293	UNITED WAY OF SPOKANE COUNTY	1684	237.31
02/23/2024	626294	VERITECH INC	2049	529.00
02/23/2024	626295	VOITH US INC	2460	14,507.50
02/23/2024	626296	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUN	1705	1,722.32

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
02/23/2024	626297	WALTER E NELSON CO	1721	740.65
02/23/2024	626298	WASTE MANAGEMENT RECYCLE AMERICA	1702	488.82
02/23/2024	626299	WENDLE MOTORS INCORPORATED	1021	770.64
02/22/2024	626300	SYMETRA LIFE INSURANCE COMPANY	1562	21,813.40
TOTAL FEBRUARY ACCOUNTS PAYABLE				4,827,141.76
2/1/2024-2/29/2024	ACH	WORKER'S COMPENSATION	2286	333,352.30
TOTAL FEBRUARY WORKER'S COMPENSATION DISBURSEMENTS				333,352.30
02/09/2024	730280-730305	PAYROLL AND TAXES PR 1, 2023	VARIES	2,738,581.09
02/23/2024	730306-730326	PAYROLL AND TAXES PR 2, 2023	VARIES	1,940,045.91
TOTAL FEBRUARY PAYROLL AND TAXES				4,678,627.00
02/19/2024	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,280.77
TOTAL FEBRUARY EXCISE AND LEASEHOLD TAX DISBURSEMENT				5,280.77
TOTAL FEBRUARY DISBURSEMENTS FROM TO1 ACCOUNTS				9,844,401.83
TOTAL FEBRUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL FEBRUARY DISBURSEMENTS TO1 & TO5 ACCOUNTS				9,844,401.83

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 7F : CITY LINE STATION SECURITY CAMERA SYSTEM: FINAL ACCEPTANCE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Nick Hanson, Capital Projects Manager

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

Public Works Contract for:	City Line Station Security Camera System
Contract Number:	2021-10652
Capital Project Number:	347
Contractor:	ADT Commercial, Inc.
Notice to Proceed:	March 4, 2022
Substantial Completion:	November 20, 2023
Final Completion:	November 20, 2023
Scope of Work:	The Security Camera contract consisted of the following: <ul style="list-style-type: none">• Design and installation of security camera system at each City Line station.• Commissioning and integration with STA's enterprise video management system.

Awarded Construction Contract	\$186,597.10
Additive Change Orders	\$61,340.59
Deductive Change Orders	\$0.00
Total Final Contract Value	\$247,937.69

This contract did not have an assigned contract contingency; however, contingency was allocated in the project budget for the standard cost category (SCC) 50 for Telecommunications and was used for this additive change order. To date, the remaining contingency in SCC 50 is \$300,000. Resolution No. 774-19, section 3 authorized the CEO to continue all project implementation activities for City Line, consistent with STA's procurement Policy (Resolution No. 702-13) and applicable state and federal laws and regulations.

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with ADT Commercial, Inc for City Line Station Security Camera System contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer  Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM **7G** : 2022 SERVICE CHANGE BUS STOPS – PHASE 1: FINAL ACCEPTANCE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

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

Public Works Contract for:	2022 Service Change Bus Stops – Phase 1
Contract Number:	2021-10656
Capital Project Number:	743
Contractor:	Cameron-Reilly, LLC
Notice to Proceed:	May 24, 2022
Substantial Completion:	June 30, 2023
Final Completion:	June 30, 2023
Scope of Work:	This contract consisted of the following: <ul style="list-style-type: none">• Construction of 39 ADA platforms for new stops• Installation of 97 poles for new stops• Removal of 45 poles for stop closures• Installation of a Rectangular Rapid Flashing Beacon (RRFB) at Foothills/Astor intersection

Contract Authority, Including Contingency	\$867,020.00
Awarded Construction Contract	\$753,931.00
Additive Change Orders (Applied Contingency)	\$90,043.14
Deductive Change Orders	(\$56,598.95)
Total Final Contract Value	\$787,375.19
Unspent	\$79,644.81

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Cameron-Reilly, LLC for the 2022 Service Change Bus Stops – Phase 1 contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer *ESAN*

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 7H : CONNECT 2035 STRATEGIC PLAN: FUNDING AND INVESTMENT PRINCIPLES (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: One of the key objectives of the Connect 2035 Board Workshop held on November 1, 2023, was to gain concurrence from the Board on funding and investment principles for the new strategic plan. Given their foundational nature to the development and programming of Connect 2035 initiatives, staff have drafted a resolution for Committee and Board’s consideration to memorialize these funding and investment principles.

BACKGROUND: The Connect 2035 Board Workshop held November 1, 2023, had three objectives: (1) establish a shared understanding of STA’s current position regarding delivery of STA Moving Forward commitments, fixed-route network performance and opportunities, and financial sustainability; (2) understand the impacts and implications of availability and level of revenue sources; and (3) gain agreement from the Board on funding and investment principles for Connect 2035. A shared and sustained understanding of these principles are critical to developing Phase 2 of Connect 2035.

The workshop that will be held the same day as the Committee meeting will revisit and build on the preceding workshop, heavily relying on continued support for the principles articulated in November 2023. As such, staff recommends the Board resolve to adopt the principles as key to the success of Connect 2035 planning and programming. The attached draft resolution posits the principles as declarative statements by the Board of Directors to guide the continued development of Connect 2035 Strategic Plan Phase 2.

RECOMMENDATION TO COMMITTEE: Recommend the Board adopt, by resolution, the Connect 2035 Strategic Plan: Funding and Investment Principles.

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

RECOMMENDATION TO BOARD: Recommend the Board adopt, by Resolution #818-24, the Connect 2035 Strategic Plan: Funding and Investment Principles.

FINAL REVIEW FOR BOARD BY:

Division Head ko Chief Executive Officer *ASAM* Legal Counsel mc

RESOLUTION NO. 818-24

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING THE FUNDING AND INVESTMENT PRINCIPLES FOR THE DEVELOPMENT OF CONNECT 2035 PHASE 2

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

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

WHEREAS, by Resolution No. 665-10, the STA Board of Directors adopted Connect Spokane: A Comprehensive Plan for Public Transportation (“the Connect Spokane Plan”) and have since amended the plan through subsequent resolutions; and,

WHEREAS, the STA Board of Directors adopted by Resolution No. 727-14 a plan entitled STA Moving Forward: A Plan for More and Better Transit Services (“the Plan”), and have since amended to reflect changed assumptions related to the timing, sequence and particular scoping of projects in the Plan; and

WHEREAS, the STA Board of Directors adopted Resolution 742-16, submitting to electors at the general election held November 8, 2016, a proposition (“Proposition 1”) authorizing STA to collect up to an additional 2/10 of 1% sales and use tax to maintain and expand public transportation throughout the region, including by way of implementing the STA Moving Forward Plan; and

WHEREAS, Proposition 1 was approved by a majority vote of the electorate in the November 2016 general election, authorizing sales and use tax to maintain and expand public transportation through December 31, 2028; and

WHEREAS, the Plan sets forth objectives for maintaining and expanding the transit system, including fixed-route bus, paratransit and vanpool service in order to connect the community to public services, improve travel flow by connecting jobs and workers and partner in advancing regional economic development; and

WHEREAS, by Resolution No. 790-21, the STA Board of Directors selected Near Term Investments consistent with the goals, principles and policies of the Connect Spokane plan and can be accomplished with funding current resources; and

WHEREAS, by Resolution 803-22, the STA Board of Directors adopted the Connect 2035 Phase 1 Strategic Foundation document and Connect 2035 Phase 1 Technical Report, which are consistent with the policies of the Connect Spokane Plan, and directed the Chief Executive Officer to commence Phase 2 of strategic planning; and

WHEREAS, the STA Board of Directors, with the support of staff and consultants, have conducted financial analyses to support future planning of the transit system, and identified funding and investment principles related to strategic planning; and

WHEREAS, the STA Board of Directors wants to uphold its organizational priority of a financially sustainable and “no-debt” agency;

WHEREAS, the STA Board of Directors wishes to establish and adopt said principles as formal guidance for strategic planning;

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

- Section 1. The STA Board of Directors hereby establishes the following funding and investment principles in connection with the development of Connect 2035 Phase 2:
- a) Plan for renewal of the sales and use tax of up to 2/10 of 1% as authorized by voters in 2016 on or before September 1, 2028, to maintain the existing transit system as well as service and infrastructure improvements associated with the adopted plans and programs, including STA Moving Forward, as amended.
 - b) Leverage STA's current financial resources to deliver customer experience enhancements, strengthen community partnerships, and increase STA’s capacity for the future, advancing the strategic goals of Connect 2035, consistent with the Connect Spokane Comprehensive Plan.
 - c) Explore opportunities to expand service, recognizing any substantive service expansions beyond adopted plans will require a new revenue source and supportive investments.

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

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 71: 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:

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20240371	Boone Water-Oil Separator Cleanout	Action Drain & Rooter, LLC	\$3,034.29	3/29/2023
20231983	Boone Sewer Line Cleanout	Action Drain & Rooter, LLC	\$1,555.00	8/29/2023
20232586	Duct cleaning – S. Bus Garage	CleanCo Carpet & Air Duct Cleaning	\$7,995.00	11/30/2023
20232940	Duct Cleaning – N Admin/Garage	CleanCo Carpet & Air Duct Cleaning	\$7,995.00	12/26/2023
20232868	Haiku Fans – Driver Break Room	Arctic Lighting & Electric	\$10,845.50	2/5/2024
20240191	Connect GFCI – Plaza Rooftop	Arctic Lighting & Electric	\$1,962.00	2/5/2024
20240190	Plaza Skywalk Window Cleaning	NW Center Services (Argus)	\$687.77	2/5/2024
20240189	Plaza CAT 6 Ethernet Install	Arctic Lighting & Electric	\$3,706.00	2/6/2024
20240266	Sprinkler Repair – Boone	Johnson Controls	\$4,690.27	2/15/2024
20240278	Plaza Boiler Pipe Repair	Atlas Boiler & Equipment	\$4,800.00	2/19/2024
20240276	Plaza Boiler Repair & Testing	Atlas Boiler & Equipment	\$5,200.00	2/19/2024
20240433	Plaza Pipe-Heat Loop Repair	Atlas Boiler & Equipment	\$5,722.50	2/20/2024
20240217	Fire Sprinkler Repair	Johnson Controls	\$7,993.94	2/26/2024
20240472	Duct Cleaning – Boone Garage System 6 & 11	CleanCo Carpet & Air Duct Cleaning	\$9,586.55	2/28/2024

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

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

FINAL REVIEW FOR BOARD BY:

Division Head ml Chief Executive Officer ASAK Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 8A : ROUTE 11 - ARENA/DOWNTOWN SHUTTLE AND SHUTTLE PARK PASS
PROMOTIONAL FARE RESOLUTION

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

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer

SUMMARY: As part of the Board approved 2024 Service Revisions, the Route 11 – Arena/Downtown Shuttle has had the hours extended to accommodate night/weekend service between downtown and the Spokane Public Facilities District. These facilities include the Spokane Arena, ONE Stadium, and The Podium on the north bank of the Spokane River. These extended hours will go into effect on Friday, May 3, to coincide with the City of Spokane’s 50th anniversary of Expo ’74, which is a two-month celebration of the historic World’s Fair. The Arena/Downtown Shuttle’s extended hours and days of service to include weekends were intended to accommodate visitors to Riverfront Park and the North Bank from Downtown and vice versa.

As part of the 50th anniversary of Expo ’74 celebration, Spokane Transit is proposing a promotional fare of \$0.50 on Route 11 - Arena/Downtown Shuttle from May 3 through July 7. This fare would only apply to Route 11 and no further discounts would apply; youth 18 and under would continue to ride for free. It should be noted that because this promotional fare is less than six months in duration, the Federal Transit Administration does not require a fare equity analysis under Title VI.

Additionally, Spokane Transit proposes a discount on Shuttle Park pass purchases for the months of May and June, 2024. Individuals currently can purchase a Shuttle Park pass for \$40 a month and park at the Spokane Arena. Included in their Shuttle Park pass purchase is the fare for routes 11, 26, 27, and 28 (which all connect near the Spokane Arena). Spokane Transit has a revenue sharing agreement with Spokane Public Facilities District (\$14 monthly) and Downtown Spokane Partnership (\$2 monthly) for Shuttle Park, which would be unchanged during this promotion, but would discount the remaining cost (\$24) of the pass 75% to be in line with the promotional fare for Route 11. Shuttle Park passes for May and June would therefore be \$22.00 each month, with \$14 still going to Spokane Public Facilities District and \$2 to Downtown Spokane Partnership, and \$6.00 to Spokane Transit as the promotional fare.

The goal of the promotional fare is to acknowledge the momentous occasion of the 50th anniversary of Expo ’74 and to encourage more people to consider transit. As the International Exposition on the Environment, Expo ’74 was the first environmentally themed World’s Fair and its legacy still lives on in Spokane Transit’s livery, with white, blue, and green coaches reflecting the same colors of the Expo ’74 logo. Fifty years later we have the same commitment to sustainability and environmental stewardship, and with this promotional fare, STA encourages others to join in that commitment.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by Resolution, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein.

PMER COMMITTEE ACTION: Mr. Hattenburg made a motion to recommend the Board of Directors approve, by Resolution, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein. Mr. Kerns and Mr. Hattenburg voted yes. Ms. Wilkerson and Mr. Dillon voted no. The vote was tied. The failed motion moves to the Board Operations Committee.

BOARD OPERATIONS COMMITTEE ACTION: Mr. Kerns, Mr. Dunne, and Ms. Haley voted yes. Mr. Zappone voted no. The motion passed 3 to 1 and is forwarded to the Board Action agenda.

RECOMMENDATION TO BOARD: Approve, by Resolution #819-24, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer ESM

Legal Counsel mc

DRAFT RESOLUTION NO. 819-24

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING A PROMOTIONAL FARE FOR THE ROUTE 11 – ARENA/DOWNTOWN SHUTTLE CONCURRENT WITH THE CITY OF SPOKANE’S 50TH ANNIVERSARY OF EXPO ’74 CELEBRATION

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

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

WHEREAS, pursuant to RCW 36.57A.090(3), the STA Board of Directors shall have the power to fix rates, tolls, fares, and charges for the use of public transit services and facilities; and

WHEREAS, STA extended the hours of service on nights and weekends for Route 11 – Arena/Downtown Shuttle to meet stakeholder demand for improved connectivity between downtown Spokane and the North Bank and various public facilities; and

WHEREAS, the Shuttle Park Pass program is a key long-term partnership between STA, Spokane Public Facilities District, and Downtown Spokane Partnership to improve the mobility of employees to and from downtown workplaces in the City of Spokane; and

WHEREAS, the City of Spokane is celebrating the 50th anniversary of the 1974 World’s Fair Exposition between May 4, 2024 and July 4, 2024 to be held in Riverfront Park, adjacent to Route 11, and during this time, STA desires to increase transit connectivity and accessibility to help stimulate economic and pedestrian activity; and

WHEREAS, the STA Board of Directors finds it proper and a legitimate public interest to adopt certain promotional fares, as resolved below, during the 1974 World’s Fair Exposition between May 3, 2024 and July 7, 2024.

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

Section 1: The STA Board of Directors adopts a \$0.50 fare on Route 11, effective May 3, 2024, through July 7, 2024, with the following conditions:

- a) No transfers will be available on Route 11;
- b) All fare purchases will contribute to fare capping on Connect cards or open payments through debit/credit card or Apple/Google Pay;
- c) No further discounts will be applied for Honored Rider, Stars and Stripes, or Student Connect card holders;
- d) Youth 18 and under will continue to ride for free; and
- e) Shuttle Park pass holders’ fare will continue to be included with their pass for no additional charge.

Section 2: The STA Board of Directors adopts a \$6.00 charge for Spokane Transit’s portion of Shuttle Park pass, leaving the \$16 revenue sharing portion for Spokane Public Facilities District and Downtown Spokane Partnership intact, for a total charge of \$22.00 for a Shuttle Park pass during the months of May and June 2024.

Section 3: The STA Board of Directors hereby authorizes the Chief Executive Officer to implement the provisions of this resolution and to take such measures as necessary and proper to enhance public awareness of these promotional fares on Route 11 and Shuttle Park Pass.

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

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 8B: SPOKANE PUBLIC SCHOOLS TRANSIT INFRASTRUCTURE CONSTRUCTION
REIMBURSEMENT: PRELIMINARY CONCURRENCE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff are seeking Board preliminary concurrence of planned improvements in support of the Route 11 Arena / Downtown Shuttle. Furthermore, staff are seeking the board authorize the CEO to communicate STA's intent to reimburse Spokane Public Schools for improvements that will be constructed on behalf of STA.

BACKGROUND: Since the late 1960s, STA and its predecessors have operated a variety of parking shuttles connecting downtown to surface parking lots adjacent to Boone Avenue. In the 1990s a formal bus stop with shelters, a passenger information kiosk, and a bus pullout that accommodated multiple buses, were constructed and put into service on Boone Avenue between Howard and Washington streets. Meanwhile, use of the parking lot was integrated into a monthly parking program to provide a combined monthly parking and shuttle bus pass through a partnership with the Spokane Public Facilities District (PFD) and Downtown Spokane Partnership (DSP). The routing and branding have evolved over time. Service is provided by Route 11 Arena/Downtown Shuttle, and the monthly parking and shuttle pass is known as Shuttle Park.

In 2021, plans for a new football stadium for Spokane Public Schools (SPS) were being finalized. The new stadium would be built atop the Arena parking lot, disrupting existing bus service and customer parking, and eliminating the bus pullout and stop. Beginning in July 2021, STA began coordination efforts with the PFD and SPS. It was recognized early on that the replacement of the bus stops, like the parking lot, would be the responsibility of SPS to construct, while the PFD had already agreed to pursue a replacement site on the north side of Boone Avenue immediately to the west of Howard Street. Since that time, STA has been actively engaged with SPS and PFD on the replacement site design and construction, with the site plan incorporating the replacement of the bus stop on Howard Street.

In late 2021, the STA Board of Directors approved a list of Near Term Investments through [Resolution No. 790-21](#), which included investing in Route 11's service span as well as infrastructure. Infrastructure investments were to include enhancements to the replacement bus stop on Howard Street as well as an operator restroom to support layover activities at all-day service operations. SPS expressed a willingness to incorporate these enhancements into their construction project, understanding there would be costs to be reimbursed by STA. Through the Near Term Investments and subsequent updates to the Board-adopted Capital Improvement Program, STA has set aside \$1.246 million for new bus stops and layover infrastructure for Route 11 (CIP Project #951). Reimbursement to SPS will be funded by the capital project.

On Monday, March 11, 2024, SPS provided the cost estimates for additive work to be carried out by SPS's contractor, Garco Construction, that are specific to STA. These total \$238,000 before sales tax. Other reimbursable expenses will include design work for STA-related site improvements. Accounting for these expenses, sales tax and contingency, final reimbursement may range from \$300,000 and \$350,000.

An interlocal agreement will be required between SPS and STA to reimburse SPS for costs incurred that go above the basic replacement costs of the original bus stop. This agreement has yet to be drawn up. However, SPS is seeking reassurance of STA's willingness to reimburse expenses as they give Garco Construction authorization to proceed with the required change order.

While not binding, the Board's concurrence is providing SPS with a good faith indication to move forward with construction, with the understanding the Board is willing to execute a future interlocal agreement that binds it to reimburse for reasonable and necessary expenses related to construction of transit improvements that are above and beyond the basic replacement of the original bus stop.

RECOMMENDATION TO BOARD: Recommend the Board provide preliminary concurrence of planned transit improvements to the PFD-owned parking lot at West Boone Avenue and North Howard Street, by Spokane Public Schools and authorize the CEO to communicate the Board's intent to reimburse SPS for transit-related infrastructure costs not to exceed \$350,000.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer BSM

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 8C : SPOKANE VALLEY SPRAGUE HIGH PERFORMANCE TRANSIT
INFRASTRUCTURE CONSTRUCTION REIMBURSEMENT: PRELIMINARY
CONCURRENCE

REFERRAL COMMITTEE: n/a

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

SUMMARY: Staff are seeking Board preliminary concurrence of planned improvements in support of Sprague High Performance Transit (HPT) infrastructure included in the City of Spokane Valley's Sprague Avenue Stormwater project. Furthermore, staff are seeking the Board authorize the CEO to communicate STA's intent to reimburse the City of Spokane Valley for improvements that will be constructed on behalf of STA.

BACKGROUND: As part of the City of Spokane Valley's Sprague Stormwater project, Spokane Valley and STA staff have coordinated inclusion of crosswalk and bus stop improvements. The City of Spokane Valley applied for a 5310 Seniors and Individuals with Disabilities grant with Spokane Transit's 2021 call for projects to construct a crosswalk on Sprague near Dartmouth. The crosswalk was deemed ineligible by FTA for section 5310 funds. In April 2022, the Board authorized the CEO to enter into an agreement to contribute \$163,385 in local funds to the crosswalk project using CIP #894, "Cooperative Projects". Since that time, the City of Spokane Valley began designing their Sprague Avenue Stormwater project on Sprague from Herald to University. This project provided the opportunity to construct a bus stop near the crosswalk at Dartmouth to facilitate pedestrian access.

On January 30, 2024, city staff provided STA with a 90% design for review. On March 1, 2024, city staff provided STA with an engineering estimate for work to be completed by the city's contractor that is specific to STA. Including design costs, the engineer's estimates total \$254,849 before applicable sales tax. Accounting for these expenses, sales tax and contingency, final expenditures may total an amount up to \$275,000.

An Interlocal Agreement (ILA) will be required between the City of Spokane Valley and STA to reimburse the city for costs incurred to design and construct the HPT stop as well as the earlier commitment in support of the crosswalk improvements. This agreement has not been drafted yet. However, the City is seeking reassurance of STA's willingness to reimburse for the transit related improvements. This ILA will be funded from STA CIP #894, "Cooperative Projects", which was established for collaborative transit improvements as part of partner agency projects.

While not binding, the Board's concurrence is providing the city with a good faith indication to move forward with bidding and awarding a contract for construction, with the understanding that the Board is willing to execute a future interlocal agreement that binds it to reimburse for reasonable and necessary expenses related to construction of the transit improvements.

RECOMMENDATION TO BOARD: Recommend the Board provide preliminary concurrence of planned transit improvements to the City of Spokane Valley Sprague Avenue Stormwater project and authorize the CEO to communicate the Board's intent to reimburse City of Spokane Valley for Sprague High Performance Transit (HPT) infrastructure costs not to exceed \$275,000.

FINAL REVIEW FOR BOARD BY:

Division Head ko

Chief Executive Officer SSAN

Legal Counsel mc

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 9A : CONNECT 2035 STRATEGIC PLAN 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 May 2024, building on directions provided at the March 6, 2024, Board workshop.

BACKGROUND: In December 2022, STA adopted Phase 1 of its next 10-year strategic plan, Connect 2035. The deliverables from Phase 1 can be found here:

<https://staconnect2035.com/about/documents/>

The STA Board of Directors has participated in three workshops related to Connect 2035. The Board Workshops and topics covered are identified below.

Date	Topic(s)
September 6, 2023	Project Kick-Off and Public Engagement
November 1, 2023	Established shared understanding of: (a) Delivery of STA Moving Forward commitments (b) Fixed Route network performance and opportunities (c) Financial sustainability (d) Funding and investment principles for Connect 2035
March 6, 2023	a) Recap past Board efforts on Connect 2035 b) Confirm commitment to funding and investment principles and clarify Board interest in service growth opportunities c) Revisit the Fixed Route network assessment, and review themes and concepts for planned and potential improvements and changes d) Seek concurrence on the framework for developing potential Connect 2035 initiatives for evaluation e) Review the proposed initiative evaluation process and gather input on key outcomes used to score initiatives

Recent engagement efforts have included:

- Collaborative Transportation Open Houses
- Conversations with community-based organizations, community stakeholders, and employment organizations.
- Growing the STA Insight Network via referrals. Monthly surveys and feedback is ongoing.
- Board Engagement and knowledge-share events.
- Miscellaneous work on employee engagement and outreach.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

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

March 21, 2024

AGENDA ITEM 11A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

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

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Josh Kerns, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM: **12Ai:** EXPO '74 50TH ANNIVERSARY CELEBRATION UPDATE

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

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer

SUMMARY: Officially known as the International Exposition on the Environment, Expo '74 created a lasting legacy in Spokane with the 64-acre Riverfront Park, which hosts over 3 million visitors annually. To honor that legacy, the City of Spokane is celebrating the 50th anniversary of Expo '74 this year with nine weeks of activities, scheduled to start May 4th with an opening ceremony at the Pavilion in Riverfront Park and conclude July 4th with a symphony concert and fireworks also at the Pavilion. Other events will occur weekly at the Community Stage in Riverfront Park along with other activities throughout the community.

Spokane Transit will be issuing a limited edition Connect card in honor of the 50th anniversary. The limited edition card contains whimsical elements of Expo '74, including the famous butterflies and hot air balloons. This Connect card will be available starting May 3rd in conjunction with Bloomsday weekend and the opening celebration for the 50th anniversary and will be available to purchase (and receive automatic \$5 credit) through the closing ceremony on July 4th. It will be available at the Plaza, online, and other outreach activities during the two-month time period, or until supplies run out.

Spokane Transit also owns the two skywalks connecting the Bank of America building and the Crescent Building to the Plaza in downtown Spokane and will be working with Downtown Spokane Partnership to activate those skywalks to celebrate the 50th Anniversary. This may include window art or lighting schemes that would include STA's green and blue livery colors, which are the same as the mobius colors in the Expo '74 logo.

As part of the May service change, Route 11, or the Arena/Downtown Shuttle will increase hours of service into the evening and operate on weekends to help accommodate visitors to Riverfront Park and the North Bank from Downtown and vice versa. While the May service change is not scheduled until late May, the increased hours for Route 11 will be implemented on May 3rd to support the Expo '74 50th Anniversary celebration and facilitate transportation to events in Riverfront Park. Spokane Transit is also proposing a promotional fare for this route in support of the celebration.

RECOMMENDATION TO BOARD: Receive Report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 12Aii : 2023 UNAUDITED YEAR-END FINANCIAL REPORT

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

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: The 2023 unaudited year-end financial report will be provided at the meeting.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14A : COMMITTEE MINUTES – INFORMATION

- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee

REFERRAL COMMITTEE: N/A

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

SUMMARY: Approved Minutes of the January 31, 2024 (February meeting), of the Planning and Development Committee and Performance Monitoring and External Relations Committee, as well as the February 7, 2024, Board Operations Committee meetings are attached.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the February 7, 2024, Meeting

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

MEMBERS PRESENT

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

STAFF PRESENT

Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
Monique Liard, Chief Financial Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

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

Zack Zappone joined at 1:31 p.m.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair French noted there is a lot of work to be completed this year including the comp plan and Connect 2035 program.

4. COMMITTEE ACTION

A. January 10, 2024, Committee Minutes

Mr. Dunne moved to approve the January 10, 2024, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Ms. Haley shared the items presented at the Planning and Development Committee meeting on January 31, 2024.

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

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on January 31, 2024.

6. APPROVE BOARD WORKSHOP AGENDA

Ms. Clark presented the Board Workshop Agenda, and the Committee discussed the workshop scheduling.

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

7. BOARD OF DIRECTORS AGENDA FEBRUARY 15, 2024

Ms. Meyer presented the Board of Directors Agenda. Item “5C. Federal Transit Administration Section 5310; 2023 Call for Projects Funding Recommendation (*Karl Otterstrom*)” will become Item 6B. Two additional items to be added to the agenda include a report from the Legislative Task Force and Item 10A, proposed legislation regarding PTBA governance and adding two voting members.

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

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

8. CONNECT 2035 STRATEGIC PLAN BOARD WORKSHOP AGENDA

Ms. Meyer shared the proposed date and time change of the workshop to move from February 15, 2024, from 11:30 a.m. to 1:15 p.m., to March 6, 2024, from 11:30 a.m. to 1:15 p.m.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 13, 2024

Ms. Meyer presented the proposed Board Operations Committee agenda. Mr. Zappone inquired about the development of a Board Operations Committee work plan. “Item 7: Board Operations Committee Work Plan” will be added to the agenda.

10. CEO REPORT

Ms. Meyer shared the November 2023 voter-approved Sales Tax revenues. She provided the list of appointments to the 2024 Legislative Task Force: Mayor Grover, Commissioner Kerns, Council Member Dillon, Deputy Mayor Hattenburg, and STA Labor Representative Rhonda Bowers. Each member will have the option to appoint an alternate from the current STA Board Members from the same jurisdiction.

11. NEW BUSINESS

There was no new business.

12. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:27 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the January 31, 2024, Meeting (*February Meeting*)

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

MEMBERS PRESENT

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

MEMBERS ABSENT

Dan Dunne, Small Cities Representative
(Liberty Lake)

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

Chair Haley had nothing to report at this time.

3. COMMITTEE ACTION

A. MINUTES OF THE DECEMBER 6, 2023, COMMITTEE MEETING

Ms. Kitty Klitzke moved to approve the December 6, 2023, Planning & Development Committee meeting minutes. Chair Haley seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS FUNDING RECOMMENDATION

Mr. Otterstrom reviewed the results and funding recommendations of the 2023 Federal Transit Administration (FTA) Section 5310 Call for Projects that was issued on October 20, 2023. This program is intended to support improving the mobility of seniors and individuals with disabilities and is primarily for local nonprofit organizations. The funds do not go directly

to the nonprofit organizations but to a designated recipient which then awards funding to local projects. STA is the designated recipient of FTA 5310 funding for the Spokane Urban Area. A minimum of 55% of Section 5310 grant awards must be spent on “Traditional” capital projects (i.e., ADA vehicle purchases, mobility management programs, and contract human services transportation). If there are insufficient eligible projects, STA may recommend a portion of the total funds available be programmed back to STA for the purposes of contracting human services transportation to meet the statutory requirement. A maximum of 45% of STA’s annual appropriation can be allocated to “other” projects (i.e., transportation services and operating projects; mobility training). These projects must be targeted towards meeting the transportation needs of seniors and individuals with disabilities. Operating projects require a 50% minimum local match. The STA Board of Directors allocated \$190,000 in October 2023 to reduce the applicant’s local match contribution to as little as 10% of the total project cost.

STA issued the call through a two-step application process that concluded December 8, 2023 and received seven project applications for five different nonprofits. Two projects were “traditional” and four were “other”. All submitted projects were consistent with the Coordinated Public Transit-Human Services Transportation Plan for Spokane County and will be submitted to FTA in a program of projects for federal funding obligation. An evaluation committee comprised of staff from STA, Washington State Department of Transportation and Spokane Regional Transportation Council (SRTC) scored projects. Mr. Otterstrom reviewed the methodology for assigning federal and STA funds to each project, considering project scores, ranking, federal requirements and funding availability. The amount of funding recommended for award is \$615,296 in FTA Section funds and \$190,000 in STA local matching funds for a total award amount of \$805,296. Mr. Otterstrom presented the recommended award values by project.

Mr. Zack Zappone moved to recommend the Board of Directors approve, by motion, the Federal Transit Administration 5030 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule. Ms. Kitty Klitzke seconded, and the motion was approved unanimously with Chair Haley recusing herself.

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. 2024 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: REVIEW

Mr. Otterstrom reviewed the work program background, and the annual planning calendar which identified the four planning documents founded on the principles and policies of *Connect Spokane* which require annual updates: the Transit Development Plan (TDP), the Service Improvement Program (SIP), the Capital Improvement Program (CIP), and the Annual Action Plan/Budget. The work program also identified other major planning efforts that will take place during 2024. Mr. Otterstrom reviewed the highlights of the Draft Committee Work Program which are considered recurring annual planning:

- The 2025-2030 Transit Development Plan - due to the state by September 1, 2024. Includes the 2025-2027 SIP, the 2025 to 2030 CIP, an updated financial forecast and assumptions through 2030, and an update to the Transit Asset Management Plan.
- The 2025 Action Plan, Operating and Capital Budgets.

Other planning activities included but were not limited to Connect 2035: Complete Phase 2; Division *Connect Spokane* Comprehensive Plan: Complete Phase 2 Update; and Division Street Bus Rapid Transit (BRT).

Mr. Zappone requested access to Board resolutions and was advised links to resolutions will be provided to Board members through SharePoint site in the future.

Mr. Zappone asked for clarification about the new Rules of Procedures and its relationship to the preparation and approval of the Committee work program. Ms. Megan Clark responded and clarified that the Committee can develop and approve its own work program, but items or topics that are substantively distinct from the work program, or are likely to require substantial effort not already endorsed by the Board, should generally be brought before the full Board prior to the Committee and staff advancing such an effort.

B. TRANSIT DEVELOPMENT PLAN 2025-2030 OVERVIEW

Mr. Otterstrom reviewed the 2025-2030 Transit Development Plan (TDP) which is expected to be adopted in July 2024. This state-required document will include the six-year Capital Improvement Program (CIP) and the three-year Service Improvement Program (SIP). The TDP describes how STA intends to meet state and local long-range priorities for public transportation, capital improvements, significant operating changes, and funding for program needs. The TDP sets forth regionally significant projects for inclusion in the Transportation Improvement Program (TIP) prepared by SRTC. Mr. Otterstrom reviewed the TDP project timeline from February 2024 to July 2024, which identifies interactions and actions by the Board and Committee over that timeframe.

Ms. Klitzke inquired about local agencies advertising the six-year plan on multiple websites to boost outreach; joint public workshops to get more participation from the community. There are other agencies updating their comprehensive plans this year; it could be beneficial to combine some of these items to bolster participation. Mr. Otterstrom noted that this would be beneficial and that there is a desire to do something along these lines in the future.

Mr. Otterstrom reviewed the next steps. In March, staff will seek committee input on mid-range tactical framework and the approach to stakeholder outreach.

C. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVIEW DRAFT ELEMENTS

Mr. Otterstrom presented proposed draft language for the new *Transit Equity and Inclusion* element of STA's Comprehensive Plan, informed by discussion and input at the November 2023 Planning & Development Committee, an overview of the *Revenues and Fares* Element, and introduced a draft work program for exploring new policy alternatives.

The goal of the *Transit Equity and Inclusion* element is to work toward a system that ensures inclusive and equitable access to STA programs, services, and transit system. Mr. Otterstrom reviewed the background of the *Revenue and Fares* element, which was last updated in 2022. Mr. Otterstrom briefly reviewed the existing policies and proposed that future analysis and discussion will focus on two policies in particular, "Determination of Fixed-Route Fares" and "Low-income Fares." Staff intend to bring information back to the Committee in March and April 2024 to support this effort. In addition to further work on the *Revenue and Fares* element, staff will provide an updated redline draft of the *Transit Equity and Inclusion* element later this spring.

Mr. Zappone requested viewing a few plans from other organizations in the future and would like to see language involving "belonging". Ms. Meyer encouraged Mr. Zappone to bring noteworthy examples that are of interest as well.

D. CONNECT 2035 STRATEGIC PLAN UPDATE

Mr. Otterstrom presented the Connect 2035 Phase 2 Project Schedule and the Board Workshop Draft Agenda. There are three major objectives of the upcoming February 15 Board Workshop:

- Revisit the Fixed Route network assessment, and review themes and concepts for planned and potential improvements and changes;
- Seek concurrence on the framework for developing potential Connect 2035 initiatives for evaluation; and,
- Review the proposed initiative evaluation process and gather input on key outcomes used to score initiatives.

Chair Pam Haley left the meeting; Mayor Chris Grover became acting chair for the remainder of the meeting.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

Ms. Meyer welcomed the new 2024 Planning and Development Committee members.

City Line Increased Frequency: The City Line has increased to 7.5-minute frequencies as of Monday, January 22, 2024. She commented that in a meeting with Senator Billig he stated that one of his assistants who works in Spokane is very excited about the increased frequency. In May the City Line weekday midday schedule will go from buses every 15 minutes to every 10 minutes.

Board Appointed Legislative Task Force: Depending on availability, this group will likely begin meeting Friday, February 2, or early the following week. Mayor Grover has been appointed by the Small Cities, Paul Dillon by the City of Spokane, Commissioner Kerns by Spokane County, Rhonda Bowers is automatically appointed as the Labor Representative, and City of Spokane Valley has not yet appointed their representative. Of note in the upcoming legislative session is Initiative 2117 which would repeal the Climate Commitment Act (CCA) if approved by voters in November 2024.

January 2024 Voter-Approved Sales Tax Revenue (November 2023 Sales) Update: Actual (\$9,541,665) compared to budget (\$8,976,504) for a 6.3% difference of \$565,161. Sales tax revenue is 6.3% YTD above budget (\$0.6M), 6.3% above January 2023 actual (\$0.6M) and 6.3% YTD above 2023 actual (\$0.6M).

7. COMMITTEE INFORMATION – none

8. REVIEW MARCH 6, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS' EXPRESSIONS

Rhonda Bowers expressed her excitement to be on the Planning & Development Committee.

Mayor Grover commented that as the governing body of STA, the Board's role is focused on the high-level policies, saying he appreciates the discussion and believes that the next meeting surrounding fares and revenues will make for some very targeted discussion. He emphasized that the CEO runs the agency, and the Board is the governing body. The high-level policy focus of the Board will allow staff to take care of the operative and administrative details more effectively.

11. ADJOURN

With no further business to come before the Committee, Mr. Grover adjourned the meeting at 11:34 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, March 6, 2024, at 10:00 a.m. in person at STA Northside Conference Room

Respectfully submitted,

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

Vicki Clancy, Executive Assistant
Planning & Development Department

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the January 31, 2024, Meeting (*February Meeting*)

**STA Northside Conference Room
1230 W Boone Avenue, Spokane, WA**

In person meeting with optional virtual link

COMMITTEE MEMBERS PRESENT

Josh Kerns, Spokane County *
Tim Hattenburg, City of Spokane Valley
Betsy Wilkerson, City of Spokane
Paul Dillon, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Lance Speirs, City of Medical Lake (*Ex-Officio*)
E. Susan Meyer, CEO (*Ex-Officio*)

COMMITTEE MEMBERS ABSENT

**Committee Chairman*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STAFF MEMBERS ABSENT

-
1. **CALL TO ORDER AND ROLL CALL**
Chair Kerns called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Kerns had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of the December 6, 2023, Committee Meeting**
Ms. Wilkerson moved to approve the December 6, 2023, Committee meeting minutes. Mr. Hattenburg seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. Board Consent Agenda
 1. **2024 Service Revisions: Final Recommendation**
Mr. Otterstrom provided information on a timeline for public outreach and implementation, public outreach activities, specific changes to affected routes, and added Paratransit service areas. There was discussion about two options for the North Bank / Downtown Shuttles which are being evaluated with community stakeholders.

Mr. Hattenburg moved to recommend the Board approve the 2024 Service Revisions Final Recommendation as presented. Ms. Wilkerson seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. Draft 2024 Performance Monitoring & External Relations Committee Work Program

Mr. Rapez-Betty presented an overview of the 2024 Performance Monitoring & External Relations (PMER) Committee work program and explained this is the first work program the PMER Committee has created. This work program is made up of annual reports, surveys, procurement timelines, and other items as needed. Items and timelines are subject to change, and new items will be added as they arise. The next step is to finalize and approve in March and share with the Board of Directors as information.

B. Community Access Pass Program Survey Update

Dr. Cortright provided background on the Community Access Pass (CAP) program and presented the 2023 CAP program pass sales and usage. STA will be launching a survey in March to help better understand how participants are using the program. Dr. Cortright shared proposed survey questions. Discussion ensued about other possible questions to add to the survey. Survey results will be shared at a future meeting.

6. CEO REPORT

Ms. Meyer stated the Board established a Legislative Task Force with the following appointees: Mayor Grover, Small Cities, Council Member Dillon, City of Spokane, Commissioner Kerns, Spokane County, and Rhonda Bowers, Labor Representative. There has not been an appointment for the City of Spokane Valley yet. The first meeting will be scheduled soon, with 24-hours' notice, and when all are available.

Ms. Meyer reported she and Mr. Rapez-Betty were recently in Olympia for the Washington State Transit Association (WSTA) Board of Directors quarterly meeting. She explained there were several legislators in attendance who discussed Initiative 2117 which is the Citizen Initiative to repeal the Climate Commitment Act. At this meeting further discussion ensued about possible impacts if the Climate Commitment Act is repealed and funding is lost. The Climate Commitment Act revenue funds \$3.5B in transit projects and services over 15 years in the Move Ahead Washington package. For STA, this will affect funding for Zero-Fare for Youth, special needs transportation, and the Division BRT project.

Ms. Meyer stated the Governor has introduced a requirement about communication and signage of services and projects funded by the Climate Commitment Act to create awareness about how funding is used.

Ms. Meyer provided information on House Bill 2191 and Senate Bill 6185 and explained the purpose is to allow PTBA boards to add two voting members to the Public Transportation Benefit Area (PTBA) Board. One member must be a rider dependent on transit, and the other an advocate for people who are dependent on transit. This topic will be discussed at the first Legislative Task Force meeting.

Ms. Meyer also discussed House Bill 2160, which promotes community and transit-oriented development and the Middle Housing Bill (HB 1110), which makes certain changes to the bill passed last year and how both will impact development close to transit stops.

Ms. Meyer also reported on a Senate Bill relating to pedestrian crossing.

Ms. Meyer further reported as of January 22, 2024, STA now offers 7.5 minute frequency on City Line during peak hours. STA is excited to have enough operators to be able to offer this service. The challenge has been bus bunching due to traffic delays. It's sometimes necessary to take one bus temporarily out of service to get back on schedule.

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

The March 6, 2024, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

There was discussion about whether future meetings would be in person or virtual. Committee members are encouraged to attend in person, but there will be a virtual option if necessary.

10. ADJOURN

With no further business to come before the Committee, Chair Kerns adjourned the meeting at 2:42 p.m.

The next committee meeting will be held on Wednesday, March 6, 2024, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14B : FEBRUARY 2024 SALES TAX REVENUE

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

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

SUMMARY: Attached is the February 2024 voter-approved sales tax revenue information. February sales tax revenue, which represents sales for December 2023, was:

- 1.6% below 2024 budget
- 2.1% above YTD 2024 budget
- 1.6% below 2023 actual
- 2.1% above YTD 2023 actual

Total taxable sales for December were down 1.3% from December 2022. 2023 YTD sales are *up* 1.6% from December 2022 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *decreased* by 2.8% (\$18.0M) in December 2023 vs December 2022 and is *down* by 1.1% (\$-73.4M) December 2023 YTD vs 2022 YTD
 - Other Miscellaneous Retailers *increased* 9.8% or \$96.4M December 2023 YTD over December 2022 YTD
 - Grocery and Convenience Retailers *increased* 5.5% or \$19.1M December 2023 YTD over December 2022 YTD
 - Clothing and Clothing Accessories Retailers *decreased* 3.5% or (\$-10.0M) December 2023 YTD over December 2022 YTD
 - Electronics and Appliance Retailers *decreased* 6.5% or (\$-27.6M) December 2023 YTD over December 2022 YTD
 - Building Material and Supplies Dealers *decreased* 4.2% or (\$-29.4M) December 2023 YTD over December 2022 YTD
 - Automobile Dealers *decreased* 2.6% or (\$-31.8M) December 2023 YTD over December 2022 YTD
 - Other Motor Vehicle Dealers *decreased* 14.7% or (\$-33.7M) December 2023 YTD over December 2022 YTD
 - Furniture and Home Furnishings Retailers *decreased* 25.4% or (\$-63.5M) December 2023 YTD over December 2022 YTD
- Construction *decreased* by 4.3% (\$-7.3M) in December 2023 vs December 2022 and is *up* by 1.3% (\$28.2M) December 2023 YTD vs 2022 YTD
- Accommodation and Food Services *increased* by 3.3% (\$3.7M) in December 2023 vs December 2022 and is *up* by 3.4% (\$47.4M) December 2023 YTD vs 2022 YTD

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14C : JANUARY 2024 FINANCIAL RESULTS SUMMARY

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

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

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

Revenue

Overall, January year-to-date revenue is 9.1% (\$1.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 3.9% higher than budget
- Sales Tax Revenue is 6.3% higher than budget
- Federal & State Grant Revenue is 20.9% higher than budget
- Miscellaneous Revenue is 26.6% higher than budget

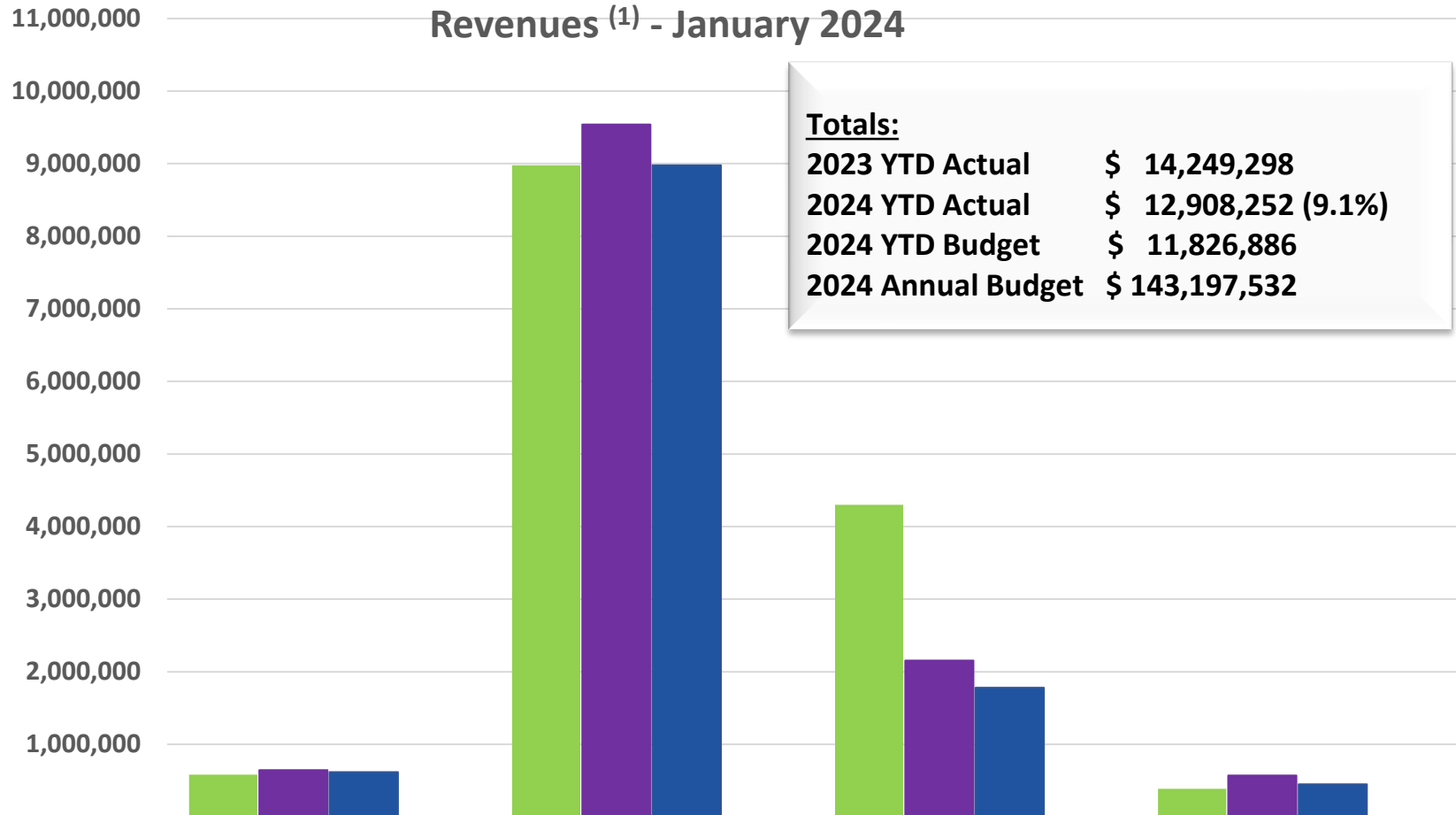
Operating Expenses

Overall, January year-to-date operating expenses are 9.7% (\$1.0M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 4.7% lower than budget
- Paratransit is 8.3% lower than budget
- Rideshare is 40.6% lower than budget
- Plaza is 23.0% lower than budget
- Administration is 27.0% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - January 2024

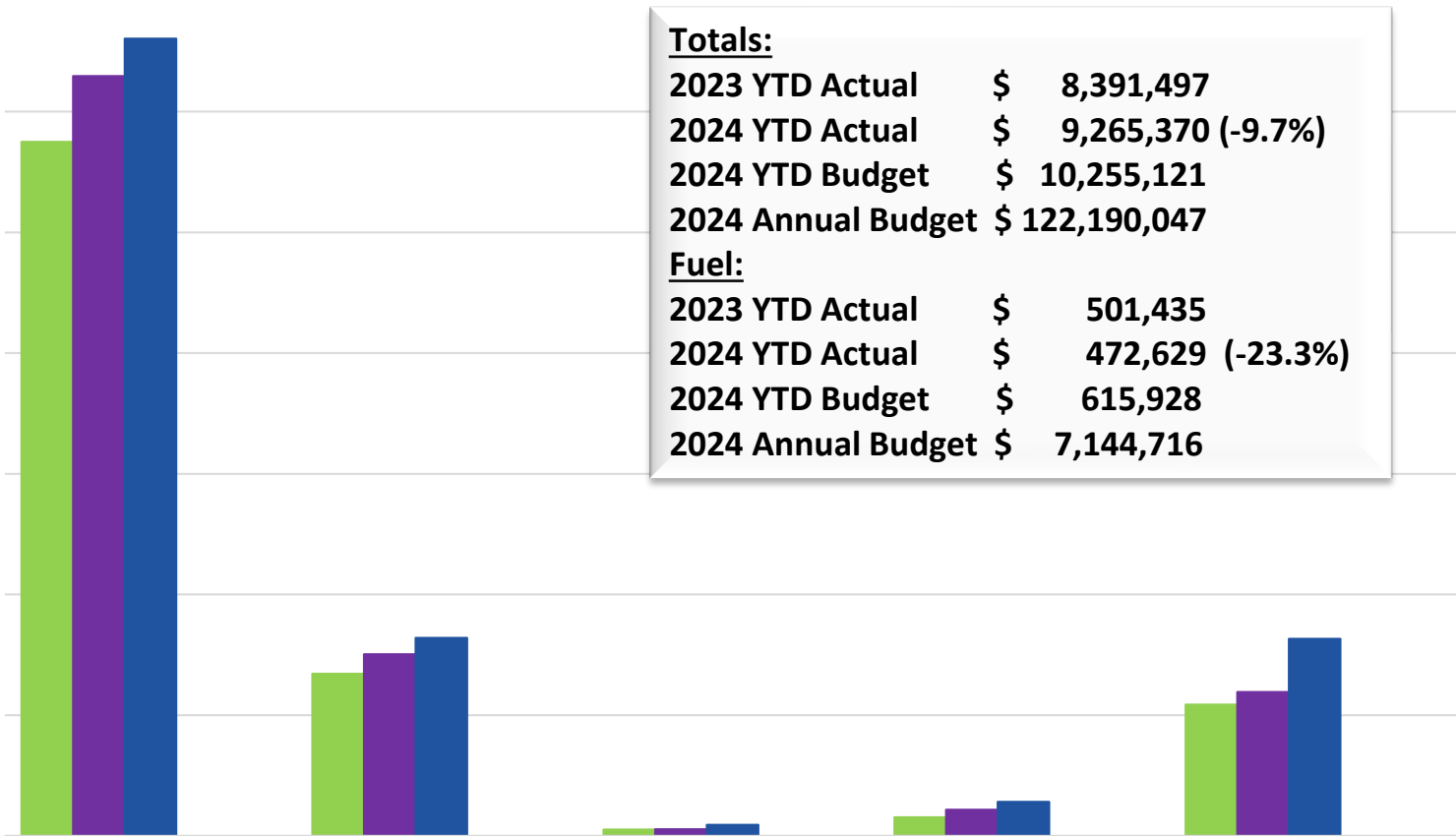


	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2023 YTD Actual	583,628	8,976,504	4,302,061	387,105
■ 2024 YTD Actual	643,237	9,541,665	2,153,597	569,753
■ 2024 YTD Budget	618,799	8,976,504	1,781,671	449,912
2024 YTD Budget Variance	3.9%	6.3%	20.9%	26.6%
2024 Budget	7,548,864	108,869,671	21,380,052	5,398,945

(1) Above amounts exclude grants used for capital projects. Year-to-date January state capital grant reimbursements total \$0 and federal capital grant reimbursements total \$0.

Spokane Transit Operating Expenses⁽¹⁾ - January 2024

8,000,000
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000



Totals:	
2023 YTD Actual	\$ 8,391,497
2024 YTD Actual	\$ 9,265,370 (-9.7%)
2024 YTD Budget	\$ 10,255,121
2024 Annual Budget	\$ 122,190,047
Fuel:	
2023 YTD Actual	\$ 501,435
2024 YTD Actual	\$ 472,629 (-23.3%)
2024 YTD Budget	\$ 615,928
2024 Annual Budget	\$ 7,144,716

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2023 YTD Actual	5,750,217	1,343,350	54,135	154,607	1,089,188
2024 YTD Actual	6,295,192	1,505,391	55,045	217,888	1,191,854
2024 YTD Budget	6,606,478	1,640,905	92,604	282,925	1,632,209
2024 YTD Budget Variance	-4.7%	-8.3%	-40.6%	-23.0%	-27.0%
2024 Total Budget	78,970,783	20,026,632	908,949	3,525,016	18,758,667

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14D: JANUARY 2024 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was one more weekday in January 2024 compared to January 2023.

FIXED ROUTE

Total Fixed Route monthly ridership increased 17.4% (774,173 vs. 659,664) in January 2024 compared to January 2023.

- Average weekday ridership increased 9.8% (30,901 vs. 28,142) in January 2024 compared to January 2023.
- Zero-Fare Youth (formerly Youth) increased 22.3% (150,555 vs. 123,123) in January 2024 compared to January 2023.
- Reduced Fare / Paratransit Ridership increased 4.1% (90,364 vs. 86,826) in January 2024 compared to January 2023.
- CCS Pass Ridership increased 27.4% (30,963 vs. 24,297) in January 2024 compared to January 2023.
- Eagle Pass Ridership decreased -5.6% (32,492 vs. 34,428) in January 2024 compared to January 2023.

56.5% of all passengers used Connect Passes last month.

PARATRANSIT

Total Paratransit ridership increased 5.4% (30,587 vs. 29,017) January 2024 compared to January 2023.

Detailed breakdown:

- Directly operated service increased 12.8% (16,921 vs 14,999) January 2024 compared to January 2023.
- Contracted service decreased 2.5% (13,666 vs 14,018) January 2024 compared to January 2023.
- Special Use Van ridership decreased 24.9% (955 vs 1,271) January 2024 compared to January 2023.

RIDESHARE

Total Rideshare ridership increased 6.9% (9,219 vs 8,625) January 2024 compared to January 2023.

Rideshare vans in service increased 12.3% (82 vs. 73) in January 2024 compared to January 2023.

CUSTOMER SERVICE/SALES

Total Value Added to Connect Cards:

Value Added increased 29.5% (\$250,100 vs. \$193,057) in January 2024 compared to January 2023.

- Autoload increased 60.2% (\$13,603 vs. \$8,493) in January 2024 compared to January 2023
- Call Centers increased 93.4% (\$7,638 vs. \$3,949) in January 2024 compared to January 2023

- Customer Service Terminal increased 0.4% (\$60,471 vs. \$60,239) in January 2024 compared to January 2023
- Customer Website decreased 6.4% (\$22,223 vs. \$23,741) in January 2024 compared to January 2023
- Mobile Ticketing increased 27.8% (\$111,298 vs. \$87,077) in January 2024 compared to January 2023
- Institutional Website increased 130.9% (\$19,089 vs. \$8,266) in January 2024 compared to January 2023
- Open Payments increased 100% (\$12,348 vs. \$0) in January 2024 (Open payments started in July 2023)
- Retail Network increased 165.5% (\$3,430 vs. \$1,292) in January 2024 compared to January 2023

Total Pass Sales:

Total Pass Sales increased 63.3% (21,567 vs. 13,206) in January 2024 compared to January 2023

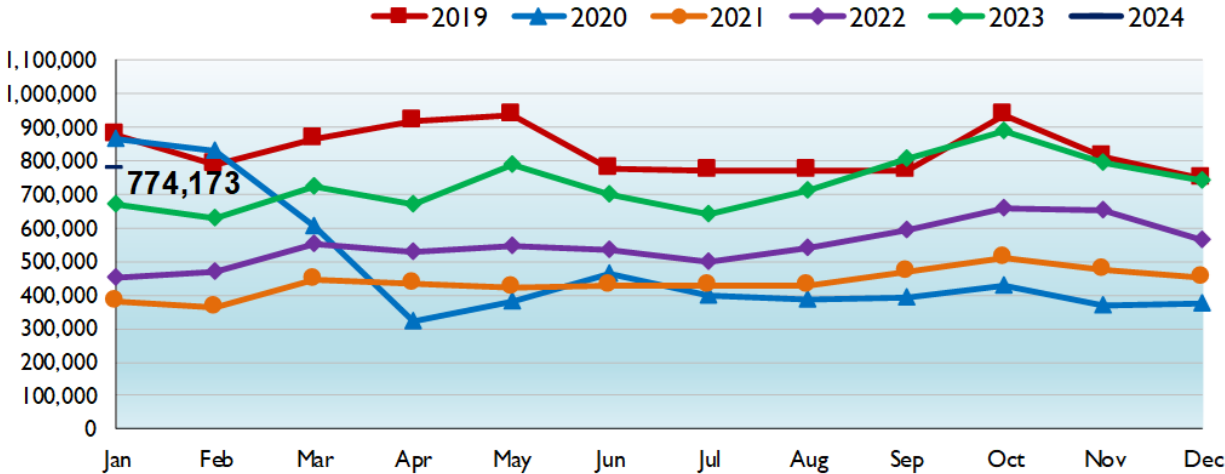
- 1-Ride Pass increased 107.3% (9,695 vs. 4,677) in January 2024 compared to January 2023
- 7-Day Rolling Pass increased 38.4% (292 vs. 211) in January 2024 compared to January 2023
- Day Pass increased 38.1% (10,158 vs. 7,353) in January 2024 compared to January 2023
- Honored Rider 31-Day Rolling Pass increased 15.6% (52 vs. 45) in January 2024 compared to January 2023
- Paratransit Monthly Pass increased 18.2% (39 vs. 33) in January 2024 compared to January 2023
- Shuttle Park Pass decreased 30.6% (136 vs. 196) in January 2024 compared to January 2023
- Standard 31-Day Rolling Pass increased 72.9% (1,195 vs. 691) in January 2024 compared to January 2023

Specialty Pass Programs:

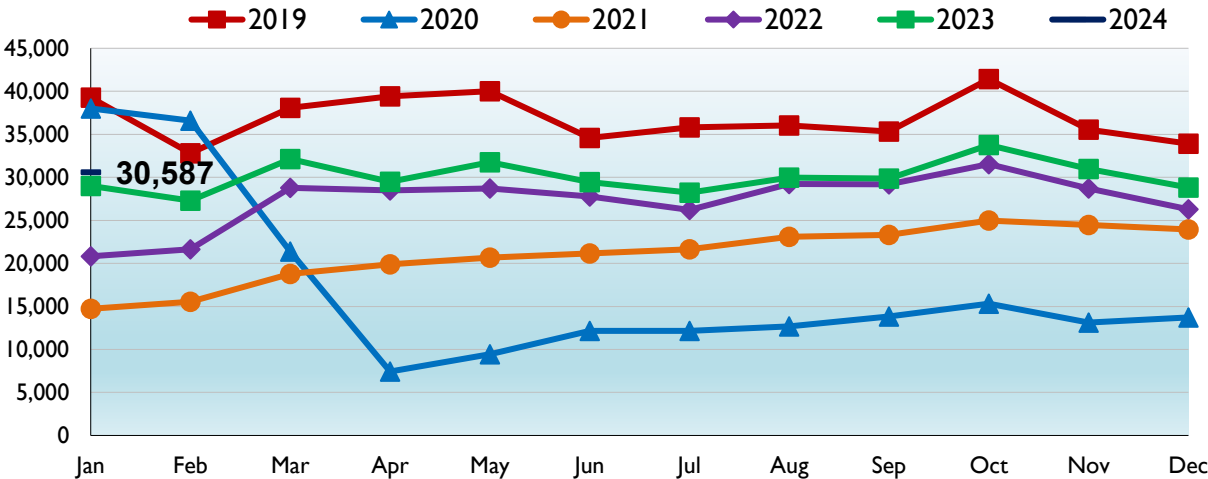
Monthly Data	YTD Data
Shuttle Park monthly sales Decreased 30.6% (136 vs. 196 in 2023)	YTD sales Decreased 30.6% (136 vs. 196 in 2023)
ESBP monthly sales Increased 44.7% (460 vs. 318 in 2023)	YTD sales Increased 44.7% (460 vs. 318 in 2023)
UTAP monthly rides Increased 13.2% (87,077 vs. 76,938 in 2023)	YTD rides Increased 13.2% (87,077 vs. 76,938 in 2023)
Community Access Program Increased 10.2% (8,281 vs 7,512 in 2023)	YTD CAP Sales Increased 10.2% (8,281 vs 7,512 in 2023)

RECOMMENDATION TO BOARD: Information only.

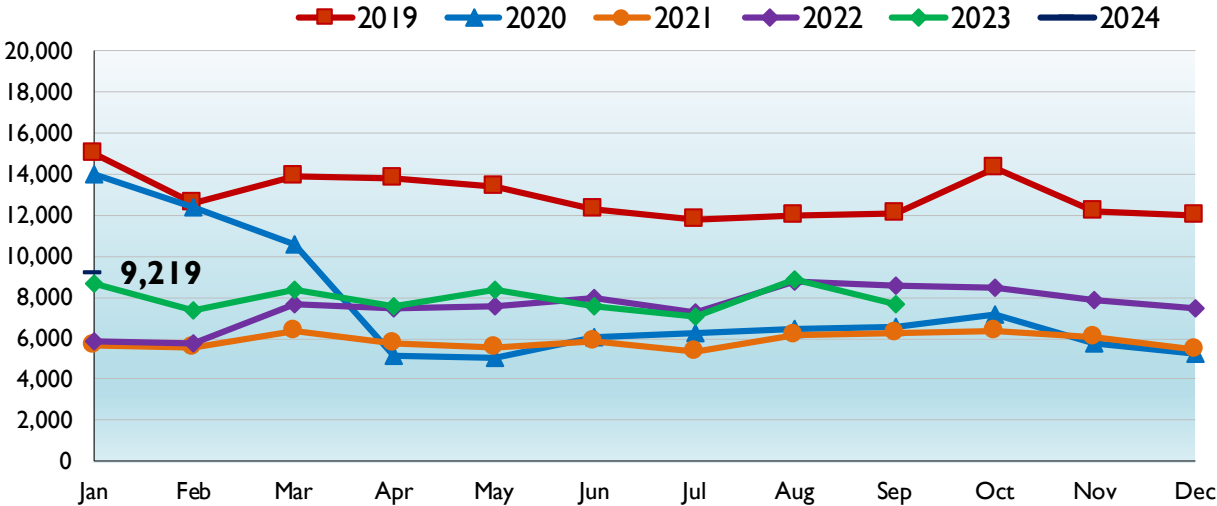
FIXED ROUTE RIDERSHIP



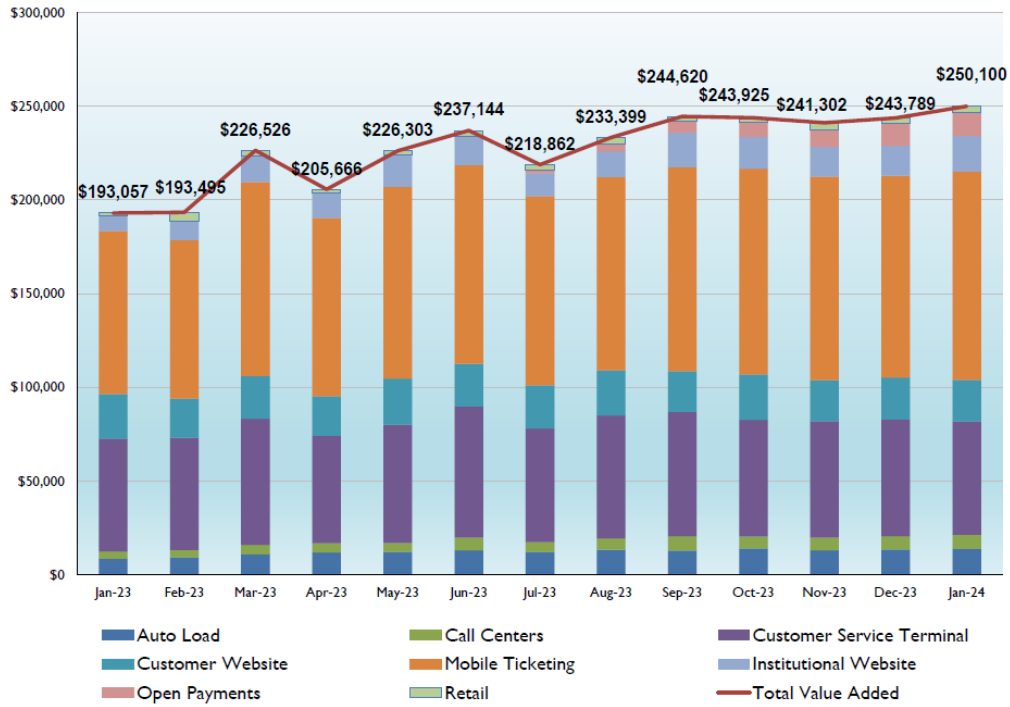
PARATRANSIT RIDERSHIP



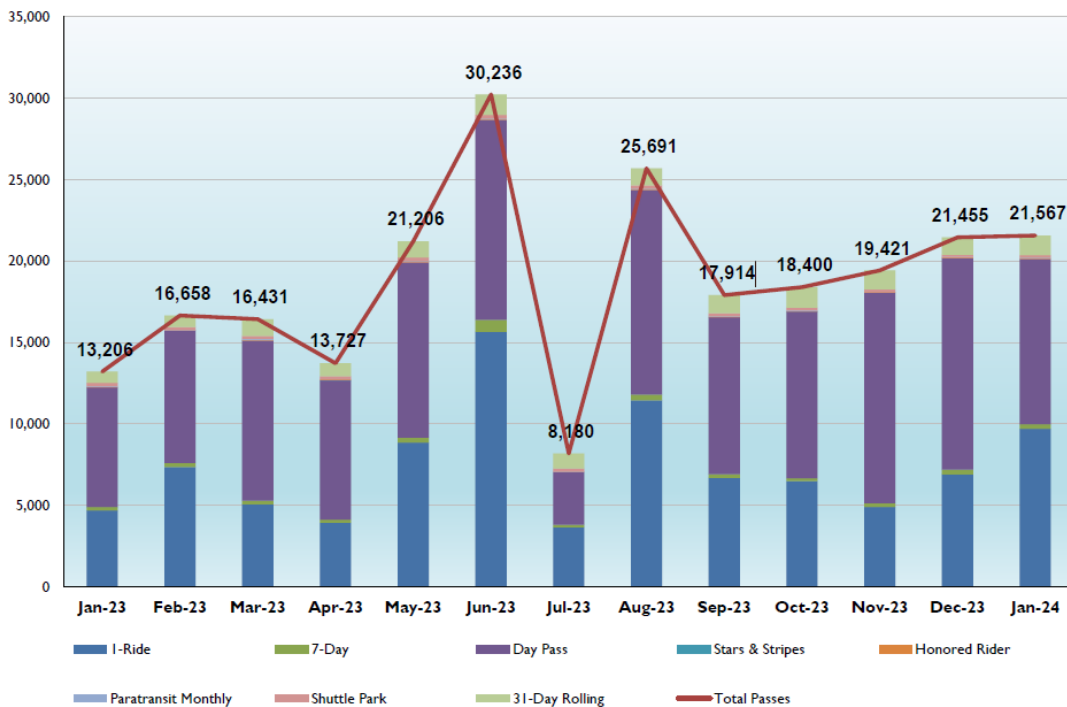
RIDESHARE RIDERSHIP



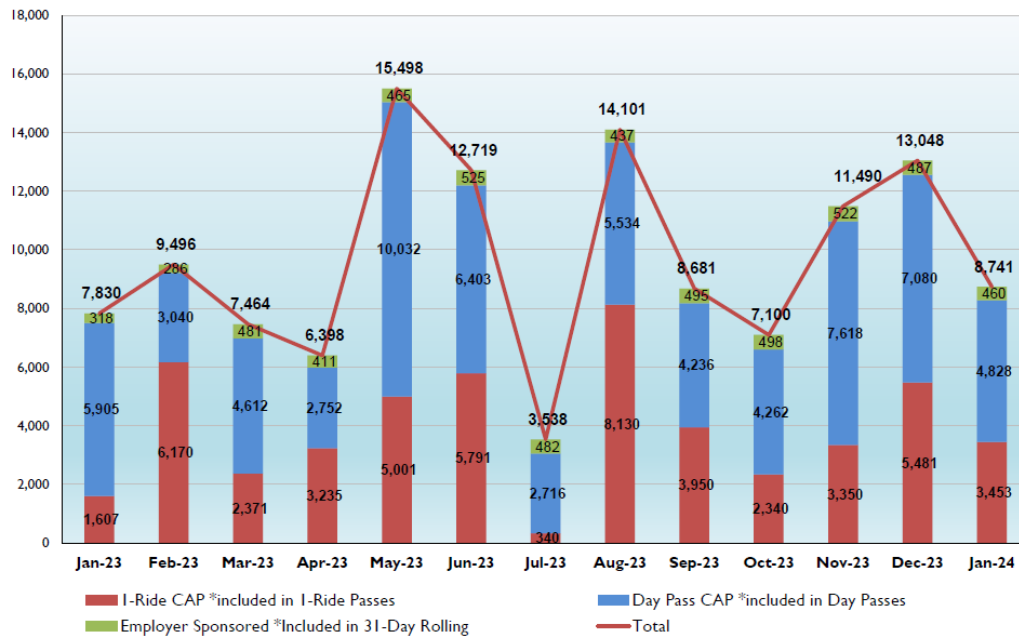
TOTAL VALUE ADDED TO CONNECT CARDS



TOTAL PASS SALES



TOTAL DISCOUNT PASSES



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14E : CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: REVENUE AND FARES ELEMENT – REVIEW FAREBOX RECOVERY POLICIES

REFERRAL COMMITTEE: Planning & Development (*Haley*)

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

SUMMARY: Staff presented information to the Planning & Development Committee from the initial research into STA’s fare revenue sources, as well as farebox recovery rates at other transit agencies, to guide discussion on existing Connect Spokane Revenues and Fares policy 2.2 Determination of Farebox Rates.

BACKGROUND: Connect Spokane is STA’s comprehensive plan and sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. The current adopted version of the plan can be viewed here:

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

The Connect Spokane Phase 2 Update was initiated in July 2023 consistent with the Planning & Development Committee’s 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023. The elements requiring a more substantial review and possible update include:

- Communications and Public Input
- Transit Equity & Inclusion
- Revenues and Fares

Minor updates will also be brought forward this spring for: Fixed Route, HPT, Sustainability, Flexible Services, Paratransit, and Regional Transportation & Land Use.

The discussion on March 7, 2024, centered on fare revenue source and the farebox recovery policy, and will be continued into the following month’s committee meeting with information on low income fare programs for committee consideration.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14F : 2025-2030 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK AND STAKEHOLDER OUTREACH

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: A step in the annual preparation of STA’s transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The Committee was offered an opportunity to attach revisions for the 2025-2030 Transit Development Plan (TDP). STA will also present on the planned stakeholder outreach approach for Committee review.

BACKGROUND: According to STA Board Resolution 767-19, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA’s strategic and operational planning. STA’s primary mid-range planning document is the Transit Development Plan. The 2025-2030 TDP is expected to be adopted in July 2023 and will include the Capital Improvement Program, the Service Improvement Program, and the Federal Transit Administration (FTA) Program of Projects. The current adopted 2024-2029 TDP may be viewed on STA’s website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>

A first step in updating the TDP in 2024 is for the Committee to prepare and recommend to the Board of Directors guidance statements that help frame priorities to be included in the plan. In April 2023, the STA Board of Directors chose a tactical framework that responds directly to the Connect 2035 Strategic Plan goals to advance STA’s updated vision: “Connecting everyone to opportunity.” These goals are as follows:

- 1. Elevate the customer experience.**
- 2. Lead and collaborate with community partners to enhance the quality of life in our region.**
- 3. Strengthen our capacity to anticipate and respond to the demands of the region.**

The text on the attached documents represents a proposed narrative to tie the Connect 2035 Strategic Plan goals to planned milestones during the upcoming six-year period. Staff sought committee input and review of the major milestones identified.

STA is developing a proposed stakeholder outreach approach to include presentations to the STA Citizen Advisory Committee (CAC), SRTC’s Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Washington State Department of Transportation (WSDOT), as well as in-person and virtual public meetings. This approach goes beyond the required public hearing held in June and is intended to involve more stakeholders in the development of the plan. Following is an outline of the proposed outreach schedule:

TDP Outreach Activities			
Date	Outreach Activity	STA Committees / Publications	External Stakeholders / Publications
4/10/2024	TDP Overview	Citizen Advisory Committee (CAC)	
Late May	TDP Overview, upcoming public open house, Issue draft TDP	STA Moving Forward Newsletter, STA Website	Spokane Regional Transportation Council (SRTC) – Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC), Spokesman Review
Early June	Draft TDP, upcoming public hearing	Citizen Advisory Committee (CAC)	Washington State Department of Transportation (WSDOT), virtual public meeting, public open house
6/20/2024	Public hearing	Board of Directors	
7/10/2024	Recommend TDP adoption	Planning and Development Committee	
7/25/2024	TDP adoption by resolution	Board of Directors	

The TDP project schedule proposes that the Planning & Development Committee develop the mid-range tactical framework over the next two meetings. At the April committee meeting, staff will propose revisions to the framework informed by the latest financial information and assumptions for future service levels with an eye toward aligning mid-range tactical framework with Connect 2035’s strategic goals. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

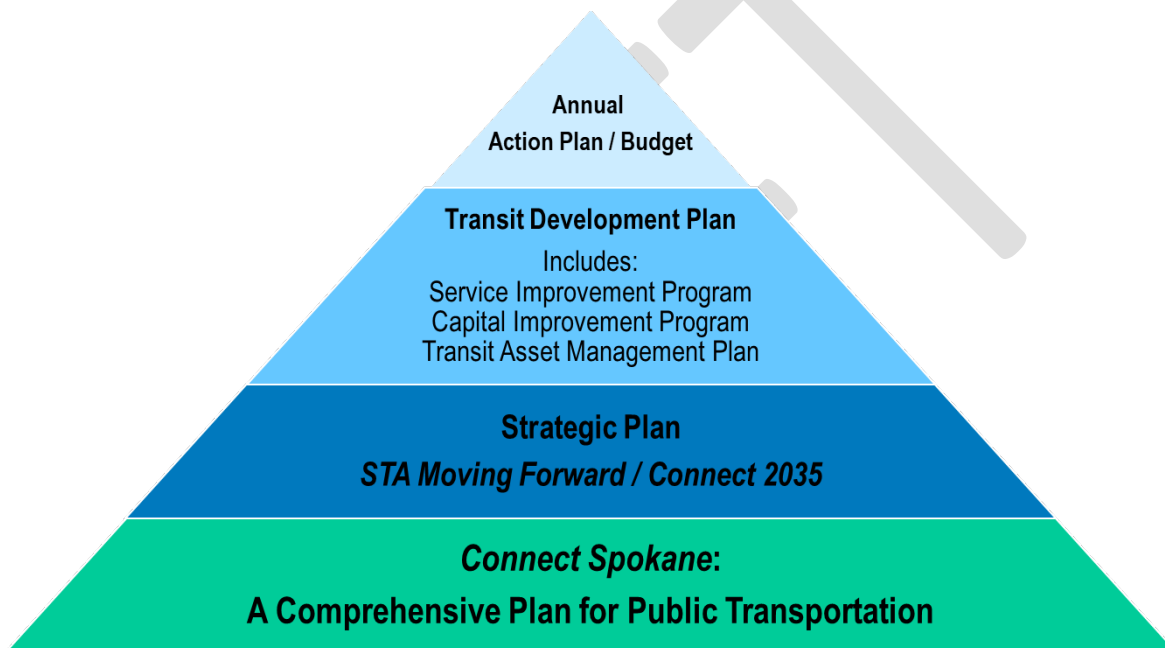
TDP Adoption Process		
February	March	April
<ul style="list-style-type: none"> Overview of the TDP process and requirements 	<ul style="list-style-type: none"> Prepare Mid-range Tactical Framework Confirm stakeholder outreach approach 	<ul style="list-style-type: none"> Final Recommendation on Mid-range Tactical Framework Revenue/Expenditure Forecast Assumptions
May	June	July
<ul style="list-style-type: none"> Review Proposed Service Improvement Program and Capital Improvement Program Review Forecast Scenario 	<ul style="list-style-type: none"> Present draft TDP Revenue/Expenditure Forecast Update 	<ul style="list-style-type: none"> P&D Committee recommendation to the Board on Final Plan

RECOMMENDATION TO BOARD: Information only.

DRAFT Mid-Range Tactical Framework (2025-2030)

Background

STA prepares for both the near-term and long-term needs by updating and maintaining a series of planning documents. Working in concert, these documents together make up a hierarchy ranging from broad policy to discrete actions.



Connect Spokane sets out the vision and policy framework to guide decisions made by STA’s Board of Directors, its staff, and partnering agencies that will further Spokane Transit’s mission and vision for at least the next 30 years.

The STA Strategic Plan is a 10–15-year plan with short- to mid-term strategies and objectives for a fixed target year. This document acts on the policies and visions within *Connect Spokane*.

The Transit Development Plan translates the policy of *Connect Spokane* and the strategies and objectives of the strategic plan into an implementation plan, identifying the projects and service STA will provide over the next three to six years.

The Annual Action Plan identifies key action over the next year.

STA is currently implementing the objectives identified in our first strategic plan, *STA Moving Forward*, while developing our next strategic plan, *Connect 2035*.

STA Moving Forward was initially approved by the STA Board of Directors in December 2014, and revised in 2016 with the passage of voter-approved Proposition 1 that provided additional funding for the plan. Minor revisions were completed in 2020. Since then, STA has fully completed most of the projects in the plan, with the remaining projects largely under development. Last year, the STA Board of Directors adopted Phase 1 of *Connect 2035*. Phase 1 lays the strategic foundation through 2035, while Phase 2 will identify the objectives over that timeframe.

Tactical Framework for the 2025-2030 TDP

The STA Board of Directors set forth the following six-year planning tactical framework that reflects the goals established in *Connect 2035 Phase 1* as a first step in developing the TDP.

Elevate the customer experience.

- Finish delivery of *STA Moving Forward* to expand ridership and deliver on commitments including key High Performance Transit investments.
 - Complete Sprague and I-90/Valley High Performance Transit (HPT) corridor investments, including supporting cross-state service to Idaho on a pilot basis.
 - Implement double decker buses for Cheney HPT.
- Advance Division Street BRT through Project Development toward a future FTA capital investment grant.

Lead and collaborate with community partners to enhance the quality of life in our region.

- Partner in developing and implementing the regional transportation and land use visions.
 - Engage in updates to the Urban Growth Areas (UGA) and *Horizon 2050*, the Metropolitan Transportation Plan (MTP).
 - Collaborate with Spokane City and Spokane County on the Division TOD study
- Plan and implement a pilot Transit Oriented Development (TOD) program and partner with regional jurisdictions to further TOD land use planning.
- Expand opportunities for community partners, especially community-based organizations, to collaborate with STA on key efforts such *Connect Spokane* and the STA's Title VI Program.

Strengthen our capacity to anticipate and respond to the demands of the region.

- Finalize the ten-year strategic plan, *Connect 2035*, to identify critical initiatives to execute STA's vision of connecting everyone to opportunity.
- Develop and implement the Facilities Master Plan to position STA for strategic growth that supports STA's growing and changing role in the region.
- Implement STA's fleet replacement plan and prepare for the next steps in transitioning the fleet toward zero emission vehicles in the future.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14G: DIVISION STREET BUS RAPID TRANSIT: PROJECT DEVELOPMENT AND PUBLIC OUTREACH UPDATE

REFERRAL COMMITTEE: Planning & Development (*Haley*)

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The following report summarizes current activities for this important regional project.

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

On September 19, 2023, the Federal Transit Administration (FTA) approved STA's request to enter the Project Development phase of the Capital Investment Grant (CIG) program. On October 19, 2023, the Board approved a work order with Parametrix, Inc. to advance the project to the 30% design milestone, along with other necessary Project Development activities. Below is an update on recent project activities and outreach efforts.

Project Management

- Detailed draft project schedule has been prepared and submitted to FTA
- Developing a planning level cost estimate
- Project Management Plan and Quality Management Plan in draft form
- Risk register developed
- Regular meetings with the consultant team, internal STA project management and communications teams, Technical Advisory Committee, internal Executive Management Team

Agency Coordination

- Working closely with the three agencies with permitting jurisdiction for the project, WSDOT, City of Spokane and Spokane County, to determine consensus on design, review, and permitting processes
- Held a project update meeting with WSDOT to discuss key milestones and coordination efforts
- Attended tour with WSDOT headquarters and regional staff to review the project corridor
- Conducted a third project Executive Committee meeting with representatives from WSDOT, City of Spokane and Spokane County

Planning and Analysis

- Established siting criteria and draft rating for the transit center location and downtown charging sites
- Creating cutsheets (informational sheet) and renderings for each station location
- Parking study is underway to understand the project's impacts to parking

Design and Engineering

- Presented the project at a City of Spokane Projects Chartering meeting as a kick-off to the design phase of the project
- Survey and mapping data processing nearly complete
- Station location reviews ongoing
- Held a station design review workshop with the design team and various STA department staff
- Coordinating with utility providers to obtain utility information throughout the project area

Traffic Analysis and Modeling

- Held a traffic analysis kick-off meeting with all agencies to review the methodology
- Obtained consensus by all agencies on study methodologies going forward
- Coordination with SRTC regarding their update to the regional model
- Completed traffic counts throughout the corridor

Environmental Review

- Preliminary environmental review documents are nearly complete
- Preparing a NEPA environmental package for the geotechnical boring work
- Area of Potential Effects (APE) boundary identified; to be reviewed by FTA

FTA and Grant Support

- Held a project kick off meeting with the FTA team
- Held first quarterly meeting with the FTA team to update the team on the project

Outreach Activities

- Developed a Public Engagement Plan
- Working with partner agencies on common messaging points about the project
- Updated and refined the project website
- Project email address has been established (divisionbrt@spokanetransit.com)
- Regular social media posts and public events (open house, online survey)
- Letters sent to all properties/landowners/business owners adjacent to station locations
- Project updates presented to Greater Spokane Inc. and Downtown Spokane Partnership
- Provided project updates to neighborhood councils:
 - Emerson Garfield (*November 8, 2023*)
 - North Hill (*November 9, 2023*)
 - Logan (*November 14, 2024*)
 - Shilo Hills (*November 16, 2024*)
 - West Central (*January 10, 2024*)
 - Nevada Heights (*January 10, 2024*)
 - East Central (*February 20, 2024*)

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

March 21, 2024

AGENDA ITEM 14H: 2023 STATE AUDIT TIMELINE

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

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

SUMMARY: The Washington State Auditor will begin the National Transit Database (NTD) and Financial Audit in March. Following is the draft audit schedule with dates to be confirmed by the State Auditor's Office (SAO).

Week of March 25 SAO Entrance Conference
Week of May 27 Exit conference with STA Administration
September 4 Exit conference with Performance Monitoring & External Relations
Committee

RECOMMENDATION TO BOARD: Information only.