

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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, July 24, 2025, *(1 week later than usual)* 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 24th DAY OF JULY 2025.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 4 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lance Speirs, STA Board Chair Pro Tempore

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

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

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

BOARD MEETING

Thursday, July 24, 2025 *(one week late)*
1:30 – 3:00 p.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call *(Chair)*
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda *(Chair)*
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
 - A. Stacey Smith, Coach Operator Retirement – Recognition *(Brandon Rapez-Betty)*
 - B. Paul Damon, Coach Operator Retirement – Recognition *(Brandon Rapez-Betty)*
 - C. Employee Recognition Awards – 2nd Quarter 2025 *(Nancy Williams)*
 - D. Years of Service Recognition – 2nd Quarter 2025 *(Nancy Williams)*
7. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the June 2025 Vouchers *(Tammy Johnston)*
 - B. Public Works Contracts under \$35,000: Final Acceptance *(Jordan Hayes-Horton)*
 - C. City Line Public Address System: Final Acceptance *(Karl Otterstrom)*
 - D. Howard Street Pedestrian Lighting: Final Acceptance *(Karl Otterstrom)*
 - E. Shelter Footings and Vintage Shelter Removal: Final Acceptance *(Karl Otterstrom)*
 - F. Division Street Bus Rapid Transit: Memorandum of Agreement Approval *(Karl Otterstrom)*
 - G. 2026-2031 Transit Development Plan: Finalize and Approve (Resolution 841-25) *(Karl Otterstrom)*
 - H. Federal Transit Administration Section 5310: Call for Projects *(Karl Otterstrom)*
 - I. Disadvantaged Business Enterprise Proposed Goal for Federal Fiscal Years 2026, 2027, and 2028 Approval (Resolution 847-25) *(Tammy Johnston)*
 - J. Procurement Restrictions Update (Resolution 842-25) *(Karl Otterstrom)*
 - K. Board Operations Committee Appointment *(Karl Otterstrom/Brandon Rapez-Betty)*
8. Board Action – Other: *10 minutes*
 - A. Minutes of June 26, 2025, STA Board Meeting– Corrections/Approval
 - B. CEO Contract Approval *(Chair/Legal Counsel)*
9. Board Action – Committee Recommendation: *35 minutes*
 - A. Apprenticeship Utilization Program (Resolution 846-25) *(Karl Otterstrom)*
 - B. Division Street Bus Rapid Transit: Locally Preferred Alternative Amendment Approval (Resolution 843-25) *(Karl Otterstrom)*
 - C. Division Street Bus Rapid Transit: Small Starts Grant Application (Resolution 844-25) *(Karl Otterstrom)*
 - D. Low Income Fare Pilot Program (Resolution 845-25) *(Carly Cortright)*
10. Board Operations Committee: *5 minutes*
 - A. Chair Report *(Chair)*
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report *(Tim Hattenburg)*

12. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Lance Speirs*)
 - i. Enhanced Transit Security Strategy Update (*Brandon Ropez-Betty/Nancy Williams*)
13. CEO Report: *10 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. May 2025 Financial Results Summary (*Tammy Johnston*)
 - D. May 2025 Operating Indicators (*Brandon Ropez-Betty*)
 - E. Transit Oriented Development Pilot Project Update (*Karl Otterstrom*)
 - F. 2026-2029 Title VI Program Update: Engagement Plan (*Karl Otterstrom*)
 - G. 2025 Service Revisions Interim Update (*Karl Otterstrom*)
15. Executive Session: *10 minutes*
RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price
16. New Business
17. Board Member Expressions
18. Adjourn (*Chair*)

Optional Virtual link:	Click Here to Join Virtually	
Password:	Board Members: 2025	Guests: <i>Guest</i>
Call-in Number:	1-408-418-9388	Event #: 2493 644 0025

Cable 5 Broadcast Dates and Times of July 24, 2025, Board Meeting:

Saturday, July 26, 2025	4:00 p.m.
Monday, July 28, 2025	10:00 a.m.
Tuesday, July 29, 2025	8:00 p.m.

September Committee Meetings, Wednesday: *There are no Committee meetings in August*

Planning & Development	September 3, 2025, 10:00 a.m.
Performance Monitoring & External Relations	September 3, 2025, 10:00 a.m.
Board Operations	September 10, 2025, 1:30 p.m.

September Board Meeting: *There is no Board meeting in August*

Thursday, September 18, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

(A virtual joining option will be available for all Committee and Board meetings)

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

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 to the board. Any written public expressions to be distributed must be submitted to the Clerk no later than the day preceding the meeting. If requested, answers will be provided by staff at a later date.

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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM: **6A**: Stacey Smith, Coach Operator – Retirement Recognition

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO and Chief Operations Officer
Mike Hill, Director of Fixed Route Transportation

SUMMARY: Stacey Smith retired from Spokane Transit on July 1, 2025, after 30 years of dedicated service to our community.

Stacey began her career with STA in January of 1995 as a Coach Operator. Over the years, her commitment to safety was well documented through the numerous safety awards she received.

Her dedication to the community is unwavering through her efforts to support passengers in need or her ability to remain calm in stressful situations.

Although Stacey will be missed, we wish her well in the next chapter of her life.

RECOMMENDATION TO BOARD: Recognize Stacey for his 30 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer KO/BRB Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM: **6B** : Paul Damon, Coach Operator – Retirement Recognition

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO and Chief Operations Officer
Mike Hill, Director of Fixed Route Transportation

SUMMARY: Paul Damon retired from Spokane Transit after 27 years of dedicated service. He concludes his 27-year career with many notable achievements throughout the years.

Paul’s commitment to excellence began in 1998 and earned him multiple years of Safe Driving awards which reflects a career built on diligence, professionalism, and care. Equally important to safety, he made a lasting impression on his riders. The numerous compliments received over the years are a testament to his kindness, courtesy, and dedication to delivering a positive experience to the community.

We’d like to take this opportunity to thank Paul for his commitment and wish him well in the years to follow.

RECOMMENDATION TO BOARD: Recognize Paul for his 27 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer KO/BRB Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 6C : EMPLOYEE RECOGNITION AWARDS – 2nd QUARTER 2025 – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

RECOMMENDATION TO BOARD: Receive report.



2025 EMPLOYEE RECOGNITION WINNERS

April	1st	Alex Clark	Journeyman Vehicle Technician
April	2 nd	Adam Peterson	Fixed Route Coach Operator
April	3 rd	Don Swanson	Fixed Route Coach Operator
May-June	1st	Loren "Craig" Hunt	Fixed Route Coach Operator
May-June	2 nd	Joel Schmuland	Fixed Route Coach Operator
May-June	3 rd	Angela Brown	Paratransit Supervisor

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

July 24, 2025

AGENDA ITEM 6D : YEARS OF SERVICE AWARDS RECOGNITION – 2ND QUARTER 2025

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer

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

<u>30 Years</u>	<u>10 Years</u>	<u>5 Years</u>
<u>Fixed Route Coach Operator</u> Ernest Green	<u>Vehicle Maintenance Manager</u> Stanley Wallgren	<u>Building Maintenance Electrician</u> Ryan Scothern
<u>20 Years</u>	<u>Fixed Route Coach Operator</u> Kristopher Bender Wayne Nelson Roy Smith	<u>Fixed Route Coach Operator</u> Clay Dunn Andrew Ingham Ashby Wright
<u>Fixed Route Coach Operator</u> Sean Calabretto David Harris	<u>Vehicle Maintenance Foreperson</u> Tyler Halverson	<u>Servicer</u> Larry Erichsen
<u>15 Years</u>		
<u>Accounting Specialist II</u> Mary McMahon		
<u>Customer Service Representative</u> Jacqueline McGee		
<u>Vehicle Maintenance Foreperson</u> Christopher Camarata		

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM **7A** : JUNE 2025 VOUCHERS

REFERRAL COMMITTEE: n/a

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

SUMMARY: The following warrants and ACH transfers for the period of June 1 through 30, 2025, have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

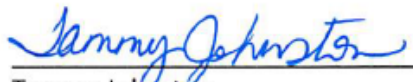
DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 632917 – 633333	\$ 7,089,612.24
Worker’s Comp Vouchers (June)	ACH – 2286	\$ 146,217.99
Payroll 06/13/2025	ACH – 06/13/2025	\$ 3,431,204.47
Payroll 06/27/2025	ACH – 06/27/2025	\$ 2,308,212.74
WA State – DOR (Excise Tax)	ACH – 1767	\$ 8,431.96
JUNE TOTAL		\$ 12,983,679.40

Certified:



Kristi Rockwell
Accounting Manager

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



Tammy Johnston
Interim Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head TJ Chief Executive Officer KO/BRB Legal Counsel MC

Spokane Transit Authority
Vouchers - June 2025

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
05/09/2025	632498-VOID	MST FINANCIAL SOLUTIONS	1153	(1,745.21)
06/06/2025	632917	CBS REPORTING INC	1035	509.50
06/06/2025	632918	ALEXANDER DENNIS INC.	2759	504,823.79
06/06/2025	632919	AMAZON CAPITAL SERVICES INC	2098	3,137.07
06/06/2025	632920	AVISTA CORPORATION	1081	24,695.13
06/06/2025	632921	BOSTON CONSULTING INC	2607	1,079.43
06/06/2025	632922	BECKWITH & KUFFEL, INC	2919	241.11
06/06/2025	632923	ZEAL ENDEAVORS LLC	2788	7,094.20
06/06/2025	632924	LITHIA MOTORS SUPPORT SERVICES	1024	1,614.97
06/06/2025	632925	CANON FINANCIAL SERVICES INC	1154	1,175.19
06/06/2025	632926	CITY OF CHENEY - UTILITY	1158	657.24
06/06/2025	632927	CITY OF SPOKANE	1601	1,702.41
06/06/2025	632928	COFFMAN ENGINEERS INC	1162	4,204.76
06/06/2025	632929	COLEMAN OIL COMPANY LLC.	2683	14,456.80
06/06/2025	632930	CUMMINS INC	1027	4,371.77
06/06/2025	632931	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.75
06/06/2025	632932	EL JAY OIL CO INC	1003	29,548.10
06/06/2025	632933	FASTENAL COMPANY	1249	719.07
06/06/2025	632934	FERGUSON ENTERPRISES INC	1252	70.04
06/06/2025	632935	V02 COLLECTION INC.	2860	512.13
06/06/2025	632936	FRANCOTYP-POSTALIA INC	1878	159.07
06/06/2025	632937	FP MAILING SOLUTIONS	1878	2,000.00
06/06/2025	632938	BUSINESS INTERIORS OF IDAHO	2715	5,753.97
06/06/2025	632939	FEDEX	1808	1,147.51
06/06/2025	632940	GORDON TRUCK CENTERS INC	1018	13,826.58
06/06/2025	632941	GALLS LLC	1271	2,349.57
06/06/2025	632942	GILLIG LLC	1279	6,607.29
06/06/2025	632943	W.W. GRAINGER INC	1285	168.43
06/06/2025	632944	H & H BUSINESS SYSTEMS	1298	695.21
06/06/2025	632945	HOGAN MFG INC	1008	1,242.86
06/06/2025	632946	G-A-P SUPPLY CORP	1363	234.24
06/06/2025	632947	KPFF INC	2510	39,565.58
06/06/2025	632948	LITHOGRAPHIC REPRODUCTIONS INC	1403	84.01
06/06/2025	632949	LOWE'S COMPANIES, INC	2913	191.14
06/06/2025	632950	MAGALDI & MAGALDI INC	1416	431.14
06/06/2025	632951	MICHELIN NORTH AMERICA INC	2325	57,678.57
06/06/2025	632952	Q49 SOLUTIONS LLC	2594	119.99
06/06/2025	632953	MOTION AUTO SUPPLY INC	1012	366.93
06/06/2025	632954	MOUNTAIN DOG SIGN COMPANY INC	2663	126.63
06/06/2025	632955	MOUSER ELECTRONICS INC	1449	957.40
06/06/2025	632956	BLACK REALTY MANAGEMENT INC	1658	49,265.84
06/06/2025	632957	NANONATION INC	2554	1,539.00
06/06/2025	632958	NAPA AUTO PARTS INC	1014	3,927.65
06/06/2025	632959	THE AFTERMARKET PARTS COMPANY LLC	1015	4,617.44
06/06/2025	632960	NEW FLYER OF AMERICA INC	2528	707,728.88
06/06/2025	632961	TAMMY LYNNE GLIDEWELL	1282	1,155.00
06/06/2025	632962	OFFICE DEPOT INC	1483	1,483.32
06/06/2025	632963	PHOENIX MOTOR INC	2885	553.18
06/06/2025	632964	PROVISIONAL SERVICES INC.	2697	986.00
06/06/2025	632965	PURE FILTRATION PRODUCTS INC	1531	367.12
06/06/2025	632966	RON WHITES AIR COMPRESSOR SALES INC	2900	966.63
06/06/2025	632967	BECKI B COACHING, LLC	2982	4,750.00
06/06/2025	632968	SIMPLIFILE LC	2375	2,556.22
06/06/2025	632969	SIX ROBBLEES INC	1017	315.30
06/06/2025	632970	SPECIALIZED PAVEMENT MARKING, LLC	3001	5,256.36
06/06/2025	632971	SPOKANE HOUSE OF HOSE INC	1605	432.48
06/06/2025	632972	SPORTWORKS GLOBAL LLC	1617	378.23
06/06/2025	632973	SUMMIT LAW GROUP PLLC	1637	12,871.80
06/06/2025	632974	TRANSIT SOLUTIONS LLC	2440	546.83
06/06/2025	632975	UNIFIRST CORPORATION	2868	2,332.59
06/06/2025	632976	US BANK	1678	54,837.76
06/06/2025	632977	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	1,065.32
06/06/2025	632978	WALT'S MAILING SERVICE	1976	3,180.17
06/06/2025	632979	WEX BANK	2642	16,417.30
06/06/2025	632980	THE W.W. WILLIAMS COMPANY	2870	2,723.32
06/09/2025	632981	U S POSTAL SERVICE	1680	1,500.00
06/13/2025	632982	A TO Z RENTALS	1033	353.71
06/13/2025	632983	INLAND WELDING SUPPLY INC	1032	381.82
06/13/2025	632984	ABCORP NA INC	2814	35,872.08
06/13/2025	632985	ASH & ROWAN HARDWARE LLC	2278	39.26
06/13/2025	632986	FRANCIS AVENUE HARDWARE	2279	74.61
06/13/2025	632987	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	3,177.98
06/13/2025	632988	AFSCME	1328	718.86
06/13/2025	632989	AFSCME	1328	112.00

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
06/13/2025	632990	ALCOBRA METALS INC	2140	257.26
06/13/2025	632991	AMAZON CAPITAL SERVICES INC	2098	2,843.67
06/13/2025	632992	NORTHWEST INDUSTRIAL SERVICES LLC	1058	141.37
06/13/2025	632993	THE ARC OF SPOKANE	2361	6,995.02
06/13/2025	632994	AMALG TRANSIT UNION #1015	1055	27,801.53
06/13/2025	632995	AMALG TRANSIT UNION #1598	1056	1,142.52
06/13/2025	632996	AVISTA CORPORATION	1081	13,219.34
06/13/2025	632997	B & H FOTO & ELECTRONICS CORP	1082	523.68
06/13/2025	632998	AMBRO INC	2052	50.08
06/13/2025	632999	CHERYL BECKETT	1092	500.00
06/13/2025	633000	BECKWITH & KUFFEL, INC	2919	917.53
06/13/2025	633001	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,449.22
06/13/2025	633002	CAMERON-REILLY LLC	1137	70,928.93
06/13/2025	633003	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
06/13/2025	633004	CDW-GOVERNMENT	1132	86,777.18
06/13/2025	633005	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	1,476.56
06/13/2025	633006	QWEST CORPORATION	1148	153.74
06/13/2025	633007	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
06/13/2025	633008	CITY OF SPOKANE	1601	2,375.28
06/13/2025	633009	CITY OF SPOKANE	1601	11,138.80
06/13/2025	633010	CLEAN CONCEPTS GROUP INC	1471	349.05
06/13/2025	633011	COAST TRANSPORTATION	2040	2,566.31
06/13/2025	633012	COLEMAN OIL COMPANY LLC.	2683	106,305.39
06/13/2025	633013	COMCAST	1170	419.49
06/13/2025	633014	COMMERCIAL TIRE INC	2451	1,401.90
06/13/2025	633015	COMPUNET INC	1166	36,003.00
06/13/2025	633016	CONSOLIDATED SUPPLY CO	2956	134.96
06/13/2025	633017	CONTINENTAL DOOR COMPANY	1986	81.30
06/13/2025	633018	COSTAR REALTY INFORMATION INC.	2851	490.24
06/13/2025	633019	CORPORATE TRANSLATION SERVICES INC	2158	35.29
06/13/2025	633020	CUMMINS INC	1027	13,993.08
06/13/2025	633021	DEBORA L. BROWN MUNGUIA	2960	5,000.00
06/13/2025	633022	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	58.00
06/13/2025	633023	DOW JONES & COMPANY	2698	187.65
06/13/2025	633024	EMPLOYEE ADVISORY COUNCIL	1236	776.50
06/13/2025	633025	EL JAY OIL CO INC	1003	8,321.11
06/13/2025	633026	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOVICH P.C.	2737	14,490.00
06/13/2025	633027	FASTENAL COMPANY	1249	2,204.60
06/13/2025	633028	FERGUSON ENTERPRISES INC	1252	301.51
06/13/2025	633029	FIRST DIGITAL COMMUNICATIONS LLC	2730	1,409.54
06/13/2025	633030	FIRST TRANSIT INC	2430	696,242.64
06/13/2025	633031	FLEET EFORCE INC	2970	328,240.00
06/13/2025	633032	FREEDOM SALES AND SUPPLIES LLC	3006	232.60
06/13/2025	633033	BUSINESS INTERIORS OF IDAHO	2715	35,019.37
06/13/2025	633034	FEDEX	1808	258.58
06/13/2025	633035	GORDON TRUCK CENTERS INC	1018	42,420.92
06/13/2025	633036	AL FRENCH	1266	401.06
06/13/2025	633037	GALLS LLC	1271	5,006.60
06/13/2025	633038	GALLUP, INC	3003	2,945.70
06/13/2025	633039	GILLIG LLC	1279	32,600.34
06/13/2025	633040	GLOBAL EQUIPMENT COMPANY INC	1280	465.41
06/13/2025	633041	W.W. GRAINGER INC	1285	911.45
06/13/2025	633042	GRANITE PETROLEUM INC	2635	252,707.46
06/13/2025	633043	GREAT FLOORS LLC	1288	7,927.68
06/13/2025	633044	H & H BUSINESS SYSTEMS	1298	2,493.47
06/13/2025	633045	HORIZON DISTRIBUTORS INC	1321	71.93
06/13/2025	633046	ARCADIS A CALIFORNIA PARTNERSHIP	1336	14,741.91
06/13/2025	633047	IDAHO STATE TAX COMMISSION	2504	10,679.10
06/13/2025	633048	IL DCS AND FAMILY SERVICES	2768	276.53
06/13/2025	633049	INLAND FIRST AID AND SAFETY	2895	772.27
06/13/2025	633050	KERSHAW'S INC	1374	316.37
06/13/2025	633051	KIRK'S AUTOMOTIVE INC	1007	290.00
06/13/2025	633052	LANDAU ASSOCIATES INC	3000	10,926.75
06/13/2025	633053	LND LLC	3014	2,176.00
06/13/2025	633054	LONG BUSINESS FORMS	2301	899.90
06/13/2025	633055	LOOMIS ARMORED US LLC	1408	5,355.69
06/13/2025	633056	M & L SUPPLY CO INC	1413	409.01
06/13/2025	633057	MAGALDI & MAGALDI INC	1416	431.14
06/13/2025	633058	MCDONALDS CORPORATION	3016	11,175.57
06/13/2025	633059	MCGUIRE BEARING COMPANY	1010	306.15
06/13/2025	633060	MOHAWK MANUFACTURING & SUPPLY CO	1011	4,262.24
06/13/2025	633061	MOTION AUTO SUPPLY INC	1012	520.71
06/13/2025	633062	MOUSER ELECTRONICS INC	1449	2,149.47
06/13/2025	633063	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,353.19
06/13/2025	633064	BLACK REALTY MANAGEMENT INC	1658	101.71
06/13/2025	633065	NAPA AUTO PARTS INC	1014	6,121.62
06/13/2025	633066	NATIONWIDE	2592	1,513.08
06/13/2025	633067	THE AFTERMARKET PARTS COMPANY LLC	1015	293,712.71

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
06/13/2025	633068	NORLIFT INC	1470	1,274.13
06/13/2025	633069	OFFICE DEPOT INC	1483	46.06
06/13/2025	633070	ONEBRIDGE FSA	2880	219.00
06/13/2025	633071	PHOENIX MOTOR INC	2885	1,337.82
06/13/2025	633072	PIZZA PIPELINE INC	3009	1,978.57
06/13/2025	633073	PURE FILTRATION PRODUCTS INC	1531	264.51
06/13/2025	633074	REBECCA VAN KEULEN	2735	9,954.56
06/13/2025	633075	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	222.55
06/13/2025	633076	REHN & ASSOCIATES	2395	428.00
06/13/2025	633077	ROMAINE ELECTRIC CORPORATION	1548	575.20
06/13/2025	633078	S T A - WELL	1557	603.50
06/13/2025	633079	SBA TOWERS II LLC	1569	2,636.43
06/13/2025	633080	JEFFREY S SEARS	1573	4,631.67
06/13/2025	633081	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	41,193.54
06/13/2025	633082	SPECIAL MOBILITY SERVICES	2122	7,231.00
06/13/2025	633083	LANCE SPEIRS	2911	424.78
06/13/2025	633084	SPOKANE COUNTY TREASURER	1603	403.77
06/13/2025	633085	SPOKANE HOUSE OF HOSE INC	1605	471.93
06/13/2025	633086	SPOKANE POWER TOOL	1608	45.79
06/13/2025	633087	DGT ENTERPRISES LLC	2670	14,468.51
06/13/2025	633088	THE SPOKESMAN REVIEW	1616	639.00
06/13/2025	633089	STAR RENTALS & SALES	1629	675.65
06/13/2025	633090	EMERALD CITY STATEWIDE FENCE RENTAL	2886	2,112.42
06/13/2025	633091	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	1,400.00
06/13/2025	633092	SUN SUPPLY INC.	2710	621.03
06/13/2025	633093	SOLID WASTE SYSTEMS LLC	2514	363.94
06/13/2025	633094	THERMO KING NORTHWEST	1650	5,891.73
06/13/2025	633095	TOLAR MANUFACTURING COMPANY INC.	2065	97,165.00
06/13/2025	633096	TWILIO INC	2994	1,106.89
06/13/2025	633097	ADVANCED UNDERGROUND UTILITY LOCATING INC	3013	850.00
06/13/2025	633098	UNIFIRST CORPORATION	2868	821.22
06/13/2025	633099	UNITED PARCEL SERVICE INC	1683	169.65
06/13/2025	633100	UNITED WAY OF SPOKANE COUNTY	1684	105.00
06/13/2025	633101	CARACAL ENTERPRISES LLC	2419	15.10
06/13/2025	633102	VERITECH INC	2049	1,264.00
06/13/2025	633103	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,685.36
06/13/2025	633104	WALTER E NELSON CO	1721	8,661.65
06/13/2025	633105	WENDLE MOTORS INCORPORATED	1021	242.70
06/13/2025	633106	WESCO GROUP LLC	2368	2,998.04
06/13/2025	633107	WHITWORTH WATER DISTRICT	1746	113.52
06/13/2025	633108	THE W.W. WILLIAMS COMPANY	2870	19,487.42
06/13/2025	633109	WASHINGTON STATE TRANSIT ASSOC	1715	825.00
06/13/2025	633110	ZACHARY ZAPPONE	3021	420.80
06/13/2025	633111	ZAYO GROUP LLC	2321	41,049.78
06/18/2025	633112	A TO Z RENTALS	1033	0.00
06/18/2025	633113	INLAND WELDING SUPPLY INC	1032	0.00
06/18/2025	633114	ABM INDUSTRY GROUPS LLC	1066	0.00
06/18/2025	633115	ACCESS INFORMATION HOLDINGS	2340	0.00
06/18/2025	633116	ASH & ROWAN HARDWARE LLC	2278	280.68
06/18/2025	633117	FRANCIS AVENUE HARDWARE	2279	43.62
06/18/2025	633118	ALEXANDER DENNIS INC.	2759	1,060,129.98
06/18/2025	633119	ALCOBRA METALS INC	2140	0.00
06/18/2025	633120	ALL-STAR AUTO GLASS LLC	2983	1,752.03
06/18/2025	633121	AMAZON CAPITAL SERVICES INC	2098	3,254.40
06/18/2025	633122	STEVEN W NILES JR	2276	0.00
06/18/2025	633123	NORTHWEST INDUSTRIAL SERVICES LLC	1058	141.37
06/18/2025	633124	ANDREW AUSTIN	3023	0.00
06/18/2025	633125	APPLIED INDUSTRIAL SYSTEMS LLC	2884	4,377.53
06/18/2025	633126	APS INC	1841	252.94
06/18/2025	633127	NORTHWEST CENTER SERVICES	2271	5,588.76
06/18/2025	633128	ARROW CONSTRUCTION SUPPLY INC	2336	881.44
06/18/2025	633129	LETTERMEN'S ENERGY , INC	2932	115.16
06/18/2025	633130	AVISTA CORPORATION	1081	39,735.00
06/18/2025	633131	BOSTON CONSULTING INC	2607	4,211.10
06/18/2025	633132	BUDINGER & ASSOCIATES INC	2149	3,191.61
06/18/2025	633133	CANON FINANCIAL SERVICES INC	1154	112.66
06/18/2025	633134	CARAHSOFT TECHNOLOGY CORPORATION	2187	260,542.89
06/18/2025	633135	MST FINANCIAL SOLUTIONS LLC	1153	1,308.28
06/18/2025	633136	NCH CORPORATION	2853	1,828.96
06/18/2025	633137	CITY GLASS SPOKANE INC	2599	0.00
06/18/2025	633138	CITY OF MEDICAL LAKE	1424	119.80
06/18/2025	633139	CLEAN CONCEPTS GROUP INC	1471	11.13
06/18/2025	633140	COFFMAN ENGINEERS INC	1162	2,372.93
06/18/2025	633141	COLEMAN OIL COMPANY LLC.	2683	185,283.33
06/18/2025	633142	COMMERCIAL TIRE INC	2451	1,197.29
06/18/2025	633143	COMPUNET INC	1166	36,384.20
06/18/2025	633144	COSTCO WHOLESALE CORPORATION	1182	38,170.00
06/18/2025	633145	CUMMINS INC	1027	4,838.82

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06/18/2025	633146	THE WHALLEY GLASS CO	1028	3,900.00
06/18/2025	633147	DAVE BLACK PROPERTIES LLP	3008	20,000.00
06/18/2025	633148	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	58.00
06/18/2025	633149	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	174.00
06/18/2025	633150	EARTHWORKS RECYCLING INC.	2816	272.50
06/18/2025	633151	EL JAY OIL CO INC	1003	3,535.71
06/18/2025	633152	ETC INSTITUTE	2792	16,661.00
06/18/2025	633153	FASTENAL COMPANY	1249	846.19
06/18/2025	633154	V02 COLLECTION INC.	2860	1,036.28
06/18/2025	633155	FLIPTURN INC	3018	9,984.00
06/18/2025	633156	FRANCOTYP-POSTALIA INC	1878	340.40
06/18/2025	633157	FEDEX	1808	411.32
06/18/2025	633158	GORDON TRUCK CENTERS INC	1018	1,283.86
06/18/2025	633159	GALLS LLC	1271	7,923.90
06/18/2025	633160	GILLIG LLC	1279	8,539.58
06/18/2025	633161	W.W. GRAINGER INC	1285	1,798.79
06/18/2025	633162	GREAT FLOORS LLC	1288	159.29
06/18/2025	633163	GTS INTERIOR SUPPLY	1994	960.11
06/18/2025	633164	H & H BUSINESS SYSTEMS	1298	281.68
06/18/2025	633165	HORIZON DISTRIBUTORS INC	1321	255.47
06/18/2025	633166	JARMS HARDWARE INC	2548	21.76
06/18/2025	633167	JOHNSON CONTROLS FIRE PROTECTION LP	1584	927.50
06/18/2025	633168	KERSHAW'S INC	1374	207.56
06/18/2025	633169	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,401.94
06/18/2025	633170	KIRK'S AUTOMOTIVE INC	1007	2,568.81
06/18/2025	633171	KOMETANI FAMILY LIMITED PARTNERSHIP	3017	4,827.84
06/18/2025	633172	KONECRANES INC	1367	2,836.60
06/18/2025	633173	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	206.27
06/18/2025	633174	LOWE'S COMPANIES, INC	2913	1,080.30
06/18/2025	633175	M & L SUPPLY CO INC	1413	97.26
06/18/2025	633176	MARLIN WINDOWS INC	2924	10,593.60
06/18/2025	633177	MOHAWK MANUFACTURING & SUPPLY CO	1011	328.51
06/18/2025	633178	MOTION AUTO SUPPLY INC	1012	86.64
06/18/2025	633179	MOUSER ELECTRONICS INC	1449	14.64
06/18/2025	633180	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,013.50
06/18/2025	633181	NAPA AUTO PARTS INC	1014	4,903.96
06/18/2025	633182	LEGEND INVESTMENTS INC	1454	528.17
06/18/2025	633183	NATIONAL COLOR GRAPHICS INC	1455	1,120.60
06/18/2025	633184	THE AFTERMARKET PARTS COMPANY LLC	1015	14,843.35
06/18/2025	633185	CSWW INC	1102	179.24
06/18/2025	633186	CSWW INC	1102	119.89
06/18/2025	633187	OFFICE DEPOT INC	1483	218.39
06/18/2025	633188	OREILLY AUTO ENTERPRISES LLC	3011	393.85
06/18/2025	633189	POWER MACHINE SERVICE INC	1519	2,672.95
06/18/2025	633190	PURE FILTRATION PRODUCTS INC	1531	556.93
06/18/2025	633191	ROBIN BRAZIEL	3024	560.27
06/18/2025	633192	RODDA PAINT CO.	2966	453.02
06/18/2025	633193	ROMAINE ELECTRIC CORPORATION	1548	547.14
06/18/2025	633194	WILPAT ENTERPRISES INC	1550	799.27
06/18/2025	633195	SAFETY-KLEEN SYSTEMS INC	1564	8,352.29
06/18/2025	633196	SENSKE LAWN & TREE CARE INC	2194	108.01
06/18/2025	633197	THE SHERWIN-WILLIAMS CO	1580	261.00
06/18/2025	633198	THE SHERWIN-WILLIAMS CO	1580	276.25
06/18/2025	633199	SIMPLIFILE LC	2375	1,263.84
06/18/2025	633200	SITEONE LANDSCAPE SUPPLY LLC	2557	149.09
06/18/2025	633201	SIX ROBBLEES INC	1017	503.64
06/18/2025	633202	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,218.00
06/18/2025	633203	SPOKANE COUNTY SOLID WASTE	1603	359.46
06/18/2025	633204	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	326.40
06/18/2025	633205	SPOKANE HOUSE OF HOSE INC	1605	1,437.47
06/18/2025	633206	SPOKANE PUMP INC	1609	609.87
06/18/2025	633207	SPOKANE RESTAURANT EQUIPMENT	2031	6,048.44
06/18/2025	633208	STAR RENTALS & SALES	1629	2,526.41
06/18/2025	633209	SUN SUPPLY INC.	2710	1,234.41
06/18/2025	633210	TERMINAL SUPPLY INC	1648	663.77
06/18/2025	633211	THERMO KING NORTHWEST	1650	236.55
06/18/2025	633212	BOBCAT OF SPOKANE	1650	32.64
06/18/2025	633213	TRASHCANS UNLIMITED LLC	2449	5,073.60
06/18/2025	633214	UNIFIRST CORPORATION	2868	11,115.18
06/18/2025	633215	URM STORES INC	1677	1,412.39
06/18/2025	633216	USABLE	2988	28,116.37
06/18/2025	633217	UTILITIES PLUS	2606	323.00
06/18/2025	633218	VERIZON WIRELESS LLC	1686	16,598.37
06/18/2025	633219	WALTER E NELSON CO	1721	1,884.03
06/18/2025	633220	WASTE MANAGEMENT SPOKANE	1702	436.62
06/18/2025	633221	WASTE MANAGEMENT RECYCLE AMERICA	1702	480.30
06/18/2025	633222	WESCO GROUP LLC	2368	29.40
06/18/2025	633223	WILBUR-ELLIS COMPANY	1747	1,385.35

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06/18/2025	633224	THE W.W. WILLIAMS COMPANY	2870	2,210.52
06/27/2025	633225	INLAND WELDING SUPPLY INC	1032	1,066.01
06/27/2025	633226	ASH & ROWAN HARDWARE LLC	2278	30.08
06/27/2025	633227	AFSCME	1328	684.92
06/27/2025	633228	AFSCME	1328	110.00
06/27/2025	633229	ALCOBRA METALS INC	2140	833.90
06/27/2025	633230	ALL-STAR AUTO GLASS LLC	2983	366.96
06/27/2025	633231	AMAZON CAPITAL SERVICES INC	2098	3,658.82
06/27/2025	633232	STEVEN W NILES JR	2276	37.05
06/27/2025	633233	AMPD ENTERTAINMENT LLC	2463	4,199.08
06/27/2025	633234	ARCTIC LIGHTING & ELECTRIC LLC	2100	6,799.95
06/27/2025	633235	NORTHWEST CENTER SERVICES	2271	55,412.20
06/27/2025	633236	AMALG TRANSIT UNION #1015	1055	27,451.84
06/27/2025	633237	AMALG TRANSIT UNION #1598	1056	1,142.52
06/27/2025	633238	AMALGAMATED TRANSIT UNION	1057	193.86
06/27/2025	633239	AVISTA CORPORATION	1081	1,182.98
06/27/2025	633240	BOSTON CONSULTING INC	2607	534.70
06/27/2025	633241	BUDINGER & ASSOCIATES INC	2149	4,054.27
06/27/2025	633242	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,449.22
06/27/2025	633243	CADENCE SOLUTION INC	3025	819.00
06/27/2025	633244	CANON FINANCIAL SERVICES INC	1154	1,019.77
06/27/2025	633245	COMMUNITY COLLEGES OF SPOKANE	1174	929.69
06/27/2025	633246	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT	2335	9,477.32
06/27/2025	633247	QWEST CORPORATION	1148	320.02
06/27/2025	633248	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
06/27/2025	633249	CITY GLASS SPOKANE INC	2599	613.14
06/27/2025	633250	CITY OF SPOKANE	1601	1,042.65
06/27/2025	633251	CLEAN CONCEPTS GROUP INC	1471	149.42
06/27/2025	633252	CLEAN HARBOR ENVIRONMENTAL SERVICES INC.	2741	20,414.75
06/27/2025	633253	COFFMAN ENGINEERS INC	1162	63,231.21
06/27/2025	633254	COLEMAN OIL COMPANY LLC.	2683	110,949.51
06/27/2025	633255	COMMERCIAL TIRE INC	2451	2,831.30
06/27/2025	633256	COMPUNET INC	1166	230,690.73
06/27/2025	633257	CONSEAL CONTAINERS LLC	1176	398.07
06/27/2025	633258	CROWN CASTLE INTERNATIONAL CORP.	2733	2,277.99
06/27/2025	633259	CUMMINS INC	1027	1,118.21
06/27/2025	633260	EMPLOYEE ADVISORY COUNCIL	1236	777.50
06/27/2025	633261	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.93
06/27/2025	633262	EV IQ LLC	2784	9,215.96
06/27/2025	633263	FASTENAL COMPANY	1249	919.08
06/27/2025	633264	BUSINESS INTERIORS OF IDAHO	2715	56,481.02
06/27/2025	633265	FEDEX	1808	121.05
06/27/2025	633266	GORDON TRUCK CENTERS INC	1018	6,687.41
06/27/2025	633267	GILLIG LLC	1279	11,948.02
06/27/2025	633268	W.W. GRAINGER INC	1285	30.55
06/27/2025	633269	HDR ENGINEERING, INC.	2953	4,722.87
06/27/2025	633270	HUMANIX CORP	1329	2,011.50
06/27/2025	633271	IL DCS AND FAMILY SERVICES	2768	276.53
06/27/2025	633272	INIT INNOVATIONS IN TRANSPORTATION INC	2392	2,900.96
06/27/2025	633273	INLAND PUBLICATIONS INC	2638	1,648.00
06/27/2025	633274	IR SPECIALTY FOAM LLC	1345	507.97
06/27/2025	633275	JACOBS ENGINEERING GROUP INC	2285	8,384.93
06/27/2025	633276	NORTHWEST BUSINESS PRESS INC	1366	1,085.00
06/27/2025	633277	KHQ - SPOKANE	2575	225.00
06/27/2025	633278	KNOWBE4 INC	2357	23,972.11
06/27/2025	633279	KPFF INC	2510	40,363.72
06/27/2025	633280	L&E PARK LLC	2391	4,347.28
06/27/2025	633281	LITHOGRAPHIC REPRODUCTIONS INC	1403	637.13
06/27/2025	633282	LUMINATOR TECHNOLOGY GROUP INC	1009	332.76
06/27/2025	633283	M & L SUPPLY CO INC	1413	976.39
06/27/2025	633284	MAGALDI & MAGALDI INC	1416	545.75
06/27/2025	633285	MCGUIRE BEARING COMPANY	1010	344.28
06/27/2025	633286	MOON SHADOW ETCHERS INC.	2770	4,303.92
06/27/2025	633287	MOTION AUTO SUPPLY INC	1012	128.09
06/27/2025	633288	BLACK REALTY MANAGEMENT INC	1658	14,111.64
06/27/2025	633289	NAPA AUTO PARTS INC	1014	1,276.07
06/27/2025	633290	LEGEND INVESTMENTS INC	1454	116.52
06/27/2025	633291	NATIONAL COLOR GRAPHICS INC	1455	1,107.37
06/27/2025	633292	THE AFTERMARKET PARTS COMPANY LLC	1015	4,706.07
06/27/2025	633293	NEW PIG CORPORATION	1462	1,783.63
06/27/2025	633294	CSWW INC	1102	136.66
06/27/2025	633295	NORTHWEST BUS SALES INC	2272	817.61
06/27/2025	633296	NOVATION INC	2394	360.00
06/27/2025	633297	OREILLY AUTO ENTERPRISES LLC	3011	13.08
06/27/2025	633298	PARAMETRIX INC	2062	166,469.34
06/27/2025	633299	PROVISIONAL SERVICES INC.	2697	764.15
06/27/2025	633300	S T A - WELL	1557	600.50
06/27/2025	633301	SAFETY-KLEEN SYSTEMS INC	1564	966.59

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
06/27/2025	633302	BECKI B COACHING, LLC	2982	5,819.40
06/27/2025	633303	JEFFREY S SEARS	1573	885.89
06/27/2025	633304	SITEONE LANDSCAPE SUPPLY LLC	2557	8,107.61
06/27/2025	633305	SPOKANE HOUSE OF HOSE INC	1605	251.50
06/27/2025	633306	SPOKANE POWER TOOL	1608	43.63
06/27/2025	633307	SPOKANE PUMP INC	1609	1,305.60
06/27/2025	633308	SPOKANE SUPERIOR COURT	3032	249.25
06/27/2025	633309	STA OPERATIONS	1556	69.69
06/27/2025	633310	SUN SUPPLY INC.	2710	3,703.69
06/27/2025	633311	THERMO KING NORTHWEST	1650	171.46
06/27/2025	633312	TRAPEZE SOFTWARE GROUP	1669	18,017.87
06/27/2025	633313	UNIFIRST CORPORATION	2868	3,258.82
06/27/2025	633314	UNITED WAY OF SPOKANE COUNTY	1684	100.00
06/27/2025	633315	USABLE	2988	28,118.37
06/27/2025	633316	VISIT SPOKANE	1696	1,500.00
06/27/2025	633317	WASHINGTON STATE	1704	10,988.90
06/27/2025	633318	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,660.21
06/27/2025	633319	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	700.64
06/27/2025	633320	WALT'S MAILING SERVICE	1976	1,395.01
06/27/2025	633321	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	1709	15,000.00
06/27/2025	633322	WASHINGTON STATE TRANSIT ASSOC	1715	2,300.00
06/27/2025	633323	VERIZON	2142	3,936.30
06/27/2025	633324	ZIPLINE COMMUNICATIONS INC	2492	3,195.50
06/30/2025	633325	A TO Z RENTALS	1033	97.75
06/30/2025	633326	INLAND WELDING SUPPLY INC	1032	256.52
06/30/2025	633327	ABM INDUSTRY GROUPS LLC	1066	5,918.88
06/30/2025	633328	ACCESS INFORMATION HOLDINGS	2340	788.88
06/30/2025	633329	ALCOBRA METALS INC	2140	190.14
06/30/2025	633330	STEVEN W NILES JR	2276	63.20
06/30/2025	633331	ANDREW AUSTIN	3023	635.46
06/30/2025	633332	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
06/30/2025	633333	CITY GLASS SPOKANE INC	2599	736.43
TOTAL JUNE ACCOUNTS PAYABLE				7,089,612.24
6/1/2025-6/30/2025	ACH	WORKER'S COMPENSATION	2286	146,217.99
TOTAL JUNE WORKER'S COMPENSATION DISBURSEMENTS				146,217.99
06/13/2025	731107-731124	PAYROLL AND TAXES PR 12, 2025	VARIES	3,431,204.47
06/27/2025	731125-731143	PAYROLL AND TAXES PR 13, 2025	VARIES	2,308,212.74
TOTAL JUNE PAYROLL AND TAXES				5,739,417.21
06/19/2025	ACH	WA STATE - DOR (EXCISE TAX)	1767	8,431.96
TOTAL JUNE EXCISE AND LEASEHOLD TAX DISBURSEMENT				8,431.96
TOTAL JUNE DISBURSEMENTS FROM TO1 ACCOUNTS				12,983,679.40
TOTAL JUNE DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL JUNE DISBURSEMENTS TO1 & TO5 ACCOUNTS				12,983,679.40

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7B : PUBLIC WORKS CONTRACTS UNDER \$35,000: FINAL ACCEPTANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jordan Hayes-Horton, Director of Procurement

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
20250161	Plaza Annual Chiller Maintenance Service	Applied Industrial Systems, LLC	\$5,075.33	6/5/2025
20251369	Plaza Room P22A Fan Install	Arctic Lighting & Electric, LLC	\$1,091.00	6/16/2025
20250198	Plaza Entryway Carpeting	Great Floors, LLC	\$29,105.71	6/23/2025
20250517	Plaza Exterior Doorstops/Bollards & Closers	Marlin Window, Inc	\$8,480.47	6/25/2025

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

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

FINAL REVIEW FOR BOARD BY:

Division Head JHH Interim Co-Chief Executive Officer KO/BRB Legal Counsel //

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7C : CITY LINE PUBLIC ADDRESS SYSTEM: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / 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 Public Address System
Capital Project Number:	347
Contractor:	EverOn (ADT Commercial)
Construction Start:	May 21, 2024
Substantial Completion:	January 23, 2025
Final Completion:	January 23, 2025
Scope of Work:	Design, provide and install public address speakers at existing City Line stations to support STA's security requirements. Included integration of software.

Contract Authority, Including Contingency	\$49,732.02
Awarded Construction Contract	\$49,732.02
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Change Orders	\$0.00
Total Final Contract Value	\$49,732.02
Unspent	\$0.00

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

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer KO/BRB

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7D : HOWARD STREET LAYOVER LIGHTING PROJECT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Jeff Hall, Capital Project Manager

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

Public Works Contract for:	Howard St. Layover Lighting 2024-10996
Capital Project Number:	951
Contractor:	D-McP Construction, LLC
Construction Start:	December 2, 2024
Substantial Completion:	January 31, 2025
Final Completion:	February 3, 2025
Scope of Work:	Construction included placement of pedestrian light pole, luminaire installation, electrical work, post-installed anchors, concrete flatwork, and landscape restoration.

Contract Authority, Including Contingency	\$97,501.50
Awarded Construction Contract	\$65,001.00
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Change Orders	\$0.00
Total Final Contract Value	\$65,001.00
Unspent	\$32,500.50

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with D-McP Construction LLC, for the Howard Street Layover Lighting project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KO/BRB Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7E : SHELTER FOOTINGS AND VINTAGE SHELTER REMOVAL: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Planning & Development Officer
Alyssa Peterson, Capital Projects Manager

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

Public Works Contract for:	Shelter Footings and Vintage Shelter Removal Contract # 2024-10973
Capital Project Number:	347 and 899
Contractor:	Cameron-Reilly LLC
Construction Start:	March 24, 2025
Substantial Completion:	May 2, 2025
Final Completion:	May 2, 2025
Scope of Work:	Selective demolition of six (6) decommissioned bus stop pads and shelter footings, and removal of one (1) vintage shelter

Contract Authority, Including Contingency	\$89,730.00
Awarded Construction Contract	\$74,775.00
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Change Orders	\$0.00
Total Final Contract Value	\$74,775.00
Unspent	\$14,955.00

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Cameron-Reilly LLC for the Shelter Footings and Vintage Shelter Removal project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer KO/BRB

Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7F: DIVISION STREET BUS RAPID TRANSIT: MEMORANDUM OF AGREEMENT APPROVAL

REFERRAL COMMITTEE: Planning & Development (*Hattensburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: To advance a reimagined Division Street corridor, including Bus Rapid Transit (BRT), other multimodal improvements and Transit Oriented Development (TOD), agency partners are pursuing an agreement which identifies roles, responsibilities and expectations to complete the recommendations in the “*DivisionConnects*” study in a phased approach. Staff are recommending the execution of a Memorandum of Agreement (MOA) committing to the completion of the Division Street BRT project and supporting other complementary efforts.

BACKGROUND: Division Street BRT is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately ten miles to the Mead area. BRT service along Division Street is one of several key outcomes of the multi-agency *DivisionConnects* study which provides a future vision of the Division Street corridor. The study, completed in two phases between 2019 and 2022, addresses the opportunity of transformative changes along Division Street considering the anticipated completion of the North Spokane Corridor in the coming decade.

As Division Street BRT design has progressed into 2025, several major risks have been identified that are impacting the project schedule. The mitigation strategy developed in response to these risks establishes a phased implementation of BRT and a continued commitment to work with partners to fulfill the vision of *DivisionConnects*. In consideration of the multijurisdictional nature of *DivisionConnects* generally and the phased approach to Division Street BRT in particular, staff have proposed that agencies involved in the project enter into a Memorandum of Agreement (MOA) to clearly identify key outcomes, roles and responsibilities related to *DivisionConnects* and Division Street BRT.

Agency partners include the Washington State Department of Transportation (WSDOT), Spokane Regional Transportation Council (SRTC), Spokane County, and the City of Spokane. Each are proposed signers of the MOA and are providing input into a final version of the MOA. Below is a summary of the agreement:

Section	Summary
Recitals	This section includes the findings of fact and conclusions that have necessitated the agreement.
Article I	This section confirms the findings in the Recitals section above.
Article II	This section identifies the purpose of the agreement.
Article III	This section outlines the roles, responsibilities and expectations of each agency, identification of the Executive Committee, and the decision-making process. This section also suggests a communications protocol, ratification of the agreement, modifications and other legal requirements.
Exhibit A	This exhibit outlines each project element subject to the agreement with the Lead Partner, Funding Partner, Permit Authority and Other Support for each project element. Further, each project element is more fully described.

Staff are requesting the Committee and STA Board of Directors review the agreement and authorize the CEO (Interim Co-CEO's) to finalize and execute the agreement.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize, by motion, the CEO (Interim Co-CEOs) to finalize and execute the multijurisdictional Memorandum of Agreement (MOA) for the advancement of *DivisionConnects* and the phased implementation of the Division Street BRT project.

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

RECOMMENDATION TO BOARD: Authorize, by motion, the CEO (Interim Co-CEOs) to finalize and execute the multijurisdictional Memorandum of Agreement (MOA) for the advancement of *DivisionConnects* and the phased implementation of the Division Street BRT project.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KO/BRB Legal Counsel MC

DIVISION STREET BUS RAPID TRANSIT DEVELOPMENT MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is made and entered into as of the last date of execution, by and between the Spokane Transit Authority (“STA”), the City of Spokane (“City”), Spokane County (“County”), Washington State Department of Transportation (“WSDOT”), and Spokane Regional Transportation Commission (“SRTC”). This MOA sets forth an agreement concerning the fulfillment of the DivisionConnects plan, including its plan for a bus rapid transit (“BRT”) line, increased active transportation alternatives, and walkable communities along and in the vicinity of Division Street, an important public right of way within the confines of the City and County.

RECITALS

WHEREAS STA is a purveyor of public transportation serving a public transportation benefit area pursuant to Revised Code of Washington (RCW) 36.57A; and

WHEREAS SRTC and STA, in partnership with WSDOT, City of Spokane, and Spokane County, have identified a vision for Division Street known as “*DivisionConnects*”; and

WHEREAS *DivisionConnects* features the development of BRT, improved pedestrian and bicycle facilities, and more walkable communities on and surrounding Division Street; and

WHEREAS STA is designing and constructing Division Street BRT (Division BRT), a ten-mile, corridor-based line that will operate primarily on Division Street between downtown Spokane and a new Mead Transit Center in the vicinity of US-2 and SR 395; and

WHEREAS a bicycle facility along Ruby Street is included in the corridor definition for Division Street BRT; and

WHEREAS City of Spokane, Spokane County, and WSDOT are pursuing a variety of active transportation investments that advance the goals and vision of *DivisionConnects*; and

WHEREAS City of Spokane and Spokane County are planning for land-use changes to promote walkable communities and transit-oriented development along the corridor in alignment with *DivisionConnects*; and

WHEREAS the parties desire to define the specific roles and responsibilities of STA and the partner agencies for the purposes of implementing Division BRT; and

NOW, THEREFORE, pursuant to this MOA and the exhibits attached hereto and incorporated herein by reference, STA and the partner agencies agree to accept the following terms, conditions, covenants, and performances for the development of Division BRT.

ARTICLE I

RECITALS ADOPTED. The recitals set forth are hereby adopted as the factual basis for this MOA.

ARTICLE II

PURPOSE. This agreement outlines the roles and responsibilities of partner agencies in the development and delivery of all intended elements of the Division BRT Line.

ARTICLE III

- **ROLES AND RESPONSIBILITIES.** Exhibit A provides a matrix specifying roles, responsibilities, and expectations for each program element and policy, including which partners are responsible for the following positions: 1) Lead, 2) Funding Partner, 3) Permit Authority, and 4) Other Support. See Exhibit A for more details.

- **EXECUTIVE COMMITTEE.** The Executive Committee shall include the following voting members: STA CEO, WSDOT Eastern Region Administrator, City of Spokane Public Works Director, Spokane County Public Works Director, and the SRTC Executive Director.

A. DECISION-MAKING

1. Decisions on each program element and policy will be primarily made by the party identified as “Lead Partner” in Exhibit A. The Lead Partner must make all reasonable efforts to meet, negotiate, and otherwise come to agreement prior to escalating an issue to the Executive Committee.
 2. If the Lead Partner cannot come to a decision, or if there are disagreements between Lead Partners, the matter will be escalated to the Executive Committee.
 3. The Executive Committee will decide matters by majority vote whenever possible. It shall use Robert’s Rules of Order (12th edition) to manage decision-making processes, including documentation.
- If the Executive Committee is unable to come to a majority decision, the parties agree to proceed to binding mediation in the County of Spokane.

B. COMMUNICATIONS

- **Annual Review Meeting.** In addition to any other meetings or communications in the course of usual business, the parties will meet annually to review and monitor the performance of this MOA.
 1. **Good Faith.** The parties agree to negotiate in good faith to resolve the concerns of each partner.
 2. **Administrators.**

<CONTACT INFO>

- **ENTIRE AGREEMENT.** This MOA contains all of the agreements of the parties with respect to the subject matter covered or mentioned herein, and no prior agreements shall be effective to the contrary.
 - **RATIFICATION.** Acts taken in conformity with this MOA prior to its execution are hereby ratified and affirmed.
- C. MODIFICATION.** No modification or amendment to this MOA shall be valid until put in writing and signed with the same formalities as this MOA.
- **SEVERABILITY.** If any section or part of this MOA is held by a court to be invalid, such action shall not affect the validity of this MOA.
 - **COUNTERPART SIGNATURES.** This MOA may be executed in one or more counterparts, each of which shall constitute an original MOA, but all of which together shall constitute one and the same instrument.

<SIGNATURE BLOCKS>

EXHIBIT A

Program Element or Policy	Lead Partner	Funding Partner	Permit Authority	Other Support
Bus Rapid Transit: all stations, passenger amenities, channelization, signage, and transit signal priority improvements (includes filling multiple sidewalk gaps and new crossings at station pairs)	STA		WSDOT, City, County	Design coordination with adjacent projects
Ruby Street bicycle facility	City: operation/ maintenance) STA: design/ implementation	STA	WSDOT, City	
Mead Transit Center	STA		County	WSDOT, County: design coordination with adjacent rights of way
Transit signal priority	STA		WSDOT, City	
Transit-Oriented Development Policy	City, County	STA (grant support)	City, County	
Parallel or intersecting bicycle facilities	City, County	STA (grant support)	City, County	
WSDOT Complete Streets policy implementation	WSDOT			City, County, STA

Program Element or Policy Assumptions

Bus Rapid Transit

- BRT includes all stations, passenger amenities, channelization, signage, and transit signal priority (“TSP”) improvements (includes filling multiple sidewalk gaps and providing new crossings at station pairs).
- The Division BRT Line will be funded, designed, built, operated, and maintained by STA.
- The construction of all elements of the Division BRT Line may be phased to align with current funding allocations and to align with related regional projects, including the North Spokane Corridor currently under construction by WSDOT.
- STA will submit a Minimum Operable Segment for a funding match under the FTA Small Starts Capital Improvements Grant program, with a planned opening year of 2030.

Ruby Street Bicycle Facility

- This protected bicycle facility will connect from the trail running east-west along the north side of the Spokane River along Ruby up to the vicinity of N Ruby Street/N Mayfair Street and E Cleveland Avenue.
- STA will fund, design, and build the bicycle facility with the expectations that it will be operated and maintained by the City of Spokane.
- The construction of the bicycle facility may be phased to align with current funding allocations and related regional projects, including the North Spokane Corridor currently under construction by WSDOT.

Mead Transit Center

- A Transit Center will be developed to provide the northern endpoint for the Division BRT Line in the vicinity of US-2 and SR 395.
- The Mead Transit Center will be funded, designed, built, operated, and maintained by STA.
- The construction of the Mead Transit Center may be phased to align with current funding allocations and related regional projects including the North Spokane Corridor currently under construction by WSDOT.

Transit Signal Priority

- TSP is a signal system upgraded to prioritize transit. TSP will be included on the Division BRT Line route to increase speed and reliability.
- STA will fund, design, and build the TSP system with the expectation that it will be operated and maintained by the City of Spokane in close coordination with STA.
- TSP is expected to be included in the Minimum Operable Segment with an opening year of 2030.

Transit-Oriented Development Policy

- Transit-oriented development (“TOD”) is a type of urban development that prioritizes dense, mixed-use, and walkable communities centered around transit hubs. TOD policies include zoning and land use codes supportive of TOD.
- The City of Spokane and Spokane County will revise zoning and land use to support TOD at hubs along the Division BRT Line.
- Zoning and land use code changes that are supportive of TOD are expected to be in place by the opening year of 2030.

Parallel or Intersecting Bicycle Facilities

- Additional bicycle facilities in support of Division BRT were identified and prioritized in the *DivisionConnects* plan.
- Additional bicycle facilities will be pursued for funding based on jurisdiction priorities, parameters of available funds, and projects that are awarded. If funded, facilities will be designed, operated, and maintained by the jurisdiction in which they are located (City of Spokane or Spokane County). WSDOT and STA may provide some funding as appropriate and when funds are available.
- The construction of additional bicycle facilities may be phased to align with funding opportunities and allocations, recognizing competing priorities for state, federal, and local funds for transportation projects.

WSDOT Complete Streets Policy Implementation

- “Complete Streets” is an approach to planning, designing, building, operating, and maintaining streets that enables access along and across the street for all people, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. Complete Streets legislation was enabled under RCW 47.24, which directs WSDOT to incorporate features of Complete Streets for certain specified projects in which WSDOT is the lead.
- Complete Streets elements and features on state routes, including Division Street, will be funded, designed, built, operated, and maintained by WSDOT for those projects in which WSDOT is the lead.

- Complete Streets requirements apply to WSDOT improvements on Division Street, including upcoming paving and other projects with budgets greater than \$500,000.
- STA and the Division BRT Line are not subject to WSDOT Complete Streets legislation, but STA and WSDOT will work together in good faith to develop a fair and balanced approach to designing the Division BRT Line to accommodate Complete Streets features funded and designed by WSDOT.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7G : 2026-2031 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). Staff are seeking adoption of the plan by resolution.

BACKGROUND: The Transit Development Plan (TDP) is one of a series of planning documents that is built upon the goals, principles and policies contained within Connect Spokane, STA's comprehensive plan for public transportation. Through this strategic alignment, the 2026-2031 Transit Development Plan outlines the vital service enhancements and infrastructure investments needed to advance the long-range vision of Connect 2035. The TDP itself provides the framework for mid-range tactics and actions, documenting programs for service and capital improvements, formula grant outlays, as well as STA's financial forecast for the six-year period.

The Planning & Development Committee has been engaged in developing the various elements of the draft 2026-2031 TDP since February 2025 including:

- Outreach strategies
- Mid-range tactical framework
- Revenue and expenditure forecast assumptions
- Service Improvement Program
- Capital Improvement Program

During the virtual and in-person open house events, there were a combined total of 35 attendees who provided feedback on the draft plan that included: comments related to service changes, capital projects specific to the TDP including Division BRT service capacity and funding sources, and general support for the TDP, and the proposed service changes and capital projects identified.

STA staff met with representatives from the Washington State Department of Transportation (WSDOT) on June 25, 2025. WSDOT representatives provided comment to relay requests for service in Latah Valley, and STA staff noted that although regular service wouldn't be available to Latah Valley during this TDP period, there were planned service improvements in May 2027 that includes this area in the Mobility on Demand pilot project that would connect residents to the current network. WSDOT representatives also commented on the location selections for Mobility on Demand pilot projects and STA staff noted that *Connect 2035* describes how these locations are selected.

Changes to the Capital Improvement Program (CIP) were made to adjust Division BRT budgets, to reflect updated cost estimates based on the proposed Minimum Operating Segment (MOS). This adjustment

also includes a new capital project for future Division Corridor projects related to a new bicycle/pedestrian facility on Ruby Street, subject to future design and partnership with City of Spokane and WSDOT. The CIP was also updated to include a new CIP project for a battery storage room to ensure system reliability, maintain assets value, and meet regulatory and insurance requirements.

A public hearing was held on June 26, 2025. Public comments were provided by two individuals in connection with the hearing. The list below is a general summary of feedback received:

- General support for planned capital investments, service improvements, and Connect 2035 initiative projects in the draft TDP.
- The desire to see a higher level of service investment made possible through a greater rate of taxation, as may be approved by ballot proposition.
- The desire to see benches, shade trees and other enhancements at bus stops that do not have them.

Staff have reviewed the feedback and concluded that many of the points tie to initiatives in Connect 2035, STA's current strategic planning effort, or are matters of policy in Connect Spokane, STA's comprehensive plan, and no additional changes are necessary in the 2026-2031 Transit Development Plan.

The final draft 2026-2031 TDP is available at:

<https://www.spokanetransit.com/wp-content/uploads/2025/07/2026-2031-TDP-Final-Draft.pdf>

The Board resolution to adopt the plan is included in the packet.

RECOMMENDATION TO COMMITTEE: Recommend the Board adopt, by resolution, the 2026-2031 Transit Development Plan.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution 841-25, the 2026-2031 Transit Development Plan.

FINAL REVIEW FOR BOARD BY:

Division Head KO

Chief Executive Officer KO/BRB

Legal Counsel MC

RESOLUTION NO. 841-25

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2026-2031 TRANSIT DEVELOPMENT PLAN AND OTHER MATTERS PROPERLY RELATING THERETO

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

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

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

WHEREAS, STA has prepared the 2026-2031 Transit Development Plan, which includes the previously approved 2025 Annual Action Plan, the 2026-2028 Service Improvement Program, the 2026-2031 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of projects and expenditures, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from members of the public and other interested parties, including private transportation providers, pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 26, 2025; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed plan and a determination of Non-Significance (DNS) was issued on May 22, 2025; and,

WHEREAS, the 2026-2031 Transit Development Plan is generally consistent with the policies of *Connect Spokane*, STA’s comprehensive plan for public transportation; and,

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

Section 1. The STA Board of Directors hereby adopts the 2026-2031 Transit Development Plan as presented at this web page:

<https://www.spokanetransit.com/wp-content/uploads/2025/07/2026-2031-TDP-Final-Draft.pdf>

Section 2. The STA Board of Directors hereby authorizes the Interim Co-Chief Executive Officers to administer the 2026-2031 Transit Development Plan.

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

ADOPTED by STA at a regular meeting thereof held on the 24th day of July 2025.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7H : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH APPROVAL

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: Staff will review the scope and anticipated timeline for the Section 5310 Call for Projects. Staff are requesting approval of \$240,052 in STA local funding to support the subrecipients required local match amount. Subject to evaluation, ranking, and Planning & Development Committee recommendation, up to \$927,142 in combined federal 5310 funding (\$687,090) and STA local funding (\$240,052) is expected to be awarded to non-profit providers and transportation agencies for projects to enhance the mobility of seniors and individuals with disabilities within the Spokane Urbanized Area (UZA).

BACKGROUND: Spokane Transit Authority (STA) is a designated recipient of apportioned formula grant funds from the Federal Transit Administration (FTA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of Section 5310 is to improve or enhance mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transit is unavailable, insufficient, or inappropriate in meeting these needs. STA is responsible for administering, contracting, and providing oversight of projects undertaken by non-profit organizations and governments selected through the annual Section 5310 Call for Projects. For the 2025 Section 5310 Call for Projects, \$687,090 is available in federal funding, with the additional local match proposed to be provided as described below.

A minimum of 55%, or \$377,900, of the federal Section 5310 annual apportionment must be spent on "Traditional" capital projects. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by Washington State to provide human services transportation. "Traditional" Capital projects may include Human Services Transportation Plan (HSTP) projects including the purchase of ADA vehicles, contracted mobility management coordination and transportation services, ADA construction projects, and complementary Paratransit services. These "Traditional" projects need to meet the special needs of seniors and individuals with disabilities. "Traditional" projects include a 20% local match requirement.

Depending on the types of projects proposed, and application scoring outcomes, it is conceivable that "Traditional" projects recommended for funding do not reach the 55% minimum threshold. In such an event, STA may recommend that up to 55% of the total funds available be programmed to STA for the purposes of contracting for human services transportation, an eligible "Traditional" project, meeting the statutory requirement and ensuring all funds can be obligated to support human services transportation projects in the region.

Up to 45%, or \$309,190, of the annual apportionment may be awarded to projects categorized as “Other” and are operating projects which provide alternatives to public transportation, improve access to Fixed Route services, or exceed the requirements of Paratransit services. Eligible “Other” projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities. “Other” projects include a 50% local match requirement.

There is currently \$687,090 in FY 2025 Section 5310 annual apportionment funding available. Staff are proposing an additional \$240,052 in local STA funds to be allocated for the FY 2025 Section 5310 Call for Projects. The approval of this STA local funding request would continue the practice from the near term investment funding that allows STA to use local funds to help subrecipients meet the required federal local match amounts. In the last three Call for Project’s (FY 2024, FY 2023, and FY 2022), the STA Board of Directors approved awarding an additional \$236,000 in FY 2024, and \$190,000 in both FY 2023 and FY 2022, to help subrecipients reduce local match requirements. The supplemental funds were approved by the STA Board of Directors on July 25, 2024, October 19, 2023, and December 16, 2021, respectively. Based on the FY 2025 federal apportionment, staff proposes STA contribute 5% (\$23,619) in local match to “Traditional” projects and 35% (\$216,433) local match towards “Other” projects for a total of \$240,052 in STA local funds provided. As a result, all project applicants would be required to provide a minimum local match of up to 15%, for both “Other” and “Traditional” project types.

Funding Source	Amount Available
FY 2025 Apportionment (Federal Section 5310 Funding)	\$687,090
STA Local Match Contribution (pending Board approval)	\$240,052
Total Funding Available	\$927,142

The table below outlines the anticipated timeline for this call and selection of projects. Bold items represent actions that will come before the STA Board of Directors or this committee.

Date	Activity
July 9, 2025	Planning and Development Committee recommendation on allocation of local STA matching funds
July 24, 2025	STA Board action on allocation of local STA matching funds
August 5, 2025	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
August 12, 2025	Informational meeting for interested applicants
August 26, 2025	Preliminary proposals due
September 3, 2025	Update Planning and Development Committee on preliminary proposals

Date	Activity
September 23, 2025	Final project applications due
October 2025	Evaluation and ranking of projects
November 5, 2025	Planning and Development Committee recommends project awards
November 20, 2025	STA Board action on recommended project applications
December 2025	Submission of Program of Projects to FTA
2026	FTA approval and funds obligated
2026	Finalize and execute subrecipient agreements

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the allocation of \$240,052 in STA local funds to partially offset local match requirements for subrecipients in the 2025 Section 5310 Call for Projects.

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

RECOMMENDATION TO BOARD: Approve the allocation of \$240,052 in STA local funds to partially offset local match requirements for subrecipients in the 2025 Section 5310 Call for Projects.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KO/BRB Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 71: DISADVANTAGED BUSINESS ENTERPRISE GOAL FOR FEDERAL FISCAL YEARS 2026, 2027 AND 2028 APPROVAL (RESOLUTION)

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

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer
Jordan Hayes-Horton, Director of Procurement and DBE Liaison Officer

SUMMARY: In response to Federal Transit Administration (FTA) requirements and in accordance with the regulations of the Department of Transportation's (DOT) Disadvantaged Business Enterprise (DBE) Program, staff has developed a proposed DBE goal for the next three federal fiscal years (FFY). This three-year goal captures, as completely and accurately as possible, all the federally assisted contracting opportunities that staff reasonably anticipates over the next three FFY beginning October 1, 2025, through September 30, 2028.

A DBE is a for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and control of management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.

The process of establishing a goal consists of reviewing STA's anticipated federally funded contracting opportunities for FFY 2026, 2027, & 2028. Staff researched the most recent census information to find firms in Spokane County for the classifications of anticipated work and compared the number of DBE firms to the total number of firms (non-DBE) available. The percentage of DBE firms in each category of work corresponds to the overall percentage goal for DBE utilization. Using the FTA-provided formula, staff has established an overall agency DBE goal for FFY 2026, 2027, & 2028 of 0.7491%.

Pursuant to FTA policy, notice of the proposed three-year goal was posted on the STA website on May 28, 2025. No comments were received. In addition, staff sought public participation from key stakeholders, including various small and disadvantaged business organizations and the local construction industry.

STA's DBE Program encourages equal opportunity for all firms competing for federally funded contracts with STA. Eligibility for federal grants is contingent on compliance with the DBE Program. To ensure equal opportunity to compete for contracts, staff members participate in local workshops to educate DBE firms on how to do business with STA. In addition, the DBE goal and solicitations for various contracting opportunities are distributed to DBE firms and are posted on STA's website. While there is no guarantee of a contract award to a DBE firm, they are provided with equal opportunity to participate in the bidding process.

Staff are requesting adoption of the 0.7491% goal. The adopted goal must be submitted to the FTA by August 1, 2025.

RECOMMENDATION TO BOARD: Recommend the Board adopt, by resolution, the proposed DBE goal of 0.7491% for Federal Fiscal Years 2026, 2027, & 2028.

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

RECOMMENDATION TO BOARD: Recommend the Board adopt, by Resolution 847-25, the proposed DBE goal of 0.7491% for Federal Fiscal Years 2026, 2027, & 2028.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KO/BRB Legal Counsel MC

RESOLUTION NO. 847-25

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE SPOKANE TRANSIT AUTHORITY DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FEDERAL FISCAL YEARS 2026, 2027 AND 2028.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, as a recipient of federal financial assistance, the STA Board of Directors regularly establishes a Disadvantaged Business Enterprise (DBE) Program and DBE goal in accordance with regulations of the U.S. Department of Transportation, 49 CFR Part 26; and,

WHEREAS, STA staff has prepared and recommended a DBE goal for federal fiscal years (FFY) 2026, 2027 and 2028.

NOW, THEREFORE, be it resolved by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the FFY 2026, 2027, and 2028 goal of 0.7491 percent utilization of Disadvantaged Business Enterprises for federal contracting opportunities for the period of October 1, 2025, through September 30, 2028.

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Disadvantaged Business Enterprise Program.

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

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 24th day of July 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

APPROVED AS TO FORM:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7J : PROCUREMENT RESTRICTIONS UPDATE (RESOLUTION)

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Jordan Hayes-Horton, Director of Procurement & DBE Liaison Officer

SUMMARY: In response to changes in Uniform Guidance via recommendation from the Federal Office of Management and Budget (OMB) and updates to the Code of Federal Regulations (CFR) that govern procurement standards (2 CFR Part 200), staff have developed a proposed update to STA's Procurement Resolution which removes geographical preference restrictions.

BACKGROUND: Procurement of goods and services is a crucial business function for Spokane Transit and requires strict adherence to state and federal procurement laws and regulations. STA's procurement rules, established consistent with state and federal requirements, are embodied in the agency "Procurement Resolution" which was last amended in 2013 by way of Resolution No. 702-13.

In 2024, OMB proposed to remove the prohibition in the Uniform Guidance on using geographic preference requirements. In the same section, OMB also proposed that subpart D does not prohibit recipients and subrecipients from incorporating a scoring mechanism that rewards bidders committing to specific numbers and types of U.S. jobs, as long as any geographic preferences or scoring mechanisms are consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award. These proposed changes took effect October 1, 2024, and are reflected in 2 CFR Part 200.

Staff propose updating STA's Procurement Resolution to align Section 6, "Procurement Restrictions," with the federal guidance currently in effect. The two most pertinent reasons for this update are: 1) this change maintains STA's alignment with Uniform Guidance without being more restrictive than required, which is STA's historical practice, and 2) this update allows STA to continue to utilize the buying power of the Washington State Department of Enterprise Services (DES) master contracts that have begun to include geographic preferences for "Washington State" small, disadvantaged, and veteran-owned businesses in their solicitations.

The proposed update will remove the following language/restriction from STA's Procurement Resolution:

- (i) *Specifying in-State or local geographical preferences, or evaluating bids or proposals in light of in-State or local geographical preferences, even if those preferences are imposed by State or local laws or regulations, except that:*

- (1) *For Architectural Engineering (A&E) Services only, geographic location may be a selection criterion if an appropriate number of qualified firms are eligible to compete for the contract in view of the nature and size of the project.*
- (2) *The State may enforce its licensing requirements that do not conflict with Federal law.*
- (3) *Federal assistance awarded under the Stafford Act, 42 U.S.C. Section 5150, to support contracts and agreements for debris clearance, distribution of supplies, reconstruction, and other major disaster or emergency assistance activities permits a preference, to the extent feasible and practicable, for organizations, firms and individuals residing or doing business primarily in the area affected by a major disaster or emergency.*

All other elements of STA's Procurement Resolution will remain unchanged.

RECOMMENDATION TO COMMITTEE: Recommend the Board adopt, by resolution, the proposed update to the Procurement Resolution as presented.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution 842-25, the proposed update to the Procurement Resolution as presented.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KO/BRB Legal Counsel MC

RESOLUTION NO. **842-25**

A RESOLUTION PROVIDING FOR THE PROCUREMENT OF MATERIALS, SUPPLIES, AND PERFORMANCE OF WORK AND SERVICES, REPEALING RESOLUTIONS 655-09, 685-11 AND 702-13 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SPOKANE TRANSIT AUTHORITY:

WHEREAS, the Spokane Transit Authority (Spokane Transit) is a public transportation benefit area organized and operating pursuant to the laws of the State of Washington; and

WHEREAS, Resolution No. 655-09 was adopted by the Board of Directors in 2009 and amended by Resolutions 685-11 in 2011 and 702-13 in 2013 and authorizes the Chief Executive Officer (the "CEO") to procure materials, supplies, work, or services subject to certain restrictions; and

WHEREAS, the Board of Directors finds it prudent and necessary to revise the procurement policy of Spokane Transit so as to align its procurement policy with recent changes to federal guidance on procurement restrictions.

NOW, THEREFORE, be it resolved by the Board of Directors of Spokane Transit as follows:

Section 1. AUTHORITY

RCW 36.57A.080 grants authority to Spokane Transit to determine and prescribe requirements of notice, bidder qualification and bid conditions for all purchases of goods and services.

Section 2. PURPOSE

- (a) The objectives of Spokane Transit's procurement policy for the bidding of municipal contracts are to prevent fraud, collusion, favoritism, and improvidence in the administration of public business, as well as to ensure that the municipality receives the best goods and services at the most reasonable price practicable.
- (b) Many procurement actions of Spokane Transit are in conjunction with Federal grants and assistance programs, and Federal law seeks to ensure that Federal funds are expended according to sound procurement principles.
- (c) It is necessary and desirable that Spokane Transit maintain procedures for the accomplishment of its transportation facilities, for the purchase of supplies and materials and for the performance of necessary work and services.
- (d) It is Spokane Transit's goal to provide fair and open participation in procurements by qualified and competent suppliers, contractors and consultants, including state certified disadvantaged business enterprises.

Section 3. REFERENCES TO LAWS AND REGULATIONS

- (a) All references herein to the "FTA Circular" are to the FTA Circular C 4220.1F, dated November 1, 2008 or as it is hereafter amended or superseded.
- (b) All references herein to provisions of the United States Code, Revised Code of Washington and other regulations are to the current provisions and regulations, or as those are hereafter amended or superseded.

Section 4. ADMINISTRATIVE RESPONSIBILITY

- (a) Spokane Transit has employed a CEO to implement the mission, goals, objectives and policy guidelines of the Board of Directors of Spokane Transit (the "Board of Directors") pursuant to the procedures established by the Board of Directors. The CEO derives authority from the Board of Directors acting as the governing body of Spokane Transit and as permitted by law. The following procedures are adopted by the Board for the purpose of establishing the administrative authority of the CEO.
- (b) The CEO shall be responsible for normal Spokane Transit operations. The phrase "normal Spokane Transit operations" as used herein means the regular day-to-day business transactions of the agency involving personnel, finances, payments of vouchers, facilities, management of real and personal property, and other assets, and the acquisition of equipment and services identified and approved by the Board through the annual Capital Improvement Program (CIP) budget. The CEO shall retain professional staff, which shall operate and manage according to directives and policy from the CEO subject to review by the Board. The CEO shall regularly inform and consult with the Chair of the Board, the Board's standing committees, and the Board as a whole regarding significant information, business transactions, contracts in excess of the CEO's authority, and administrative policies through methods mutually agreeable to the Board and the CEO. The CEO shall be responsible for the day-to-day direction and conduct of business transactions of Spokane Transit subject to the policies, limitations and procedures set forth in this Resolution.
- (c) As permitted by law, the CEO may delegate to appropriate Spokane Transit staff such of his or her administrative authority or reporting requirements herein established as, in his or her discretion, is necessary and advisable for the efficient exercise of such authority. To implement delegations to Spokane Transit staff, the CEO may issue such policies and procedures, monetary delegations, authority to execute contracts and other documents to guide agency administration which shall include such delegations as may be appropriate.
- (d) Directives or initiatives by the Board shall be implemented through the CEO unless otherwise provided in the Board's directive or initiative. Except in the event of emergencies, directives or initiatives shall be approved by the full Board of Spokane Transit acting as a body, or by a motion of a standing committee of the Board. The Board, acting as a body, may at any time rescind or suspend all or any portion of the delegated authority conferred upon the CEO under this Resolution by further resolution or motion acted on in a public meeting.

- (e) The CEO shall ensure that equipment, materials, supplies and services are procured efficiently and economically by Spokane Transit with maximum practicable competition and in compliance with the procedures established by this Resolution, applicable state and federal laws and regulations and agency policies.
- (f) Contract Approvals Required
 - (1) “Contract” shall mean the total cost of the contract, inclusive of options and exclusive of sales tax, and shall be governed by the required level of approval as provided below:
 - a. Contracts for equipment, materials, supplies, leases, and non-professional and professional services purchased or work ordered for Spokane Transit, the estimated cost of which is not more than Two Hundred Thousand Dollars (\$200,000), may be awarded by the CEO pursuant to such procedures as the CEO deems reasonable and in the best interests of Spokane Transit.
 - b. Procurement specifications for contracts less than or equal to One Million Dollars (\$1,000,000), or for replacement equipment and services identified in the Board-approved CIP budget, may be approved by the CEO pursuant to such procedures as the CEO deems reasonable and in the best interests of Spokane Transit. Such procurements shall be reported to the appropriate standing committee unless previously approved in the Board-approved CIP budget.
 - c. Contracts for replacement equipment and services identified in the Board-approved CIP budget may be awarded by the CEO. New equipment and services for less than or equal to One Million Dollars (\$1,000,000) identified in the Board-approved CIP budget may be awarded by the CEO provided the Contract does not exceed the current approved CIP budget for the project by more than 10%.
 - (2) Price quotations for repetitively purchased items that are purchased within one year of the last procurement of that exact item(s) shall be unnecessary provided the prior competitively quoted purchase price has not changed.
- (g) Except as provided otherwise by the Board, for all contracts for which Board approval has been obtained (either through the CIP budget, a project basis or an individual contract basis) or for which the CEO is authorized to contract without prior Board approval, the CEO is authorized to take all further steps necessary for completion of the work, including, but not limited to: development and approval of general specifications, publication of notice calling for bids or proposals; rejection of bids or proposals or awards of contract; canceling or delaying bid or proposal openings; administration of contracts (including execution of contract change orders); acceptance or rejection of work; termination of contract; contract close-out; and claims negotiations and settlements. Such actions shall be consistent with applicable legal requirements and Spokane Transit policies.

- (h) The CEO may issue or cause to be issued administrative policies and procedures implementing and/or enforcing the requirements of this resolution.

Section 5. GENERAL SCOPE

- (a) Solicited Proposals. All procurement transactions, regardless of whether by verbal or written quote, by sealed bid or by competitive negotiation, shall be conducted in a manner that provides, to the fullest extent possible, maximum full and open competition in accordance with this Resolution.
- (b) Competition Defined. Competition in procurement is defined as a condition where two or more sources are able to compete for a requirement in price and/or technical skills.
- (c) Unsolicited Proposals. Procurement transactions may also be based on an unsolicited proposal in accordance with Chapter I of the FTA Circular.
- (d) Prequalification. Prequalification lists may be used to prequalify people, firms and property for procurement purposes if:

- (1) All prequalification lists that are used are current.
- (2) All prequalification lists that are used include enough qualified sources to provide maximum full and open competition.
- (3) Potential bidders or offerors are permitted to qualify during the solicitation period (from the issuance of the solicitation to its closing date). However, a particular solicitation does not need to be held open to accommodate a potential supplier that submits property for approval before or during that solicitation. Nor must prequalification evaluations of bidders, offerors, or property presented for review during the solicitation period be expedited or shortened.

Prequalification does not replace reviews of technical qualifications in the two-step procurements and qualifications-based procurements discussed in 16 and 17 of this resolution.

- (e) Professional Services, other than Architectural or Engineering (A&E) services, acquired with local funds, will typically be procured under the requirements outlined herein; provided, professional services acquired with local funds shall be exempt from this policy when:
 - (1) The total contract amount is within the limits of the CEO's procurement authority under Section 4(f)(1) of this policy; and
 - (2) The service is provided by a consultant to accomplish a specific study, task or other work statement whereby the provider is selected based on their unique approach or expertise; and
 - (3) The CEO has determined that the contract amount is fair and reasonable in light of the scope of services obtained.

Section 6. PROCUREMENT RESTRICTIONS

- (a) Procurement procedures should not restrict or eliminate competition or support an exclusionary or discriminatory specification, including:
- (b) Placing unreasonable requirements on prospective contractors in order for them to qualify to do business.
- (c) Supporting or allowing noncompetitive pricing practices between contractors or affiliated companies. Questionable practices include, but are not limited to, submissions of identical bid prices for the same products by the same group of firms, or an unnatural pattern of awards that had the cumulative effect of apportioning work among a fixed group of bidders or offerors.
- (d) Requiring unnecessary or unreasonable experience and performance requirements.
- (e) Making noncompetitive awards to professionals and other consultants that are on retainer contracts if that award is not for the property or services specified for delivery under the retainer contract.
- (f) Specifying only a “brand name” product without allowing offers of “an equal” product, or allowing “an equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable for award.
- (g) Using prequalification procedures that conflict with the prequalification standards described in Section 5(d) of this Resolution.
- (h) Requiring unreasonable, unduly restrictive or excessive bonding requirements.
- (i) Supporting or allowing organizational conflicts of interest.
 - (1) An organizational conflict of interest occurs when any of the following circumstances arise:
 - a. The contractor is unable, or potentially unable, to provide impartial and objective assistance or advice due to other activities, relationships, contracts or circumstances.
 - b. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
 - c. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.
 - (2) Each planned acquisition must be analyzed in order to identify and evaluate potential organizational conflicts of interest as early in the acquisition process as possible, and avoid, neutralize, or mitigate potential conflicts before contract award.
- (j) Any arbitrary and capricious action in the procurement process.

Section 7. PROCUREMENT STANDARDS

The following standards shall be applicable to all Spokane Transit procurements.

- (a) A review of all proposed procurements by authorized staff shall be mandatory.
- (b) When contracting for professional services, the contract shall limit the total of the base and option time periods to not more than five years, unless approved by the Board. Prices for each base and option time period shall be firm and fixed wherever possible and shall be established in the initial contract bidding, negotiation and execution. If it is not possible to establish firm, fixed prices, changes in the option period prices shall be tied to a well-known, published pricing index, such as The Consumer Price Index.
- (c) Spokane Transit shall maintain a contract administration system that ensures contractors perform in accordance with the terms and conditions, and specifications of their contract.

Section 8. ADDITIONAL PROCUREMENT REQUIREMENTS WHEN FEDERAL FUNDS ARE USED

The following additional requirements shall be applicable to each Spokane Transit procurement for which Federal funds are used.

- (a) Description of Property or Services. The solicitation and the contract awarded thereunder must include a clear and accurate description of the technical requirements for the property or services to be acquired in a manner that provides for full and open competition.
 - (1) What to Include. The requirements should be described in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards, but use of detailed technical specifications are not prohibited when appropriate.
 - (2) Quantities Limited to Actual Needs. Procurements shall be limited to the amount necessary to support the quantity of property or extent of services actually needed. Quantities or options may not be added to contracts solely to allow these quantities or options to be assigned at a later date.
- (b) Evaluation Factors. The solicitation must identify all factors to be used in evaluating bids or proposals.
- (c) Contract Type Specified. The specifications should state the type of contract that will be awarded, such as a firm fixed price contract or cost reimbursement contract as defined in the FTA Circular.
- (d) Award to Other than the Low Bidder. If the right to award to other than the low bidder is to be reserved, that information should be stated in the solicitation document.
- (e) Rejection of All Bids or Offers. If the right to reject all bids or offers is to be reserved, that information should be stated in the solicitation document.

- (f) Products and Services. Products and services that conserve natural resources, protect the environment, and are energy efficient are to be preferred, and products and services dimensioned in the metric system of measurement are to be accepted, to the extent practicable and economically feasible.
- (g) Additional Federal Requirements.
 - (1) The solicitation and resulting contract must identify those Federal requirements set forth in Chapter IV, subsection 2.b of the FTA Circular, and FTA's latest Master Agreement.
 - (2) The solicitation and resulting contract must identify those Federal requirements that a bidder or offeror must fulfill before and during contract performance as set forth in Chapter IV, subsection 2.a. of the FTA Circular and FTA's latest Master Agreement.
- (h) Procurements must otherwise comply with Federal laws and regulations, including those set forth in Chapter IV of the FTA Circular that impose cost rates and restrictions, civil rights and environmental protection requirements applicable to the procurement, and audit service and audit procurement requirements. Spokane Transit must implement those requirements as necessary through its third party contracts.

Section 9. ETHICAL STANDARDS OF CONDUCT

- (a) No employee, officer, or agent of Spokane Transit shall participate in the selection, or in the award or administration of a contract, if a conflict of interest, real or apparent, direct or indirect, would be involved.

Such a conflict would arise when:

- (1) The employee, officer, agent or board member,
 - (2) Any member of his/her immediate family,
 - (3) His/her partner, or
 - (4) An organization that employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for contract award.
- (b) Spokane Transit's officers, employees, or agents shall neither solicit nor accept gratuities, gifts, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Only unsolicited items of nominal intrinsic value may be accepted from such parties, for example, an occasional business meal or advertising souvenirs.
 - (c) Spokane Transit, its employees and directors, shall also comply in all respects with applicable laws, rules and regulations governing ethical standards of conduct.

Section 10. METHODS OF PROCUREMENT

Procurement shall be achieved by one of the following methods as currently defined in the FTA Circular:

- (a) micro-purchase (currently less than \$10,000 (Section 11))
- (b) small purchase (currently \$10,000 to \$250,000 (Section 12))
- (c) competitive sealed bid (Invitation for Bids, IFB) (currently greater than \$250,000 (Section 13))
- (d) competitive proposal (Request for Proposals, RFP) (currently greater than \$250,000 (Section 11))
- (e) two-step procurement, including review of technical qualifications and approach, and review of bids and proposals submitted by qualified prospective contractors (Section 15)
- (f) architectural engineering (A&E) services
- (g) design-bid-build
- (h) design-build
- (i) emergency procurement and other than full and open competition (including sole source)
- (j) For purposes of determining the appropriate procurement method, value of the procurement shall be determined without allowance for tax and/or freight.

Section 11. MICRO-PURCHASES (Less than \$10,000)

- (a) Micro-purchase procedures shall be used for purchases of materials, equipment, supplies, work and/or services for Spokane Transit when the total price is valued at or less than the maximum micro-purchase amount set forth in Chapter VI, subsection 3.a of the FTA Circular (currently any price valued less than \$10,000 without obtaining price quotations). These purchases are exempt from FTA's Buy America requirements. Davis-Bacon prevailing wage requirements will, however, apply in accordance with federal and state law, even though micro-purchase procurement procedures are used.

The following procedures apply to micro-purchases:

- (1) Micro-purchases should be distributed equitably among qualified suppliers.
- (2) The size of the procurement may not be divided or reduced merely to come within the micro-purchase limit.
- (3) The determination that the price is fair and reasonable and a description of how that determination was made is required and shall be documented.

Section 12. SMALL PURCHASES (currently \$10,000 to \$250,000)

- (a) Small purchase procedures shall be used for purchases of materials, equipment, supplies, work and/or services for Spokane Transit when the total value is more than the micro-purchase threshold but less than the Federal simplified acquisition threshold at 41 U.S.C. § 403(11) (currently \$250,000). These purchases up to \$150,000 are also exempt from FTA's Buy America requirements. The following procedures apply to small purchases:
 - (1) Price or rate quotations must be obtained from an adequate number of qualified sources. The CEO shall be responsible for determining the adequacy of quotations for small purchases.
 - (2) The size of the procurement may not be divided or reduced merely to avoid additional procurement requirements applicable to larger acquisitions.

Section 13. COMPETITIVE SEALED BID – INVITATION FOR BIDS

- (a) All procurements not specifically outlined or excepted by another method of procurement contained in this resolution or authorized by law shall be made by competitive sealed bid.
- (b) An Invitation for Bids (IFB) shall be utilized in all cases where each of the following conditions is present:
 - (1) A complete, adequate, precise, and realistic specification or purchase description is available.
 - (2) Two or more responsible bidders are willing and able to compete effectively for the business.
 - (3) The procurement generally lends itself to a firm fixed price contract.
 - (4) The successful bidder can be selected on the basis of price and those price-related factors listed in the IFB including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken.
- (c) A pre-bid/proposal conference may be held in competitive sealed bid situations, for the purpose of answering questions and clarifying the requirements and specifications relevant to the Invitation for Bids or the Request for Proposals. Notice for such pre-bid/proposal conference shall be advertised and stated in the general requirements section of the IFB or the Request for Proposal.
- (d) Procurement Procedures. The following procedures apply to sealed bid procurements.
 - (1) The CEO shall cause the IFB to be publicly advertised in an appropriate publication or web site posting(s) at least once, and at least 18 calendar days prior to the bid opening.
 - (2) Bids must be solicited from an adequate number of known suppliers.

- (3) The IFB, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.
 - (4) The IFB shall specify Spokane Transit's right to award the contract to other than the low bidder and its right to reject all bids or offers.
- (e) Public Opening of Bids
- (1) All bids shall be opened and read publicly at the time and place designated in the IFB notice.
 - (2) The name and address of each bidder, the price bid, and any other relevant information as may be specified in the IFB shall be read aloud and recorded in the minutes of the bid opening.
 - (3) It shall be also announced that the bid review will be completed by Spokane Transit staff and the date the contract will be awarded.
 - (4) All bidders will be notified of award postponement and of the contract award.
 - (5) The purchase record, including each bid, shall be open to public inspection in accordance with ch. 42.56 RCW.
 - (6) Any or all bids may be rejected if there is a sound, documented business reason.

Section 14. COMPETITIVE PROPOSAL - REQUEST FOR PROPOSAL

- (a) A Request for Proposal (RFP) shall be utilized when the procurement lacks definite specifications, when proposals are sought for the purpose of establishing a bid specification, when the goods or services being procured involve creative design or professional administration, and/or when subjective criteria is considered in the contract award, which is made in the best interests of Spokane Transit. Procurement Procedures. The following procedures apply to procurements by competitive proposals:
 - (1) The CEO shall cause the request for proposal (RFP) to be publicly advertised in an appropriate publication or web site posting(s) at least once, and at least 18 calendar days prior to the proposal due date.
 - (2) The RFP shall identify all significant evaluation factors and their relative weighted importance.
 - (3) Proposals shall be solicited from an adequate number of qualified sources.

Section 15. TWO-STEP PROCUREMENT

- (a) Two-step procurement procedures in both sealed bid and competitively negotiated procurements may be used, provided the opportunity for full and open competition is retained.
- (b) Procurement Procedures. The applicable two-step procedures are as follows:

- (1) Review of Technical/Professional Qualifications and Approach. The first step involves a review of the prospective contractors' technical or professional approach to the IFB or RFP and technical qualifications to carry out that approach.
 - (2) Review of Bids and Proposals Submitted by Qualified Prospective Contractors. The second step is to solicit and review complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, bids or proposals should be solicited from at least three qualified prospective contractors. All bid or proposal prices submitted, as well as other factors, shall be considered, rather than limiting reviews to the most qualified bidder or offeror.
- (c) In the interests of efficiency Spokane Transit may elect to obtain submittals of both steps via a single solicitation.

Section 16. ARCHITECTURAL ENGINEERING (A&E) SERVICES AND OTHER RELATED SERVICES

- (a) The use of qualifications-based procurement procedures based on the "Brooks Act", 40 U.S.C. §§ 1101-1104, and RCW Chapter 39.80, shall be used when Spokane Transit seeks to acquire architectural and engineering services, such as program management, architectural engineering, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping and other related services set forth in 49 U.S.C. Section 5325(b) (collectively referred to in this Resolution as "A&E services").
- (b) Qualifications-Based Procurement Procedures. Currently, the applicable procedures are as follows:
 - (1) The CEO shall cause to be distributed in advance of Spokane Transit's requirement for professional services a concise announcement of the general scope and nature of the project or work for which the services are required and the address of a Spokane Transit representative who can provide further details.
 - (2) The most qualified offeror may be selected subject to negotiation of a fair and reasonable compensation. Price shall not be considered as an evaluation factor in determining the most qualified offeror.
 - (3) Negotiations shall first be conducted only with the most qualified offeror. Only after failing to agree on a fair and reasonable price shall negotiations be conducted with the next most qualified offeror until a contract award can be made to the offeror whose price is determined to be fair and reasonable.

Section 17. DESIGN-BID-BUILD

- (a) Design-bid-build procedures may be used for contracts for design services and for construction of transportation facilities. If this method is elected by Spokane Transit, relevant provisions of Ch. 39.04 RCW will be used to establish the minimum procedures.

- (b) For design services, qualifications-based procurement procedures must be used in compliance with the FTA Circular and applicable Federal, State and local law and regulations.
- (c) For services related to the actual construction, alteration or repair of real property, competitive procedures (including competitive sealed bid or competitive negotiation procurement methods) shall be used in compliance with the FTA Circular and applicable Federal, State and local law and regulations.

Section 18. DESIGN-BUILD

- (a) Design-build procedures may be used when Spokane Transit contracts for design and construction simultaneously with a contract award to a single contractor, consortium, joint venture, team, or partnership that will be responsible for both the project's design and construction.
- (b) The various contract activities to be undertaken shall be classified as design or construction and the estimated total value of each shall be calculated. The procurement method appropriate for the services having the greatest cost shall be used.
- (c) When construction costs are predominant, qualifications-based procurement procedures may not be used to acquire A&E and other services to which Section 15 of this Resolution is applicable, unless FTA determines otherwise in writing or unless required by State law.
- (d) When A&E services are predominant, qualifications-based procurement procedures based on the Brooks Act, and currently described in Section 15 of this Chapter, shall be used.

Section 19. EMERGENCY PROCUREMENT AND OTHER THAN FULL AND OPEN COMPETITION

- (a) Noncompetitive proposals may be used only when the procurement is inappropriate for small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances is present:
 - (1) Competition Adequacy. Spokane Transit determines that competition is adequate after soliciting from several sources, and after determining that its specifications are not unduly restrictive and changes cannot be made to encourage greater competition. A cost analysis must be performed in lieu of a price analysis when this situation occurs.
 - (2) Sole Source. A sole source award may be made where at least one of the following circumstances is present:
 - a. the supplies or services are available only from a single source (as defined in Chapter VI, subsection 3.i of the FTA Circular) and no other supplies or services will satisfy Spokane Transit's requirement.

- b. upon receiving a single bid or proposal in response to a solicitation, Spokane Transit determines that competition was adequate.
 - c. an unusual and urgent need for the property or services exists and Spokane Transit would be seriously injured unless it were permitted to limit the solicitation or a sufficient emergency exists for the requirement that will not permit the delay of competitive solicitation. The CEO may authorize an emergency procurement. Emergency procurements in excess of the CEO's signature authority shall be ratified by the Board at its next regular meeting.
 - d. FTA has authorized noncompetitive proposals, including the authorizations set forth in Chapter VI, subsection 3.i.(1)(e) of the FTA Circular.
 - 1. FTA does not, however, authorize noncompetitive proposals that are justified on the basis of failure to plan.
- (b) Procurement Procedures. The following procurement procedures apply when less than full and open competition is available:
- (1) Offers shall be solicited from as many potential sources as is practicable under the circumstances.
 - (2) If an offer is solicited from only one source, that decision must be adequately justified in writing based on the standards set forth in the Circular.
 - (3) A cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits shall be prepared.
 - (4) When applicable, and if FTA so requests, the proposed procurement shall be submitted to FTA for preaward review.

Section 20. BID/PROPOSAL EVALUATION

- (a) General. Proposals or bids shall be unconditionally accepted without alteration or correction, except as authorized in this resolution. Submissions shall be evaluated based on the requirements set forth in the RFP or IFB, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, suitability for a particular purpose, and pre-award survey of the bidder's/proposer's facilities. Those criteria that will affect the price and will be considered in evaluation for award as determined by Spokane Transit shall be objectively measurable, including but not limited to discounts, sales tax, transportation costs, installation costs, and total project or life cycle costs. STA may not modify its evaluation factors after proposals are received.
 - (1) RFP Opening
 - a. Except where prohibited by the Open Public Meetings Law, proposals shall be reviewed by an evaluation committee regarding all evaluative factors maintained throughout the review process. The evaluation

committee will grade all factors, with their consensus recorded on the proposal tabulation worksheet.

- (2) Verbal interviews with any offeror who has submitted a proposal may be made to determine such offeror's qualifications for further consideration.
- (3) Pre-award negotiations may be conducted with offerors in the competitive range for submission of best and final offers. If negotiations are conducted, Spokane Transit must negotiate with all offerors in the competitive range.
- (4) A committee may be selected to conduct the technical evaluation of the proposals received and shall make a recommendation for contract award based upon each of the evaluation elements in accordance with the weighted importance of each criteria and other elements having a bearing on the decision to award the contract as determined by the division director and purchasing manager prior to the solicitation. The relative positions and evaluation points are totaled for each evaluation criteria or element, and the proposer with the highest overall total of evaluation points shall be recommended for contract award.

If Spokane Transit contracts for evaluation services, the procurement standards of this Resolution will apply to those contractors and to those contractors selected to perform evaluation functions on behalf of Spokane Transit.

- (5) Spokane Transit may reject any or all bids/proposals, including the bid or proposal of an offeror whose performance under a previous contract, even though finally accepted by Spokane Transit or another public agency, imposed additional costs and burdens upon the public in obtaining satisfactory performance.
- (b) Options. In awarding any contract that will include options, the following standards apply:
- (1) Evaluation Required. Except as provided in subsection (2), bids or offers for any option quantities or periods contained in an RFP or IFB shall be evaluated if Spokane Transit intends to exercise those options after the contract is awarded.
 - (2) Evaluation Not Required. Spokane Transit need not evaluate bids or offers for any option quantities when Spokane Transit determines that evaluation would not be in its best interests, such as when Spokane Transit is reasonably certain that funds will not be available to permit it to exercise the option.

Section 21. CONTRACT AWARD

- (a) Except as provided in subsection (b) of this Section, the contract award shall be made to the lowest responsive bidder or offeror.
- (b) Award to Other than Lowest Bidder or Offeror. A contract may be awarded to other than the lowest bidder in either of the following circumstances:

- (1) the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs, or
- (2) when Spokane Transit states in the evaluation factors of its RFP or IFB that it may award the contract to other than the offeror whose proposal is lowest.

In both cases, the right to award the contract to other than the low bidder or offeror must be stated in the RFP or IFB.

(c) Award Only to a Responsible Contractor. Contract awards may only be made to “responsible” contractors under the standards of 49 U.S.C. § 5325, possessing the ability, willingness and integrity to perform successfully under the terms and conditions of the contract. The prospective contractor must at a minimum satisfy the following criteria to demonstrate its qualifications as a “responsible” contractor:

- (1) Integrity and Ethics. Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. § 5325(j)(2)(A).
- (2) Debarment and Suspension. Is neither debarred nor suspended from Federal programs under DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4,
- (3) Affirmative Action and DBE. Is in compliance with the Common Grant Rules’ affirmative action and FTA’s Disadvantaged Business Enterprise requirements,
- (4) Public Policy. Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § 5325(j)(2)(B),
- (5) Administrative and Technical capacity. Has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. § 5325(j)(2)(D),
- (6) Licensing and Taxes. Is in compliance with applicable licensing and tax laws and regulations,
- (7) Financial Resources. Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D),
- (8) Production and Capability. Has, or can obtain, the necessary production, construction and technical equipment and facilities,
- (9) Timeliness. Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments,
- (10) Performance Record. Is able to provide a:
 - a. Satisfactory current performance record, and

- b. Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:
 - 1. Key personnel with adequate experience, a parent firm with adequate experience and past performance,
 - 2. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and
 - 3. A prospective contractor that is or recently has been seriously deficient in contract performance is presumed to be nonresponsible, unless it is determined that the circumstances were properly beyond the prospective contractor's control.
- (11) Such other information as may be secured having a bearing on the decision to award the contract.

Before entering into a full funding contract for a fixed guideway project, Spokane Transit must consider the prospective contractor's past performance in estimating costs and ridership as reported in the Contractor Performance Assessment Reports, as required by 49 U.S.C. § 5325(j)(2)(C).

- (d) The contract award will be made by the CEO or Board of Directors as applicable.

Section 22. BID/PROPOSAL CORRECTION

- (a) Except in the case of competitive negotiation, no changes in price or other provisions of proposals or bids after opening shall be permitted unless an error is obvious. An obvious error is one which can be clearly established from mathematical extension or tabulation shown in the bid documents submitted with the bid. An error in a mathematical extension, reported by a bidder but not shown in the bid documents, does not constitute an obvious error. Bidders are presumed to submit correct tabulations and specifications.
- (b) Minor informalities and irregularities in the bid/proposal may be waived by Spokane Transit.

Section 23. BID/PROPOSAL PROTEST — PROCEDURE

- (a) Bidders, offerors and/or taxpayers wishing to protest the legitimacy of any type of procurement action outlined in this resolution must submit their pre-award Notice of Protest in writing no less than eight (8) calendar days before the bid opening/proposal due date. Persons wishing to protest a contract award must submit their Notice of Protest in writing within seven (7) calendar days after STA has issued an Intent to Award notice.
- (b) When Federal funds are involved, the FTA must be notified when Spokane Transit receives a third party contract protest and Spokane Transit must keep FTA informed about the status of the protest pursuant to the requirements of Chapter VII, subsection 1.a(2) of the FTA Circular.

- (c) The Notice of Protest will be handled as follows:
- (1) The Notice of Protest shall be mailed, sent electronically, sent via facsimile, or delivered to the Purchasing Manager and shall state all issues and facts applicable to the protest. Issues and facts not stated in the Notice of Protest will not be considered.
 - (2) A meeting(s) may be called following receipt of the protest that will include representatives from Spokane Transit and the protestor to discuss the issue related to the protest. The meeting may be conducted by telephone conference.
 - (3) The CEO will make his/her decision according to the following time schedule and Spokane Transit will notify the protestor of the decision in writing by regular mail, electronically, or by facsimile transmission.
 - a. Pre-award protests will be decided at least five (5) calendar days before the bid opening/proposal due date.
 - b. Contract award protests will be decided within seven (7) calendar days following receipt of the protest.
 - (4) The CEO may, at his/her sole discretion, extend the limits of time outlined above.
 - (5) The decision of the CEO shall be final. Any appeal of the CEO's decision will be governed by FTA, if applicable.
 - (6) Failure of the protestor to specify their objections in writing and in accordance with the specified time deadlines shall constitute a waiver of all right to protest.
- (d) This protest procedure shall be made known to all prospective bidders or proposers by being included or referenced in the requirements section of all solicitation documents.
- (e) All communications with the parties involved, including Spokane Transit staff or board members concerning a protest, shall be in writing, and will be open for public inspection. Spokane Transit shall be responsible for compiling and maintaining the written protest record.
- (f) FTA may entertain a protest that alleges Spokane Transit has failed to have or follow written protest procedures, or a protest involving issues important to FTA's overall public transportation program. Such protest must be filed with FTA not later than five (5) working days after the CEO has rendered his/her final decision or five (5) working days after the protestor knows or has reason to know that the CEO has failed to render his/her final decision. Such protest to FTA must be filed in accordance with Chapter VII(1)(b) of the FTA Circular.
- (g) When a protest has been timely filed with Spokane Transit before award, Spokane Transit shall not make an award prior to five (5) days after the resolution of the protest, or if a protest has been filed with FTA, during the pendency of that protest, unless Spokane Transit determines that:
- (1) The goods or services to be procured are urgently required;

- (2) Delivery or performance will be unduly delayed by failure to make the award promptly; or
- (3) Failure to make prompt award will otherwise cause undue harm to Spokane Transit or the Federal Government.

In the event that Spokane Transit determines that the award is to be made during the five-day period following the local protest decision or the pendency of a protest, Spokane Transit shall notify FTA prior to making such award. FTA will not review the sufficiency of Spokane Transit's determination to award during the pendency of a protest prior to FTA's bid protest decision. FTA reserves the right not to participate in the funding of any contract awarded during the pendency of a protest.

Section 24. CONTRACT CHANGES AND MODIFICATIONS

- (a) Approval Requirements. Spokane Transit must have cost justifications supporting each change order it may issue and pursuant to Section 24.
- (b) Cost Restrictions. The cost of any change, modification, change order or constructive change to a current contract must be allowable, allocable, within the scope of any applicable FTA grant or cooperative agreement, and reasonable for the completion of the project scope.

Section 25. FEDERAL ASSISTANCE IN CONTRACT DISPUTES

- (a) If Spokane transit intends to request FTA's permission to use Federal assistance to support payments to a third party contractor to settle a dispute, or intends to request increased Federal assistance for that purpose, Spokane Transit must comply with the requirements pertaining to notification of FTA, documentation, audit and other requirements set forth in Chapter VII(3) of the FTA Circular.

Section 26. CLAIMS AND LITIGATION INVOLVING FEDERALLY-FUNDED CONTRACTS

- (a) Spokane Transit shall comply with the requirements set forth in Chapter VII(4) of the FTA Circular pertaining to claims and litigation involving Federally-funded third party contracts that:
 - (1) Have a value exceeding \$100,000
 - (2) Involve a controversial matter, irrespective of amount, or
 - (3) Involve a highly publicized matter, irrespective of amount.

Section 27. FTA PARTICIPATION IN SETTLEMENTS, ARBITRATION AWARDS AND COURT AWARDS

- (a) Where Spokane Transit incurs costs due to binding arbitration or court decision, Spokane Transit must secure FTA review and written concurrence in a proposed final settlement involving a dispute, claim, or litigation, and comply with the other requirements of

Chapter VII(5) of the FTA Circular before using Federal assistance to support its costs if one of the following circumstances is present:

- (1) When the settlement exceeds \$100,000.
- (2) When the approved project lacks sufficient funds to cover Spokane Transit's settlement costs.
- (3) When a special Federal interest or Federal concern is declared due to program management concerns, possible mismanagement, impropriety, waste or fraud.

Section 28. BONDING POLICY

- (a) Unless FTA determines that other arrangements adequately protect the Federal interest, for all construction contracts exceeding the simplified acquisition threshold fixed at 41 U.S.C. Section 403(11) (currently \$100,000), the following minimum bonding requirements shall be met with each procurement.
 - (1) Each bidder must provide a bid guarantee equivalent to 5 percent of its bid price and must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid to ensure that the bidder will honor its bid upon acceptance.
 - (2) A performance bond for 100 percent of the total contract price shall be received from the successful contractor prior to contract award.
 - (3) A payment bond on the part of the contractor for 100 percent of the total contract price shall be received from the successful contractor prior to contract award, except that
 - a. Payment bonds that meet the minimums established in Chapter IV, subsection 2.h(1) of the FTA Circular are acceptable. Currently, the following minimums are acceptable:
 1. Fifty percent (50%) of the contract price if the contract price is not more than \$1 million.
 2. Forty percent (40%) of the contract price if the contract price is more than \$1 million but not more than \$5 million, or
 3. Two and one half million dollars if the contract price is more than \$5 million.
- (b) For non-federally funded projects, Spokane Transit may consider an irrevocable letter of credit as an acceptable form of security in lieu of performance and payment bonds only if it is issued by a federally insured financial institution holding an investment grade or higher commercial rating. **[Not in FTA Circular]**

Section 29. RECYCLED PRODUCTS GOALS AND STRATEGIES

- (a) The following strategy for increasing recycled product purchases and achieving the procurement goals shall be followed by the purchasing staff:
 - (1) Work with the State of Washington Department of General Services Administration and the Department of Trade and Economic Development to access their database and receive technical assistance concerning available recycled content products and vendors supplying such products.
 - (2) For contracts of \$10,000 or more, provide up to a 5% purchase preference to firms offering products meeting specifications with a recycled content of at least 50% and a minimum of at least 15% post consumer waste.
 - (3) Attend periodic training sessions and workshops on purchasing recycled products to learn of new developments in this field.
 - (4) Communicate with vendors representing products with a recycled content to become better aware of available products.
 - (5) Utilize the State of Washington Office of State Procurement Contracting Program to purchase products with recycled contents.

Section 30. DISPOSITION OF SURPLUS EQUIPMENT AND MATERIALS

- (a) The purchasing department will be responsible for the disposition of all surplus equipment and shall make recommendations to the CEO as to which method of disposal will yield the highest net return. Methods of disposal may include Spokane Transit public auction, public auction with another governmental agency, Spokane Transit-contracted public auction, Internet-based auction, or sealed bid sale on the open market, with award of the equipment made to the highest responsible bidder in all cases.
- (b) The purchasing department shall be responsible for causing a public notice of the Spokane Transit auction or the sealed bid sale, containing necessary bidding information, to be published in an appropriate publication(s) at least once, and at least ten (10) days prior to the auction or bid opening. When equipment is placed in another governmental agency - conducted public auction or Spokane Transit-contracted public auction, the published Notice of Sale shall be completed by the agency or contractor conducting the auction or by Spokane Transit.
- (c) Items of equipment with an estimated current per-unit fair market value of less than or equal to \$25,000 may be disposed of within the authority of the CEO. Disposal of items estimated to exceed \$25,000 current fair market value shall require the Board of Director's approval prior to disposition. Appropriate reimbursement to FTA will be made when required under applicable federal regulations for federally funded equipment.
- (d) The CEO shall be authorized to sell, transfer, exchange, lease or otherwise dispose of any Spokane Transit personal property to the state, any municipality or political sub-division thereof, or the federal government, on such terms and conditions as may be mutually agreed upon by the proper authorities of said governmental agencies or divisions, and as provided by law.

Section 31. OPEN RECORDS

In accordance with ch. 42.56 RCW all procurement information generated and acquired through any of the procurement processes shall be open to public inspection through the Public Records Officer. Spokane Transit shall not be responsible for the protection of information marked "proprietary" submitted by proposers.

Section 32. DISADVANTAGED BUSINESS ENTERPRISES (DBE)

- (a) It is the policy of Spokane Transit to allow disadvantaged business enterprises (small, minority, and woman-owned) the maximum practicable opportunity to participate in the procurement process for all purchases.
- (b) Spokane Transit will take all necessary affirmative steps to assure that DBE's are contracted with when possible. Affirmative steps shall include:
 - (1) Placing qualified DBE's on solicitation lists;
 - (2) Assuring that DBE's are solicited whenever they are potential sources.
 - (3) Dividing total requirements (within the limits of this resolution), when economically feasible, into smaller tasks or quantities to permit maximum DBE participation.
 - (4) Establishing delivery schedules, where the requirement permits, that encourage DBE participation;
 - (5) Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subparagraphs (1) through (5) above.
- (c) In construction contracts, contractors shall provide a list of DBE subcontractors to be included in the project along with respective dollar amounts of participation. The contractor shall submit with each monthly invoice a billing specification which clearly outlines the dollar amount of DBE participation for that billing period.

Section 33. SELF-CERTIFICATION OF PROCUREMENT SYSTEM

The CEO is authorized to file with the appropriate FTA Regional Office a self certification that its procurement system and procedures comply with the Federal requirements and standards set forth in the FTA Circular. The effect of such certification serves to limit mandatory FTA review of the procurements listed in Chapter III of the FTA Circular. The CEO shall self-certify Spokane Transit's procurement system in the FTA Annual Certification/Assurance Process or as otherwise required by FTA.

Section 34. PURCHASE RECORD MAINTENANCE

- (a) The purchasing department shall maintain records sufficient to detail project performance and financial records in accordance with required retention schedules.

Spokane Transit must also maintain records sufficient to detail the significant history of a procurement, including but not limited to the following:

- (1) The rationale for the method of procurement.
- (2) The selection of contract type and evaluation criteria.
- (3) Contractor selection or rejection, and rationale.
- (4) The basis for the contract price.
- (5) The bid tabulation or proposal evaluation worksheet.

Section 35. STATE, FEDERAL AND INTERGOVERNMENTAL AGREEMENTS

- (a) The CEO is authorized to enter into intergovernmental purchase agreements between Spokane Transit and state and other political subdivisions. Such purchase agreements shall comprise a valid method of transacting procurements only if all aforementioned procurement standards and requirements are adhered to. Public notice advertising requirements shall be deemed met by the advertising of the state or other political subdivision.
- (b) Spokane Transit may enlist in the State Contract Participation Program through the Office of State Procurement to take advantage of the volume purchasing inherent in this program. All purchase transactions conducted through the state program will be considered completely valid and shall be used whenever practicable.
- (c) Spokane Transit may utilize “existing contract” rights, which are the post award use of contract rights that allows someone who was not contemplated in the original contract to purchase the same supplies/equipment through that contract (otherwise known as “piggybacking”). Such purchases shall meet FTA requirements set forth in Chapter V, subsection 7 of the FTA Circular.
- (d) In order to facilitate cooperative purchasing, Spokane Transit may include in its procurement actions, the consolidated requirements of other public entities.

Section 36. CONTRACT PROVISIONS

- (a) Third-party contracts shall contain provisions required by the FTA Circular and applicable State, Federal and local law. Each third-party contractor must extend those provisions to its subcontractors to the extent required by applicable laws and regulations.

Section 37. WAIVER

The Board may waive these requirements by motion or resolution except when prohibited by federal or state law or regulation.

Section 38. REPEAL

Resolution No. 655-09, adopted December 16, 2009, and Resolution No. 685-11, adopted December 15, 2011, and Resolution 702-13, adopted May 16, 2013, are hereby repealed in their entirety.

Section 39. EFFECTIVE DATE

This Resolution shall be effective upon adoption.

Adopted by the Spokane Transit Board of Directors at a regular meeting thereof held on the 24th day of July 2025.

ATTEST:

SPOKANE TRANSIT:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

Approved as to Form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 7K : APPOINTMENT OF VOTING MEMBER TO BOARD OPERATIONS COMMITTEE

REFERRAL COMMITTEE: Board Operations Committee (*Speirs*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO, Chief Planning & Development Officer
Brandon Rapez-Betty, Interim Co-CEO, Chief Operations Officer
Megan Clark, Legal Counsel

SUMMARY: STA Board Chair, City of Spokane Valley Mayor Pam Haley, has provided STA with notification of a temporary absence. STA's Board Operations Committee consists of the Chair of the Board, the Chair of the P&D Committee, the Chair of the PMER Committee, and the Chair Pro Tem. Under STA's Governing Committee Functional Descriptions, if the aforementioned list does not include at least one Director appointed by each legislative body, the Chair shall make additional appointments to ensure representation by each jurisdiction as a voting member of the Board Operations Committee.

Under this structure, for 2025 the members of the Board Operations Committee are:

1. Board Chair: Mayor Pam Haley, City of Spokane Valley
2. Chair of P&D Committee: Councilmember Tim Hattenburg, City of Spokane Valley
3. Chair of PMER Committee: Councilmember Lance Spiers, Pro Tem, City of Medical Lake (Small Cities)
4. Spokane County, Commissioner Al French
5. City of Spokane, Councilmember Kitty Klitzke

At its January meeting, the Board voted that Councilmember Tim Hattenburg, City of Spokane Valley, would be a non-voting member of the Board Operations Committee.

With the Board Chair's temporary absence, Chair Pro Tem Lance Speirs will preside over the Board meetings and the Board Operations Committee meetings. However, for the Board Operations Committee, Councilmember Tim Hattenburg remains a non-voting member. As a result, the City of Spokane Valley is not represented on this Committee.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, that Councilmember Tim Hattenburg is a voting Member of the 2025 Board Operations Committee on behalf of the City of Spokane Valley during the temporary absence of Mayor Pam Haley.

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

RECOMMENDATION TO BOARD: Approve, by motion, Councilmember Tim Hattenburg as a voting Member of the 2025 Board Operations Committee on behalf of the City of Spokane Valley during the temporary absence of Mayor Pam Haley.

FINAL REVIEW FOR BOARD BY:

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 8A : MINUTES OF JUNE 26, 2025, STA BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: The June 26, 2025, STA Board meeting minutes are attached for information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer KO Legal Counsel MC
Attachment

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

STA BOARD MEETING

Minutes of June 26, 2025, Meeting

STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Lance Speirs, Small Cities Medical Lake (*Chair pro tem*)
(*Virtual*)
Al French, Spokane County
Betsy Wilkerson, City of Spokane (*Virtual*)
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane (*Virtual*)
Michael Cathcart, City of Spokane
Tim Hattenburg, City of Spokane Valley
Rod Higgins, Alternate for Pam Haley
Zack Zappone, City of Spokane (*Virtual*)
Chris Grover, Small Cities Cheney-*ex-officio*
Dan Dunne, Small Cities Liberty Lake *ex-officio* (*Virtual*)
Dan Sander, Small Cities Millwood-*ex-officio*
Hank Bynaker, Small Cities Airway Heights-*ex-officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Pam Haley, City of Spokane Valley, *Chair*

STAFF PRESENT

Brandon Rapez-Betty, Interim Co-CEO,
Chief Operations Officer
Karl Otterstrom, Interim Co-CEO,
Chief Planning & Development Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Nancy Williams, Chief Human Resources
Officer (*Virtual*)
Tammy Johnston, Interim Chief Finance
Officer
Kade Peterson, Chief Information Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon,
Lamberson, VanWert and
Oreskovich, P.C.

-
1. Call to Order and Roll Call – The Chair called the meeting to order at 1:32 pm and the Clerk conducted roll call.
 2. Pledge of Allegiance - Board Members, staff, and guests stood for the Pledge of Allegiance.
 3. Excused Absences – Requested for Al French Board Operations May Meeting, Dan Dunne May Board Meeting, Pam Haley May Operations Board meeting, June Board Operations meeting.

Mr. Hattenburg moved to approve the requested Excused Absences. Mr. Zappone seconded, and the motion passed unanimously.

4. Approve Board Agenda

Chair Lance Speirs introduced a request to move the New Business section—specifically the CEO Search discussion—to occur before the Executive Session. Mr. French objected, noting the agenda was already set and changes could interfere with members' prior commitments.

Mr. Zappone moved to amend the agenda to move Item #15, New Business, to before item #14, the Executive Session. Ms. Wilkerson seconded. Discussion ensued.

Mr. Dunne sought legal clarification to ensure any discussion outside of the Executive Session would not include candidate qualifications. Legal Counsel Megan Clark confirmed qualifications must remain within Executive Session. Mr. Zappone clarified that the intention was to discuss the process of the CEO search, not specific candidates. Mr. French responded by saying the Board had unanimously approved the process previously and said an attempt to change it now is inappropriate. Chair Speirs

asked Legal Counsel to review the approved process to help clarify matters. Ms. Clark advised the Board needed to formally add the topic to the agenda prior to discussion.

Mr. Cathcart arrived at 1:41.

The motion was re-stated and recapped for Mr. Cathcart's consideration.

Mr. Zappone amended his motion to add CEO Search as Agenda Item 14. Ms. Wilkerson seconded, and the Chair called for a vote. Mr. French, Mr. Hattenburg, Mr. Higgins, and Mr. Cathcart voted no. Mr. Zappone, Ms. Klitzke, Ms. Wilkerson, and Mr. Speirs voted yes. The tie vote failed.

Mr. Zappone changed his vote to nay.

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

Mr. Kerns arrived at 1:44

5. Public Expressions

Mr. Erik Lowe expressed his concern about the transparency and inclusivity of the CEO selection process and handed out a copy of his thoughts.

Ms. Sarah Rose agreed with Mr. Lowe's expressions and voiced her concern about STA's use of the term "customers" over "riders" or "passengers," shared personal disillusionment with the agency's leadership culture, and emphasized the need for improved rider amenities—particularly shade and seating at bus stops.

Chair Speirs called three times for additional public expressions. There were none.

6. Recognitions and Presentations – none

7. Public Hearing

A. 2026-2031 Transit Development Plan: Complete Draft

Chair Speirs opened the Public Hearing at 1:52 and called on Mr. Otterstrom for a report.

Mr. Otterstrom provided an overview of the draft Transit Development Plan (TDP), which outlines STA's six-year strategic outlook for 2026–2031. The TDP meets state (RCW 35.58.2795), regional, and federal planning requirements and reflects updates in revenues, costs, service expectations, and regional development trends. The draft was published online on May 22, 2025. He explained that the TDP sits within STA's planning hierarchy, guided by Connect Spokane and aligned with Connect 2035 goals. The TDP incorporates the Service Improvement Program (SIP), Capital Improvement Program (CIP), and Transit Asset Management Plan (TAM).

He reviewed the key elements of the TDP plan and invited questions from Board members prior to receiving public testimony. Mr. Dunne observed that the detail and planning that went into this is the heart and soul of this organization, and he appreciates the work, further commenting it looks good.

Chair Speirs called for public testimony.

Mr. Erik Lowe reported attending a recent STA open house, urged the agency to pursue a more ambitious vision for public transit. He advocated for high performance transit expansion—particularly to Spokane Valley—and encouraged STA to go beyond simply reauthorizing the sales tax. He emphasized the importance of leveraging Spokane's growth and urbanist potential to significantly enhance regional transit.

Ms. Sarah Rose expressed support for Mr. Lowe's comments and urged faster installation of bus benches, even with simpler designs, to improve rider comfort and safety. She suggested STA

collaborate with the City of Spokane under the “Adaptive Design Safe Streets Now” resolution to implement temporary, visible improvements more efficiently.

Chair Speirs called three times for additional testimony, either in person or virtually. There was none and he closed the public hearing at 2:06 pm.

B. 2026-2031 Transit Development Plan: Complete Draft

Chair Speirs opened the Public Hearing at 2:06 and called on Mr. Otterstrom for a report.

Mr. Otterstrom reported the Division Street BRT project aims to enhance mobility along the corridor by providing fast, frequent, and affordable transit that connects people to jobs, schools, and services, while improving safety and clarity in roadway use. The concept dates back to 2008 and has since been integrated into regional and STA planning documents. Planning formally began in 2019 through a multi-agency partnership, with the STA Board adopting a Locally Preferred Alternative (LPA) in 2021 and amending it in 2023 to refine station locations and the northern terminus.

In 2023, the Board committed local funding and requested entry into the FTA’s Capital Investment Grant program, which was approved. The 10-mile corridor will feature 43 stations, 60-foot zero-emission buses and business access and transit (BAT) lanes, with transit signal priority and a new bike/pedestrian facility on Ruby Street.

The current proposal amends the LPA to allow for left-side BAT lanes on Ruby Street and adjusts station locations based on design coordination. It also introduces a phased approach, identifying a “minimum operable segment” from downtown Spokane to Hawthorne Road, using the Hastings Park & Ride as a temporary northern terminus. This approach prioritizes cost-effectiveness and readiness for federal funding, while future phases will expand the corridor and infrastructure.

The proposed phasing of the Ruby Street segment allows the bicycle facility to be designed and implemented independently from the bus stops, providing flexibility and accommodating ongoing input from various City of Spokane departments. This approach avoids delays in constructing transit infrastructure while allowing more time to refine the bike facility design. Future phases will extend the BRT line to a new transit center in the Mead area, add stations at Hastings Road and near Perry Street on Farwell, increase service frequency, and complete the Ruby Street bike infrastructure.

STA remains committed to supporting complementary Division Connects efforts, including active transportation and transit-oriented development (TOD). In January, STA was awarded \$2 million from USDOT for planning and design of active transportation improvements in vicinity of the corridor in partnership with local agencies. Additional funding opportunities are being pursued by the City of Spokane and Spokane County to support active transportation and safety improvements, to include along Hastings Road. STA has also secured federal funds to support TOD planning, with the City of Spokane required to align zoning with new state TOD laws near BRT stations.

Finally, STA evaluated traffic impacts of the minimum operable segment, particularly through the Division-Ruby couplet. Of 24 intersections analyzed, four showed minor degradation during peak times, with one intersection (Division & Mission southbound) rated as failing. However, these impacts are expected to be mitigated through signal optimization. The analysis also reflects temporary conditions until the North Spokane Corridor is completed, which will shift traffic patterns and reduce pressure on Division Street.

Mr. Cathcart asked about data along the route. Mr. Otterstrom responded that we can show ridership by stop but the models are more reliable in the aggregate. Discussion ensued. Mr. Otterstrom concluded by advising the Division Street BRT project has undergone a cost reassessment, with the current estimate now lower than the previously shared figure of just over \$200 million. This original estimate included project development, capital improvements, construction, and the BRT fleet. The revised cost reflects a shift to a Minimum Operable Segment (MOS), which focuses on building the core of the project up to Hawthorn Road, with an interim station at the Hastings Park & Ride. This version omits the final stations near Hastings and along Farwell Road, as well as the transit center component. Additionally, the updated fleet cost now includes spare parts, which were not part of the original Capital Improvement Program (CIP) figure. While the overall cost is reduced, this is a strategic move to present a more cost-effective project to federal partners and to ensure the project can be delivered by 2030.

Extensive community outreach supported the effort, including letters to neighborhood councils, monthly electronic newsletters reaching approximately 4,000 residents and bus riders, and events such as the Uniting Division Roundtable and a recent open house. The project also involved coordination with an executive committee composed of city, county, WSDOT, and SRTC representatives, as well as a technical advisory committee. Based on the public hearing and outreach conducted this month, the Board is expected to take action next month on several key items: entering into an agreement with partners to reaffirm commitment to the full Division Connects vision, amending the Locally Preferred Alternative (LPA) to reflect the phased approach and MOS, and authorizing staff to submit the Small Starts Capital Investment Grant rating package. This submission is critical for the project to be considered in the federal fiscal year 2027, with an August deadline for submission.

Chair Speirs asked Board members if they had any questions or comments. Brief discussion ensued before he called for Public Testimony.

Ms. Kaitlin Malmquist spoke against the project and expressed concern regarding the impact on traffic and business. Mr. Lowe and Ms. Rose both provided thoughts and generally spoke in favor of the project. John expressed his desire to have it completed sooner, noting it has been in the planning stages since 2008. Coby spoke to say he thought the board gave too much preference to drivers.

8. Board Action - Consent Agenda

Mr. Hattenburg moved to approve Consent Agenda Items 8A – 8H as presented. Mr. French seconded, and the motion passed unanimously.

- A. Minutes of May 15, 2025, STA Board Meeting– Corrections/Approval
- B. Approval of the May 2025 Vouchers – approved claims as listed.
- C. Public Works Contracts under \$35,000: Final Acceptance - Approved 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.
- D. Division Street Bus Rapid Transit: Parametrix, Inc. Work Order #6 Approval - Authorized the CEO (Interim Co-CEOs) to execute Work Order #6 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,952,599, and to provide for 10% contingency for unforeseen additional requirements or services.
- E. Customer Care Auditing Service: Award of Contract - Approved the award of contract for Customer Care Auditing Services and authorized the CEO to execute a three-year contract with A Customers Point of View for a total estimated cost of \$351,280.

- F. Data Feed/Customer Information Improvements: Award of Contract - Approved the award of contract for Data Feed & Customer Information Improvements and authorized the CEO (Interim Co-CEOs) to execute a five-year contract with Swiftly, Inc., for a total estimated cost of \$1,060,120.
 - G. Training Facility Grant Submittal Approval - Approved submitting a grant application to the Low-No and Bus and Bus Facilities grant program for approximately \$9 million for the Training Facility Project.
 - H. Cheney Transit Improvements Interlocal Agreement - Approved the CEO (interim Co-CEOs) to execute the Master Design and Construction Interlocal Agreement with the City of Cheney, along with Project Order #1, "Elm Street Corridor Improvements."
9. Board Action – Other
- A. Facilities Master Plan Phase 1 Report Acceptance (Resolution)

Mr. Rapez-Betty provided background and reviewed key elements of the Phase 1 Final Report. He discussed near-term actions and next steps, as well as a tentative timeline for near-term actions which include advancing modern training facility, centralized public and executive meetings spaces, and expanded capacity for a facilities and grounds warehouse

He went on to provide an update on Phase II which will complete the Facilities Master Plan. He shared a tentative timeline of Phase II.

Mr. Rapez-Betty provided the recommendation from the Planning and Development Committee that the Board approve, by Resolution 838-25, accepting the Phase I report of the Facilities Master Plan, authorizing staff to advance near-term projects, and approve initiation of Phase II to advance a clean energy base and other long-term requirements.

Mr. French moved to approve as presented. Mr. Hattenburg seconded, and the motion passed unanimously.
10. Board Operations Committee
- A. Chair Report – there was no report at this time.
11. Planning & Development Committee (P&D)
- A. Chair Report – Mr. Hattenburg advised the items covered at P&D have been presented here today.
12. Performance Monitoring & External Relations Committee (PMER)
- A. Chair Report – Chair Speirs recapped the meeting of the PMER Committee.
 - i. 2025 1st Quarter Year-to-Date Performance Measures – in the interest of time, Mr. Rapez-Betty advised the report was available and he would forego this report but invited Board Members to contact him if they had any questions.
 - ii. Enhanced Transit Security Strategy Update – in the interest of time, Mr. Rapez-Betty advised this report wasn't time sensitive and suggested moving this report to the July meeting. There was no objection.
13. CEO Report - Interim Co-CEOs, Brandon Rapez-Betty and Karl Otterstrom, shared a slide presentation on screen prior to the meeting starting and while external participants resolved technology issues. They had no additional report at this time.

14. Board Information

- A. Committee Minutes
- B. May 2025 Sales Tax Revenue
- C. April 2025 Financial Results Summary
- D. April 2025 Operating Indicators
- E. Disadvantaged Business Enterprise Program Proposed Goal for Federal Fiscal Years 2026, 2027, & 2028

15. Executive Session

Chair Speirs requested legal counsel read the Board into Executive Session. Ms. Clark advised the Board would adjourn into two Executive Sessions for the following items:

- A. *RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.*
- B. *To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee. (RCW 42.30.110(g))*

She said they anticipated the items taking approximately 20 minutes and the Clerk would be notified if additional time was needed. Ms. Clark advised action was anticipated after the Executive Session.

At 3:01 Mayor Grove left the meeting.

Chair Speirs invited Ms. Bowers to attend Item B and noted the time for Executive Session to begin would be 3:05 and the Board would reconvene in open session at approximately 3:25.

At 3:25, the Clerk advised the Board requested an additional 20 minutes

At 3:45, the Clerk advised the Board requested an additional 15 minutes

At 4:00, the Clerk advised the Board requested an additional 10 minutes

At 4:10, the Board reconvened in open session.

Ms. Clark informed the Chair that everyone was back in session but hadn't seen Ms. Wilkerson rejoin the meeting yet. Mr. Zappone went to help her get reconnected to the meeting.

Chair Speirs asked Ms. Clark to read a prepared statement. Mr. Dunne suggested doing the Real Estate first. Chair Speirs agreed.

Mr. Hattenburg moved to have the Board approve, by Resolution 839-25 to have the Interim Co-CEOs to take such action and execute all documents necessary to acquire parcel #36091.1602, situated at 12122 N. Malon Parkway, Spokane County for a purchase price of approximately \$11.3M. Mr. French seconded, and the motion passed unanimously.

Mr. French moved to have the Board approve by Resolution 840-25, to authorize the Interim Co-CEOs to take such action and to take such actions and execute all documents necessary to acquire parcels 35182.2907 and 35182.2909, situated at 1302 and 1308 W Boone Avenue, Spokane, for a purchase price of \$1.460,000. Mr. Hattenburg seconded, and the motion passed unanimously.

Chair Speirs asked Ms. Clark to read the prepared statement. Ms. Clark read the following statement:

In 2024, STA began a search for a new Chief Executive Officer. In late 2024, the STA Board engaged KL2 Connects, an established recruitment firm with deep connections in the transit community, to facilitate a nationwide search. The STA Board established a Task Force that comprised of representatives from each jurisdiction: The City of Spokane Valley, The City of Spokane, Spokane County, and the small city jurisdictions. In December, 2024, KL2 Connects visited Spokane to interview the entire Board of Directors and other stakeholders to develop a leadership profile of the ideal candidate. During its visit, KL2 Connects also interviewed STA's Chiefs of Human Resources, Information, and Communications and Customer Service, as well as the Clerk of the Authority. Later in December and early January, KL2 interviewed two labor leaders. The third labor leader was offered an interview but declined.

In January 2024, KL2 Connects launched a web-based survey to canvass all other interested stakeholders and the general public on their opinions on the qualities and experience needed in STA's next CEO. A link to the survey was advertised. KL2 Connects gathered and analyzed 241 responses, and provided a summary of the results.

In January 2024, the CEO Task Force held a special meeting and approved the job candidate profile, based upon the results from the survey and interviews by KL2. The Task Force recommended a salary range and job description. In addition, the Task Force recommended a process for its role in the remainder of the CEO selection process, specifically:

Councilmember Zappone recommended that the Board endorse a process that have consultants perform initial review of all candidates and bring forward a short list of 4-6 candidates. The Task Force would then review and/or interview and narrow the finalist list to 1-3 candidates. Finalists would then have engagement with stakeholder groups to be determined by Task Force at a later date. If consultants have candidates with concerns about that process, the candidate can request to remain confidential. Councilmember Dunne seconded the motion and it passed unanimously.

This same Motion was made by Commissioner Al French and seconded by Councilmember Zappone at the February Board Meeting. The Board also passed it unanimously.

KL2 Connects received 32 applications for the CEO position. KL2 selected five candidates for screening interviews. Those not selected for screening interviews were rejected as follows: sixteen (16) not qualified at all; nine (9) insufficient experience to meet position qualifications; and two (2) had career histories that included concerning events. Of the five interviewed by KL2, two (2) withdrew from consideration during this process – one internal and one external candidate.

The remaining three (3) finalists were referred to the Task Force, and they were interviewed on May 30, 2025. After the interviews were concluded and following conversation about each candidate, the Task Force voted 3-1 to bring forward one finalist. The two candidates who were not selected have been notified.

RCW 42.30.110 protects the discussions of candidates for public employment and their qualifications. As such, the meetings of the Task Force were properly held under executive session to protect the candidates from public disclosure.

The Task Force, pursuant to the Board's delegation of authority, developed a list of stakeholders, and a forum has been scheduled. The stakeholders include over 40 organizations with an interest in transit and the community at large. In addition, an employee forum is in the process of being set and a Board interview with the final candidate being scheduled.

Chair Speirs thanked Ms. Clark.

Mr. French made a motion to move the recommendation of the Task Force forward and schedule the public forums and then bring forward the candidate to the Board for final action and he asked for a roll call vote on the motion, assuming a second is received. Mr. Higgins seconded.

Mr. Zappone spoke in opposition to the motion, expressing strong concerns and indicated he would support a motion that brought multiple candidates before the public. He stated he had heard from constituents, employees, community members, and leaders who shared similar concerns. He recalled that when the Board adopted the process six months ago, the intent behind that decision was to provide the public with multiple options, which he believed was a key part of the original debate and the reason a previous consultant declined to participate. He emphasized that presenting multiple candidates would reflect best practices in transparency and governance and would foster greater community support for the next CEO. He felt the public would trust the process more if given a choice and believed the Board had the option to reinstate candidates. He acknowledged that not all candidates might choose to participate, but in that case, the process could proceed as planned. He said he did not support restarting the process but believed the public should have the opportunity to weigh in on more than one candidate. He concluded by expressing concern that deviating from the transparent process the Board originally committed to could have serious negative consequences for both the agency and its future CEO.

Mr. Dunne spoke in support of the motion. He said he looks forward to a transparent and public process in which the candidate who has been considered for this role has the opportunity to speak to and receive feedback from the stakeholders that the Board so carefully arranged and that the community so carefully contributed to participate in this process. He said the transparency and the communication is solidly placed and he looks forward to that candidate's engagement in it.

Mr. Cathcart stated that he was not on the Board when the original motion was passed but was present at his first meeting in February when the item returned to the Board. He said he had not realized at the time that it was a re-vote but recalled no significant pushback on the language referencing "one to three" candidates. He noted that there was no emphasis placed on bringing forward more than one. Had he been more familiar with the process, he would have considered proposing an amendment, as he is generally skeptical of broadly written policies open to interpretation. While he disagreed with advancing only one candidate, he said he now understood the reasoning after hearing from those involved in the process. He acknowledged that the candidate is highly qualified and said the Board's role now is to gather input from employees and the community to make an informed decision. On the issue of transparency, he said it's less about the number of candidates and more about being clear and consistent with the public. He emphasized that the Board is following the adopted action, which allowed for one to three candidates, even if he personally disagreed with it. He concluded by saying no final decision has been made, input is still being received, and he supports moving the process forward.

Ms. Klitzke agreed with Council Member Cathcart but said there is always an opportunity to make a change and if bringing multiple candidates better reflects the Board's original intent and best practices, then that is what should be done. She noted that there was more than one highly qualified candidate and felt those individuals should be presented to the public and employees as originally intended. She distinguished the issue of advancing one to three candidates from the timing of public forums, stating that forums should have occurred before narrowing the field to

a single finalist. She emphasized that the Board now has a chance to correct that. She said the decision at hand is whether to give the full Board, employees, and community stakeholders a meaningful opportunity to weigh in or to present only one option. She concluded by saying it is clear that offering two or three candidates is preferable to just one and strongly advised against proceeding with a single finalist.

Mr. Zappone asked if the labor representative had anything to add to the motion.

Ms. Bowers expressed disappointment that more than one candidate was not brought forward, noting that multiple candidates had initially been advanced and then narrowed down. She acknowledged uncertainty about how the process could move forward given what had transpired, especially after a year-long effort. She stated that the public would likely be unhappy, as the process did not align with what had been communicated—that the public would be included in the final stages. She said the Board had dropped the ball and called it an unfortunate situation that could negatively impact everyone involved, particularly the candidate. She concluded by saying it was disappointing, but the Board would need to pick up the pieces and move forward.

Chair Speirs asked for additional comments. There were none.

As Mr. French requested, a roll call vote was conducted by legal counsel. Mr. Kerns, Mr. Hattenburg, Mr. French, Mr. Cathcart, Mr. Higgins voted yes. Mr. Zappone, Ms. Wilkerson, Ms. Klitzke, and Mr. Speirs voted no. The motion passed 5 to 4.

Mr. French requested a poll of the ex-officio small city representatives. Mr. Zappone said the small city representatives don't vote. Mr. French advised the small cities representative is supposed to represent the vote of all the members and he wanted to know how they would have weighed in on the topic. Mr. Zappone advised the motion was over and the vote had passed. Chair Speirs advised he would entertain the poll.

Ms. Clark polled the ex-officio small city representatives from Liberty Lake, Airway Heights, and Millwood. Mr. Dunne, Mr. Bynaker, Mr. Sander, expressed their support of the motion as it was passed. Mr. Grover from Cheney had already departed the meeting.

Mr. Zappone made a motion to release the KL2 Report compiled about the candidates interviewed by the Task Force. Ms. Wilkerson seconded.

Ms. Clark clarified that the candidate information would be redacted—unless Mr. Zappone was referring to sharing it only with Board members. Mr. Zappone confirmed he meant releasing the information to the public. In response, Ms. Clark stated that such information would be exempt under the Public Records Act.

Mr. Zappone expressed his intent was to make a motion to release the information, allowing redactions as needed. Ms. Clark reiterated that any release would have to comply with the Public Records Act, which includes specific exceptions.

Mr. Cathcart asked what the fullest extent of information release might look like if redactions weren't applied. Ms. Clark said perhaps a portion of the KL2 summary could be released but emphasized that she hadn't reviewed the materials under that specific lens.

Mr. Cathcart asked for confirmation that decisions concerning releasing information aren't up to the Board but are instead governed by state law regarding employment-related materials. Ms. Clark confirmed and added that if any personally identifying information were to be released, STA would first have to provide third-party notice to the individuals involved. She estimated that, if a public records request were submitted, roughly 90% of the content would likely be redacted or considered exempt under RCW.

Mr. French asked whether details like a candidate's current employment would be included in the redactions. Ms. Clark confirmed that such information, submitted as part of an employment application, would generally be exempt under the law.

Mr. Kerns asked whether applicants had been promised confidentiality in the application process. Ms. Clark responded that she wasn't aware of any specific conversations between the consultants and the candidates but reiterated that Public Records Act provisions would apply regardless. Mr. Kerns said that if such assurances had been made, he would be strongly opposed to breaching that trust—especially if a candidate's current employer might learn of their application through a public disclosure. Ms. Clark again reinforced the applicable exemptions under the law.

Mr. Zappone circled back to the KL2 summary, asking whether that document could be released. Ms. Clark reiterated that she hadn't reviewed the summary with that purpose in mind and wouldn't want to speculate on how much, if any, of it would be disclosable without a more thorough legal review.

Ms. Klitzke acknowledged the intent behind Mr. Zappone's push for greater transparency but questioned whether releasing candidates' information would meaningfully improve the process. She pointed out the uncertainty about what candidates were told regarding confidentiality. While they were willing to appear at stakeholder and staff meetings, that doesn't necessarily mean they were aware their personal information might be shared more broadly. She emphasized that finding clarity on that would take time and stated her belief that disclosure wouldn't help move the process forward. Her primary concern, she said, was ensuring the next CEO is set up for success—while also honoring the public process, the Board's role, and community input. She expressed disappointment that only one candidate was being presented for consideration, creating a binary "thumbs up or down" scenario. However, she said she didn't see releasing candidate information as a viable solution and warned that doing so wouldn't prevent the possibility of the Board having to start the search over again if the candidate was not approved.

Chair Speirs then asked Mr. Zappone if he still wanted to proceed with his motion. Mr. Zappone replied that the Board could simply vote on it. Chair Speirs confirmed the motion would move forward—with all legally required caveats and subject to proper legal review.

Chair Speirs called for the vote. Mr. Zappone, Ms. Wilkerson, and Mr. Speirs voted yes. Mr. French, Mr. Kerns, Mr. Cathcart, Mr. Higgins, Mr. Hattenburg and Ms. Klitzke voted no, and the motion failed.

16. New Business – none

17. Board Member Expressions

Ms. Wilkerson noted that she had been involved at the outset of the CEO search and was glad to return to the process following Ms. Navarette's departure. She expressed disappointment in how the search had unfolded and shared concern about how the public might perceive the process. She stated her belief that, as currently proceeding, the CEO selection could lead to a challenging path ahead for STA.

18. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 4:16 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 8B : CEO CONTRACT APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lance Speirs, Chair *Pro Tempore*
Megan Clark, Legal Counsel

SUMMARY: At the July 17, 2017, Special STA Board Meeting, the Board voted unanimously to authorize the Chair, with the assistance of legal counsel, to enter into contract negotiations with Karl Otterstrom for position of STA's Chief Executive Officer, for a contract to be approved by further action of the Board.

At this time, the Board will consider the contract negotiated between the Board Chair, with assistance of Legal Counsel, and Mr. Otterstrom for final approval. Should it be necessary to convene into executive session, the Board may do so under RCW 42.30.110(1)(g).

RECOMMENDATION TO BOARD: Approve the negotiated CEO contract with Karl Otterstrom as presented.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer KO/BRB Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 9A: APPRENTICESHIP UTILIZATION PROGRAM (RESOLUTION)

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

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Jordan Hayes-Horton, Director of Procurement & DBE Liaison Officer

SUMMARY: In response to requirements of the State of Washington, staff have developed an Apprenticeship Utilization Program (AUR) in accordance with the requirements of RCW 39.04.300 through 39.04.320. This program applies to Public Works projects with an estimated cost of \$1,000,000 or more.

Studies of Washington State’s workforce highlight population trends that, without a concerted effort to offset them, will lead to an inadequate supply of skilled workers in the construction industry. A well-trained construction trades workforce is critical to the ability to complete public works projects in an efficient and economical manner.

The RCW focuses on leveraging apprenticeship training programs as an effective method in providing training and experience to individuals seeking to enter or advance in the workforce. These programs are intended to provide experience that will help ensure that a trained workforce will be available in sufficient numbers for future construction of public works projects.

Spokane Transit’s proposed Apprenticeship Utilization Program includes the necessary program requirements identified in the RCW. The key program elements include:

- Apprentice Utilization requirements on public works projects as outlined below

Date	Engineer’s Estimate	Required Minimum Apprentice Utilization
Now – June 30, 2026	\$2,000,000 or more	15%
July 1, 2026 – June 30, 2028	\$1,500,000 or more	15%
July 1, 2028 – Ongoing	\$1,000,000 or more	15%

- Monetary incentive for meeting the Apprentice Utilization goal
- Monetary penalty for failure to meet the Apprentice Utilization goal
- Required reporting on Apprentice Utilization
- Good Faith Effort demonstration and goal adjustment request requirements

9A: Apprenticeship Utilization Program
Page 2

While the Program's monetary incentive component may have some impact on the value of future contracts, there is no immediate budget impact with the proposed action.

As requested by members of the Performance Monitoring and External Relations Committee, staff will provide additional information on the Apprenticeship Utilization Programs of peer agencies.

RECOMMENDATION TO COMMITTEE: Recommend that the Board approve, by resolution, to adopt the proposed Apprenticeship Utilization Program as presented.

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

RECOMMENDATION TO BOARD: Adopt, by Resolution 846-25, the proposed Apprenticeship Utilization Program as presented.

FINAL REVIEW FOR BOARD BY:

Division Head BRB

Chief Executive Officer KO/BRB

Legal Counsel MC

RESOLUTION NO. 846-25

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE SPOKANE TRANSIT AUTHORITY APPRENTICESHIP UTILIZATION PROGRAM.

SPOKANE TRANSIT AUTHORITY Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, studies of Washington State’s workforce highlight population trends that, without a concerted effort to offset them, will lead to an inadequate supply of skilled workers in the construction industry; and

WHEREAS, a well-trained construction trades workforce is critical to the ability to complete public works projects in an efficient and economical manner; and

WHEREAS, leveraging apprenticeship training programs is an effective method in providing training and experience to individuals seeking to enter or advance in the workforce and helps ensure that a trained workforce will be available in sufficient numbers for future construction of public works projects; and

WHEREAS, as a municipal corporation that regularly contracts for public works projects, the State of Washington requires STA to have an Apprenticeship Utilization Program in accordance with RCW 39.04.300 through 39.04.320; and

WHEREAS, STA staff has prepared an Apprenticeship Utilization Program that meets the requirements of the State of Washington.

NOW, THEREFORE, be it resolved by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the Apprenticeship Utilization Program as prepared by staff, a copy of which is attached hereto, marked Exhibit A, and incorporated herein by reference.

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Apprenticeship Utilization Program.

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

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 24th day of July 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

APPROVED AS TO FORM:

Megan Clark
Legal Counsel

Exhibit A



APPRENTICESHIP UTILIZATION PROGRAM

July 2025

PURPOSE

Spokane Transit Authority (STA) recognizes that a well-trained construction work force is critical to the ability to construct successful public works projects. Apprenticeship training programs are particularly effective in providing training and experience to individuals seeking to enter or advance in the workforce by providing experience that will help assure that a trained workforce will be available in sufficient numbers in the future for the construction of public works projects. Therefore, STA has established an Apprenticeship Utilization Program, pursuant to Revised Code of Washington (RCW) 39.04.320, to ensure that apprentices are utilized for public works projects estimated to cost one million dollars or more.

DEFINED TERMS

Spokane Transit Authority adopts and incorporates by reference the defined terms contained in RCW 39.04.010 and 39.04.310.

Apprentice: Defined by RCW 39.04.310 (1), means an apprentice enrolled in a state-approved apprenticeship training program.

Apprenticeship Program: An apprenticeship program that has been approved or recognized by the Washington Apprenticeship and Training Council or similar programs approved by the Washington State Department of Labor and Industries.

Apprenticeship Utilization Plan: Defined by RCW 39.04.310 (2), means a plan submitted by a prospective bidder specifically detailing verifiable efforts to meet the apprenticeship utilization requirements.

Apprenticeship Utilization Requirement (AUR): Defined by RCW 39.04.310 (3) means the requirement that the appropriate percentage of labor hours be performed by apprentices.

Good Faith Effort(s) (GFE): Describes the Contractor's efforts to meet the Apprenticeship Utilization Requirement, including but not limited to, the specific steps taken by the Contractor to meet the Apprenticeship Utilization Requirement.

Labor Hours: Defined by RCW 39.04.310 (4), means the total hours of workers receiving an hourly wage who are directly employed on the public works project. Labor Hours includes hours performed by workers employed by the contractor and all subcontractors working on the project. Labor Hours does not include hours worked by foremen, superintendents, owners, and workers who are not subject to prevailing wage requirements.

Public Work: Defined by RCW 39.04.010, means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract shall comply with chapter 39.12 RCW. "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060 (4) or under development agreements entered into under RCW 36.102.060 (7) or leases entered into under RCW 36.102.060 (8).

PROGRAM REQUIREMENTS

Overview: Public works projects estimated to cost one million dollars or more require the Contractor to have a percentage of their labor hours performed by Apprentices enrolled in an approved Apprenticeship Program. The limit of Apprentices used for such projects shall be a minimum of fifteen percent (15%) of the work as defined by RCW 39.04.320 and as outlined below:

Date	Engineer's Estimate	Required Minimum Apprentice Utilization
July 1, 2024 – June 30, 2026	\$2,000,000 or more	15%
July 1, 2026 – June 30, 2028	\$1,500,000 or more	15%
July 1, 2028 – Ongoing	\$1,000,000 or more	15%

The Contractor must ensure that a minimum of fifteen percent (15%) of the total Contract Labor Hours used on the project are performed by Apprentices and that this requirement is included in any subcontract at any tier on the project. Total Contract Labor Hours includes any additional hours worked due to Change Orders.

Apprenticeship Utilization Plan: The Contractor must submit a comprehensive Apprenticeship Utilization Plan listing the subcontractors and Apprentice(s)/Apprentice Program(s) to be used on the project and how the Apprentice Utilization Requirements will be met.

The Apprenticeship Utilization Plan must be submitted utilizing the STA-provided Apprenticeship Utilization Plan Form within ten (10) days of Contract execution. An approved Apprenticeship Utilization Plan is required prior to STA's issuance of Notice to Proceed.

An updated Apprenticeship Utilization Plan is required when any new subcontractor is approved to the project and when any Change Order Proposal is submitted.

Apprenticeship Utilization Plan Reporting: The Contractor must report all Apprentices, and the wages paid, as required by the Washington State Department of Labor and Industries (L&I), utilizing L&I's Prevailing Wage Intent & Affidavit (PWIA) system. The Contractor will also submit a Monthly Apprenticeship Utilization Report to STA with their request for payment, or in advance of STA issuing payment for the applicable period. This will aid in the tracking of Apprenticeship Utilization. The Monthly Apprenticeship Utilization Report shall report on the cumulative delivery of apprentice hours by:

- (a) Trade
- (b) Title if applicable
- (c) Work performed for the period
- (d) Days on site

At the closeout phase of the project, the Contractor shall be required to complete a final report for apprentices that were used during the project. This report shall be completed and submitted to STA prior to the issuance of final payment for the project.

Incentives and Penalties: Should the Contractor meet the Apprenticeship Utilization goal for the project, without any good faith efforts, a monetary incentive, outlined in the table below, will be included as part of the final payment to the Contractor for successfully meeting the goal of the project.

Effective Date	Project Cost	Monetary Incentive
Current – Ongoing	\$2,000,000 or more	\$10,000.00
Applicable beginning July 1, 2026	\$1,500,000 to \$1,999,999	\$7,500.00
Applicable beginning July 1, 2028	\$1,000,000 to \$1,499,999	\$5,000.00

Should the Contractor fail to meet the Apprenticeship Utilization goal for the project, a \$10/hour penalty for each unmet apprenticeship hour will be assessed and deducted from any amounts due the Contractor in the final payment. In no event shall the penalty exceed 3% of the total Contract value.

Good Faith Efforts: As defined by RCW 39.04.320 (2), if the Contractor determines that the project will be unable to achieve the Apprenticeship Utilization goal, the Contractor may make a written request to STA to adjust the required Apprenticeship Utilization percentage. The request must include documentation of the Contractor's and any subcontractor's Good Faith Efforts to hire registered Apprentices.

Acceptable Good Faith Efforts must include one or more of the following:

- (a) Demonstrated lack of availability of registered Apprentices;
- (b) Demonstrated lack of Apprenticeship Program(s);
- (c) Insufficient hours on the project to afford the appropriate ratio of journey-level to Apprentice oversight;
- (d) Change in Apprentice status during the project;
- (e) Added/Deleted work affecting Apprentice participation;
- (f) Apprentice participation in required classroom training impacting hours worked on the project;
- (g) Apprentice retention issues;
- (h) Apprentice Utilization and involvement in the project would void warranty as verified by the original equipment manufacturer;
- (i) Small or established workforce;
- (j) A disproportionately high ratio of material costs to labor hours, which does not make it feasible to attain the required levels of Apprentice participation;
- (k) Other documented and verifiable impracticality that could not have been foreseen or avoided.

STA will evaluate the request and, if approved, will reduce the required Apprentice Utilization percentage. If STA determines that a reduction in the required Apprentice Utilization percentage is not justified, STA will communicate the decision in writing to the Contractor. The determination shall be made by either the Director of Capital Development or the Director of Procurement and the decision shall be final. STA will accept re-submission of requests or new requests that contain information that was not previously evaluated.

Exemption Due to Funding: This program shall not apply should STA utilize state or federal funding that restricts local training or apprenticeship programs.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 9B : DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT APPROVAL (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: As part of the mitigation strategy to maintain the project schedule for the Division Street Bus Rapid Transit (BRT) project, staff are seeking approval of a resolution to amend the project's Locally Preferred Alternative (LPA) and enable the advancement of a Minimum Operable Segment (MOS).

BACKGROUND: In 2019, STA and SRTC led the *DivisionConnects* study that identified what future BRT service could look like on Division Street as well as other factors that support transit service. In 2021, a key milestone of the *DivisionConnects* study was the adoption by the STA Board of Directors of a resolution (Resolution No. 785-21) approving a Locally Preferred Alternative (LPA) identifying BRT service between downtown Spokane and the Mead area and other operating characteristics. In Spring 2023, the STA Board adopted a refined LPA (Resolution 809-23) that refined the LPA to identify a northern and southern termini and refined station locations.

Beginning in March 2025, staff advised the Board of several major risks that were impacting the project schedule and subsequently laid out a strategy to mitigate these risks, including revisions to the LPA and the pursuit of a phased approach, including the advancement of the MOS. A duly noticed public hearing was held on June 26, 2025 to receive public testimony on the proposed amendment to the LPA and proposed phasing approach.

Testimony received at the public hearing included one person testifying about their objections to the project in general, with several people voicing support for the project, while taking exception to the implementation timeline which they believe was too long. There were no specific comments concerning the revisions to the LPA and the MOS.

The amended LPA is presented in the attached draft Resolution and includes amended definitions of the LPA and the MOS.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, the amended Division Street Bus Rapid Transit Locally Preferred Alternative and enable the advancement of the Minimum Operable Segment.

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

RECOMMENDATION TO BOARD: **Approve**, by resolution 843-25, the amended Division Street Bus Rapid Transit Locally Preferred Alternative and enable the advancement of the Minimum Operable Segment.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KO/BRB Legal Counsel MC

RESOLUTION NO. 843-25

A RESOLUTION FOR THE PURPOSE OF AMENDING THE LOCALLY PREFERRED ALTERNATIVE FOR HIGH PERFORMANCE TRANSIT ALONG DIVISION STREET IN SPOKANE AND ENABLING THE ADVANCEMENT OF A MINIMUM OPERABLE SEGMENT.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation (Connect Spokane)* by Resolution 665-10 in July 2010 and as subsequently amended;

WHEREAS, *Connect Spokane* identifies the Division Street Corridor, generally from downtown Spokane north to the Mead area, as a future High Performance Transit (HPT) corridor;

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

WHEREAS, STA Board of Directors, by Resolution 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations in Spring 2021, and recognized additional refinements to the LPA would result from further study and public consultation;

WHEREAS, STA Board of Directors, by Resolution 809-23, amended the Locally Preferred Alternative (LPA) to identify the northern and southern termini and further refined station locations;

WHEREAS, STA Board of Directors, by Resolution 831-24, adopted *Connect 2035*, which identifies strategic initiatives and investments in public transportation through 2035, including the implementation Division Street BRT as a core investment;

WHEREASE, STA, in partnership with regional partners, including the Washington State Department of Transportation (WSDOT), SRTC, Spokane County and the City of Spokane, have developed and evaluated refinements to the LPA;

WHEREAS, the refinements to the LPA enable STA to design and implement the LPA in phases, including a Minimum Operable Segment (MOS) to ensure timely delivery of the core investment, consistent with the *Connect 2035* plan;

WHEREAS, the MOS may include initial implementation as a corridor-based BRT project as defined by the Federal Transit Administration;

WHEREAS, STA conducted public engagement activities throughout the evaluation process and conducted a public hearing before the STA Board of Directors on June 26, 2025 to consider input on refinements to the LPA;

WHEREAS, the refined LPA is consistent with the policies of *Connect Spokane*, STA's comprehensive plan for public transportation;

WHEREAS, STA continues preliminary engineering and environmental activities related to Division Street BRT to prepare the project to seek entry into the Federal Transit Administration's Capital Investment Grant (CIG) program.

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

Section 1. The STA Board of Directors hereby adopts the amended Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street, superseding the LPA adopted by Resolution No. 809-23, the alignment and general station locations depicted in Exhibits A and B, and the LPA elements as follows:

Provision	Element	Description
A	Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60' buses
B	Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
C	Northern Terminus	A new transit center in the vicinity of Farwell Road and Newport Highway
D	Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 nd Avenue and Wall Street
E	Alignment	As depicted in Exhibit A, Page 2
F	Station Locations	As set forth in Exhibit A, Page 3
G	System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
H	Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division "Y", with primarily left-sided BAT lanes on Ruby Street
I	Other Multimodal Treatments	Protected bicycle facilities, including cycle tracks where applicable, along Ruby Street; pedestrian, ADA and bicycle improvements at targeted locations along the corridor

Section 2. Staff are directed to forward the refined Locally Preferred Alternative as adopted herein to Spokane Regional Transportation Council for consideration and adoption into the Metropolitan Transportation Plan.

Section 3. The STA Board of Directors hereby enables the advancement of a Minimum Operable Segment (MOS) that should include the following elements, delivering most of the project elements in Section 1.

Provision	Element	Description
A	Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60' buses
B	Service Level	Weekdays: 15-minute frequency for 14 or more hours per day Nights & Weekends: 30-minute frequency during most hours of the span or better
C	<u>Interim</u> Northern Terminus	Hastings Park and Ride
D	Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 nd Avenue and Wall Street
E	Alignment	As depicted in Exhibit B
F	Station Locations	All stations identified in Exhibit A that are located near or south of Hawthorne Road
G	System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
H	Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes in both directions for approximately 1.3 miles, generally between North River Drive and Foothills Drive, with primarily left-sided BAT lanes on Ruby Street
I	Other Multimodal Treatments	Pedestrian, ADA and bicycle improvements at targeted locations along the corridor

ADOPTED by STA at a regular meeting thereof held on the 24th day of July, 2025.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

Approved as to form:

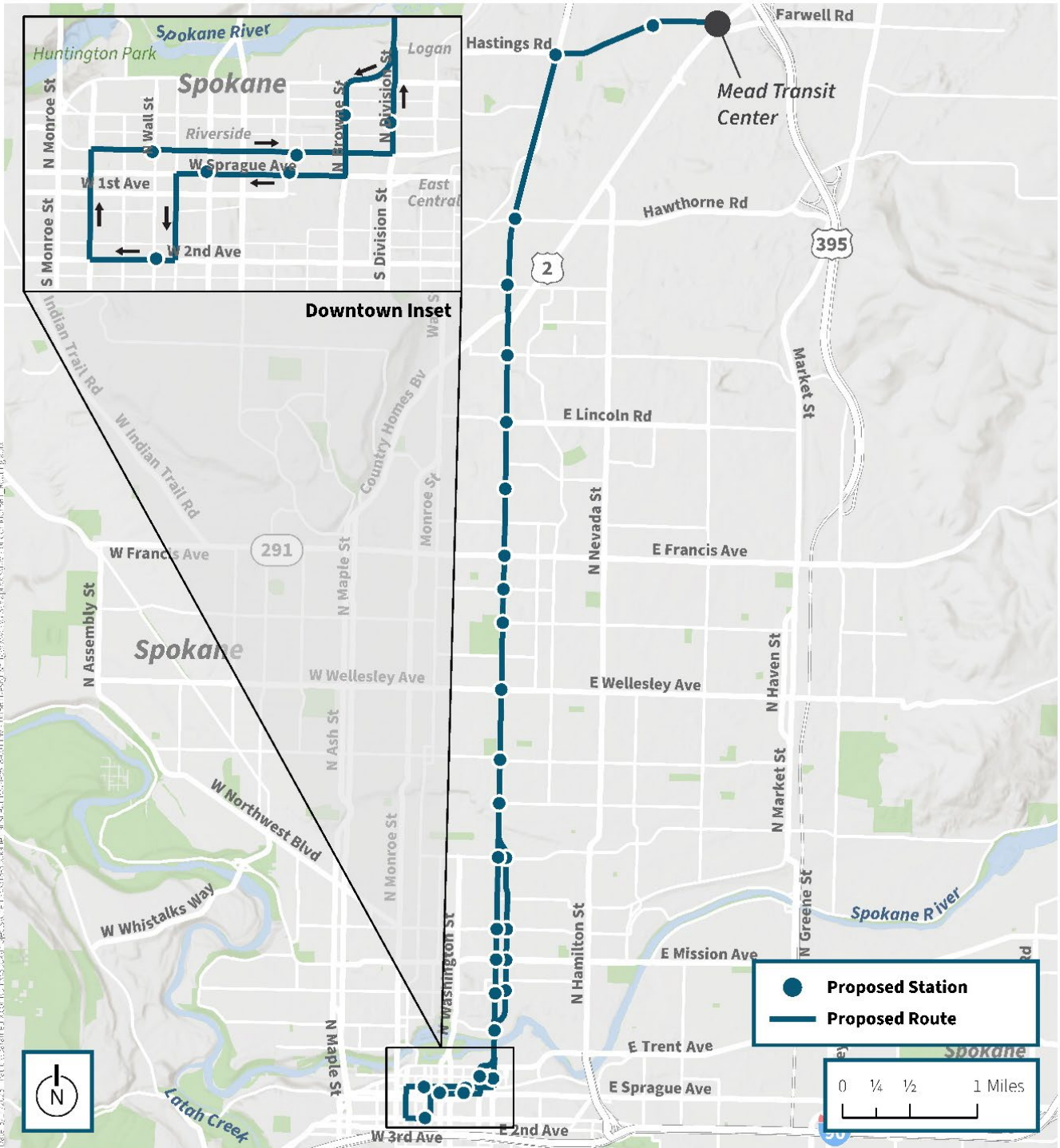
Megan Clark
Legal Counsel

EXHIBIT A:
**Division Street Bus Rapid Transit Alignment
and Station Locations, July 2025**

Page 2: Alignment

Page 3: Table of Station Locations

Division Street BRT - Alignment

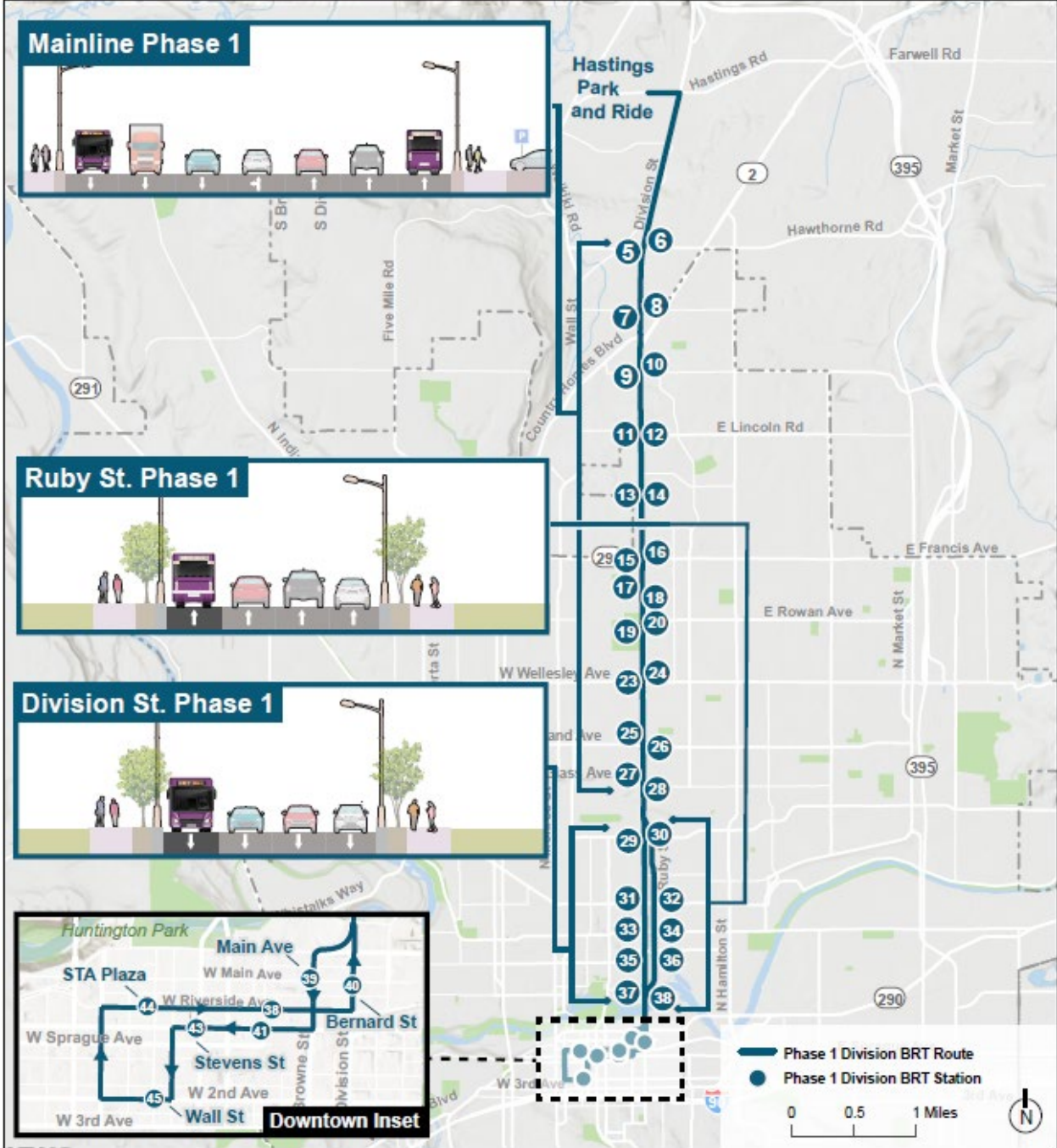


Division Street BRT: Table of Station Locations

Station locations are identified by the nearest major intersections.

Northern Segment	Couplet Segment
Mead Transit Center	N Division St/N Ruby St/E North Foothills Dr/W Buckeye Ave
Hastings Rd/N Perry St	N Division St/N Ruby St/Indiana Ave
N Division St/Hastings Rd	N Division St/N Ruby St/Mission Ave
N Division St/Holland Rd	N Division St/N Ruby St/Boone Ave
N Division St/Holland Rd	N Division St/North River Dr
Mainline Segment	Downtown Segment
N Division St/E Magnesium Rd/W Price Ave	N Browne St/W Main Ave (SB)
N Division St/E Lincoln Rd/W Cascade Way	W Sprague Ave/Bernard St (SB)
N Division St/E Weile Ave/W Rhoades Ave	W Sprague Ave/Stevens St (SB)
N Division St/Francis Ave	W 2nd Ave/S Wall St (SB)
N Division St/Central Ave	W Riverside Ave/N Wall St (NB)
N Division St/Rowan Ave	W Riverside Ave/N Bernard St (NB)
N Division St/Wellesley Ave	N Division St/Main Ave (NB)
N Division St/E Empire Ave/W Garland Ave	
N Division St/E Bridgeport Ave/W Glass Ave	

EXHIBIT B: Division Street Bus Rapid Transit Alignment and Station Locations, Minimum Operable Segment, July 2025



SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 9C : DIVISION STREET BUS RAPID TRANSIT: SMALL STARTS GRANT APPLICATION (RESOLUTION)

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: Full funding of the Division Street Bus Rapid Transit (BRT) project will require significant federal funding through the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program. Staff are seeking approval of a resolution authorizing submission of all information to be evaluated and rated as a Small Starts project in the CIG program in time for consideration for federal funding as early as federal fiscal year 2027.

BACKGROUND: As STA's second envisioned BRT project, STA has diligently advanced the project in a manner to garner significant federal funding so as to maximize customer and community benefits of the project. The first major milestone in this regard was in September 2023 when the FTA approved STA to enter the Project Development phase for the Division Street BRT project in September 2023. Since that time, the project team has been working to prepare the necessary information for a Federal 5309 Capital Investment Grant (CIG) Small Starts grant ratings application to request federal funding for the project. This includes sufficient design, engineering, environmental, and financial information, as well as other studies and reports required for submittal of an initial application for project rating. Significant work completed to date includes:

- 30% design complete for a majority of stations
- Completed the preliminary design cost estimate
- Completed the NEPA environmental package
- Received FTA approval of the Area of Potential Effects (APE)
- Completed the draft Cultural Resources Report
- Completed various studies
- Completed traffic demand modeling
- Completed traffic impact analysis and level of service report (currently being updated)
- Completed significant agency coordination and public outreach

For the past several months, staff have informed the Committee and Board of several major risks that have impacted the project schedule and the need to mitigate those risks in order to open for service in 2030. A phasing plan has been developed that allows BRT service to open in 2030 as originally proposed. Phase I includes the Minimum Operable Segment (MOS) which includes those elements that allow for BRT service in 2030. Future phases will include those elements of the project that will be completed at a later date. The MOS includes most elements of the project except for the implementation of the Business Access and Transit (BAT) lanes north of the Division/Ruby Street and construction of the Mead Transit Center. The Small Starts grant application will be submitted for the Phase I - Minimum Operable Segment. Due to the removal of the BAT lanes (fixed guideway) in a

majority of the corridor, the project no longer qualifies as a “Fixed Guideway” BRT project but rather, a “Corridor-based” BRT project, like the City Line.

Proposed MOS Project Description

The Division Street BRT MOS project is proposed to be constructed by 2030 and will consist of the following:

- A route traveling approximately nine miles from downtown Spokane to the Hastings Park and Ride.
- Approximately 1+ miles of BAT lanes through the couplet; BAT lanes will be on the west side of Ruby Street and Division Street.
- Thirty-nine (39) stations will be constructed from downtown Spokane to Hawthorne Road.
- Stations along Ruby Street will be located on the left side of the street.
- Service frequency will include 15-minute service for 14 or more hours per day on weekdays and Saturdays, 9 hours or more on Sunday, and 30-minute service early morning/late night.

Year-of-opening forecasted annual ridership is anticipated to be approximately 1.4 million riders, an increase of over 50% from 2024 ridership on Route 25 Division.

The preliminary design cost estimate for the MOS is \$166.5 million. Below is a detailed breakdown by FTA required Standard Cost Categories (SCC Codes) of the estimated cost.

SCC Code	Description	Amount
10	Guideway & Track Elements (BAT lane striping/signage)	\$362,863
20	Stations	\$44,762,931
40	Support Facilities (street improvements)	\$21,103,952
50	Systems (Electrical, communications, fare systems, TSP)	\$10,524,304
60	Right-of-Way	\$2,513,826
70	Vehicles	\$39,497,438
80	Professional Services (design, CM, labor, permitting, testing)	\$32,048,990
90	Unallocated Contingency	\$15,690,696
Total		\$166,505,000

The above estimate includes 21% of allocated contingency (contingency assigned to each line item) and 12% of unallocated contingency which is applied to the overall project cost, for a total of 33% contingency.

The Capital Improvement Program (CIP) incorporated into the 2026-2031 Transit Development Plan (slated to be approved in July 2025), includes three separate projects for completion of the Division Street BRT project (Phase I MOS) as shown in the table below.

CIP #	Project Phase	Current Amount (2026-2031 CIP)
895	Division Street BRT Project Development	\$15,082,218
956	Division Street BRT Construction and Implementation	\$111,925,344
1028	Division Street BRT Fleet	\$39,497,438
Total		\$166,505,000

Proposed Funding Plan

Funding for the project will be derived from a combination of local, state, and federal funds. Based on the current cost estimate, below are the proposed funding sources for each project element:

CIP	Project Element	Local	State	Federal	Amount
895	Project Development	\$2.5M	\$11.6M	\$1M	\$15.1M
956	Construction and Implementation	\$16.3M	\$33.4	\$62.3M	\$112M
1028	BRT Fleet Procurement	\$19.7M	\$0M	\$19.7M	\$39.4M
Total		\$38.5M	\$45M	\$83M	\$166.5M

The following table aggregates funding sources for the entire project with details on said sources.

Source	Funding Program	Amount
Local	City Line project local share savings (Res. 811-23)	\$3.7-\$5.2M
Local	STA Sales Tax revenue	\$33.3M-\$34.8M
State	Washington State enacted transportation budget, Move Ahead WA (2023-2031)	\$45M
Federal	Federal 5307 Urbanized Formula (flexed from Congestion Mitigation and Air Quality funds)	\$1M
Federal	Federal 5309 Capital Investment Grant (Small Starts) Program	\$82M
Total		\$166.5M

As noted in the table, the local share of the project funding would be a mix of funds from STA sales tax revenue and the local share savings from the City Line project, estimated to be between \$3.7 million to \$5.2 million, committed by the Board in Resolution Res. 811-23.

Ratings Package Authorization and Next Steps

As noted previously, seeking federal funding through the FTA CIG program is a significant undertaking. To be considered for funding as early federal fiscal year 2027, Division Street BRT must be submitted for a project rating no later than August 2025.

The project rating determines the project's eligibility to qualify for federal funding. Once FTA receives the application package, staff will work with FTA to address any questions and provide any supplemental information as requested. It is anticipated that FTA's review will continue throughout 2026. The

timeline of milestones provided below is tentative but provides a sense of the robust due diligence involved in securing federal funding support through the FTA CIG program.

Date	Milestone
August 2025	Submit Small Starts grant application for rating and NEPA package
August 2025	Begin 60% design
November 2025	Project evaluation and rating from FTA
January 2026	Complete financial capacity assessment by FTA
February 2026	Project Management Oversight Consultant (PMOC) assigned
May 2026	Risk and readiness workshop with FTA and PMOC
July 2026	NEPA approval by FTA
August 2026	Complete all critical third-party agreements
September 2026	Risk Assessment and Readiness Report issued by PMOC
September 2026	Final evaluation and rating from FTA
October 2026 or later	<ul style="list-style-type: none"> • Congressional review complete • FTA completes Small Starts Grant Agreement and grant approval package • Small Starts grant agreement approved by FTA

Based on past precedent, and owing to the significant of this project milestone, it is appropriate to obtain Board authorization to submit all information necessary to the FTA for the Division Street BRT project to be considered, evaluated and rated for FTA CIG funding for an amount up to \$82 million.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by resolution, the CEO (interim Co-CEO's) to submit a Federal 5309 Capital Investment Grant (CIG) Small Starts grant package to the Federal Transit Administration for evaluation and rating of the Division Street Bus Rapid Transit project in the amount of \$82,000,000.

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

RECOMMENDATION TO BOARD: Approve, by Resolution 844-25, the CEO (interim Co-CEOs) to submit a Federal 5309 Capital Investment Grant (CIG) Small Starts grant package to the Federal Transit Administration for evaluation and rating of the Division Street Bus Rapid Transit project in the amount of \$82,000,000.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer KO/BRB Legal Counsel MC

RESOLUTION NO. 844-25

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A SMALL STARTS GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION FOR THE DIVISION STREET BUS RAPID TRANSIT PROJECT

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation (Connect Spokane)* by Resolution 665-10 in July 2010 and as subsequently amended;

WHEREAS, *Connect Spokane* identifies the Division Street Corridor, generally from downtown Spokane north to the Mead area, as a future High Performance Transit (HPT) corridor;

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

WHEREAS, STA Board of Directors, by Resolution 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations in Spring 2021, and recognized additional refinements to the LPA would result from further study and public consultation;

WHEREAS, STA Board of Directors, by Resolution 809-23, amended the Locally Preferred Alternative (LPA) to identify the northern and southern termini and further refined station locations;

WHEREAS, STA Board of Directors, by Resolution 831-24, adopted *Connect 2035*, which identifies strategic initiatives and investments in public transportation through 2035, including the implementation Division Street BRT as a core investment;

WHEREAS, STA Board of Directors, by Resolution 837-25, amended the Locally Preferred Alternative (LPA) to include moving the stations and the Business Access and Transit (BAT) lane along Ruby Street from the east side of the street to the west side, and making minor adjustments to station locations;

WHEREAS, STA has conducted public engagement activities throughout all phases of planning and design completed thus, and maintains a steadfast commitment to public engagement for future design, engineering and construction activities;

WHEREAS, the Federal Transit Administration (FTA) approved STA's request to enter the Division Street Bus Rapid Transit project into the Project Development phase of the Small Starts program on September 19, 2023;

WHEREAS, the FTA requires grantees to submit significant information and materials to be considered, evaluated and rated as a Small Starts project under the Section 5309 Capital Investment Grant program that, when considered in their totality, comprises the Small Starts grant application;

WHEREAS, through rigorous analysis and evaluation, STA has identified the Minimum Operable Segment (MOS) for the Division Street BRT project that represents a reasonable and cost-effective initial implementation of BRT, and the basis of continued design and implementation;

WHEREAS, the STA Board of Directors has outlined a funding plan for the project, as represented in the adopted capital improvement program, which includes a combination of secured and/or programmed local, state and federal funds in the amount of \$84.5 million;

WHEREAS, STA has determined the Section 5309 Capital Investment Grant program as an appropriate funding program to secure \$82 million to fully fund the Division Street Bus Rapid Transit project, estimated to cost approximately \$166.5 million within the scope to be implemented as the MOS.

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

Section 1. The Chief Executive Officer is hereby authorized to submit a grant application to the Federal Transit Administration for Division Street Bus Rapid Transit project, under the Small Starts provision of the Capital Investment Grant program, with a federal capital investment request of up to \$82,000,000 million.

Section 2. The Board hereby reaffirms its commitment to continued project development for the Division Street Bus Rapid Transit project, directing the Chief Executive Officer to continue advancing necessary design contracts, work orders, related expenses, and agreements.

Section 3. This resolution shall take effect immediately.

ADOPTED by STA at a regular meeting thereof held on the 24th day of July, 2025.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 9D : LOW-INCOME FARE PILOT PROGRAM (RESOLUTION)

REFERRAL COMMITTEE: Board Operations Committee (*Speirs*)

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Spokane Transit’s Connect 2035 Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. At the June committee meeting, staff provided an overview of three alternative program structures for the eligibility-based reduced fare program for riders experiencing low-income pilot. At the July meeting, staff will present the results of additional outreach and research and propose a recommended program pilot structure.

BACKGROUND: *Connect 2035* reached a significant milestone with the plan’s adoption at the December 19, 2024, STA Board meeting, while the sequencing timeline was adopted at the April 17, 2025, STA Board meeting, completing the last step in finalizing *Connect 2035*. The June PMER Committee meeting provided an overview of three alternative program structures and their potential impacts for discussion. The PMER Committee directed staff to continue pursuing a potential combination of two of these alternatives. After discussion, and with additional outreach to community-based organizations, a proposed pilot program structure has been identified below.

Proposed Pilot Program Structure		
	Option 1	Option 2
Pricing	50% of regular fare	50% of regular fare
Eligibility	50% AMI (housing based)	200% of Federal Poverty Level (FPL) (food/transportation based)
Verification	External partner verification with low-income housing provider	Primary – External partner verification Secondary - Internal STA verification
Enrollment	Pre-selected eligibility pool	Open

A full review of the different program options was presented by Dr. Cortright to the PMER Committee at the July 9, 2025, meeting. A summary of the presentation and discussion are included in the attached Staff Report.

STAFF’S RECOMMENDATION TO PMER COMMITTEE: Recommend the STA Board of Directors: 1) approve, by motion, the proposed structure of the Low-Income Fare Pilot Program; and 2) adopt, by resolution, an amendment to the fare structure to incorporate the Low-Income Fare.

COMMITTEE ACTION: Mr. Zappone made a motion to recommend STA Board of Directors: 1) approve, by motion, the proposed structure of the Low-Income Fare Pilot Program with allowing multiple ways of verification, including Basic Foods, Apple Health, and WIC; and 2) adopt, by resolution, an amendment to the fare structure to incorporate the Low-Income Fare. Mr. Speirs seconded. Mr. Zappone and Mr. Speirs voted yes. Mr. Cathcart and Mr. Kerns voted no. Tie vote fails and is forwarded to the Board Operations Committee.

STAFF'S RECOMMENDATION TO BOARD OPERATIONS COMMITTEE: Recommend the STA Board of Directors: 1) approve, by motion, the proposed structure of the Low-Income Fare Pilot Program; and 2) adopt, by resolution, an amendment to the fare structure to incorporate the Low-Income Fare.

COMMITTEE ACTION: Ms. Klitzke moved to recommend the Board approve Options 1 and 2 and have a periodic evaluation of options, and have the Performance Monitoring & External Relations evaluate once a year, and 2) adopt, by resolution, an amendment to the fare structure to incorporate the Low-Income Fare.

RECOMMENDATION TO BOARD: Approve Options 1 and 2 and have a periodic evaluation of options, and have the Performance Monitoring & External Relations evaluate once a year and adopt, by Resolution 845-25, an amendment to the fare structure to incorporate the Low-Income Fare.

FINAL REVIEW FOR BOARD BY:

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

Staff Report - Low-Income Fare Pilot Program Discussion at PMER:

Ms. Cortright provided an overview of the proposed Low-Income Fare Pilot Program, designed to enhance ridership and improve access while aligning with existing fare structures. The program focuses on income-based eligibility and seeks to balance broad participation with minimal operational disruption.

Key elements of the discussion included:

- **Eligibility Criteria:** Option 2, the recommended approach, utilizes open enrollment with verification through community partners. Eligibility would be based on income at or below 200% of the federal poverty level, with participation in the Basic Food Program serving as the primary qualifying standard due to its wide applicability.
- **Cost Estimates:** Preliminary projections for the pilot range from \$800,000 to \$3 million annually, contingent on the final enrollment strategy.
- **Operational Considerations:** Feedback from stakeholders emphasized the importance of streamlining access to benefits and minimizing administrative burdens. Ms. Cortright noted a preference for internal verification methods to reduce reliance on external partnerships and simplify program administration.
- **Program Timeline and Assessment:** The pilot would run for an initial three-year period to evaluate uptake, effectiveness, and scalability.
- **Budget and Staffing Constraints:** Current financial limitations may affect staffing and the scope of collaboration with agencies such as the Department of Social and Health Services (DSHS). A phased implementation approach was recommended to allow for the gradual addition of partnerships as the program evolves.

Discussion Points from PMER Committee on Low-Income Fare Pilot Program

- During the Committee's discussion of the Low-Income Fare Pilot Program, several suggestions and considerations were raised for potential next steps. These included conducting additional research and bringing findings to future meetings; gathering data on ridership and usage throughout the pilot to support regular reporting to the Board; and providing the Title VI analysis to Council Member Zappone that was distributed at the meeting for his further review as he attended virtually.
- The Committee also discussed the possibility of initiating conversations with the Department of Social and Health Services (DSHS) after the pilot is underway, as well as exploring multiple eligibility pathways for reduced fares—such as participation in the Basic Food Program, Medicaid/Apple Health, or WIC.
- There was interest in the idea of combining elements of Options 2 and 3 into a cohesive pilot structure. Additionally, members suggested refining the draft resolution to clarify how each option—Options 1, 2, and 3—could be implemented, and to consider including language that would allow for future partnerships without requiring additional Board reauthorization.

After extensive discussion, the committee voted on an amended motion as identified in the cover sheet

Following the 2-2 vote, legal counsel asked for clarification regarding which Alternative the motion spoke to, given the intended language and the effect of the amendment and was told it was intended to incorporate Alternatives 1, 2, and 3 with the caveat that Alternative 2 would be implemented gradually, and to expand verification options with partnerships as available.

Draft Title VI Equity Analysis

Proposed Fare Policy Revisions: Reduced Fare for Riders with Low Incomes

Draft

7/1/2025



Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. Please call (509) 325-6094 (TTY Relay 711) or email ombudsman@spokanetransit.com.

DRAFT

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DRAFT

Section I: Introduction

As Spokane Transit Authority (STA) begins implementation of *Connect 2035*, the 10-year plan that is the strategic roadmap for bus, Paratransit, and Rideshare services through 2035, it is implementing a pilot program for a reduced fare program for riders experiencing low incomes, which will provide new benefits and greater convenience for riders. These benefits are further described in the proposed fare policy revisions which introduces an account-based system with durable fare cards and a mobile ticketing application.

This report documents STA's Title VI equity analysis of the proposed fare policy revisions which will guide implementation of the pilot program for a reduced fare program for riders experiencing low incomes. Upon completion of this fare equity analysis, staff shall brief the Board of Directors prior to the Board's action(s). STA will keep this analysis on file and available for review by the Federal Transit Administration (FTA) and the general public.

The fare equity analysis was performed in accordance with the requirements specified in the Federal Transit Administration (FTA), Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients and STA's 2020 Title VI Program and the policies outlined in STA's Comprehensive Plan, *Connect Spokane, A Comprehensive Plan for Public Transportation*.

Fare Policy Revisions Objectives and Overview

The objectives of the revisions are to incorporate a new pilot reduced fare program for riders experiencing low incomes, thus broadening the current discount programs to encourage ridership and to enhance access and equity.

Spokane Transit Authority (STA)

Description of Fleet and Services

Spokane Transit Authority is a regional public transportation agency providing a variety of transportation services, including fixed-route, Paratransit, and Vanpool service. In 2024¹ Spokane Transit's fixed route system provided 10,166,876 unlinked passenger trips and traveled 7,146,245 revenue miles. Paratransit provided 390,956 passenger trips and traveled 2,485,326 revenue miles. Rideshare provided 103,270 passenger trips and traveled 1,096,062 revenue miles.

STA's 2020 fleet includes 158 active fixed route coaches, 102 active Paratransit vans and 87 active rideshare. Fixed Route Bus Service operates 51 routes, 365 days a year. In accordance with the Americans with Disabilities Act (ADA), all vehicles are lift or ramp equipped.

Paratransit Service is operated by STA and its contractor for people who qualify under the eligibility requirements of the ADA. Paratransit service is provided within a defined service area, during the same hours and days as fixed route service and in compliance with applicable state and federal laws for service to people whose disability

¹ Spokane Transit is providing 2024 NTD and fixed route service and maintenance data (unless otherwise noted)

prevents them from using Fixed Route bus service. The directly operated Paratransit fleet is comprised of 70 vehicles, each with a capacity for up to 15 passengers. Contracted transportation supplements service during the early mornings, nights and weekends as well as augments capacity during weekdays.

Vanpool (Rideshare) Service augments STA's public transportation system through the assignment of passenger vans to vanpool groups. A vanpool group can be formed by a group of five to 15 people whose origin or destination is within the STA service area.

Areas Served

Areas served include cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane, and Spokane Valley and some unincorporated areas of Spokane County. Services include connections between downtown Spokane and the Spokane International Airport, major shopping malls, area colleges and universities, and Fairchild Air Force Base. Spokane Transit Authority (STA) operates within the designated Public Transportation Benefit Area (PTBA) which encompasses approximately 248 square miles of Spokane County which includes approximately 459,007 residents or 84.8 percent of the county population.

STA's Title VI Policy Development

Title VI of the Civil Rights Act of 1964 (Title VI) requires public transportation providers that receive federal funds to operate services and programs in a non-discriminatory manner. Race, color, and national origin are protected classes under Title VI. Low-income populations are not a protected class under Title VI; however, the FTA requires transit providers to evaluate the impacts of any fare changes on low-income populations as well.

STA's Fare Change Minority Disparate Impact Policy and Fare Change Low-Income Disproportionate Impact Policy were developed with an extensive public outreach effort. Letters were sent to a wide range of Limited English Proficiency (LEP) and nonprofit organizations as well as community centers and government agencies in early 2013 and early 2014. A public hearing was held to gather public comments. The 2014 Title VI update and policies were adopted by the Spokane Transit Board of Directors in early 2014. These policies continue to serve the agency and were incorporated into the 2024 *Connect Spokane* update and the 2023 Title VI Program.

Section II. Proposed Fare Policy

STA periodically evaluates its fare policy and fare structure. The last major review of the fare structure was conducted in 2022 and led to the Connect fare program.

Spokane Transit is proposing a pilot for a reduced fare program for riders experiencing low incomes in households at or below 200 percent of the federal poverty level, enabling them to ride STA at a reduced fare rate. This is a pilot program that comes directly out of *Connect 2035*. The 2024 update to *Connect Spokane* added Revenues and Fare Policy 2.6 Eligibility-based Fare Programs, which outlines the purpose of the policy, as well as criteria for any proposed program:

STA supports opportunities for individuals to use public transportation at a discounted cost based on targeted eligibility criteria and rigorous due diligence.

Opportunities for individuals to use public transportation should be made available through eligibility-based fare programs that offer customer-facing discounts. Eligibility determination and classifications will be made by the STA Board of Directors and identified in STA's existing fare structure. Prior to the creation and implementation of any eligibility-based fare program, the Board shall conduct an evaluation to determine if the proposed program can meet the following criteria:

- The program and the basis for eligibility is relatively simple to describe and understand, particularly for those who are prospective participants.
- The discount offered by the program considers proportionate costs and benefits relative to other eligibility-based fare programs, as well as other fare partnerships and rates
- Insofar as possible, the program adheres to eligibility requirements that can be determined with verifiable public information without the creation of storage by STA of sensitive health or income information.
- The program can be deployed without undue burden on STA operations or community partners.
- The program provides safeguards against abuse.
- The program has a method for reporting performance.
- The estimated ridership and financial impacts of the proposed program have been estimated and reasonably understood as far as STA's commitment to community benefit and fiscal accountability.

Preliminary research on existing low income transit fare programs helped identify best practice approaches as well as their applicability to the Spokane metro area. The research served as the basis for developing recommendations and parameters for a pilot reduced fare program for riders experiencing low incomes. This program will help STA maintain and expand service to meet the transit needs of low-income populations in Spokane Transit's service area.

Section III. Fare Equity Analysis

Title VI of the Civil Rights Act of 1964 requires public transportation providers that receive federal funds to operate services and programs in a non-discriminatory manner. Race, color, and national origin are protected classes under Title VI.

To fulfill the requirements of Executive Order 12898 and DOT Order 5610.2(a) on Environmental Justice, FTA requires that an impact analysis be conducted to identify any disproportionate burdens to low-income populations that would occur as a result of a major service or fare change. Low-income populations are not a protected class under Title VI. However, Chapter IV-18 of the Title VI Circular states that “transit providers should take steps to minimize or mitigate impacts (for this population) where practical. The provider should also describe alternatives available to low-income passengers affected by service changes.”

STA’s Title VI policy, adopted in early 2014, identifies how STA assesses disparate impact and disproportionate burden that could potentially result from changes to fare policy.

Minority Disparate Impact Policy

If a fare change affects fare categories or payment methods used disproportionately by minority populations (10% or greater than the overall population), a fare change disparate impact exists and the impacts will be assessed and evaluated for mitigation.

Low-Income Disproportionate Impact Policy

If a fare change affects fare categories or payment methods used disproportionately by low-income populations (10% or greater than the overall population), a fare change disproportionate burden exists and the impacts will be assessed and evaluated for mitigation.

An overview of the proposal, and the results of the analysis, follows.

Overview of Fare Policy Revisions

STA is proposing a pilot for a reduced fare program for riders experiencing low incomes. The current and proposed fares by fare type are shown in Table III-1. The change would reduce all adult fare categories (One Ride, Daily Farecapping, and Monthly Farecapping) for eligible low income riders to half the price (50%) of Adult fare. After the decrease, the low Income fare would align with Honored Rider and Stars & Stripes fare types.

Table III-1: Proposed Low Income Fare Changes for Adult Fares

	Current Adult Fare	Proposed Adult Fare
One Ride	\$2.00	\$1.00
Farecapping (Daily)	\$4.00	\$2.00
Farecapping (Monthly)	\$60.00	\$30.00

The low income fare pilot program will be a fare designation available to persons who are determined by STA and its verification partners to meet the eligibility requirements for a reduced fare because the person can appropriately document that their annual income is at or less than 200% of the federal poverty level (FPL). The FPL is the most commonly used criterion to determine eligibility and benefits for economic support programs at the federal, state and local level. The Census Bureau sets poverty thresholds annually using a nationally representative survey and then the Department of Health and Human Services (HHS) simplifies the thresholds to set federal poverty guidelines, with adjustments for family size.

Data Sources

The 2024 Customer Satisfaction Survey collected fare payment and demographic data necessary to conduct a fare equity analysis consistent with the policies described earlier in this report.

Disparate Impact Analysis

The first level of the Disparate Impact analysis is a determination of how eligible trips compare to non-eligible trips in terms of racial/ethnic minority status within each group. Eligible riders are defined as those with a household income at or below 200 percent of the federal poverty level, which is a requirement for the Low Income Fare Program. The proportion of the STA service area population that minorities represent is 14.4%. As shown in Table III-2, the share of program eligible trips taken by minority riders (72.6%) is significantly greater than non-eligible trips taken by minority riders (27.4%). In other words, a greater percentage of minority riders would be positively affected (i.e., eligible trips) by the fare change than the percentage of minority riders on STA services as a whole. Conversely, a lower percentage of higher income minority riders would experience no impact by the proposed changes since fares would remain the same. This indicates that the proposal to decrease Adult fares for eligible income riders would not disproportionately impact minority riders.

Table III-2: Comparison of Eligible and Non-eligible Trips, by Minority Status

	Ridership [^]	
	Minority Riders	Non-Minority Riders
Eligible Trips	72.6%	69.9%
Non-eligible Trips	27.4%	30.1%
Total	100%	100%

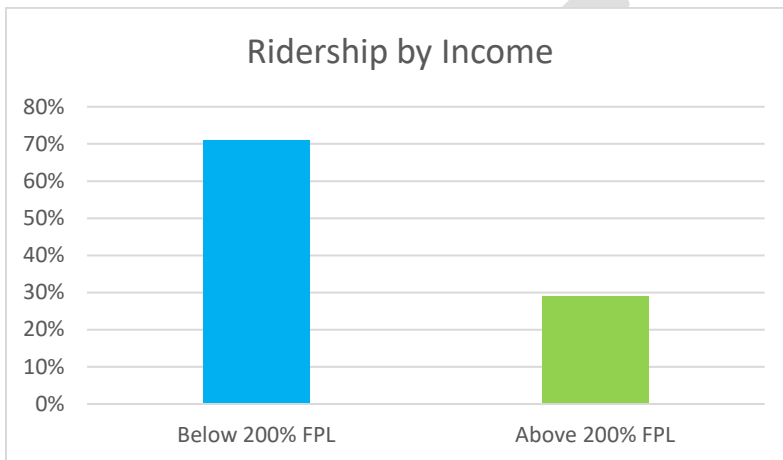
[^] respondents who responded to the household income question with “don’t know” or “prefer not to say”, as well as those respondents who did not answer the number of people in the household were excluded from this analysis due to lack of data

Thus, STA finds no potential Disparate Impact on minority populations under the Low Income Fare Pilot Program proposal.

Disproportionate Burden Analysis

To qualify for the low income fare discount, a rider's household income must be at or below the 200% Federal Poverty Level (FPL). The first level of the disproportionate burden analysis will look at ridership by income status. As shown in Figure III-1, the percentage of trips made by ridership at or below 200% FPL is 71%, exclusive of eligibility for other reduced fare programs. 33% of surveyed riders will be eligible for the low income fare program while not being eligible for other reduced fare programs (Honored Rider, Stars and Stripes). In other words, low-income riders stand to benefit from the introduction of a Low Income Fare Pilot Program.

Figure III-1: Ridership, above and below 200% Federal Poverty Level



Thus, STA finds no potential Disproportionate Burden on low-income populations under the Low Income Fare Pilot Program proposal.

RESOLUTION NO. 845-25

A RESOLUTION FOR THE PURPOSE OF REVISING THE SPOKANE TRANSIT AUTHORITY TARIFF POLICY AND PROCEDURES FOR FIXED ROUTE AND PARATRANSIT

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, 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, on January 21, 2022 the STA Board of Directors adopted resolution No. 791-22, approving the current STA Tariff Policy; and

WHEREAS, on September 28, 2022 the STA Board of Directors adopted resolution No. 801-22, updating the current STA Tariff Policy to revise the fare structure for riders age 18 and younger to access available grant funding made available through Move Ahead Washington legislation; and

WHEREAS, on December 19, 2024 the STA Board of Directors adopted resolution No. 831-24, adopting a new strategic plan for the delivery of public transportation service to succeed STA Moving Forward upon its completion and through the year 2035, entitled Connect 2035; and

WHEREAS, on October 21, 2021 the STA Board of Directors adopted the Community Access Pass (CAP) program, which is a discounted fare program for eligible non-profit human service agencies to purchase single use fare passes to provide at no cost to their program participants; and

WHEREAS, an initiative identified within Connect 2035 was to pilot a reduced fare program for riders experiencing low incomes; and

WHEREAS, as a pilot, this reduced fare program will run for a period of not more than three (3) years; and

WHEREAS, STA has conducted an equity analysis of the fare policy changes resulting from an update to its Tariff Policy to incorporate a reduced fare pilot program for riders experiencing low incomes pursuant to Title VI of the Civil Rights Act; guidance promulgated by the Federal Transit Administration, related policies within *Connect Spokane* and STA's current Title VI Program; and

WHEREAS, STA finds that the fare policy changes do not pose a disparate impact or a disproportionate burden on populations identified in the above-referenced statutes, guidance, and policies; and

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

- Section 1. The STA Board of Directors establishes a new eligibility-based fare program. The following are eligible for this fare program:
- A. Individuals residing in housing managed by or receiving a housing voucher from the Spokane Housing Authority;
 - B. Individuals whose income is at or below 200% of the Federal Poverty Level (FPL) and receive Basic Food benefits managed by the Washington State Department of Social and Health Services; or
 - C. Individuals whose income is at or below 200% of the Federal Poverty Level and are determined to be eligible based on other appropriate documentation.

This new fare program is considered a pilot program for a period of three (3) years from commencement and will be subject to annual reporting on utilization and overall effectiveness, and subject to adjustments as may be directed by the Board.

- Section 2. The STA Board of Directors hereby revises the rates, tolls, and fares identified in the Fixed Route and Paratransit Fares, Vanpool Fares, and Special Event Fares, a copy of which is attached hereto and incorporated herein as "Exhibit A".
- Section 3. Resolution No. 801-22 and all amendments thereto, is hereby revoked, rescinded, and superseded by this Resolution as of its effective date.
- Section 4. This Resolution shall become effective upon its date of adoption and shall remain in full force and effect until revised by Board resolution; provided, the Chief Executive Officer is hereby authorized to implement the effective date of the rates, tolls, and fares identified in Exhibit A.

ADOPTED by STA at a regular meeting thereof held on the 24th day of July 2025.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

Approved as to form:

Megan Clark
Legal Counsel

EXHIBIT A

Fixed Route and Paratransit Fares (currently in effect)

GENERAL PUBLIC Fare Type	Standard Fare (1)	Reduced Fare (2)					Paratransit (3)
		Rider-In-Training (6-12 years)	Rider's License (13-18 years) (7)	Student	Honored Rider	Stars & Stripes	
One Ride (4)	\$ 2.00	Zero Fare	Zero Fare	\$ 2.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping - Daily (5)	\$ 4.00	N/A	Zero Fare	\$ 4.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping - Monthly (6)	\$ 60.00	N/A	Zero Fare	\$ 48.00	\$ 30.00	\$ 30.00	\$ 60.00
7-day Rolling Pass	\$ 17.00	N/A	N/A	N/A	N/A	N/A	N/A
Summer Youth Pass (7)	N/A	N/A	Zero Fare	N/A	N/A	N/A	N/A
Shuttle Park (8)	\$ 40.00	N/A	N/A	N/A	N/A	N/A	N/A

GROUP SALES (8)			
Fare Type	Standard Fare (1)	Reduced Fare (2)	Paratransit (3)
Two-Hour Pass	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 2.00	\$ 4.00
7-day Rolling Pass	\$ 17.00	N/A	N/A
Monthly Pass	N/A	N/A	\$ 60.00
31-day Rolling Pass	\$ 60.00	\$ 30.00	N/A

- (1) Children under six years of age ride free and must be accompanied by an adult, youth, or student reduced fare or paratransit passenger
- (2) Reduced Fare programs require verification of eligibility.
- (3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)
- (4) Allows for travel up to two (2) consecutive hours after initial validation
- (5) Maximum fare charged per day when paid with a smart card or mobile app
- (6) Maximum fare charged per calendar month when paid with a smart card or mobile app
- (7) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to the rider so long as the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels.
- (8) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement
- (9) Limited use fare types available for quantity purchases only and not available to the general public

Fixed Route and Paratransit Fares (effective when Opportunity fare put into service)

GENERAL PUBLIC Fare Type	Standard Fare (1)	Reduced Fare (2)						Paratransit (3)
		Rider-In-Training (6-12 years)	Rider's License (13-18 years) (7)	Student	Honored Rider	Stars & Stripes	Opportunity (10)	
One Ride (4)	\$ 2.00	Zero Fare	Zero Fare	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 2.00
Farecapping Daily (5)	\$ 4.00	N/A	Zero Fare	\$ 4.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 4.00
Farecapping Monthly (6)	\$ 60.00	N/A	Zero Fare	\$ 48.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 60.00
7-day Rolling Pass	\$ 17.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Summer Youth Pass (7)	N/A	N/A	Zero Fare	N/A	N/A	N/A	N/A	N/A
Shuttle Park (8)	\$ 40.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A

GROUP SALES (8)			
Fare Type	Standard Fare (1)	Reduced Fare (2)	Paratransit (3)
Two-Hour Pass	\$ 2.00	\$ 1.00	\$ 2.00
Day Pass	\$ 4.00	\$ 2.00	\$ 4.00
7-day Rolling Pass	\$ 17.00	N/A	N/A
Monthly Pass	N/A	N/A	\$ 60.00
31-day Rolling Pass	\$ 60.00	\$ 30.00	N/A

- (1) Children under six years of age ride free and must be accompanied by an adult, youth, or student reduced fare or paratransit passenger
- (2) Reduced Fare programs require verification of eligibility.
- (3) Personal Care Assistant (PCA) rides free on Paratransit or Fixed Route with paid paratransit rider (needs no identification, however, the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)
- (4) Allows for travel up to two (2) consecutive hours after initial validation
- (5) Maximum fare charged per day when paid with a smart card or mobile app
- (6) Maximum fare charged per calendar month when paid with a smart card or mobile app
- (7) Through the Washington State Transit Support Grant, all Youth Fares to Age 18 will be at no-cost to the rider so long as the Transit Support Grant is in place. If the Transit Support Grant is rescinded or not renewed, Youth Fares will be reinstated at their previously approved levels.
- (8) Includes parking at a designated parking lot, as stipulated in the Shuttle Park pass agreement
- (9) Limited use fare types available for quantity purchases only and not available to the general public
- (10) Program will commence during Q4 2025 and will be effective for a period no longer than 36 months from its initial start

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 10A: BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lance Speirs, Committee & Board Chair *Pro Tempore*

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 11A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Tim Hattenburg, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

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

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lance Speirs, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 12Ai : ENHANCED TRANSIT SYSTEM SECURITY UPDATE

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Kelly Williams, Director of Security

SUMMARY: Staff will present an update on Spokane Transit’s Enhanced System Security Strategy—an integrated approach designed to support employees and customers, deter unwanted behavior, and report activity to improve incident response and guide data-driven decisions. This proactive, forward-thinking strategy emphasizes both immediate safety and long-term cultural change within the organization.

The Enhanced System Security Strategy is a cornerstone of STA’s commitment to providing a secure, welcoming, and comfortable environment for all who use and operate the transit system. It directly supports STA’s long-range strategic vision, *Connect 2035*, and is structured to advance its three core goals:

1. **Elevate the Customer Experience** – By ensuring riders feel safe, respected, and supported throughout their journey.
2. **Lead and Collaborate with Community Partners to Enhance Regional Quality of Life** – By creating safer public spaces and strengthening partnerships built on mutual accountability and shared responsibility.
3. **Strengthen the Capacity to Anticipate and Respond to Regional Demands** – By implementing robust, adaptable security measures that evolve with community needs and operational demands.

This strategy is not only designed to address current challenges but also to reinforce a lasting culture of safety that reflects STA’s vision for a transit system rooted in trust, care, and continuous improvement.

Key Focus – Safety Ambassador Program

A central feature of this update is the introduction of STA’s new Safety Ambassador position. As a key component of the Enhanced System Security Strategy, the Transit Ambassador role exemplifies the Support, Deter, Report approach:

- **Support:** Serve as a consistent, friendly presence on the system, assisting riders and reinforcing a sense of safety for both customers and employees.
- **Deter:** Help discourage disruptive behavior through visibility, approachability, and early engagement.
- **Report:** Ensure accurate, timely documentation of incidents to strengthen response, accountability, and resource allocation.

Transit Ambassadors complement the broader security framework by bridging the gap between enforcement and customer service. Their presence enhances STA’s ability to respond to challenges with empathy, professionalism, and transparency—supporting a system where people feel both protected and respected.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 13 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-CEO / Chief Operations Officer
Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

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, Clerk of the Authority, Sr. Executive Assistant to CEO, Manager Board and Executive Support

SUMMARY: The June 4, 2025 minutes of the Planning & Development and Performance Monitoring & External Relations Committee meetings were approved July 9, 2025, and are attached. The June 11, 2025, Board Operations Committee meeting minutes were approved at the July 16, 2025, meeting and 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 June 11, 2025, Meeting

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

MEMBERS PRESENT

Lance Speirs, Small Cities Representative
(Medical Lake), *Chair Pro Tempore*
Kitty Klitzke, City of Spokane
Al French, Spokane County
Tim Hattenburg, City of Spokane Valley
Non-Voting
Karl Otterstrom, Interim Co-CEO,
Ex Officio
Brandon Rapez-Betty, Interim Co-CEO,
Ex Officio

MEMBERS ABSENT

Pam Haley, City of Spokane Valley, *Chair*

STAFF PRESENT

Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Interim Chief Financial Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief Financial
Officer and Chief Information Officer

STAFF ABSENT

None

PROVIDING LEGAL COUNSEL

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

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

In the absence of Chair Haley, Chair Pro Tempore Speirs called the meeting to order at 1:30 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. May 7, 2025, Committee Meeting Minutes

Mr. French moved to approve the May 7, 2025, Committee meeting minutes as submitted. Ms. Klitzke seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

A. Tim Hattenburg, Chair, Planning & Development (P&D)

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on June 4, 2025.

B. Lance Speirs, Chair, Performance Monitoring & External Relations

Chair Pro Tempore Speirs shared the items presented at the Performance Monitoring & External Relations meeting on June 4, 2025.

6. BOARD OF DIRECTORS AGENDA JUNE 26, 2025

Item 8G. Bus Stop Site Improvements Property Acquisition – Resolution was presented in May and will be removed from this agenda.

Item 12Aiii. Cheney Transit Improvements Interlocal Agreement will move to Board Consent Agenda.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JULY 16, 2025

There were no questions or comments.

8. CEO REPORT

The Co-CEOs shared the May 2025 voter-approved sales tax revenues representing March 2025 sales. Actual was \$9.9M, compared to the budget of \$9.8M, for a 1.0% difference, or \$0.1M. Year-to-date results are 0.1% below budget.

The Co-CEOs presented the following items:

- APTA Legislative Conference

Attendees included Commissioner French, Council Member Zappone, Council Member Speirs, Interim Co-CEO Otterstrom, and Interim Co-CEO Ropez-Betty. Meetings attended in addition to the Conference included a briefing breakfast with Cardinal Infrastructure, an FTA meeting to discuss Division Street BRT and a Capitol Hill visit to the offices of Senator Murray, Senator Cantwell, and Congressman Baumgartner.

Chair Pro Tempore Speirs, Mr. French, and Mr. Ropez-Betty shared thoughts and insights from the conference.

- STA Rodeo – May 31

The event was held at the STA "Ballpark" property for the first time. It was staffed by STA volunteers and attended by STA employees and their families, Deputy Mayor Hattenburg and Council Member Cathcart. Hourly tours were provided on one of STA's new double-decker buses.

The Co-CEOs presented the Rodeo winners to the Committee.

- All Employee Meetings

Topics reviewed at the All Employee Meetings on June 3, 2025, included an employee Wellness Program update, the Division Street BRT project, the Facilities Master Plan, the new Safety Ambassador Program, the Low Income Fare Pilot, and the proposed Telematics Technology.

- A brief update was provided on the Division Street BRT Roundtable that occurred on June 6, 2025.
- Upcoming Open Houses include the following:
 - Argonne Station Park and Ride 30% Design on Wednesday, July 18, 2025, from 4:00 p.m. – 6:00 p.m. at the Spokane Valley Library
 - Division Street BRT Locally Preferred Alternative Amendment, Minimum Operable Segment Proposal on Tuesday, June 24, 2025, from 4:00 p.m. to 6:00 p.m. at the Hemmingson Center at Gonzaga University

9. NEW BUSINESS

None

10. EXECUTIVE SESSION

Ms. Clark advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(b); *“considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.”*

The Committee entered Executive Session at 1:49 p.m., with a 10-minute projected timeframe. At 1:59 p.m., the Committee requested 5 additional minutes. At 2:04 p.m., the Executive Session ended, and the meeting was called back into open session.

11. ADJOURN

With no further business to come before the Committee, Chair Pro Tempore Speirs adjourned the meeting at 2:04 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer and Chief Information Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the June 4, 2025, Meeting

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

MEMBERS PRESENT

Tim Hattenburg, City of Spokane Valley – *Chair*
Lili Navarrete, City of Spokane
Al French, Spokane County
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio
Rhonda Bowers, Labor Representative
(Non-voting)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom, Interim Co-Chief Executive Officer

MEMBERS ABSENT

Kitty Klitzke, City of Spokane
Dan Dunne, Small Cities Representative (Liberty Lake)

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Tammy Johnston, Interim Senior Financial
Services Manager
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

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

GUESTS PRESENT

Jessica Kelch, Senior Project Manager

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

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

3. COMMITTEE ACTION

A. MINUTES OF THE APRIL 30, 2025, (MAY) COMMITTEE MEETING

Mr. Al French moved to approve the April 30, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA – none

1. DIVISION BUS RAPID TRANSIT: PARAMETRIX, INC., WORK ORDER # 6 APPROVAL

The Division Street Bus Rapid Transit (BRT) is progressing through preliminary design. The ongoing work includes preparing 30% design plans, defining final station locations, developing all required environmental documents, and preparing the CIG Small Starts grant package. Staff are seeking the Committee's recommendation to the Board to approve a work order for the

next phase of the project to advance engineering, environmental and grant coordination work to the 60% design milestone. Per STA's procurement resolution, work orders, and other contact actions for new work above \$1 million require Board approval.

The execution of Work Order 6 is targeted for July 2025. Staff will build on the work of the previous work orders to reach the 60% milestone. This will be achieved by completing the environmental review process, continued ongoing public outreach and stakeholder engagement, and grant review support provided by the Federal Transit Administration (FTA). Mr. Otterstrom presented the project management and oversight aspects of this scope of work and provided high level detail of the design and engineering portions. Environmental documentation is an important element for the scope of work; this includes getting support on both state and national levels. Staff will continue to hold public and stakeholder engagement activities. Funding for the project will be secured with ongoing coordination with FTA and the Small Starts Grant agreement financial plan. The overall package rating for the plan will be submitted this summer. Phase 2, Work Order #6 is within budget, and as established in Board Resolution No. 812-23, and funded by a combination of secured local, state and federal funds. The remaining project budget will go towards future phases of design, as well as ancillary expenses.

Chair Hattenburg is thankful that STA remains under budget many times on such big projects.

Mr. Al French moved to recommend the Board authorize the Interim Co-CEOs to execute Work Order #6 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,952,599, and to provide for 10% contingency for unforeseen additional requirements or services. Chair Hattenburg seconded, and the motion passed unanimously.

2. TRAINING FACILITIES GRANT SUBMITTAL APPROVAL

This agenda item is coming to the committee as grant application above \$1M for projects not in the adopted Capital Improvement Program (CIP) requires Board approval. In May 2025, FTA announced a competitive notice of funding opportunity for the Low or No (Low-No) Emission grant program and Bus and Facilities grant program. The program supports purchase or lease of transit buses as well as acquisition, construction and leasing of supporting facilities. Mr. Otterstrom provided information for the training facility grant submittal project. Staff have identified the opportunity for a dedicated training facility. Mr. Otterstrom highlighted past successes with this grant program for other Spokane Transit Authority (STA) projects.

This future training facility project supports STA's *Connect 2035 Strategic Plan* in two areas: First as a core investment as a component of the Facility Master Plan/Clean Energy Campus. Second, Advancing Connect 2035 Goal 3: Strengthen our capacity to anticipate and respond to the demands of the region. Other benefits include allowing the STA Fairgrounds property to be available for higher and better uses; supports workforce development as required for the grant opportunity, particularly for low or no emission bus technology; and, central training location maximizes access to living wage jobs and healthcare benefits that support families and communities. This project will ensure that STA has the capability to meet future workforce training requirements.

Mr. Al French moved to recommend the Board of Directors approve submittal of grant application to the Low-No and Bus and Bus Facilities grant program for approximately \$9 million for the Training Facility Project. Chair Hattenburg seconded, and the motion passed unanimously.

Mr. French complimented staff for finding a solution that will meet the needs of STA and allow the County to purchase the property to benefit the community.

B. BOARD DISCUSSION AGENDA

1. FACILITIES MASTER PLAN PHASE I REPORT ACCEPTANCE (RESOLUTION)

Mr. Brandon Rapez-Betty reviewed the background for the Facilities Master Plan (FMP) work for Phase I which began in November 2023. Completion of this plan is an initiative of *Connect 2035*. Phase I's final report is a planning guide and resource for attaining near-term needs. Near-term actions associated with Phase I include a new board room and executive suite, a clean energy base, a training facility, and a facilities and grounds warehouse. Mr. Rapez-Betty reviewed the FMP next steps and a tentative timeline for the project's near-term actions. Subject to the Board's approval of Phase 2, staff will begin designing and engineering the near-term actions, finalize decisions on properties, complete the vision through 2050, and finalize the cost estimates through 2050. Tentative completion date of the final report is in June or July of 2026.

Mr. Hattenburg commented that use of the 2nd Floor of the plaza would be great. Making use of an already owned facility will be appreciated by the public. It is appreciated that staff utilize existing space in lieu of going out and buying another property. Mr. French ask about using the space partially for revenue. Discussion ensued. Mr. Rapez-Betty responded that while the focus is for maintenance, operation, and administration, STA also considers ideas that promotes a robust downtown.

Ms. Kitty Klitzke moved to recommend the Board approve, by resolution, accepting the Phase I report of the Facilities Master Plan, authorizing staff to advance near-term projects, and approve initiation of Phase II to advance a clean energy base and other long-term requirements. Chair Hattenburg seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. 2026-2031 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT (PUBLIC HEARING AT THE JUNE 26, 2025, BOARD MEETING)

Mr. Otterstrom provided the Transit Development Plan (TDP) project timeline. The TDP is within the hierarchy of STA plans which are founded on STA's comprehensive and strategic plans. The TDP helps inform STA's annual action plan and budget, and is a state required plan. Mr. Otterstrom highlighted the differences between *Connect 2035* and the TDP. The *Connect 2035 Strategic Plan* identifies initiatives and the TDP provides more detailed programs. Mr. Otterstrom presented the CIP as it relates to *Connect 2035* projects, and provided a high-level overview of the Service Improvement themes for 2026 to 2028. There have been multiple public outreach activities this spring. Next steps include a virtual open house, an in-person open house, and presentations at the Citizen Advisory Committee (CAC) meeting, and the SRTC Board of Directors meeting. There will be a Public Hearing at the June 26th Board meeting.

Mr. Hattenburg noted his appreciation of the amount of work that is put into the TDP and the conceptual route work; it is easier to share with people the extensiveness of the STA route system.

B. DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT (PUBLIC HEARING AT THE JUNE 26, 2025, BOARD MEETING)

Mr. Otterstrom reminded the committee that this is another item that will lead to a Public Hearing at the June Board meeting. Mr. Otterstrom reviewed the background and timeline for the Division Street Bus Rapid Transit (BRT). Staff identified project schedule risks, which include Complete Streets requirements, Division/Ruby Street couplet design, federal staffing and funding status uncertainty, and the North Spokane Corridor (NSC) opening date uncertainty. Mr. Otterstrom presented the mitigation strategy which is predicated Phase 1 Minimum Operable Segment (MOS) approach. This approach will allow STA to maintain a start date for revenue service in 2030. Mr. Otterstrom provided an overview of the future work of Phase 2, with the possibility of multiple other phases. The first step of implementing the MOS is to amend the Locally Preferred Alternative (LPA). This will confirm STA's commitment to completing the entire project, not just the MOS. One such amendment is shifting a southbound stop, Station 27, to Division Street at Glass Avenue based on impacts to business access anticipated at the previously preferred location at Bridgeport Avenue. Mr. Hattenburg noted that this is a great example of STA staff reaching out to local businesses in the community to provide service that accommodates their business. Mr. Otterstrom presented a table of the elements associated with the Amended LPA; there will be changes regarding the Business Access & Transit (BAT) lanes on Ruby Street to operate on the left side of the street. The list of stations is also being revised. Next steps include a June 26 public hearing, finalizing the Memorandum of Agreement (MOA) with agency partners, and submitting the Capital Investment Grant (CIG) Small Starts Grant ratings package.

6. CEO REPORT

Interim Co-CEOs Karl Otterstrom and Brandon Ropez-Betty, presented the CEO Report:

APTA Legislative Conference: May 18-20 in Washington D.C. Staff and Board Members attended the two-and-half day conference which featured updates from legislatures and experts in the field of public transportation. Meetings included a briefing breakfast with Cardinal Infrastructure, a Division Street BRT discussion with FTA, and Capitol Hill visits with Senator Murray, Senator Cantwell, and Congressman Baumgartner. Attendees receive positive feedback from partners; a lot of support at FTA for STA's approach to the MOS.

STA Rodeo May 31: STA held its annual Rodeo at the "Ballpark" property for the first time. The event was staffed by STA volunteers, and attended by STA employees and their families. Deputy Mayor Hattenburg and Council Member Cathcart were also in attendance. There were hourly double decker bus tours. Carly Cortright and her team planned carnival like events. Mr. Hattenburg commented that he enjoyed the event, and watching the staff participation and the support from their families. Mr. Ropez-Betty announced the winners from the Rodeo.

Mr. French stated the meeting with FTA was extremely good. They praised STA of being one of the few transit agencies in the county that deliver projects under budget and on time, thanks to the STA Leadership.

All Employee Meetings: Mr. Ropez-Betty provided highlights from the STA All Employee Meetings, which were held on June 3rd. There were four separate meetings which had a combined 301 total attendees. Topics reviewed included updates on wellness, the Division Street BRT, the Facilities Master Plan, the Safety Ambassador Program, the Low Income Fare Pilot, and the Telematics Technology. The meetings concluded with a general question and answer session with the chiefs.

Uniting Division Roundtable: June 6 @ Ruby River Hotel, Spokane, WA. Doors Open 9:30 am; program is at 10am-12 noon. This will be an overview of the Division Street BRT project and Division Street TOD project. Panelists represent private sector employers and regional developers. Mr. Otterstrom shared an open invite to Board members.

Upcoming Open Houses: Mr. Otterstrom reviewed the timeline for the upcoming project open houses related to several projects, including the TPD, Division Street BRT and Argonne Station Park and Ride.

7. COMMITTEE INFORMATION - *none*
8. REVIEW JULY 9, 2025, COMMITTEE MEETING AGENDA (*one week later due to the holiday*)
9. NEW BUSINESS – *none*
10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg wanted to thank the staff for the amazing. More positive comments are brought to his attention than negative in Spokane Valley. Mr. Hattenburg presented the low-income reduced fare pilot, and it went over very well during the June 3 Spokane Valley City Council meeting.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:13 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of June 4, 2025, Meeting
Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS' PRESENT

Lance Speirs, City of Medical Lake*
Zack Zappone, City of Spokane
Michael Cathcart, City of Spokane
Dan Sander, City of Millwood (*Ex-Officio*)
Brandon Rapez-Betty, Interim Co-CEO
Karl Otterstrom, Interim Co-CEO

COMMITTEE MEMBERS ABSENT

Josh Kerns, Spokane County
Hank Bynaker, City of Airway Heights (*Ex-Officio*)

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications and Customer Service Officer
Kade Peterson, Chief Information Officer
Tammy Johnston, Interim Chief Financial Officer
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

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

GUESTS PRESENT

Jessica Kelch, Senior Project Manager

**Committee Chairman*

-
1. **CALL TO ORDER AND ROLL CALL**
Chair Speirs called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Speirs had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of April 30, 2025, Committee Meeting (May Meeting)**
Mr. Cathcart moved to approve the April 30, 2025, (May) committee meeting minutes. Mr. Speirs seconded, and the motion passed unanimously.
 - B. **Electrical Systems Upgrade: Scope of Work Approval**
Mr. Rapez-Betty introduced Ms. Kelch, Senior Project Manager, who presented the proposed scope of work for the Electrical Systems Upgrade at the Boone Campus. Ms. Kelch explained the electrical infrastructure, including main distribution panels (MDPs) and motor control centers (MCCs), is original to the 1987 construction and has reached the end of its useful life. She shared the general scope of work necessary for both the Boone North and Boone South buildings and presented a site plan and timeline. The total project budget is \$5 million. As of May 5, 2025, actuals and encumbrances total \$236,000. The estimated cost range is between \$3.5 million and \$6 million, with forecasted future encumbrances of approximately \$1.2 million.

Mr. Cathcart moved to approve, by motion, the general scope of work and authorize staff to release an Invitation for Bid (IFB) for the Electrical Systems Upgrade contract.

Mr. Speirs seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Customer Care Auditing Services – Award of Contract

Dr. Cortright provided background on the benefits of mystery shopper observations and reporting to identify organizational strengths and opportunities for improvement. A Request for Proposal (RFP) was advertised on February 27, 2025, and proposals were due March 31, 2025. Two responsive proposals were received and the committee selected A Customer's Point of View. A three-year contract, valued at approximately \$351,280, will run from July 2025 through June 2028. Under this agreement, the selected vendor will conduct monthly audits assessing customer interactions with staff, including operators, supervisors, and office personnel. The vendor will deliver detailed monthly reports based on these evaluations.

Mr. Cathcart moved to recommend the Board of Directors authorize, by motion, the award of contract for Customer Care Auditing Services and authorize the CEO (Interim Co-CEOs) to execute a three-year contract with A Customers Point of View for a total estimated cost of \$351,280. Mr. Speirs seconded, and the motion passed unanimously.

2. Data Feed & Customer Information Improvements – Award of Contract

Mr. Peterson shared that from 2018 to 2024, STA used an open-source trip planning app but it became outdated and unreliable. As a result, STA no longer supports an official mobile trip planner and would benefit from a trip planning app that has better integration with STA's existing systems. A Request for Proposal (RFP) was advertised on February 3, 2025, and proposals were due February 28, 2025. Five responsive proposals were received and the committee selected Swiftly Inc. Mr. Peterson presented the contract terms and financials and stated the cost of the five-year contract will be approximately \$1,060,120, including a one-time implementation fee.

Mr. Cathcart moved to approve, by motion, the award of contract for Data Feed & Customer Information Improvements and authorize the CEO (Interim Co-CEOs) to execute a five-year contract with Swiftly, Inc., for a total estimated cost of \$1,060,120. Mr. Speirs seconded, and the motion passed unanimously.

3. Cheney Transit Improvements Interlocal Agreement (ILA)

Mr. Otterstrom provided background on the Cheney Transit Improvements Interlocal Agreement (ILA) and the importance of the proposed agreement to support future transit-related infrastructure projects. He presented Project Order #1 which is the Elm Street Corridor Improvements. The agreement sets a five-year framework for collaborative project orders, with a cumulative value not to exceed \$3 million. The total cost for this initial project is capped at \$100,000 but will have \$500,000 funded through STA's Cooperative Projects budget (CIP #894).

Mr. Cathcart moved to recommend the Board approve, by motion, the CEO (interim Co-CEOs) to execute the Master Design and Construction Interlocal Agreement with the City of Cheney, along with Project Order #1, "Elm Street Corridor Improvements." Mr. Speirs seconded, and the motion passed unanimously.

B. Board Discussion Agenda

5. REPORTS TO COMMITTEE

A. 2025 First Quarter Year-to-Date Performance Measures

Mr. Rapez-Betty presented the 2025 First Quarter Year-to-Date Performance Measures Summary and advised the full presentation is included in the committee packet and on the STA website. Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

B. Enhanced Transit Security Update

Ms. Williams presented an update on STA's enhanced transit security strategy, which aligns with the Connect 2035 10-year strategic plan, since safety and security remain central to STA's operations. She shared several initiatives that have been implemented or are underway. Security metrics from the first quarter of 2025 show a notable improvement compared to the same period in 2024.

The Transit Ambassador Program was introduced as part of the broader safety initiative. Transit Ambassadors are non-enforcement personnel whose roles include customer support, safety monitoring, real-time incident reporting, and operator wellness checks. The program aims to enhance the rider experience, support operations, and promote accessibility. Performance monitoring will be in place to track key metrics. Five ambassadors will be hired and trained by the end of August. Operators on light duty can also be used as additional ambassadors.

C. Alternative Low-Income Fare Program Structure

Dr. Cortright presented an overview of potential structures for a new low-income fare program. The goal of the program is to make public transportation more accessible and affordable for residents with limited income, while also supporting STA's broader mission to increase ridership and maintain financial sustainability.

Based on common industry practices and modeled similarly to STA's existing reduced fare programs, staff developed three income-based eligibility program models. The first model focuses on partnering with local housing organizations to identify eligible participants based on their qualified residence in affordable housing. The second income-based model establishes eligibility and enrollment for individuals already enrolled in public assistance programs verified by a state agency. The third model permits open enrollment based on defined income requirements and relies on STA to verify eligibility directly and administer the documentation process.

Each model varies in terms of how many people it could serve, the expected increase in ridership, and the associated costs. The housing-based model is the most limited in scope but also the least expensive. The open enrollment models could reach more people and generate more ridership, but they would also require more administrative resources and result in greater fare revenue loss.

Discussion ensued about the financial impact of reduced fares, community outreach and stakeholder engagement, eligibility and verification, pilot program design, zero-fare option and policy interpretation and board direction. Staff recommended the full board discuss the interpretation of the phrase “reduced fare” to determine if a zero-fare option is consistent with the agency’s fare policy and the development of the low-income fare initiative in the Connect 2035 strategic plan. A Low-Income Fare Pilot Program Resolution will be brought to the Performance Monitoring & External Relations Committee and the Board meeting in July.

D. Citizen Advisory Committee Update

Due to time constraints, this agenda item was postponed.

6. CEO REPORT

- Mr. Otterstrom discussed the APTA Legislative Conference in May held in Washington DC. In attendance were Commissioner French, Council Members Zappone, Council Member Speirs, and Interim Co-CEOs Karl Otterstrom and Brandon Rapez-Betty. Meetings included a briefing with Cardinal Infrastructure, discussions with the FTA on the Division Street BRT, and visits to congressional offices.
- Mr. Rapez-Betty shared the STA Roadeo was held on May 31 at the STA ballpark property. The event featured hourly double-decker bus tours and was attended by STA employees, their families, Deputy Mayor Hattenburg and Council Member Cathcart. STA volunteers staffed the event. Mr. Rapez-Betty recognized winners across categories that included Fixed Route, Paratransit and Maverick.
- Mr. Rapez-Betty discussed the All Employee Meetings which were held on Tuesday, June 3, 2025. Four sessions were held with 301 total attendees. Topics included wellness, Division Street BRT, Facilities Master Plan, Safety Ambassador Program, Low Income Fare Pilot, Telematics technology, and a Q&A with department chiefs.
- Mr. Otterstrom shared there was a roundtable event on June 3, 2025, held at Ruby River Hotel to discuss the Division Street BRT project and Division Street Transit-Oriented Development (TOD). This event featured a panel discussion on TOD opportunities and challenges. Panelists included private sector employers and regional developers, with facilitation by MIG. Mr. Otterstrom listed presented the upcoming open houses being held in June.

7. JULY 9, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW (ONE WEEK LATE)

8. NEW BUSINESS

9. COMMITTEE MEMBERS’ EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:48p.m.

The next committee meeting will be held on Wednesday, July 9, 2025, (one week late) 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

July 24, 2025

AGENDA ITEM 14B : JUNE 2025 SALES TAX REVENUE

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Speirs)

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

SUMMARY: Attached is the June 2025 voter-approved sales tax revenue information. June sales tax revenue, which represents sales for April 2025, was:

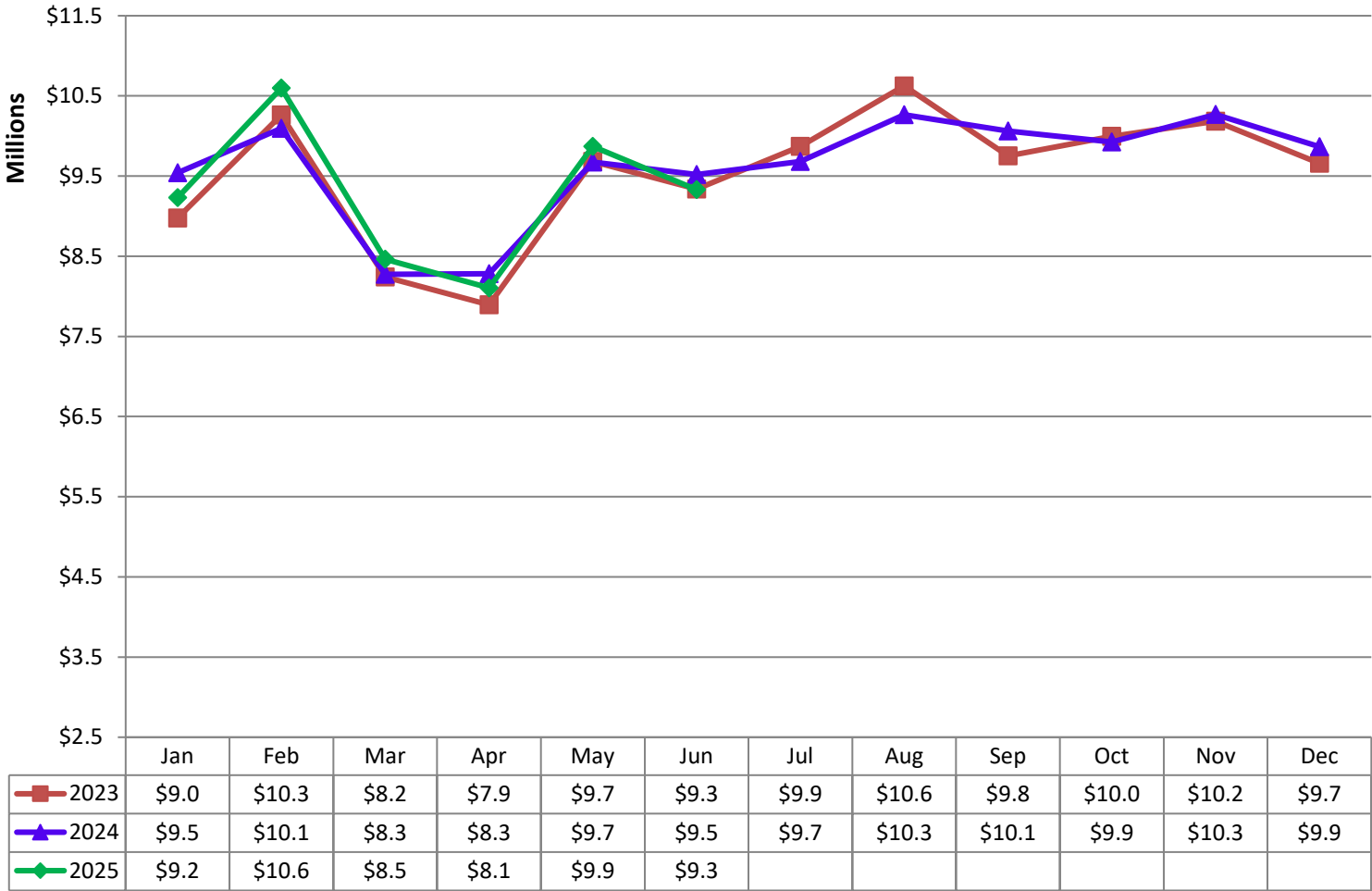
- 3.0% below 2025 budget
- 0.6% below YTD 2025 budget
- 2.0% below 2024 actual
- 0.4% above YTD 2024 actual

Total taxable sales for April were *down* 1.8% from April 2024. 2025 YTD sales are *up* 0.1% compared with April 2024 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 2.6% or \$14.1M in April 2025 vs April 2024 and is *up* by 1.8% or \$37.5M April 2025 YTD vs 2024 YTD
 - Other Miscellaneous Retailers *increased* 7.9% or \$27.1M April 2025 YTD over April 2024 YTD
 - Automotive Parts, Accessories, and Tire Retailers *increased* 15.4% or \$12.5M April 2025 YTD over April 2024 YTD
 - Grocery and Convenience Retailers *increased* 7.0% or \$8.3M April 2025 YTD over April 2024 YTD
 - Electronics and Appliance Retailers *increased* 5.4% or \$7.0M April 2025 YTD over April 2024 YTD
 - Automobile Dealers *increased* 0.6% or \$2.1M April 2025 YTD over April 2024 YTD
 - Other Motor Vehicle Dealers *increased* 3.0% or \$1.6M April 2025 YTD over April 2024 YTD
 - Gasoline Stations *increased* 2.4% or \$1.3M April 2025 YTD over April 2024 YTD
 - Lawn and Garden Equipment and Supplies Retailers *increased* 12.1% or \$1.1M April 2025 YTD over April 2024 YTD
 - Clothing and Clothing Accessories Retailers *increased* 1.3% or \$1.0M April 2025 YTD over April 2024 YTD
 - Fuel Dealers *decreased* 31.4% or \$-1.3M April 2025 YTD over April 2024 YTD
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 0.8% or \$-2.3M April 2025 YTD over April 2024 YTD
 - Department Stores Retailers *decreased* 14.5% or \$-2.5M April 2025 YTD over April 2024 YTD

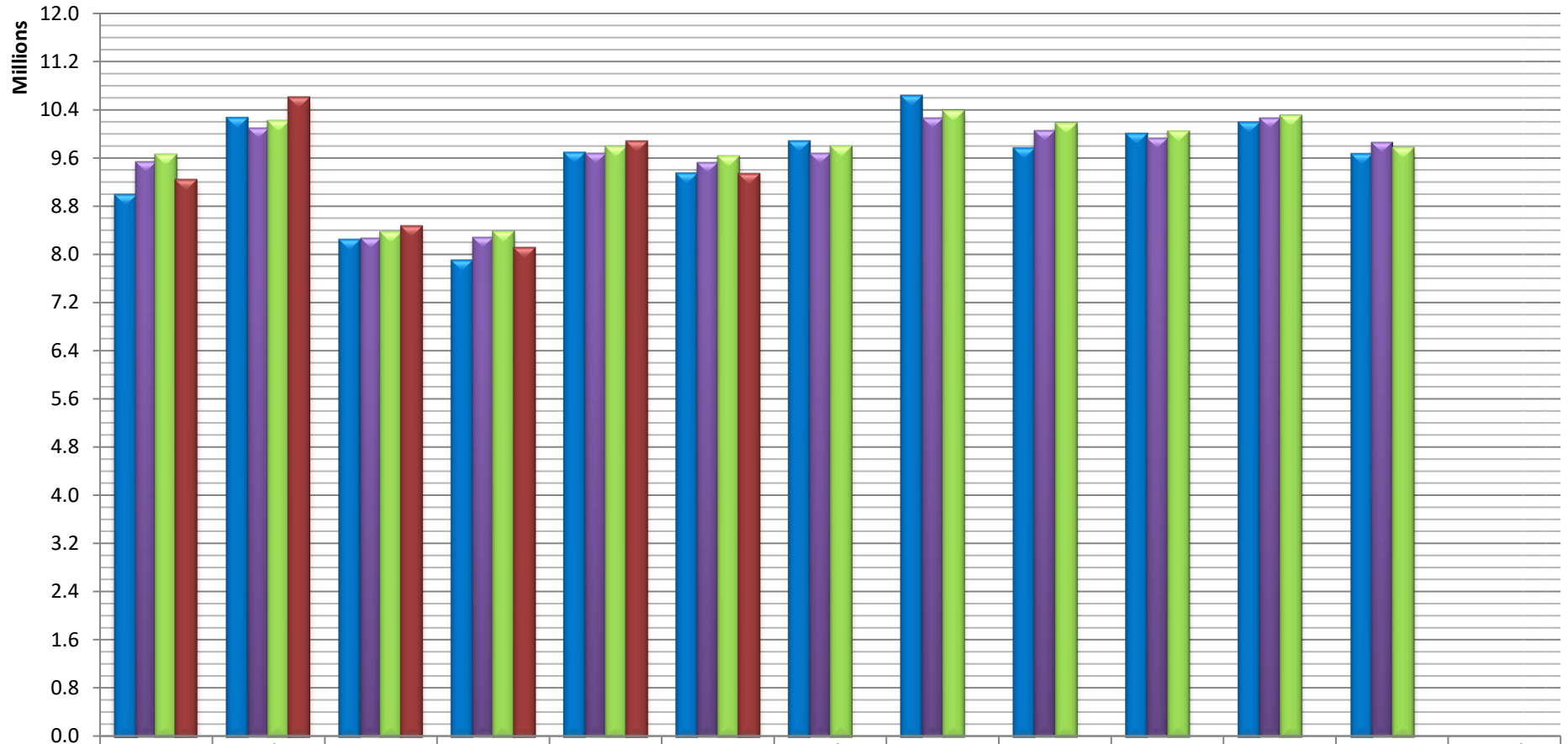
- Furniture and Home Furnishings Retailers *decreased* 5.9% or \$-3.2M April 2025 YTD over April 2024 YTD
- Building Material and Supplies Dealers *decreased* 3.0% or \$-5.7M April 2025 YTD over April 2024 YTD
- Health and Personal Care Retailers *decreased* 10.2% or \$-8.8M April 2025 YTD over April 2024 YTD
- Construction *decreased* by 6.0% or \$10.6M in April 2025 vs April 2024 and is *down* by 1.1% or \$6.9M April 2025 YTD vs 2024 YTD
- Accommodation and Food Services *increased* by 0.9% or \$1.1M in April 2025 vs April 2024 and is *up* by 1.2% or \$5.4M April 2025 YTD vs 2024 YTD

Sales Tax Revenue History-June 2025⁽¹⁾



(1) Voter-approved sales tax distributions lag two months after collection by the state. For example, collection of January's sales tax revenue is distributed in March.

2023 - 2025 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023 Actual	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,848	9,752,433	9,996,776	10,185,375	9,659,670	114,481,306
2024 Actual	9,541,665	10,094,347	8,274,027	8,280,274	9,674,060	9,518,036	9,681,216	10,265,657	10,060,167	9,926,563	10,268,086	9,865,311	115,449,409
2025 Budget	9,637,082	10,195,290	8,356,767	8,363,077	9,770,801	9,613,216	9,778,028	10,368,314	10,160,769	10,025,829	10,287,229	9,756,266	116,312,668
2025 Actual	9,232,330	10,597,034	8,464,344	8,105,275	9,870,270	9,328,991	-	-	-	-	-	-	55,598,244
\$ Mo. Var.	(309,335)	502,687	190,317	(174,999)	196,210	(189,045)	-	-	-	-	-	-	
% Mo. Var.	-3.2%	5.0%	2.3%	-2.1%	2.0%	-2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	(309,335)	193,352	383,669	208,670	404,880	215,835	-	-	-	-	-	-	
% YTD Var.	-3.2%	1.0%	1.4%	0.6%	0.9%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-4.2%	0.0%	0.4%	-0.4%	-0.1%	-0.6%	-0.5%	-0.4%	-0.4%	-0.4%	-0.4%	-0.3%	

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 14C : MAY 2025 FINANCIAL RESULTS SUMMARY

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

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

SUMMARY: Attached are the May 2025 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, May year-to-date revenue is 4.9% (\$3.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 9.2% higher than budget
- Sales Tax Revenue is 0.1% lower than the budget
- Federal & State Grant Revenue is 27.2% higher than budget
- Miscellaneous Revenue is 6.0% higher than budget

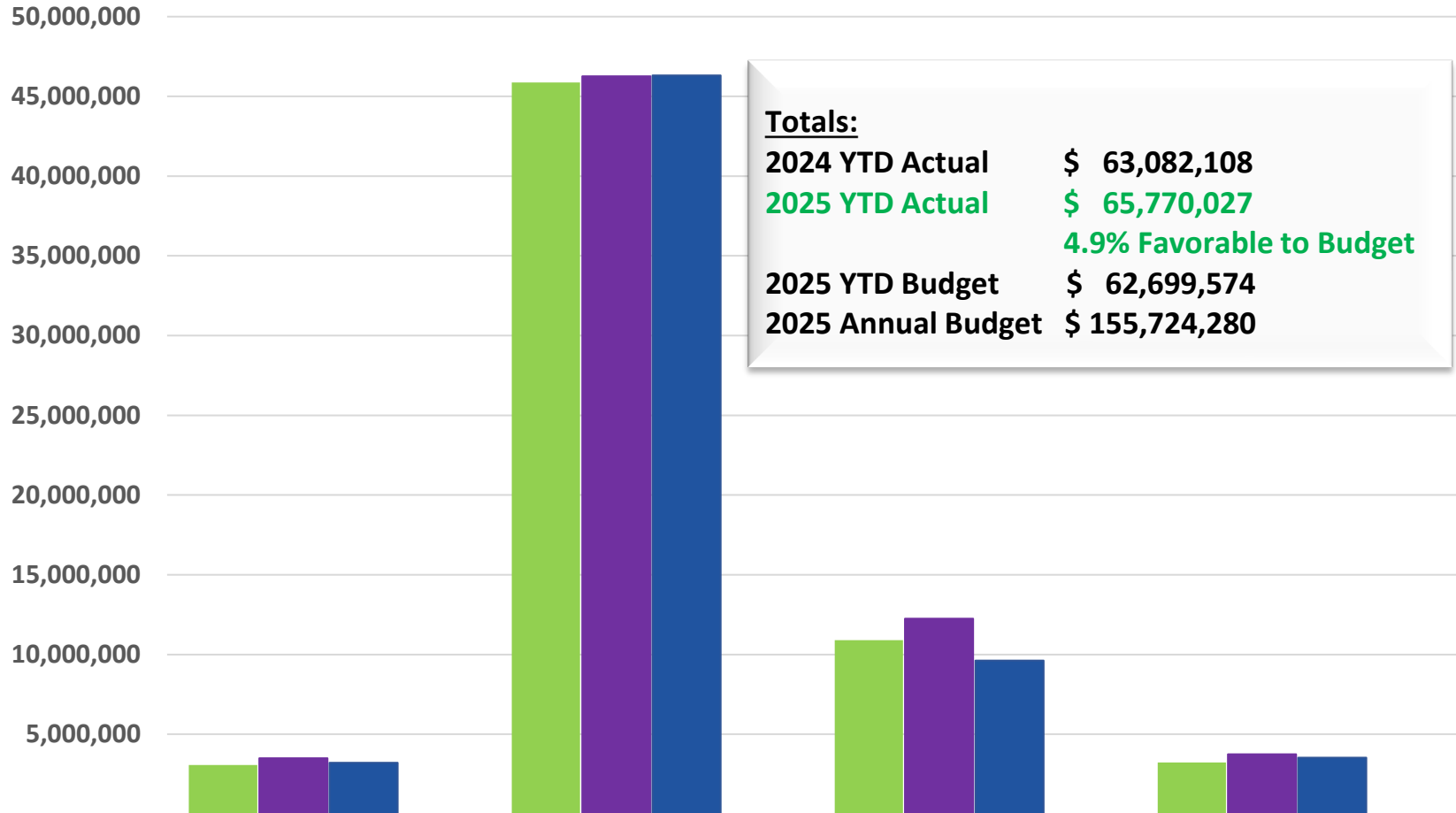
Operating Expenses

Overall, May year-to-date operating expenses are 4.7% (\$2.6M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 1.1% lower than budget
- Paratransit is 8.3% lower than budget
- Rideshare is 12.9% lower than budget
- Plaza is 11.8% lower than budget
- Administration is 14.2% lower than budget

RECOMMENDATION TO BOARD: Information only.

Spokane Transit Revenues ⁽¹⁾ - May YTD 2025

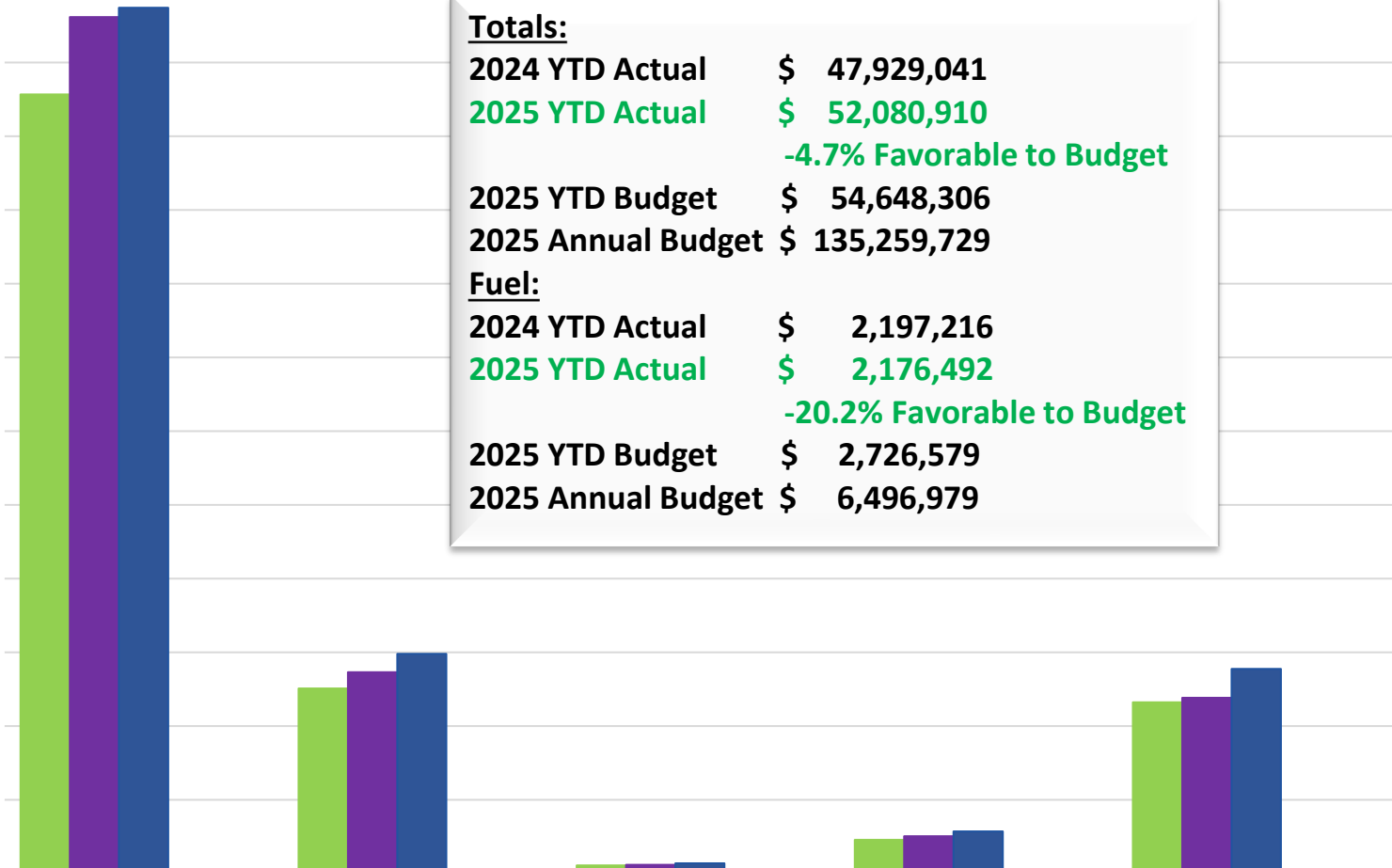


	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2024 YTD Actual	3,072,630	45,864,373	10,906,472	3,238,633
■ 2025 YTD Actual	3,504,442	46,269,253	12,247,960	3,748,372
■ 2025 YTD Budget	3,208,408	46,323,017	9,630,647	3,537,502
2025 YTD Budget Variance	9.2%	-0.1%	27.2%	6.0%
2025 Budget	7,808,056	116,312,668	23,113,552	8,490,004

(1) Above amounts exclude grants used for capital projects. Year-to-date May state capital grant reimbursements total \$3,854,371 and federal capital grant reimbursements total \$3,389,280.

Spokane Transit Operating Expenses⁽¹⁾ - May YTD 2025

36,000,000
33,000,000
30,000,000
27,000,000
24,000,000
21,000,000
18,000,000
15,000,000
12,000,000
9,000,000
6,000,000
3,000,000



Totals:
2024 YTD Actual \$ 47,929,041
2025 YTD Actual \$ 52,080,910
-4.7% Favorable to Budget
2025 YTD Budget \$ 54,648,306
2025 Annual Budget \$ 135,259,729

Fuel:
2024 YTD Actual \$ 2,197,216
2025 YTD Actual \$ 2,176,492
-20.2% Favorable to Budget
2025 YTD Budget \$ 2,726,579
2025 Annual Budget \$ 6,496,979

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
■ 2024 YTD Actual	31,707,936	7,534,135	333,007	1,378,745	6,975,218
■ 2025 YTD Actual	34,850,481	8,200,172	362,500	1,517,005	7,150,752
■ 2025 YTD Budget	35,232,187	8,945,686	416,328	1,719,867	8,334,238
■ 2025 YTD Budget Variance	-1.1%	-8.3%	-12.9%	-11.8%	-14.2%
2025 Total Budget	89,779,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$16,665,310 and Street/Road cooperative projects of \$0 for year-to-date May 2025.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 14D : MAY 2025 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Speirs)

SUBMITTED BY: Brandon Rapez-Betty, Interim Co-Chief Executive Officer /Chief Operations Officer

SUMMARY: There was one less number of weekdays in May 2025 compared to May 2024 (21 vs. 22). On-time performance for Fixed Route was 91.6% and Paratransit 94.5%.

FIXED ROUTE

Ridership	May 2025	May 2024	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	935,534	935,408	0.0%	3.9%
Average Daily Ridership	36,538	35,633	2.5%	4.7%
Adult Ridership	364,732	328,424	11.1%	1.0%
CCS Pass Ridership	42,249	34,594	22.1%	16.7%
Eagle Pass Ridership	28,349	30,797	-7.9%	-8.8%
Youth Ridership	209,505	189,558	10.5%	7.2%
% of Ridership by Youth	22.4%	20.3%	2.1%	0.6%
Reduced Fare / Paratransit Ridership	118,422	98,369	20.4%	8.8%

PARATRANSIT

Ridership	May 2025	May 2024	Month/Month % Change	Year/Year % Change
Combined	34,984	34,378	1.8%	4.8%
Directly Operated	18,750	19,074	-1.7%	5.6%
Purchased Transportation	16,234	15,304	6.1%	3.8%
SUV	1,202	1,145	5%	17.3%

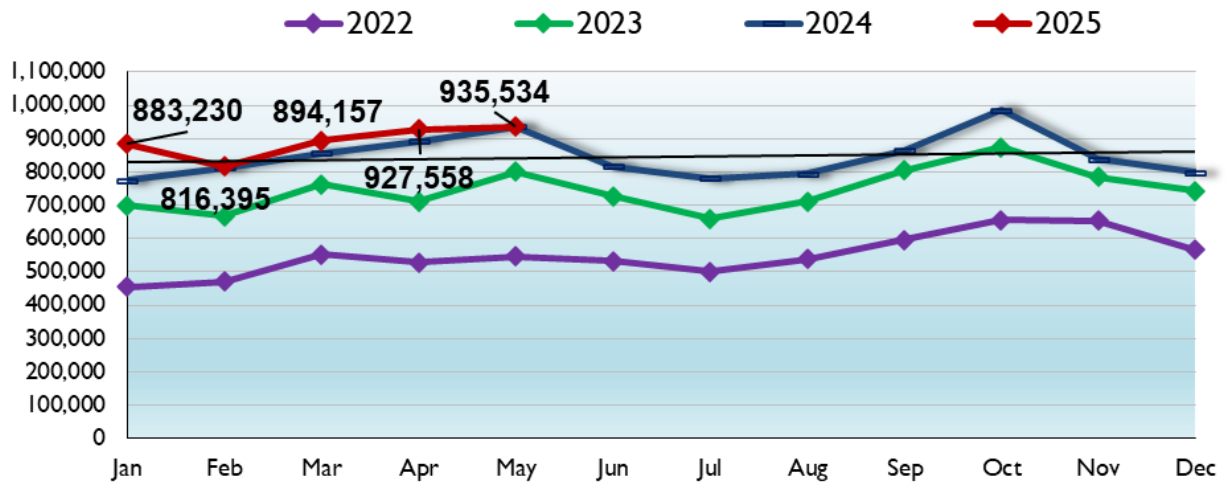
RIDESHARE

Ridership	May 2025	May 2024	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	9,130	8,861	3.0%	
Year to Date Customer Trips	43,780	44,795		-2.3
Monthly Active Groups	88	83	6.0%	3.5%
Unique Riders	397	402	2.2%	1.5%
Riders per Vehicle	4.73	4.67	-3.6%	-2.0%

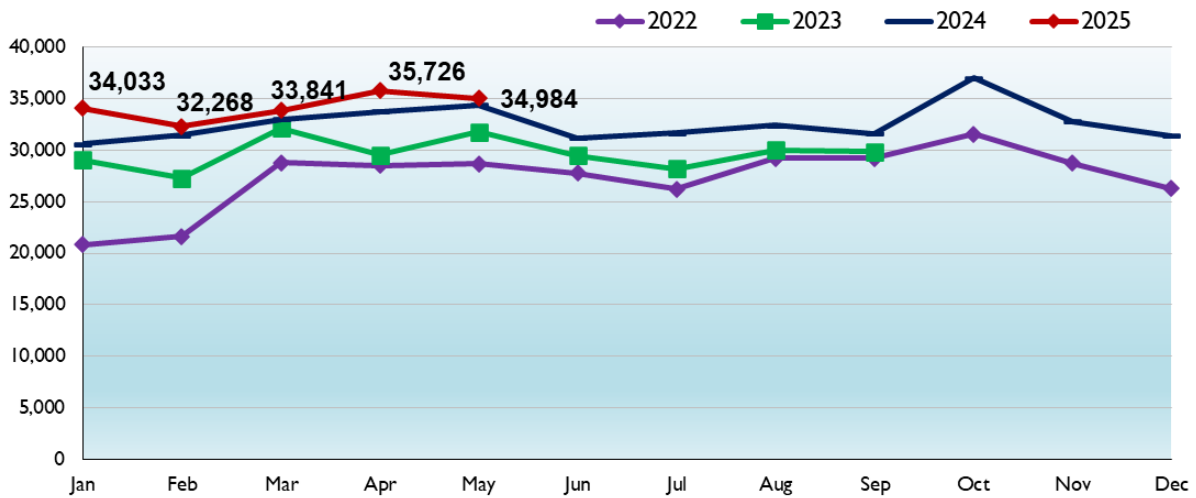
Group Formations and Folds
Airway Heights Corrections started three new groups.

RECOMMENDATION TO BOARD: Information only.

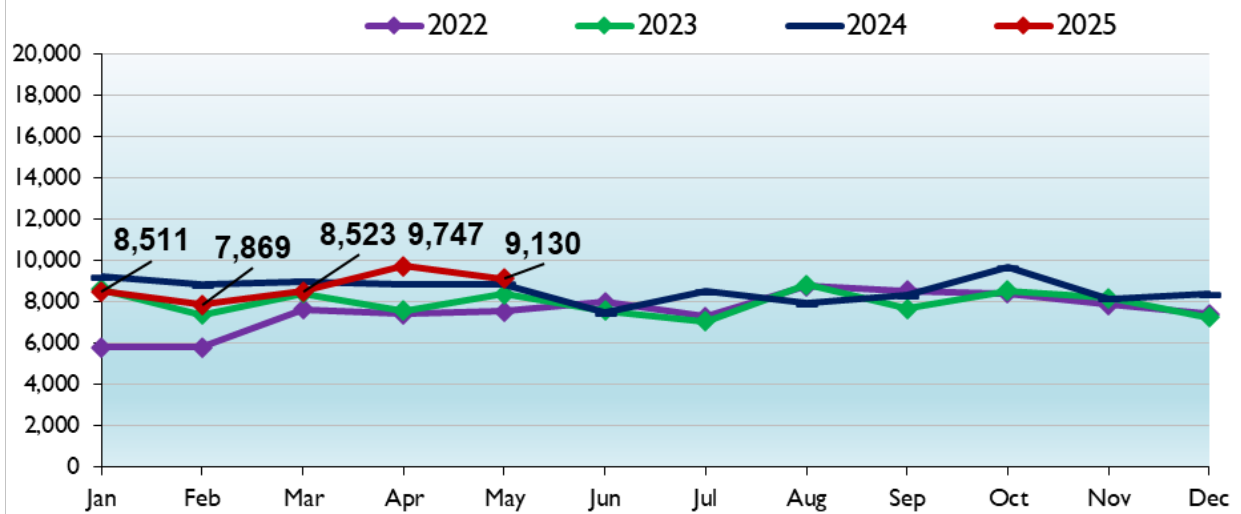
FIXED ROUTE RIDERSHIP



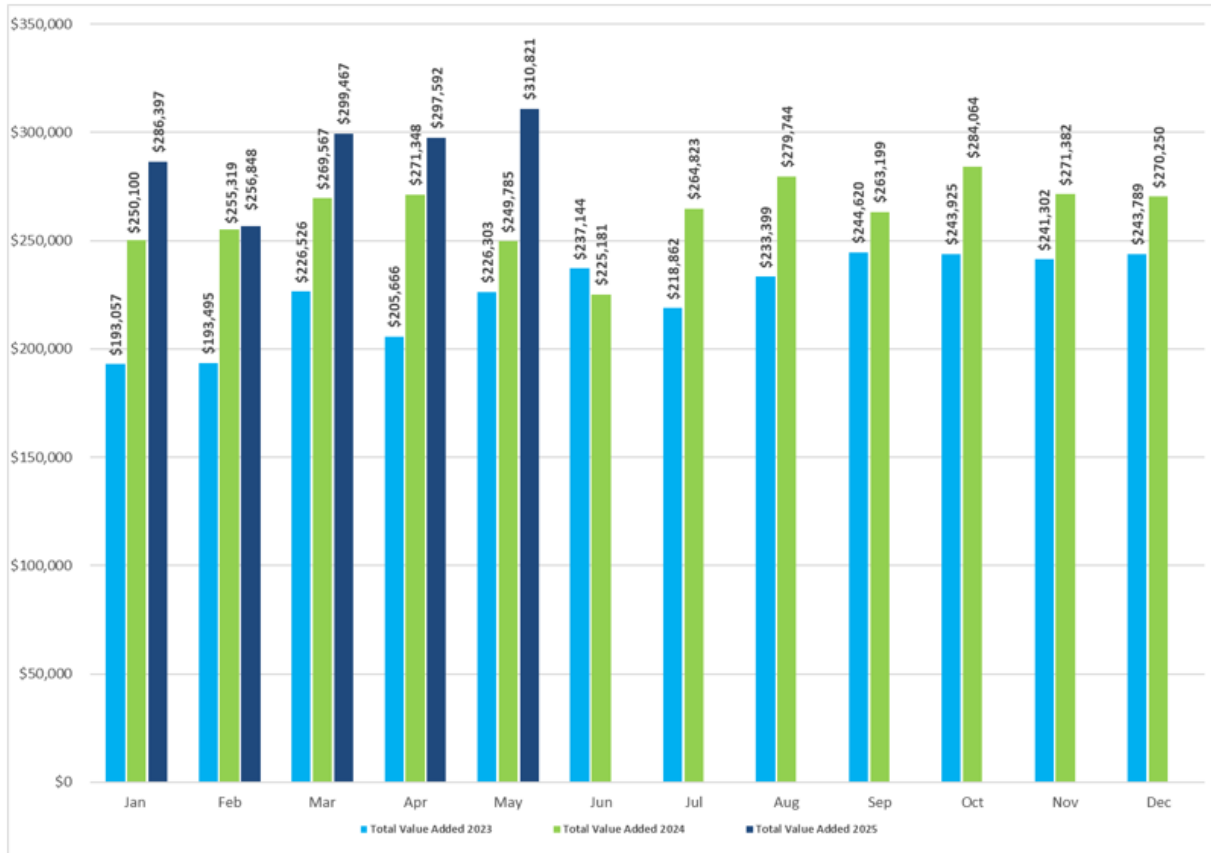
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

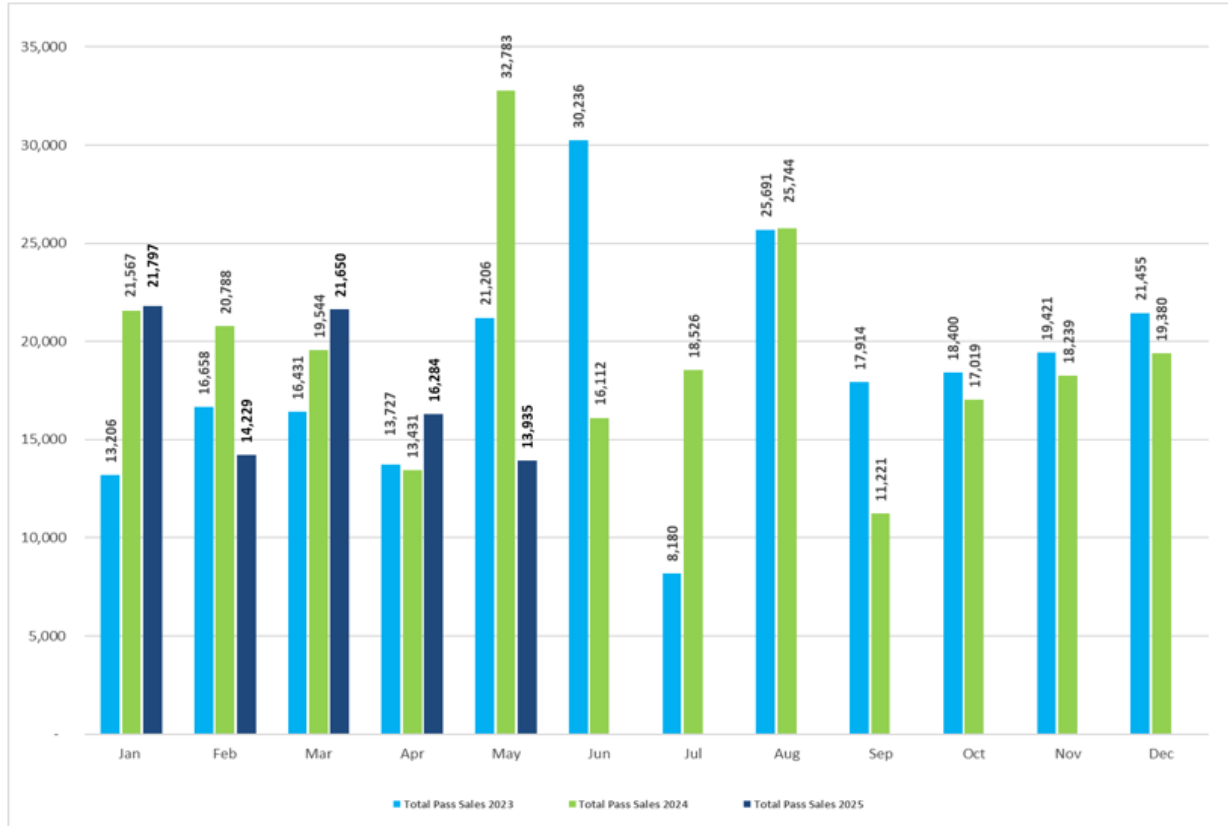


MONTHLY VALUE ADDED TO CONNECT CARDS



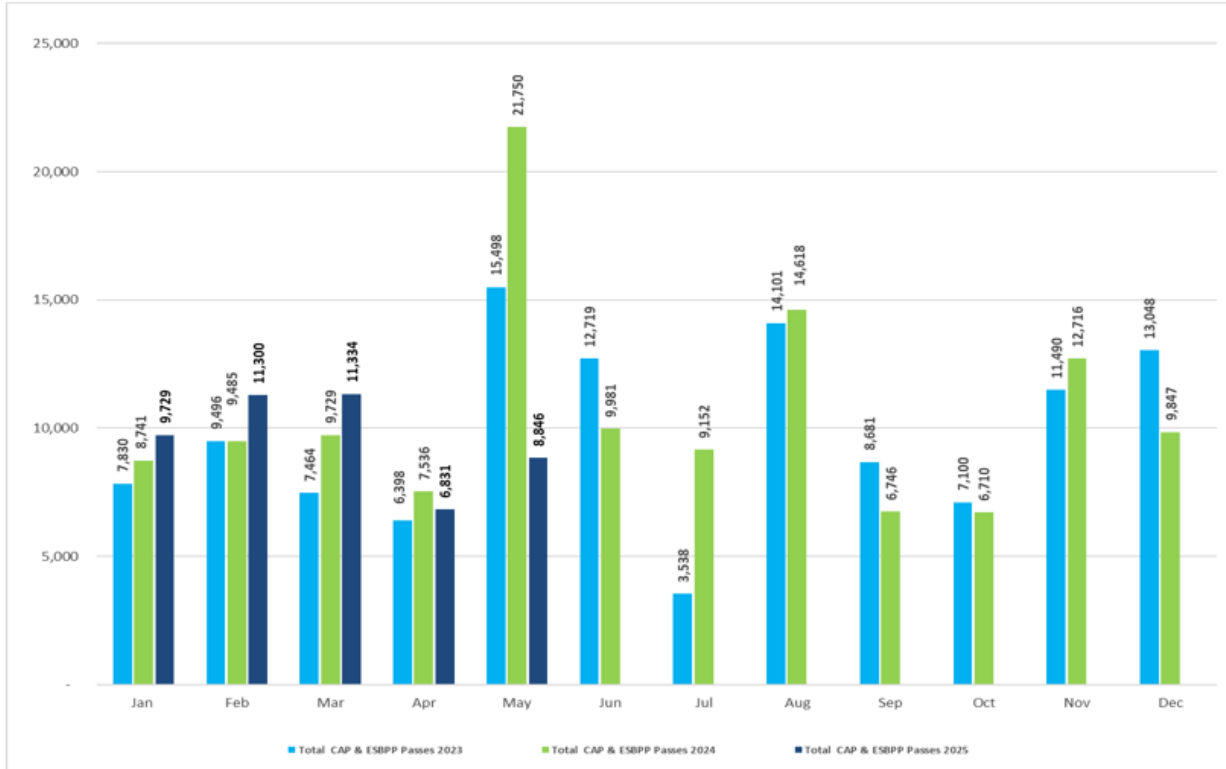
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
Autoload	\$ 52,248	\$ 69,891	\$ 84,081	20.3%
Call Center	\$ 22,696	\$ 35,982	\$ 43,459	20.8%
Customer Service Terminal	\$ 308,002	\$ 316,192	\$ 308,233	-2.5%
Customer Website	\$ 113,400	\$ 108,263	\$ 104,353	-3.6%
Mobile Ticketing	\$ 473,082	\$ 561,751	\$ 579,496	3.2%
Institutional Website	\$ 62,467	\$ 107,449	\$ 138,914	29.3%
Open Payments	\$ -	\$ 77,968	\$ 172,800	121.6%
Retail	\$ 13,152	\$ 18,623	\$ 19,789	6.3%
Total	\$ 1,045,047	\$ 1,296,118	\$ 1,451,126	12.0%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



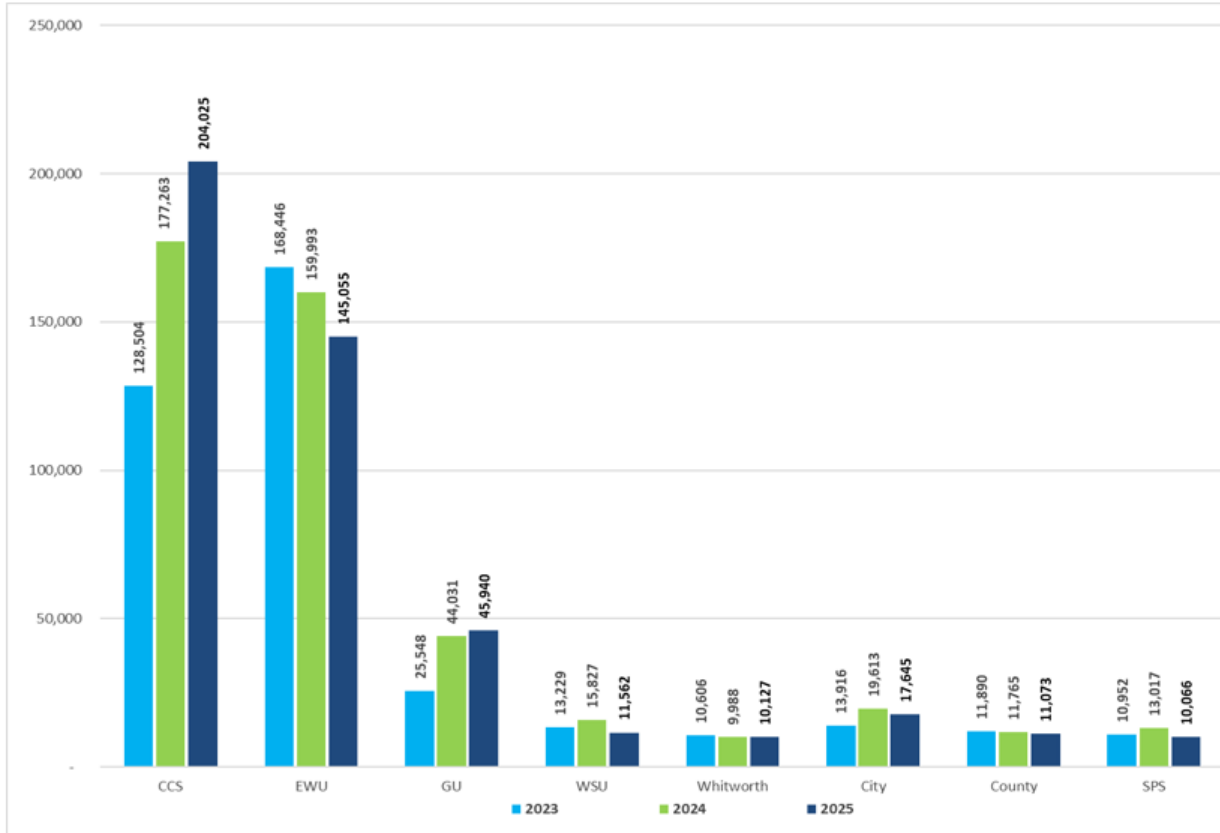
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride	29,841	39,695	30,300	-23.7%
7-Day	1,165	1,784	2,368	32.7%
Day Pass	44,652	60,075	48,825	-18.7%
Stars & Stripes/ Honored Rider	266	249	223	-10.4%
Paratransit Monthly	170	192	178	-7.3%
Shuttle Park	922	617	385	-37.6%
31-Day Rolling	4,212	5,501	5,616	2.1%
Total	81,228	108,113	87,895	-18.7%

COMMUNITY ACCESS AND EMPLOYER SPONSORED PASS SALES (Included in Total Passes Sold)



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride CAP	18,384	20,897	16,865	-19.3%
Day Pass CAP	26,341	34,097	29,002	-14.9%
Employer Sponsored Bus Pass	1,961	2,247	2,173	-3.3%
Total	46,686	57,241	48,040	-16.1%

MAY YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
CCS	128,504	177,263	204,025	15.1%
EWU	168,446	159,993	145,055	-9.3%
GU	25,548	44,031	45,940	4.3%
WSU	13,229	15,827	11,562	-26.9%
Whitworth	10,606	9,988	10,127	1.4%
City	13,916	19,613	17,645	-10.0%
County	11,890	11,765	11,073	-5.9%
Spokane Public Schools	10,952	13,017	10,066	-22.7%
Total	383,091	451,497	455,493	0.9%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 14E: TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Brian Jennings, Director of Community Development

SUMMARY: This report provides an update on the Transit Oriented Development (TOD) Pilot Project that implements Near-Term Investment Project D-04: Launch Transit Oriented Development Partnership.

BACKGROUND: In December 2021, the STA Board adopted resolution 790-21, identifying potential Near-Term Investment Project #D-04 that would advance up to two pilot TOD opportunities in connection to existing transit facilities. The resolution programmed up to \$2 million for the project.

In July 2024 the Board received an update sharing the proposed framework to implement the Near-Term Investment Project. The framework has three components that together provide a strategic approach to TOD investments while providing access to STA's TOD resources in jurisdictions across the PTBA, including the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and unincorporated areas of Spokane County.

PTBA Jurisdictions - \$1 Million Allocated

As presented last year, the proposed framework has three components:

- 1) **Identify and prioritize** current or future station locations in the PTBA with the greatest potential for TOD and opportunities for physical improvements via capital investment. This initial analysis is being conducted by STA and is nearing conclusion.
- 2) **Small scale technical assistance grants** via a competitive Request for Proposals (RFP) process open to all jurisdictions in the PTBA. The funding will assist with planning, design, or preliminary engineering work that improves pedestrian access to STA facilities closer to implementation.
- 3) **Station-Area planning grants** -Issue RFP for larger station-area planning grants that develop and deliver new land-use and sub-area plans intended for implementing TOD in concert with planned transit investments.

STA Properties - \$1 Million Allocated

- 1) **Identify and prioritize** – STA-owned facilities will also be considered and evaluated as part of this process.
- 2) **STA-owned properties** – Use funds for strategic land acquisitions, preliminary site-planning / programming, or feasibility analysis for redevelopment opportunities.

Analysis and development by staff started in Q4 2024 and is near completion. Review of the findings, jurisdiction outreach to gather their input on the location analysis will begin this month (June 2025). We anticipate the jurisdictions' area selection will be informed by their work on their comprehensive plan updates, currently underway. A final list of locations will be brought forward to the Board in September for official adoption as TOD areas of emphasis within the PTBA, leading to RFPs as described earlier in this report.

Revised Project Schedule	
Date	Activity
Jul 2024	P&D Committee presentation
Oct 2024	Begin Initial Analysis, build data sets
Apr-June	Review and Revise Initial Findings/Feedback/List
July 2025	Obtain local input on draft TOD Emphasis Areas Lists
July 2025	Refine TOD Emphasis Area lists based on jurisdiction feedback
Sep 2025	Present final list of regionally prioritized TOD Emphasis Areas to P&D Committee seeking recommendation to the Board
Sep 2025	Board resolution adopting TOD Emphasis Areas
Oct 2025	Draft and release initial RFPs for small scale technical assistance grants
Dec 2025	Applications Due - Evaluate and score projects for recommendation
Feb 2026	P&D Committee presentation of projects
Mar 2026	Board Resolution selecting projects

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

July 24, 2025

AGENDA ITEM 14F: 2026-2029 TITLE VI PROGRAM UPDATE: ENGAGEMENT PLAN

REFERRAL COMMITTEE: Planning and Development (*Hattenburg*)

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO / Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: Public transit agencies are required by the Federal Transit Administration (FTA) to establish a Title VI Program and update that program every three years. Spokane Transit Authority's (STA) existing Title VI Program, last adopted in 2023, must be updated and approved by the Board of Directors by February 1, 2026, when the current program expires. At the July 9, 2025, Planning & Development Committee meeting, staff presented the proposed public outreach efforts detailed in the attached draft engagement plan.

BACKGROUND: According to Section 601 of Title VI of the Civil Rights Act of 1964:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

To ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program. STA's Title VI Program is required to include the following:

- Title VI Program Public Notice
- Complaint form and procedures
- Public participation plan (including an outreach plan to engage minority and limited English proficiency (LEP) populations)*
- Demographic analysis of the service area
- Collection and reporting on survey data regarding demographics and travel patterns*
- Inclusion of any evaluations of service and fare equity changes
- System-wide service standards and system-wide service policies

Outreach and engagement with the community are necessary to fulfill several requirements of the Title VI program, noted with an asterisk above. Staff will present the proposed public outreach efforts and engagement schedule and will consider input from the Committee.

RECOMMENDATION TO BOARD: Information only.

2026 Title VI Program Update:

Draft Public Outreach and Engagement Plan

Introduction

According to Section 601 of Title VI of the Civil Rights Act of 1964:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Civil Rights Restoration Act of 1987 further clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities (i.e. STA is a covered entity) without regard to whether specific portions of the covered program or activity are federally funded. The term “program or activity” means all operations of a department, agency, special purpose district, government, or the entity of such State or local government that distributes such assistance and each department or agency to which assistance is extended, in the case of assistance to a State or local government (FTA C 4702.1B, Chap. II-I). The Federal Transit Administration (FTA), from which STA receives Federal funds, is required to fulfill the US Department of Transportation’s (USDOT) Title VI regulations (49 CFR part 21). Therefore, to ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program.

As STA begins its required update to the current adopted *2023 Title VI Plan*, it is time to evaluate the critical audience groups, and how to engage the public and stakeholders throughout this process.

Outreach Strategy Goals

STA’s Title VI outreach primarily emphasizes these strategies to provide clear and accessible information to the public on data gathered that informs the Title VI Program update. The broad-based input of this strategy would include the on-board rider survey and a targeted stakeholder/provider survey.

Following the Communications and Public Input Policies (CI 1.0) in STA’s comprehensive plan, Connect Spokane, the design of engagement and outreach strategies will include the elements of:

Inform – Promote awareness and educate

Consult – Seek broad-based input/feedback

Key Audience Groups

The engagement efforts for this Title VI Program update will target the following broad audience groups:

Community-at-large: This refers to all residents within STA’s Public Transportation Benefit Area (PTBA), with particular attention to minority populations, Limited English Proficiency (LEP) individuals, and low-income communities. Engagement with this broad group will primarily leverage virtual and mass communication channels.

Bus Riders: As primary users of STA services, reaching bus riders is crucial for gathering demographic and travel pattern information, a key requirement for STA’s Title VI Plan.

Social/Community Stakeholders: This group includes community-based organizations, and social service providers that serve vulnerable and specific Title VI populations. Engagement will focus on understanding their service needs and how STA can better support their communities.

Vulnerable Populations: Identified using various mapping tools, these populations include:

- People experiencing poverty
- Ethnic minorities
- People who speak English less than "very well" (LEP)

Engagement Methods

The table below identifies the proposed methods of outreach and engagement for the Title VI Program Update. Other opportunities for engagement will be distributed via social media, email, and other channels.

The project website will be located at: <https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

Method	Purpose
Website	A notice will be posted on STA’s Title VI webpage that the update is underway and that STA welcomes and encourages feedback on the plan. Drafts of the program will be posted for review.
STA Newsletter	Information will be provided on the update and that STA welcomes and encourages feedback on the plan.
Statistical On-Board Survey	Designed to collect customer demographic and travel patterns. This is a requirement for STA’s Title VI Plan (completed).
Stakeholder / Provider Survey	STA staff will survey stakeholders and community-based organizations that serve minority, low-income, and LEP populations.
Community Based Events / Meetings	Information will be provided on the update that the STA welcomes and encourages feedback on the plan.
Regional Equity Meeting	Engage with Spokane Regional Transportation Council’s (SRTC) Equity Workgroup to provide information and coordinate the regional planning process.
Online Video	Information will be provided on the Title VI Program update and that the STA welcomes and encourages feedback on the plan.

Method	Purpose
Targeted Interviews	STA staff will engage community based organizations who serve minority, low-income, and LEP populations in one-on-one interviews.

This comprehensive public engagement plan is designed to transparently involve the community and stakeholders in the Spokane Transit Authority's (STA) 2026 Title VI Program update. By fostering awareness, gathering diverse input, promoting inclusivity, and demonstrating commitment to equitable service, STA aims to develop a robust Title VI Program that meets federal requirements and genuinely addresses local needs.

Key Message Points

As the Title VI update advances, it will be critical to consistently communicate key messaging points. Key messaging points include:

Purpose: This plan guides our organization to ensure we do not discriminate on the basis of race, color, or national origin. We use this program to review how we serve and engage minorities, low-income and limited-English speaking individuals.

Time Requirements: The Federal Transit Administration (FTA) requires Title VI Programs to be updated every three years. STA’s current program expires March 31, 2026. The Title VI Program must be adopted by the STA Board of Directors prior to the expiration of the current Program.

Content Requirements: FTA Circular 4702.1B contains the guidance and instructions necessary to carry out Title VI regulations, including identifying specific content that must be in a Title VI Program.

Key Audience Groups

In broad terms, the audience map is:

- Community-at-large
- Bus riders
- Social/Community stakeholders
- Vulnerable populations

Community-at-large

The community-at-large refers to residents of communities within STA’s Public Transportation Benefit Area (PTBA), with particular attention to minority populations, limited English proficiency (LEP) individuals, and low-income communities. When talking about general community engagement, this is the group being referenced. This strategy includes:

- Social media posts
- Updated website project page

- Newsletter item
- Website news item
- Informational online video

Bus riders

Clearly, reaching bus riders will be important, as one of the key tasks required is to gather information on demographics and travel patterns of STA riders. There was a total of 1,739 surveys collected during the 2025 Rider Census that was conducted from April 28, 2025 to May 9, 2025. This survey effort included:

- Translated surveys
- Hybrid (paper and online) surveys
- Informational flyer
- Incentives
- Messaging tactics
 - Newsletter item
 - Website news item
 - Website carousel banner
 - Short URL (spokanetransit.com/ridercensus)
 - Plaza stanchions
 - Bulkheads
 - Digital monitor video
 - Social media posts

Social/Community stakeholders

Social and community stakeholders include community-based organizations and social service providers that provide services accessed by vulnerable and specific Title VI populations. Engagement will include a survey in mid-July 2025, to find out more about the populations accessing STA services and includes:

- Hybrid (paper and online) approach
- Fact sheet
- Messaging tactics:
 - Newsletter item

To ensure that engagement is targeted at minority, low-income, and LEP populations, STA staff will also conduct one-on-one interviews with a focused group of community-based organizations. This strategy will allow STA staff to learn about the transportation needs of the vulnerable populations they serve and opportunities for improvement in delivery. This strategy includes:

- Hybrid (in-person and online) meetings at the organization's preference
- Fact sheet
- Presentation

Vulnerable Populations

Several tools are available for identifying vulnerable population communities, which will be critical for targeted outreach to ensure inclusivity:

- 1) SRTC Social Equity Mapping Tool: Aids in consistently evaluating transportation planning projects and programs against Title VI, ADA, Environmental Justice (EJ), and Limited English Proficiency (LEP).
- 2) U.S. Department of Justice LEP Language Map App: Used to identify LEP populations by county to inform language translation needs and outreach methods.
- 3) Washington Tracking Network’s Information by Location Tool (Washington State Department of Health): Used to identify populations with disabilities and other vulnerable populations (e.g., poverty, race/ethnicity, language, and income).

Audience Group Engagement Table

Audience Group	Website	Survey	Online Video	Community Meetings/Events
Community-at-large	X		X	X
Social/Community Stakeholders	X	X	X	X
Bus riders	X	X	X	
Vulnerable populations	X	X	X	

Draft Outreach Schedule

Spokane Transit's Title VI Program update is dependent upon a targeted outreach approach to reach key populations. This draft schedule provides a framework for engagement.

Date	Audience	Description
7/14/2025	Provider Survey Open	Launch targeted provider survey to local CBOs
7/25/2025	Provider Survey Close	Close the targeted survey after two weeks
7/25/2025	SRTC Equity Workgroup	Project overview, timeline, outreach Schedule
8/16/2025	Unity in the Community	Tabling event
9/3/2025	STA Planning and Development (P&D) Committee	Update on engagement and surveys and timeline
9/10/2025	STA Citizen Advisory Committee (CAC)	Project update, engagement, surveys
9/20/2025 - 9/21/2025	Valleyfest	Tabling event
9/26/2025	SRTC Equity Workgroup	Public comment period, public hearing
10/16/2025	Public Notice	Public Notice, SEPA
10/25/2025	El Mercadito	Tabling event
11/5/2025	P&D Committee	Draft plan, upcoming public hearing
11/6/2025	City of Spokane Community Assembly	Draft plan, upcoming public hearing
11/12/2025	CAC	Draft plan, upcoming public hearing
11/20/2025	STA Board of Directors	Public Hearing
12/3/2025	P&D Committee	Recommend Adoption
12/18/2025	STA Board of Directors	Adoption by Resolution

15.

EXECUTIVE SESSION

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

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

The STA Board of Directors will reconvene in open session approximately 10 minutes after adjourning to Executive Session. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

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

Estimated time – 10 minutes

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