

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, September 18, 2025, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED THIS 18<sup>th</sup> DAY OF SEPTEMBER 2025.



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

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Join with the following link:

<https://spokanetransit.webex.com/spokanetransit/j.php?MTID=m9f99f1aa890c9a2742e263baa47778b7>

Webinar number: 2489 165 5627

**Board Member Password: 2025**

Guest Password: Guest

Additional joining details can be found on page two of the Agenda

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 4 :** APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Pam Haley, STA Board Chair

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

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

**FINAL REVIEW FOR BOARD BY:**

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

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

## BOARD MEETING

Thursday, September 18, 2025  
1:30 – 3:00 p.m.

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

## AGENDA

1. Call to Order and Roll Call (*Chair Haley*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair Haley*)
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
  - A. Washington State Department of Transportation Wall of Fame Honorees – Recognition (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of July 26, 2025, STA Board Meeting– Corrections/Approval
  - B. Minutes of August 21, 2025, Special STA Board Meeting– Corrections/Approval
  - C. Approval of July and August 2025 Vouchers (*Robert Hamud*)
  - D. Public Works Contracts under \$35,000: Final Acceptance (*Brandon Rapez-Betty*)
  - E. Plaza 222A Furniture Phase II: Final Acceptance (*Brandon Rapez-Betty*)
  - F. Route 95 Bus Stop Improvements: Final Acceptance (*Karl Otterstrom*)
  - G. Sprague Line-Phase 1: Final Acceptance (*Emily Poole*)
  - H. 2024 Service Change Bus Stop Improvements Phase 1: Final Acceptance (*Karl Otterstrom*)
  - I. Millwood Transit Improvements Interlocal Agreement (*Emily Poole*)
  - J. Safety Telematics – Award of Contract (*Brandon Rapez-Betty*)
  - K. Argonne Station Park & Ride: Full Design Endorsement (*Emily Poole/Dan Wells*)
8. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chair*)
9. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Tim Hattenburg*)
10. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Lance Speirs*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. August 2025 Sales Tax Revenue (*Robert Hamud*)
  - C. July 2025 Financial Results Summary (*Robert Hamud*)
  - D. July 2025 Operating Indicators (*Brandon Rapez-Betty*)
  - E. 2025 Paratransit Survey Results Summary (*Carly Cortright*)
  - F. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
  - G. 2026-2029 Title VI Program Update (*Emily Poole*)
  - H. Connect 2035 Strategic Plan Funding Review (*Karl Otterstrom*)

- 12. *Board Information, Continued*
  - I. 2025 Second Quarter Year-to-Date Performance Measures (*Brandon Rapez-Betty*)
  - J. 2024 State Audit Report (*Robert Hamud*)
  - K. June 2025 Semi-Annual Financial Reports (*Robert Hamud*)
  - L. 2<sup>nd</sup> Quarter 2025 Service Planning Input Report (*Emily Poole*)
  - M. September 2025 Service Change (*Emily Poole*)
  - N. Federal Transit Administration Section 5310: Call for Projects Preliminary Update (*Emily Poole*)
- 13. New Business
- 14. Board Member Expressions
- 15. Executive Session: 25 minutes

*RCW 42.30.110 (1)(i)(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.*

*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*

*RCW 42.30.110(1)(a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.*

- 16. Adjourn (*Chair Haley*)

Virtual Joining link:	<a href="#">Click Here to Join Virtually</a>	
Password:	<b>Board Members: 2025  </b>	<b>Guests: Guest</b>
Call-in Number:	1-408-418-9388	Event #: 2489 165 5627

Cable 5 Broadcast Dates and Times of September 18, 2025, Board Meeting:

Saturday, September 20, 2025	4:00 p.m.
Monday, September 22, 2025	10:00 a.m.
Tuesday, September 23, 2025	8:00 p.m.

October Committee Meetings, Wednesday:

Planning & Development	October 1, 2025	10:00 a.m.
Performance Monitoring & External Relations	October 1, 2025	10:00 a.m.
Board Operations	October 8, 2025	1:30 p.m.

October Board Meeting:

Thursday, October 16, 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](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

## 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](mailto: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](mailto:clerk@spokanetransit.com).

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2024

**AGENDA ITEM 6 :** WASHINGTON STATE DEPARTMENT OF TRANSPORTATION WALL OF FAME HONOREES – RECOGNITION

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The Washington State Department of Transportation, through their “Wall of Fame” program, recognizes exemplary employees for their dedication, innovation, customer service, and professionalism. Each public transportation agency is eligible to select two individuals and one team for recognition.

The 2023 Wall of Fame Honorees were recognized at the Wall of Fame Banquet on August 14 as part of the Washington State Public Transportation Conference.

Please see the attached Staff Report to read about this year’s Wall of Fame honorees.

**RECOMMENDATION TO BOARD:** Recognize the 2023 Wall of Fame Honorees for their dedication, innovation, customer service, and professionalism.

**FINAL REVIEW FOR BOARD BY:**

Division Head   NW   Chief Executive Officer   KO   Legal Counsel   MC

**SPOKANE TRANSIT AUTHORITY**  
**Staff Report from CEO**

**SUBJECT: 2023 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION WALL OF FAME WINNERS**

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Thanks to those of you who nominated your co-workers for the 2023 Washington State Department of Transportation Wall of Fame award. It is exciting to see the high regard and appreciation you have for one another. We received nine individual nominations and eight team nominations. The nominees were outstanding, and I understand the selection was difficult. The selection team included the 2022 Wall of Fame recipients: Michelle Trotchie, Jake Goss, Jenni Knoll, and Krissy Ellis. I thank them for their work on such an important task.

According to the guidelines provided by the state, an individual must have exhibited excellence in public service, provided exemplary customer service, ensured a positive work environment, retained safe driving records, resolved an extremely difficult task, consistently performed above expectations, promoted teamwork, and/or have been an outstanding ambassador for the agency. A team must have accomplished a difficult operational, financial, organizational, or public service objective, transforming the work environment, inspiring others, increasing efficiencies, and providing exemplary customer service. In order to be meaningful to STA, our core values of team player, respect, accountable, neighbors, service, innovative, and trained were also taken into consideration.

The following nominees were chosen as the 2023 Wall of Fame recipients and these are excerpts from the nominators' comments:

**Nathan Mauger, Senior Communications & Marketing Manager**

Nathan consistently performs above expectations and is an outstanding ambassador for our agency in his accomplished and award-winning videography. Since joining STA, the Marketing and Communications team have won multiple first place AdWheel awards from ATPA almost every year under Nathan's leadership. They won the Grand Award twice, in 2021 and 2023. The team is also up for two Grand Prize awards in 2024. These campaigns have included the hilarious "How to Ride STA" video, the "That's Bussin'" series which targets the youth audience, and City Line launch commercials. All of these have required filming, editing, and production, sometimes under tight time constraints. The end result is electric thanks to Nathan's keen eye in filming and meticulous editing skills. Nathan is a visionary in making all the pieces come together.

What makes Nathan's leadership and videography so important for STA is the tremendous cost-savings to the Agency. The City Line commercials alone if we had hired an outside agency to produce would have cost close to, if not, six figures. Possessing this type of talent in house and being able to train others for the future to continually showcase Spokane Transit to the community is paramount.

If that wasn't enough, also in 2023, Nathan went above and beyond in planning the City Line launch events. He was instrumental in leading the team in developing run-downs for both the opening day block parties and the official ribbon cutting ceremony. His nuance for detail helped make sure everything went smoothly at both events, and Nathan's leadership of the team ensured we worked like a fine oiled machine those two days, to the delight of thousands, and showcased Spokane Transit to our community and other dignitaries such as the FTA and the Governor.

## **Jessica Kelch, Senior Project Manager**

Jessica has exemplified every aspect of TRANSIT for over 10 years at STA.

**Team Player:** Even before attaining a Senior level position, Jessica prided herself on being an approachable, knowledgeable professional who makes every STA employee feel appreciated and valuable. Outside of STA, she has forged strong relationships and respect from contractors, vendors, and suppliers with her attention to detail and clear expectations.

**Respect:** While she would never demand respect, Jessica earns it on a daily basis through thoughtful collaboration with internal staff and contractors. In our department, she is considered the go-to expert in regard to technical issues and jurisdictional public works requirements.

**Accountable:** Jessica is often the first one in the office and the last one to leave - even during days off and weekends to keep projects on track. During COVID, many employees worked from home while she remained in the office to ensure accessibility and support for ongoing facility projects.

**Neighbors:** Jessica is the person that will help out with anything anybody asks with no expectation of recognition.

**Service:** Jessica has continuously proven to be a technically competent professional who delivers projects within budget at the highest quality possible.

**Innovative:** As a proficient problem solver, Jessica is often the first person staff can call when confronted with a new or difficult situation.

**Trained:** Jessica always puts safety first, with an emphasis on coworkers and jobsite laborers. She meticulously ensures jobsites are following relevant safety protocols and isn't afraid to point out hazards.

In addition to core values, Jessica is a compassionate and empathetic personality who listens intently and understands the professional, technical, and emotional needs of coworkers. She is passionate about providing and maintaining a safe and supportive work environment for STA and its customers.

## **Zero Emission Bus (ZEB) Maintenance Team**

*Tony Jones, Chris Camarata, Michael Ketterer, Christian Bigger*

Tony and Chris make up the team that services STA's battery electric bus (BEB) fleet. Their work is vital to the success of the City Line, Route 4 electrification, and overall BEB utilization. This team maintains a City Line coach availability average of 93% (10/11 coaches). The monthly average availability of STA's entire fleet is about 82%. With such a small City Line fleet, maintaining this high of a coach availability is especially impressive.

The team utilized some creative improvisation to complete a Proterra recall in less than four months. While this recall has been a challenge for other agencies, the team's work increased STA's BEB fleet by 11. High fleet availability has enabled STA's highest ridership route, Route 4, to be completely performed by BEBs.

Consistently, STA has over 35 BEBs in service out of a service requirement of 131, which is over 25%. The ZEB team is just two individuals out of the 60 fixed route maintenance staff, or 3%. This small team has been self-disciplined and motivated and is responsible for making a large percentage of STA's BEB service possible.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 7A :** MINUTES OF THE JULY 24, 2025, BOARD MEETING - CORRECTIONS  
AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Minutes of the July 24, 2025, STA Board meeting 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 July 24, 2025, Meeting  
*STA Boardroom with Virtual Joining Option*

### MEMBERS PRESENT

Lance Speirs, Medical Lake (*Chair pro tem*)  
Al French, Spokane County  
Betsy Wilkerson, City of Spokane  
Josh Kerns, Spokane County  
Paul Dillon, alt. for Kitty Klitzke, City of Spokane  
Michael Cathcart, City of Spokane  
Rod Higgins, Alt. for Pam Haley, City of Spokane Valley  
Tim Hattenburg, City of Spokane Valley  
Zack Zappone, City of Spokane  
Chris Grover, Cheney-*ex-officio*  
Hank Bynaker, Airway Heights-*ex-officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### MEMBERS ABSENT

Dan Dunne, Liberty Lake *ex-officio*  
Dan Sander, Millwood-*ex-officio*

### 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  
Tammy Johnston, Interim Chief Financial Officer  
Kade Peterson, Chief Information Officer  
Dana Infalt, Clerk of the Authority

### PROVIDING LEGAL COUNSEL

Ron VanWert, Etter, McMahon  
Megan Clark, Etter, McMahon (*virtual*)

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1. Call to Order and Roll Call – The Chair called the meeting to order, and the Clerk conducted roll call.
  2. Pledge of Allegiance
  3. Excused Absences
  4. Approve Board Agenda

**Ms. Wilkerson moved to approve the agenda with an amendment to take items 8 and 9 out of order to allow for full Board member participation. Mr. French seconded and the motion passed unanimously.**

8. Board Action – Other (taken out of order)

A. Minutes of June 26, 2025, STA Board Meeting were presented with an amendment.

**Mr. French moved to approve the amended minutes of the June 26, 2025, STA Board Meeting, as amended and asked to speak to the motion upon receiving a second. Mr. Hattenburg seconded, and the motion passed unanimously.**

Mr. French advised that he wanted to ensure the minutes reflected the fact that the majority of the small cities' representatives supported the recommendation from the Task Force to move the CEO candidate forward but the voting representative from the small cities did not vote that way. STA Rules of Procedures suggest the small cities' voting representative is supposed to follow the recommendation of the majority of the small cities' representatives.

- B. CEO Contract Approval - Ms. Clark advised the Board members had been provided with a copy of the proposed contract in an email prior to today's Board meeting. She said the Board could adjourn to Executive Session under RCW 42.30.110(g) if anyone wanted to discuss it. Mr. Cathcart clarified the version being voted on was the one received.

**Mr. Zappone moved to approve the recommendation as stated. Mr. Hattenburg seconded.**

Ms. Clark advised that the term of the contract length could be clarified by way of the motion by Mr. Zappone, and it would be best to finalize that provision to finalize the agreement prior to the vote. She advised the contract term was stated as three years and Mr. Zappone confirmed that was his intent.

Mr. Bynaker asked for confirmation that Mr. Otterstrom had requested a five-year contract term to coincide with Connect 2035 and the Division BRT rollout and STA's presentation to the Federal Transit Administration. Mr. Bynaker requested legal counsel to confirm the request was in the packet provided to Board Members. Ms. Clark confirmed it was in the packet.

**Mr. French moved to amend the motion to extend the term to a five-year term, under the stated reason. Mr. Hattenburg seconded.**

Discussion ensued regarding the contract term, industry standards, and contract termination provisions that existed for both parties.

**The chair called for a vote on the amendment to the motion. The amendment to the motion passed unanimously.**

**The Chair called for a vote on the motion to appoint Karl Otterstrom as STA's Chief Executive Officer pursuant to STA's Bylaws, approve the negotiated contract with Mr. Otterstrom, and authorize the Board Chair to enter into the contract on behalf of STA and the Board, to be effective August 10, 2025, for a five-year term. The motion passed unanimously.**

9. Board Action – Committee Recommendation

- A. Apprenticeship Utilization Program (Resolution 846-25) - Background and details of the program were presented by Ms. Jordan Hayes-Horton.

**Mr. Hattenburg moved to approve, by Resolution 846-25, the proposed Apprenticeship Utilization Program as presented. Mr. Dillon seconded, and the motion passed unanimously.**

- D. Low Income Fare Pilot Program (Resolution 845-25) (*taken out of order*) - Background, assumptions & data sources, alternatives, and cost and outcome comparisons were presented in detail by Ms. Cortright.

**Ms. Wilkerson moved to approve, by Resolution 845-25, the proposed structure of the Low-Income Fare Pilot Program as presented, with a two-year term. Mr. Zappone seconded.**

Mr. Grover indicated his support and reminded the Board that there are still areas in the PTBA that are not served by STA and expressed his desire to address those issues.

**Mr. Cathcart moved to amend the motion to cap the amount at the best estimate number of \$1.14 million. Mr. French seconded.**

Discussion ensued with Board members speaking in favor of and against the pilot program, suggestions for a shorter term of two years, a financial cap of \$1.14M on the two-year term program, as well as reporting metrics to be presented to the Board during the pilot program. The Board discussed potential impact on the sales tax renewal, access issues, prior commitments to

voters, and areas that are currently not served or underserved by STA, in addition to capacity, growth, and impacts to the system.

Ms. Wilkerson called for the question.

**The Chair stated this would be a vote on the amendment to the original motion that would put a fiduciary cap of \$1.14M on the pilot. The amendment to the motion passed unanimously.**

**The Chair said the next vote would be on the motion and he re-stated the original motion to approve Resolution 845-25 as presented, with a reduction of term to 2 years and a cap of \$1.14M. Mr. Zappone, Mr. Cathcart, Mr. Dillon, Ms. Wilkerson, Mr. Hattenburg, Mr. Higgins, and Mr. Speirs voted yes. Mr. French and Mr. Kerns voted no. The motion passed 7 to 2.**

*Ms. Wilkerson & Mr. French left the meeting at 2:47 pm*

- B. Division Street Bus Rapid Transit: Locally Preferred Alternative Amendment Approval (Resolution 843-25) - Background, details, and next steps were presented by Mr. Otterstrom. Discussion ensued regarding the termination of BAT lanes occurring roughly between Magnesium and North Division Y as well as the stopover location downtown.

**Mr. Zappone moved to approve, by Resolution 843-25, the amended Division Street Bus Rapid Transit Locally Preferred Alternative and enable the advancement of the Minimum Operable Segment. Mr. Hattenburg seconded, and the motion passed unanimously.**

*Mr. Bynaker left the meeting at 3:02 pm*

- C. Division Street Bus Rapid Transit: Small Starts Grant Application (Resolution 844-25) - Background, details, and next steps on the Division Street BRT Small Starts Grant application were presented by Mr. Otterstrom. Discussion ensued concerning the timeline being extended due to staffing and a comment was made regarding the importance and success of Board member engagement during and after conferences which has sent a positive message to FTA and helped maintain STA's good rapport with them.

**Mr. Hattenburg moved to approve by Resolution 844-25, the CEO 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. Mr. Dillon seconded, and the motion passed unanimously.**

## 5. Public Expressions

Mr. Erik Lowe thanked Mr. Rapez-Betty and Mr. Otterstrom for their stewardship and offered additional expressions regarding the double decker promotions and the low-income fare program.

## 6. Recognitions and Presentations

- A. Coach Operator Stacey Smith's retirement was recognized by Mr. Rapez-Betty and the Board thanked her for her years of service.
- B. Coach Operator Paul Damon's retirement was recognized by Mr. Rapez-Betty and the Board expressed their appreciation for his years of service.
- C. Employee Recognition Awards for the 2<sup>nd</sup> quarter were presented by Ms. Williams.
- D. Years of Service Recognition for the 2<sup>nd</sup> quarter were presented by Ms. Williams.

*Mr. Grover left the meeting at 3:30 pm*

7. Board Action - Consent Agenda

**Mr. Hattenburg moved to approve Consent Agenda Items 7A-7K as presented. Mr. Dillon seconded, and the motion passed unanimously.**

- A. Approval of the June 2025 Vouchers approval of claims listed.
- B. Public Works Contracts under \$35,000: Final 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.
- C. City Line Public Address System: Final Acceptance – Approved, 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
- D. Howard Street Pedestrian Lighting: Final Acceptance - Approved, 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.
- E. Shelter Footings and Vintage Shelter Removal: Final Acceptance - Approved, 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.
- F. Division Street Bus Rapid Transit: Memorandum of Agreement Approval - Authorized, 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.
- G. 2026-2031 Transit Development Plan: Finalize and Approve (Resolution 841-25) - Adopted, by Resolution 841-25, the 2026-2031 Transit Development Plan.
- H. Federal Transit Administration Section 5310: Call for Projects - Approved 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.
- I. Disadvantaged Business Enterprise Proposed Goal for Federal Fiscal Years 2026, 2027, and 2028 Approval (Resolution 847-25) - Adopted, by Resolution 847-25, the proposed DBE goal of 0.7491% for Federal Fiscal Years 2026, 2027, & 2028.
- J. Procurement Restrictions Update (Resolution 842-25) - Adopted, by Resolution 842-25, the proposed update to the Procurement Resolution as presented.
- K. Board Operations Committee Appointment - Approved, by motion, Council Member 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.

10. Board Operations Committee

- A. Chair Report – there was no report.

11. Planning & Development Committee (P&D)


- A. Chair Report – Mr. Hattenburg advised that everything presented at P&D this month had been approved at the Board meeting today.

12. Performance Monitoring & External Relations Committee

- A. Chair Report – Mr. Speirs provided a brief update on the PMER committee.
  - i. Enhanced Transit Security Strategy Update was postponed due to time constraints.

13. CEO Report - Interim Co-CEOs, Brandon Rapez-Betty and Karl Otterstrom, provided updates on the following:
- Voter approved Sales Tax revenue for June.
  - Bus and Walking Tour taken by Washington State Transportation Commission, Legislators & staff, and partner agencies.
  - June Ridership for Fixed Route, Paratransit and Rideshare
  - Monthly Fare Revenue by Type
  - Month-to-month, year-to-date and budget-to-actuals fare revenue comparison report for June
  - Double Decker buses in the Cheney Rodeo Parade, along with the social media campaigns for the Double Decker Golden Ticket scavenger hunt, the Jaws commercial, and the social media analytics
  - A hydrogen fuel cell bus was on site from New Flyer and board members had been invited to come see it.
  - The 2026 World Cup Enhanced Transit Service Grants information was shared regarding the transportation budget, distribution of funds formula, and anticipated dates of WSDOT announcing formula distribution plan by December. STA is set to receive \$529,569 for services.
  - Mr. Robert Hamud hired as CFO and beginning August 1<sup>st</sup>. Ms. Tammy Johnston was thanked for all her contributions over the past year and as interim CFO.
  - The Co-CEO structure winds down August 9<sup>th</sup>, Brandon will continue as Chief Operations Officer, and Karl's CEO role will begin August 10<sup>th</sup>. Transition and recruitment plan for Chief Planning and Development Officer will be shared later that week.
14. Board Information
- A. Committee Minutes
  - B. June 2025 Sales Tax Revenue
  - C. May 2025 Financial Results Summary
  - D. May 2025 Operating Indicators
  - E. Transit Oriented Development Pilot Project Update
  - F. 2026-2029 Title VI Program Update: Engagement Plan
  - G. 2025 Service Revisions Interim Update
15. Executive Session – At 3:39, the Board adjourned to Executive session under *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. The Board advised they would return at 3:49.
- The Board returned to open session at 3:49.
16. New Business – There was no new business presented.
17. Board Member Expressions – There were brief Board member expressions.
18. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 3:49 pm.

Respectfully submitted,

  
Dana Infalt  
Clerk of the Authority

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 7B :** MINUTES OF THE AUGUST 21, 2025, SPECIAL STA BOARD MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Minutes of the August 21, 2025, STA Special Board meeting 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 SPECIAL BOARD MEETING**

Minutes of August 21, 2025, Special Meeting  
*Virtual Meeting with in-person joining Option*

#### **MEMBERS PRESENT**

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

#### **MEMBERS ABSENT**

Pam Haley, City of Spokane Valley  
Dan Sander, Millwood-*ex-officio*

#### **STAFF PRESENT**

Karl Otterstrom, Chief Executive Officer  
Brandon Rapez-Betty, Chief Operations Officer  
Emily Poole, Interim Chief Planning & Development  
Officer  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Nancy Williams, Chief Human Resources Officer  
Robert Hamud, Chief Financial Officer  
Dana Infalt, Clerk of the Authority

#### **PROVIDING LEGAL COUNSEL**

Rod Yonker, Summit Law  
Megan Clark, Etter, McMahon

- 
1. Call to Order and Approve the Agenda– The Chair called the meeting to order at 2:02, and the Clerk conducted roll call.

**Mr. Hattenburg moved to approve the agenda. Mr. French seconded and the motion passed unanimously.**

2. Executive Session – At 2:06, the Chair advised the Board would adjourn to Executive session under *RCW 42.30.140 for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*

The Board advised they would return at 2:21 pm.

At 2:21, the Clerk advised the Board requested an additional five minutes and would return at 2:26.

The Board returned to open session at 2:26 pm.

*The clerk advised the recording had not been started and, with the Chair's approval, recapped the Call to Order, Approval of Agenda, and the timing of the Executive Session for the video record.*

3. Potential Action regarding contract renewal - **Mr. Hattenburg moved to approve, by motion, a three-year contract for the term July 1, 2025, to June 30, 2028, with AFSCME 3939 representing Paratransit employees with an increase in wages effective August 31, 2025. Ms. Klitzke seconded, and the motion passed unanimously.**
4. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 2:29 pm.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 18, 2025

AGENDA ITEM **7C**: JULY & AUGUST 2025 VOUCHERS
REFERRAL COMMITTEE: n/a
SUBMITTED BY: Robert Hamud, Chief Financial Officer
Tammy Johnston, Director of Financial Services

SUMMARY: The following warrants and ACH transfers for the period of July 1 through 31, 2025, and August 1 through 31, 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.

Table with 3 columns: DESCRIPTION, VOUCHER/ACH NUMBERS, AMOUNT. Rows include Accounts Payable Vouchers (July), Worker's Comp Vouchers (July), Payroll 07/11/2025, Payroll 07/25/2025, WFG National Title Company of East WA (multiple), WA State - DOR (Excise Tax), WA State - DOR (Leasehold Tax), and JULY TOTAL.

Table with 3 columns: DESCRIPTION, VOUCHER/ACH NUMBERS, AMOUNT. Rows include Accounts Payable Vouchers (August), Worker's Comp Vouchers (August), Payroll 08/08/2025, Payroll 08/22/2025, WA State - DOR (Excise Tax), and AUGUST TOTAL.

Certified:

Tammy Johnston signature
Tammy Johnston
Director of Financial Services

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

Robert Hamud signature
Robert Hamud
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head RH Chief Executive Officer KO Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Jordan Hayes-Horton, Director of Procurement

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**SUMMARY:** Per RCW 39.08.030, all Public Works contracts require acceptance for completion by the STA Board of Directors and an approved affidavit of wages paid from the Washington State Department of Labor & Industries.

The table summarizes projects below \$35,000 ready for acceptance by the Board:

<b>Purchase Order/ Contract Number</b>	<b>Project Description</b>	<b>Contractor</b>	<b>Purchase Order/ Contract Value</b>	<b>Substantial Completion Date of the Work</b>
20250697	Plaza Spring Window Washing	ABM Industry Groups, LLC	\$6,230.40	5/23/2025
20251149	Plaza Fiber Cable Installation	Interwest Telecom Services Corporation	\$14,685.95	7/29/2025

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 Chief Executive Officer KO Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

September 18, 2025

AGENDA ITEM **7E** : PLAZA 222A FURNITURE PHASE II: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

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

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

<b>Public Works Contract for:</b>	Plaza 222A Furniture Phase II
<b>Purchase Order Number:</b>	20250556
<b>Contractor:</b>	Business Interiors of Idaho <i>dba</i> Freeform Interiors
<b>Project Start:</b>	May 19, 2025
<b>Substantial Completion:</b>	May 22, 2025
<b>Final Completion:</b>	June 27, 2025
<b>Scope of Work:</b>	Acquire, deliver and install furniture for the newly remodeled Plaza Suites A, B, and C. STA created eleven (11) workstations for Capital Development, two (2) workstations with storage for Public Records, three (3) workstations for Communications, and one (1) workstation for the Chief Communications & Customer Service Officer.

<b>Contract Authority, Including Contingency</b>	<b>N/A</b>
<b>Awarded Contract</b>	\$65,320.72
<b>Additive Change Orders (Applied Contingency)</b>	\$163.65
<b>Deductive Amount</b>	(\$0.00)
<b>Total Final Contract Value</b>	\$65,484.37
<b>Unspent</b>	<b>\$0</b>

**RECOMMENDATION TO BOARD:** Approve, by motion, to accept the contract with Business Interiors of Idaho *dba* Freeform Interiors for the Plaza 222A Furniture Phase II 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 BRB Chief Executive Officer KO Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 7F :** ROUTE 95 BUS STOP IMPROVEMENTS: FINAL ACCEPTANCE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer  
Alyssa Peterson, Capital Projects Manager

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

<b>Public Works Contract for:</b>	Route 95 Bus Stop Improvements – Contract # 2025-10969
<b>Capital Project Number:</b>	949
<b>Contractor:</b>	<b>Cameron-Reilly LLC</b>
<b>Construction Start:</b>	May 5, 2025
<b>Substantial Completion:</b>	May 19, 2025
<b>Final Completion:</b>	May 19, 2025
<b>Scope of Work:</b>	Construction of sidewalk improvements at five (5) new bus stops. Work included traffic control, demolition, grading, earthwork, concrete, landscaping and signage installation.

<b>Contract Authority, Including Contingency</b>	<b>\$85,543.20</b>
<b>Awarded Construction Contract</b>	\$71,286.00
<b>Additive Change Orders (Applied Contingency)</b>	\$3,376.03
<b>Deductive Change Orders</b>	\$0.00
<b>Total Final Contract Value</b>	\$74,662.03
<b>Unspent</b>	\$10,881.17

**RECOMMENDATION TO BOARD:** Approve, by motion, to accept the contract with Cameron-Reilly LLC for the Route 95 Bus Stop Improvements contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

**FINAL REVIEW FOR BOARD BY:**

Division Head EP Chief Executive Officer KO Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 7G :** SPRAGUE LINE – PHASE 1: FINAL ACCEPTANCE

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

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer  
Ryan Brodwater, Capital Projects Manager

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

<b>Public Works Contract for:</b>	Sprague Line – Phase 1 Improvements
<b>Capital Project Number:</b>	540
<b>Contractor:</b>	<b>Cameron-Reilly LLC</b>
<b>Construction Start:</b>	November 13, 2023
<b>Substantial Completion:</b>	August 29, 2024
<b>Final Completion:</b>	October 31, 2024
<b>Scope of Work:</b>	Construction of High-Performance Transit improvements at twelve (12) existing bus stops and a bus-only entrance to the Valley Transit Center. Work included traffic control, demolition, grading, earthwork, concrete, landscaping and signage installation.

<b>Contract Authority, Including Contingency</b>	<b>\$1,511,732.50</b>
<b>Awarded Construction Contract</b>	\$1,314,550.00
<b>Additive Change Orders (Applied Contingency)</b>	\$11,042.95
<b>Deductive Change Orders</b>	\$0.00
<b>Total Final Contract Value</b>	\$1,325,592.95
<b>Unspent</b>	\$186,139.55

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

**FINAL REVIEW FOR BOARD BY:**

Division Head EP Chief Executive Officer KO Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 7H :** 2024 SERVICE CHANGE BUS STOP IMPROVEMENTS - PHASE 1: FINAL ACCEPTANCE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer  
Nick Hanson, Capital Projects Manager

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

<b>Public Works Contract for:</b>	2024 Service Change Bus Stop Improvements Phase 1 Contract #2024-
<b>Capital Project Number:</b>	1039
<b>Contractor:</b>	Cameron-Reilly, LLC.
<b>Construction Start:</b>	September 23, 2024
<b>Substantial Completion:</b>	January 29, 2025
<b>Final Completion:</b>	May 1, 2025
<b>Scope of Work:</b>	Construction of sidewalk improvements at twelve (12) new and existing bus stops. Work included traffic control, demolition, grading, earthwork, concrete, landscaping and signage installation.

<b>Contract Authority, Including Contingency</b>	<b>\$319,441.25</b>
<b>Awarded Construction Contract</b>	\$277,775.00
<b>Additive Change Orders (Applied Contingency)</b>	\$27,459.43
<b>Deductive Change Orders</b>	\$7,679.76
<b>Total Final Contract Value</b>	<b>\$297,554.67</b>
<b>Unspent</b>	\$21,886.58

**RECOMMENDATION TO BOARD:** Approve, by motion, to accept the contract with Cameron Reilly, LLC. For the 2024 Service Change Bus Stop Improvements Phase 1 contract as complete and authorize release of retainage security to the receipt of such certificates and releases as are required by law.

**FINAL REVIEW FOR BOARD BY:**

Division Head EP Chief Executive Officer KO Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 71 :** MILLWOOD TRANSIT IMPROVEMENTS INTERLOCAL AGREEMENT

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

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer

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**SUMMARY:** An interlocal agreement with the City of Millwood establishes the framework for collaborative projects that can be executed via specific project orders. Staff are seeking Board authorization for the CEO to execute an interlocal agreement and one initial project order under the agreement.

**BACKGROUND:** On December 4, 2024, the Spokane Transit Authority (STA), Board of Directors provided preliminary concurrence for planned transit improvements to the City of Millwood’s Argonne Road Project. As part of the Board action, an interlocal agreement between STA and the City of Millwood was identified as a requirement. The draft Master Design and Construction Interlocal Agreement between the City of Millwood and STA, when executed, provides the legal framework for the implementation of project orders for collaborative public infrastructure improvements within the City of Millwood. Each project order will define project specific details including scope of work, budget, funding source, schedule, project contacts, and incorporation of the elements included in the master agreement. The execution of future project orders will be subject to the authority levels of STA’s procurement policies as established by the STA Board of Directors and regulated by the Chief Executive Officer. The agreement provides for a cumulative maximum value of \$1 million in project orders between the two jurisdictions.

One initial project order is recommended to be approved concurrently, as further described below.

Project Order # 1 – “Millwood Bus Stop Infrastructure” provides for a reimbursement to the City by STA for the design and construction of the following improvements in conjunction with the city project that is currently under construction:

- Placement of electrical connection and conduit to the location identified as a future southbound bus stop location on North Argonne Road at East Liberty Avenue.
- Construction of a shelter pad and footings and placement of electrical connection conduit to the location identified as a future northbound bus stop location adjacent to the shared use path on North Argonne Road at East Liberty Avenue.

The total compensation for this work is estimated at a not-to-exceed value of \$200,000 and will be funded by CIP #894, “Cooperative Projects”.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve, by motion, the CEO to execute the Master Design and Construction Interlocal Agreement with the City of Millwood, along with Project Order #1, "Millwood Bus Stop Infrastructure."

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

**RECOMMENDATION TO BOARD:** Approve, by motion, the CEO to execute the Master Design and Construction Interlocal Agreement with the City of Millwood, along with Project Order #1, "Millwood Bus Stop Infrastructure."

**FINAL REVIEW FOR BOARD BY:**

Division Head EP Chief Executive Officer KO Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM** 7J : SAFETY TELEMATICS SERVICES – AWARD OF CONTRACT

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

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer  
Stephanie Crawford, Director of Safety  
Michael Ketterer, Business & Performance Data Analyst

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**SUMMARY:** In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a five-year contract for Safety Telematics Services.

This initiative supports STA’s broader goal of building a safety-first culture by reducing preventable accidents, recognizing and rewarding safe driving behavior, increasing awareness of risky habits, and protecting operations in the event of false claims or disputes. The scope of work for this Safety Telematics Program was approved by PMER on July 9, 2025.

Sourcewell has a master contract (102924) available for fleet management telematics products and services which staff intend to utilize via STA’s Intergovernmental Cooperative Purchasing Agreement with Sourcewell. Utilizing the Sourcewell contract satisfies all of STA’s procurement requirements.

Samsara, Inc. is an authorized provider for these services, their current partnership with STA providing safety telematics services for Rideshare has met the agency’s needs. Staff recommend executing a five-year agreement, commencing October 1, 2025, and expiring September 30, 2030.

STA has negotiated reduced pricing to match the current Rideshare contract (PO 20232569) that was executed in November 2023. Samsara, Inc. has agreed to align software license terms and consolidate invoicing so that STA’s full fleet will have aligned coverage over the next five years.

The total estimated cost of the contract over the five-year period is \$1.2 million. Licensing expenses—including hardware and implementation services—will be funded through the operating budget over the five years. Equipment installation, though included under the same contract, will be performed by a third-party installer. This installation cost, estimated at \$42,305, will be charged to the operating budget.

**RECOMMENDATION TO THE COMMITTEE:** Recommend the Board approve, by motion, the award of contract for Safety Telematics Services and authorize the CEO to execute a five-year contract with Samsara, Inc. using Sourcewell contract 102924 for a total estimated cost of \$1.2 million.

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

**RECOMMENDATION TO BOARD:** Approve, by motion, the award of contract for Safety Telematics Services and authorize the CEO to execute a five-year contract with Samsara, Inc. using Sourcewell contract 102924 for a total estimated cost of \$1.2 million.

**FINAL REVIEW FOR BOARD BY:**

Division Head BRB Chief Executive Officer KO Legal Counsel MC

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

September 18, 2025

**AGENDA ITEM 7K :** ARGONNE STATION PARK & RIDE: ENDORSE TO ADVANCE FINAL DESIGN

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

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer  
Nick Hanson, Capital Projects Manager

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**SUMMARY:** The preliminary design for the Argonne Station Park & Ride project has been completed. At the September Planning & Development Committee meeting, staff provided a project update and sought endorsement to proceed into the Final Design phase.

**BACKGROUND:** The Argonne Station Park and Ride is a key element of the I-90/Valley High Performance Transit Corridor. Located at the Argonne/Mullan I-90 interchange, this project will create new access to the region's busiest corridor, advancing transportation equity, providing a direct connection between the airport and Liberty Lake, and enabling further network improvements throughout Millwood and Spokane Valley.

As part of the I-90/Valley Corridor Development Plan (CDP), a study of ridership patterns, existing service and facilities was completed. A connection at the interchange near North Argonne Road and North Mullen Road showed significant promise for future ridership in addition to having the potential to support major improvements to existing service. Through public and stakeholder outreach, North Argonne Road was identified as a preferred location for a new facility and was included in the CDP approved by the Board of Directors on October 20, 2022. This project was approved as part of the 2024 – 2029 Capital Improvement Program (CIP) via Resolution No. 810-23 on July 20, 2023, and staff subsequently applied for a Regional Mobility Grant. In 2023 the legislature approved a grant for Argonne Station, and the funding agreement was executed on December 13, 2023.

Design work began in early 2024 using the design concept developed for the I-90/Valley CDP. An alternatives analysis was undertaken early on to evaluate the use of the available site, confirm original design assumptions, and optimize safety and operations. Based on the outcomes of the alternatives analysis, internal review, and public input received following an Open House in March 2024, the facility design was modified in close coordination with internal and external stakeholders to avoid adjacent property acquisitions and improve facility operations. This concept was carried forward into a preliminary (30%) design.

On June 17, 2025, staff provided a project update to the City of Spokane Valley Council and on June 18, STA hosted a Public Open House at the Spokane Valley Library. The purpose of both events was to provide an update on the project and solicit input on the preliminary design. Following these events, the preliminary design package was distributed to project stakeholders and partners for their review and input. The comments and information received will be incorporated into the project as the design progresses.

The approved project budget is \$13,000,000 with funding from a combination of local, state and federal sources as shown in the table below.

Funding	Program	Amount
Federal	Congestion Mitigation & Air Quality Improvement (CMAQ)	\$1,200,000
State	WSDOT Regional Mobility Grant (RMG)	\$10,400,000
Local		\$1,400,000
<b>Total</b>		<b>\$13,000,000</b>

The estimated project cost is summarized in the table below and is inclusive of encumbrances to date.

Item	Amount
Design & Engineering	\$1,838,942
Construction	\$6,156,194
Equipment	\$251,800
Capital Labor	\$144,000
Contingency	\$2,402,478
<b>Total Project Cost Estimate</b>	<b>\$10,793,414</b>

The construction contract for this project is expected to exceed \$1 million. As such, the final Scope of Work will be presented to the Board for approval prior to advertisement of the Invitation for Bid. The project is on schedule with board approval for advertisement of the construction contract planned for late 2026. Construction work is anticipated to begin in Spring 2027, with the facility operational by the end of the year.

As a fully funded project, Argonne Station Park and Ride does not require any further Board action until the procurement phase. However, given its significance and the value of ongoing Board support, staff propose to obtain Board endorsement to advance the project to final design. Staff anticipate similar actions for other projects having a construction value of \$5 million or greater, and where grant, environmental or other regulatory processes don't otherwise prompt Board review and approval of project advancement.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board endorse, by motion, the advancement of the Argonne Station Park & Ride project to final design.

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

**RECOMMENDATION TO BOARD:** Endorse, by motion, the advancement of the Argonne Station Park & Ride project to final design.

**FINAL REVIEW FOR BOARD BY:**

Division Head EP Chief Executive Officer KO Legal Counsel MC

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 8A :** BOARD OPERATIONS COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

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

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

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 9A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Tim Hattenburg, Committee Chair

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

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 10A :** PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE  
CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Lance Speirs, Committee Chair

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

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 11 :** CEO REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer

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**SUMMARY:** At this time, the CEO will provide the Board with a report on items of interest.

**RECOMMENDATION TO BOARD:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

June 26, 2025

**AGENDA ITEM 13A:**

**COMMITTEE MINUTES – INFORMATION**

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

**REFERRAL COMMITTEE:**

N/A

**SUBMITTED BY:**

Dana Infalt, Sr. Executive Assistant to CEO & Clerk of the Authority

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**SUMMARY:** The July 9, 2025, minutes of the Planning & Development and Performance Monitoring & External Relations Committee meetings were approved September 3, 2025, and are attached. The July 16, 2025, Board Operations Committee meeting minutes were approved at the September 10, 2025, meeting and are attached.

**RECOMMENDATION TO BOARD:** Information only.

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

**BOARD OPERATIONS COMMITTEE MEETING**

Approved Minutes of the July 16, 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.

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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**

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

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. June 11, 2025, Committee Meeting Minutes

**Mr. French moved to approve the June 11, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.**

5. BOARD ATTENDANCE REVIEW

The attendance report was reviewed, and no major issues were identified.

6. LOW-INCOME FARE PILOT PROGRAM (RESOLUTION)

Dr. Cortright presented this item to the Board Operations Committee. On July 9, 2025, the PMER Committee reviewed a proposal for a Low-Income Fare Pilot Program intended to make transit more affordable and increase ridership. Staff explained that the program would provide a 50% fare discount for eligible riders and presented four implementation options with different eligibility criteria and verification methods. Cost estimates and potential ridership impacts were discussed for each option.

The recommendation at the PMER Committee meeting was to move forward with an approach combining Alternatives 1 & 2, starting with a small pilot and expanding to a broader enrollment option. The PMER Committee also discussed an amendment to include additional eligibility categories. After discussion, the PMER Committee agreed to forward the proposal to the full Board for consideration, with the understanding that the program will be monitored and adjusted as needed.

During the Board Operations Committee meeting, there was a detailed discussion on the program including presentation of alternatives, cost analysis, and recommendations. Concerns and support were expressed by various members regarding fare equity, public safety, and socioeconomic benefits. The Board Operations Committee recommended combining Alternatives 1 & 2 for implementation.

**Ms. Klitzke moved to recommend Alternatives 1 & 2 to the full Board with annual review by PMER. Mr. Speirs seconded. Mr. Speirs and Ms. Klitzke voted yes, Mr. French voted no, and the motion passed 2-1.**

7. APPOINTMENT OF VOTING MEMBER TO BOARD OPERATIONS COMMITTEE

Mr. Otterstrom explained that the STA Board Chair, Ms. Haley, will be on a temporary leave of absence. Under STA's governance structure, the Board Operations Committee must include representation from each jurisdiction as voting members. During the Chair's absence, the Chair Pro Tem, Lance Speirs, will preside over Board and Board Operations Committee meetings. To maintain representation for the City of Spokane Valley, staff recommended appointing Councilmember Tim Hattenburg as a voting member of the Board Operations Committee during this temporary period.

**Mr. French moved to recommend the 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. Mr. Speirs seconded, and the motion passed unanimously.**

8. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on July 9, 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 July 9, 2025.

9. BOARD OF DIRECTORS DRAFT AGENDA JULY 24, 2025

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 10, 2025

There were no questions or comments.

11. CEO REPORT

Mr. Rapez-Betty introduced the new Deputy Chief of Operations, Andrew Casper, and announced a Hydrogen Fuel Cell Bus Demo opportunity for the Board Members.

Mr. Otterstrom shared the June 2025 voter-approved sales tax revenues representing April 2025 sales. Actual was \$9.3M, compared to the budget of \$9.6M, for a 3.0% difference, or \$0.3M. Year-to-date results are 0.6% below budget.

The Co-CEOs provided updates on several key areas. Ridership highlights included strong performance during Hoopfest, with over 31,000 system rides and 1,163 Hoop Loop rides, and record-breaking Independence Day ridership, the highest in STA's history.

The Co-CEOs announced that T. Robert Hamud will join STA as Chief Financial Officer on August 1, bringing extensive municipal finance experience. Appreciation was expressed to the Interim CFO, Tammy Johnston, and staff for their efforts during the vacancy.

The report also covered STA's emergency response to a wildfire near Spokane Falls Community College, where STA assisted in evacuating approximately 150 people and several animals using multiple buses, vans, and supervisor vehicles. Service impacts were managed with detours and temporary route adjustments.

Marketing and outreach updates included the success of the Double-Decker "Jaws" promotional campaign, which generated significant engagement across social media platforms, and the Golden Ticket scavenger hunt leading to a public debut of the double-decker bus at the Cheney Rodeo Parade. Social media analytics showed strong engagement, with nearly one million impressions across platforms in the past 90 days.

12. NEW BUSINESS

None

13. 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 2:59 p.m., with a 10-minute projected timeframe. At 3:07 p.m., the Executive Session ended, and the meeting was called back into open session.

14. ADJOURN

With no further business to come before the Committee, Chair Pro Tempore Speirs adjourned the meeting at 3:07 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**

APPROVED - Minutes of the July 9, 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*  
Kitty Klitzke, 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**

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  
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**

Tara Limon, Principal Planner

### **STAFF ABSENT**

Tammy Johnston, Interim Senior Financial  
Services Manager

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

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

#### 2. COMMITTEE CHAIR REPORT

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

#### 3. COMMITTEE ACTION

##### A. MINUTES OF THE JUNE 4, 2025, COMMITTEE MEETING

**Ms. Kitty Klitzke moved to approve the June 4, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.**

#### 4. COMMITTEE ACTION

##### A. BOARD CONSENT AGENDA

##### 1. 2026-2031 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

As part of Spokane Transit Authority's (STA) Comprehensive Plan, the Transit Development Plan (TDP) serves as a key component within STA's hierarchy of planning documents. Mr. Karl Otterstrom shared the TDP project timeline, noting that public outreach began in April. The TDP open house was well attended, with participants providing feedback on capital projects and service changes, and raising questions about Division Bus Rapid Transit (BRT) service

capacity and funding sources. Overall, public sentiment was supportive of the TDP, including its proposed changes and capital projects. During STA's public hearing on June 26, two public comments were received: one in favor of increased sales tax investment in public transportation in light of the planned sales tax renewal, and another requesting benches at bus stops currently lacking seating. On June 25, STA staff met with Washington State Department of Transportation (WSDOT) representatives to discuss service needs and pilot project opportunities. Following the release of the draft TDP, updates were made to the Capital Improvement Program (CIP). The Division BRT budget was revised to reflect updated cost estimates, with the proposed Minimum Operation Segment (MOS) now estimated at approximately \$166.6 million. A new capital project was added for a future bicycle/pedestrian facility on Ruby Street (future phase), and \$351,000 was allocated for a battery storage room project. The total six-year CIP budget now stands at \$461,509,934; a reduction of \$33.8 million from the May draft. The final draft of the TDP incorporates public feedback and aligns with Connect 2035 initiatives and Connect Spokane policies. It is available for public viewing on STA's website.

Chair Hattenburg asked if grant money was included in the funding, and Mr. Otterstrom confirmed that it is. These grants help reduce overall project costs. It is critical to understand that Connect 2035 has hundreds of millions of dollars in projects which are reflected in the capital programs; much of the funding for TDP is grant funded, and staff plan to actively spend those dollars on the base clean energy campus, Division Bus Rapid Transit (BRT) and other Connect 2035 initiatives. Ms. Bowers asked how the cost of segmenting Division BRT would be managed. Mr. Otterstrom responded that future opportunities are expected. It was noted that long-term project planning includes adjustments for inflation.

**Ms. Kitty Klitzke moved to recommend the Board of Directors adopt, by resolution, the 2026-2031 Transit Development Plan. Chair Hattenburg seconded, and the motion passed unanimously.**

2. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH

Mr. Otterstrom introduced Ms. Tara Limon, Principal Planner for Planning and Grants, to present. All funded projects must be identified in the Human Services Transportation Plan (HTSP), which is developed collaboratively by STA and the Spokane Regional Transportation Council (SRTC) to meet state and federal planning requirements. Section 5310 funding supports two categories of projects, "Traditional" and "Other". A minimum of 55% of the funding must be allocated to "Traditional" projects (i.e., purchasing accessibility vehicles, contracted mobility management coordination, and accessibility construction projects) which requires a 20% local match. The remaining 45% of 5310 annual apportionment may be awarded to "Other" operating projects serving seniors and individuals with disabilities, with a 50% local match requirement. STA has contributed local matching funds since December 2021, with Board approval. The total 2025 federal apportionment is \$687,090. The proposed STA local match is \$240,052 which reduces the applicant's local match to 15% and the total funding available is \$927,142. The allocation of \$240,052 in local funds is subject to project evaluation, ranking, and Planning & Development Committee recommendations. Ms. Limon provided the 5310 Call for Projects timeline.

**Mr. Al French moved to recommend the Board approve, by motion, the allocation of \$240,052 in STA local funds to partially offset local match requirements for subrecipients in the FY 2025 Section 5310 Call for Projects. Chair Hattenburg seconded, and the motion passed unanimously.**

3. DIVISION STREET BUS RAPID TRANSIT: MEMORANDUM OF AGREEMENT APPROVAL

Mr. Otterstrom provided background for Division Bus Rapid Transit (BRT), highlighting it as one of several key outcomes to a *DivisionConnects* study completed in 2019 and 2022. Numerous agencies endorsed the *DivisionConnects* initiative. The proposed Memorandum of Agreement (MOA) would be the first formal commitment by agency partners toward fulfilling the goals. Mr. Otterstrom summarized the agreement and outlined next steps. STA will seek execution of the MOA by all agency partners, establishing a foundation for continued collaboration. This partnership will be especially significant following the launch of Division BRT in 2030.

**Mr. Al French moved to recommend the Board of Directors authorize, by motion, the CEO (Interim-CO-CEO's) 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. Chair Hattenburg seconded, and the motion passed unanimously.**

B. BOARD DISCUSSION AGENDA

1. DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT APPROVAL (RESOLUTION)

Mr. Otterstrom provided an overview of the Division Street Bus Rapid Transit (BRT) project, which will be the second BRT line in the region. The Locally Preferred Alternative (LPA) was adopted by resolution by the STA Board in 2021 and revised in 2023. Staff informed the Board of potential risks to the project and presented a mitigation strategy to address these concerns. A phased approach to project completion through Minimum Operable Segment (MOS) was recommended by staff. Scheduling and funding plans for the MOS have been developed, and an MOA is under review by agency partners to support implementation and the broader *DivisionConnects* vision. Community outreach efforts have continued, including coordination with local agencies and jurisdictions. Notable public engagement activities included an open house on June 24 and a public hearing on June 26. The proposed LPA amendment, which includes minor changes to the forty-three proposed stations and specifies that Business Access Transit (BAT) lanes, will primarily be located on the left side of Ruby Street. Mr. Otterstrom outlined the MOS implementation plan, emphasizing the differences between the phased approach and the full project buildout. Next steps include forwarding the refined LPA to SRTC for adoption into the Metropolitan Transportation Plan, continued MOS design efforts, and continued public outreach efforts.

**Ms. Kitty Klitzke moved to 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. Chair Hattenburg seconded, and the motion passed unanimously.**

2. DIVISION STREET BUS RAPID TRANSIT: SMALL STARTS GRANT APPLICATION (RESOLUTION)

Mr. Otterstrom noted that the previous agenda item was refining the Division Street Bus Rapid Transit (BRT) project. Staff are actively seeking federal funding for Division Street BRT through the Small Starts Grant Program, part of the broader Capital Investment Grant (CIG) initiative. This program is highly competitive and requires specific project features and a rigorous multi-step application process. As the largest discretionary transit funding program, the CIG allocates billions annually to New Starts, Small Starts, and Core Capacity projects, and requires specific BRT features for eligibility. Small Starts projects are evaluated based on two rating categories and must achieve at least a medium rating in each, with an overall rating of medium. The Division Street BRT project is estimated to receive a favorable overall rating of Medium-High, which improves its chances for funding. This rating is influenced by factors such as the proposed

federal share being under 50%, projected ridership, and anticipated benefits related to cost-effectiveness, congestion relief, and environmental impact. The MOS's project cost estimate is \$166.5M, including contingency. Funding is planned from multiple sources: project development, construction and implementation, and BRT fleet procurement. In 2023 the Board committed between the local share of City Line project savings. Additionally, between \$33.3 and \$34.8M of local funds will come from the STA sales tax revenue. State funding of \$45M will come from the Washington State enacted transportation budget, Move Ahead Washington (2023-2031). The Federal 5307 urbanized formula will provide \$1M, and the Federal 5309 Capital Investment Grant (Small Starts) Program funding request is \$82M. The grant application is scheduled for submission in August, aiming for inclusion in the President's FY 2027 annual budget. Key upcoming milestones include FTA evaluations, risk assessments, and Congressional review through 2026.

**Ms. Kitty Klitzke moved to 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. Chair Hattenburg seconded, and the motion passed unanimously.**

## 5. REPORTS TO COMMITTEE

### A. 2026-2029 TITLE VI PROGRAM UPDATE: ENGAGEMENT PLAN

Mr. Otterstrom provided background information on Title VI, a component of the Civil Rights Act of 1964. STA's current Title VI Program was adopted March 16, 2023, and is available on STA's website. Title VI programs are required to be updated every three years. Mr. Otterstrom presented the requirements for a Title VI program and referenced STA's Communications and Public Input Policies (CI 1.0) in STA's comprehensive plan, *Connect Spokane*, which guides engagement and outreach strategies. These strategies include elements of informing—focused on awareness and education--and consulting—aimed at gathering broad-based input and feedback. There are two key audience groups for Title VI outreach: social/community stakeholders and bus riders. Social/community stake holders include community-based organizations (CBOs) and social service providers serving vulnerable populations. Mr. Otterstrom highlighted the various engagement methods used throughout the process, including a rider census survey to collect demographic and travel pattern data. There is also a provider survey to gather information regarding the number of clients served by an organization, their client minority/income status, and client primary spoken language. Mr. Otterstrom presented the draft public outreach schedule for the Title VI program, noting that the final engagement activity will be a public hearing scheduled for the STA Board meeting on November 20, 2025. Mr. Otterstrom concluded his report with the Title VI Program adoption timeline.

## 6. CEO REPORT

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

2025 Hoopfest Ridership – June 28-29: Mr. Otterstrom shared the ridership data for Hoopfest weekend. STA has offered group services for Hoopfest during the past 20 years. Service was offered from the Jefferson Park & Ride every 15 minutes, Saturday from 6am to 8pm, and Sunday from 7am to 6 pm. The Hoop Loop recorded a total of 1,163 rides, with 770 on Saturday and 393 on Sunday. Overall system ridership for the weekend reached 31,400.

July 4<sup>th</sup> Service: Mr. Otterstrom reported that STA experienced record-breaking ridership on the 4<sup>th</sup> of July, with the highest number of fixed route passengers (17,098) ever recorded for that holiday. The milestone surpassed the previous year’s record, which was achieved during a fare-free promotion. There was a significant increase in ridership compared to earlier years, particularly between the third-highest year and last year’s figure. A part of this growth can be attributed to 2022 service enhancements, including extended Sunday hours on High Performance Transit (HPT) routes. STA began operating Saturday-level service on most holidays starting this year, allowing buses to run later into the evening. These service improvements provide more consistent and reliable options for passengers, especially those attending the fireworks show.

Wildfire Response – SFCC Evacuation: Mr. Rapez-Betty reported on STA’s coordinated emergency response to the recent fire near Spokane Falls Community College. The incident was initially reported by an STA operator, triggering a multi-vehicle evacuation effort. Over a three-hour period, 16 STA staff members facilitated the safe relocation of approximately 150 individuals using a variety of transit resources (4 supervisor trucks, 5 paratransit vans, and 6 buses). Supervisor vehicles assisted with traffic control. Evacuees were transported to Browne’s Addition and the West Central Community Center, with return trips provided as conditions improved. Some routes were temporarily suspended or detoured due to road closures, with service restored once the area was deemed safe.

Double Decker Promo – Jaws Video: Mr. Rapez-Betty reported on the double decker buses promotional video set to launch this fall. The *Jaws* themed video creatively addressed public curiosity about the buses’ clearance under local infrastructure and received strong engagement with over 45,000 views across social media platforms. Mr. Rapez-Betty praised STA’s Communications Team for their innovative and effective approach to public outreach.

Social Media Analytics – 90 Day Report: Mr. Rapez-Betty presented the impression and reach metrics for STA’s social media platforms over the past 90 days. The Communications Department was commended for their efforts, highlighting the quality and relevance of the content they produce. Their strategy focus on meaningful content has led to increased engagement across STA’s social media channels.

7. COMMITTEE INFORMATION

A. TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

8. REVIEW SEPTEMBER 3, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS’ EXPRESSIONS – none

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:23 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of July 9, 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\*  
Josh Kerns, Spokane County  
Zack Zappone, City of Spokane  
Michael Cathcart, City of Spokane  
Hank Bynaker, City of Airway Heights (*Ex-Officio*)  
Dan Sander, City of Millwood (*Ex-Officio*)  
Brandon Rapez-Betty, Interim Co-CEO  
Karl Otterstrom, Interim Co-CEO

*\*Committee Chairman*

### **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**

Michael Ketterer, Business & Performance Data Analyst  
Jordan Hayes-Horton, Director of Procurement

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#### 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 June 4, 2025, Committee Meeting**

**Mr. Cathcart moved to approve the June 4, 2025, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.**

##### B. **Safety Telematics - Scope of Work Approval**

Mr. Rapez-Betty introduced Michael Ketterer, Business & Performance Data Analyst, who provided background on the initiative which is in response to a rising trend in accidents and safety-related costs. The program leverages technology to monitor driving behavior. Industry benchmarking and a local case study at Pierce Transit demonstrated measurable success and significant improvements. The estimated cost for the proposed scope of work is \$2.38 million over five years. Potential grant funding may offset part of the cost.

Discussion ensued about the importance of engaging employees positively in the rollout of the program. There was also interest in giving operators access to their own performance data for self-improvement and creating incentives to celebrate safe driving.

**Mr. Cathcart moved to approve, by motion, the general scope of work for the Safety Telematics Program. Mr. Kerns seconded, and the motion passed unanimously.**

C. Farebox Replacement - Scope of Work Approval

Dr. Cortright provided background on the project to replace aging cash fareboxes on fixed-route fleet which are over 20 years old, no longer supported by the manufacturer, and costly to maintain. Staff recommended replacing them with modern validating fareboxes that can authenticate cash and coin, issue 2-hour transfer tickets, and integrate with STA's existing Connect fare system. Riders will continue to use a separate Connect validator for mobile and card payments. The estimated cost for the proposed scope of work is \$2.7 million. The project timeline includes releasing a Request for Proposals (RFP) in August 2025, selecting a vendor by December, and completing installation and testing by mid-2026. Full deployment is targeted for July 2026.

**Mr. Kerns moved to approve, by motion, the general scope of work and authorize staff to release a request for proposals (RFP) for the Farebox Replacement project. Mr. Zappone seconded, and the motion passed unanimously.**

D. Route 7 High Performance Transit - Phase 1: Scope of Work Approval

Mr. Otterstrom presented the scope of work for Phase 1 of the Route 7 High Performance Transit (HPT) project, which will consolidate Routes 60 and 74 into a single corridor from Spokane International Airport to Liberty Lake. The project includes station and stop enhancements, ADA accessibility improvements, and infrastructure upgrades at 12 locations. The estimated Phase 1 cost is \$900,000, with a total project budget of \$6.1 million. Construction is expected to begin in October 2025 and reach substantial completion by April 2026.

**Mr. Cathcart moved to approve, by motion, the general scope of work and authorize staff to release an invitation for bid (IFB) for Route 7 High Performance Transit – Phase 1. Mr. Kerns seconded, and the motion passed unanimously.**

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2026, 2027 and 2028 (Resolution)

Ms. Johnstron introduced Jordan Hayes-Horton, Director of Procurement, who provided an overview of the Disadvantaged Business Enterprise (DBA) Program and explained STA is required to set a DBE goal every three years for federally funded projects. The proposed goal for the next cycle is 0.7491%, which equates to approximately \$705,981 in DBE participation. This figure is based on a formula provided by the Federal Transit Administration (FTA) and reflects the nature of upcoming projects and the limited availability of certified DBE firms in the Spokane area.

The presentation also included a comparison of STA's proposed goal with other regional transit agencies, showing that STA's goal is in the mid-range relative to its peers.

**Mr. Kerns moved to recommend the Board of Directors adopt, by resolution, the proposed DBE goal of 0.7491% for Federal Fiscal Years 2026, 2027, & 2028. Mr. Cathcart seconded, and the motion passed unanimously.**

2. Apprenticeship Utilization Program (Resolution)

Ms. Hayes-Horton provided an overview of the proposed Apprenticeship Utilization Program which aims to support workforce development in the construction trades by requiring that a portion of labor on qualifying projects be performed by registered apprentices. STA's proposal includes a 15% apprenticeship utilization target for projects over \$1 million, along with financial incentives for meeting the goal and penalties for falling short.

Discussion ensued about the incentives and penalties. There was interest in receiving broader data on what other agencies are doing for their incentive and penalties program. It was suggested this agenda item be moved to the Board of Directors meeting as a Board Discussion Agenda item to have the opportunity to gather and review examples of similar programs and parameters.

**Mr. Cathcart moved to approve, by resolution, to adopt the proposed Apprenticeship Utilization Program as presented and forward it to the Board of Directors as a Board Discussion Agenda item. Mr. Kern seconded, and the motion passed unanimously.**

3. Procurement Restrictions Update (Resolution)

Jordan Hayes-Horton, Director of Procurement, provided background on the recent procurement changes in federal regulations which reflects the removal of restrictions on geographic preferences in procurement evaluations. She shared that by updating its policy, STA will maintain compliance with federal standards while gaining flexibility to participate in state contracts that support Washington-based small and disadvantaged businesses.

**Mr. Cathcart moved to recommend the Board adopt, by resolution, the proposed update to the Procurement Resolution as presented. Mr. Kerns seconded, and the motion passed unanimously.**

B. Board Discussion Agenda

1. Low-Income Fare Pilot Program

Dr. Cortright presented a proposed Low Income Fare Pilot Program to offer reduced fares which would provide a 50% fare discount. She outlined four alternatives for implementing the pilot, each with different eligibility criteria, verification methods, and administrative costs. Each alternative was evaluated for cost, administrative impact, and expected ridership outcomes.

**First Motion:**

**Mr. Zappone moved to recommend the Board: 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 as presented, with the addition of applicants being 200% of the federal poverty level and fare structure incorporated into it and allowing multiple ways to demonstrate qualifying as below 200% such as basic food, Medicaid and other. There was no second and the motion failed.**

Discussion ensued regarding managing both internal verification and a partnership with DSHS being too complex for a pilot program, as well as combining Alternatives 1 and 3 being more manageable. Also discussed was the option to expand later based on performance and capacity.

**Second Motion:**

**Mr. Zappone moved to recommend the Board: 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; and to combine Alternatives 1, 2 and 3 with flexibility to expand verification options and partnership over time. Mr. Spiers seconded. Mr. Cathcart and Mr. Kerns voted no. The motion tied. This agenda item will proceed on to the Board Operations Committee, for further consideration.**

5. REPORTS TO COMMITTEE

A. 2025 Service Revisions Interim Update

Due to time constraints, there was no discussion, and the cover sheet was referenced for information.

B. Citizen Advisory Committee Update

Dr. Cortright shared a double decker bus tour would be taking place during the Citizen Advisory Committee meeting on Wednesday, July 16, 2025, at 5:15pm and invited the committee members to join. They will go to the West Plains Transit Center, out to Cheney and return to STA. Dr. Cortright will email the information out to all board members.

The remainder of Dr. Cortright's presentation was postponed due to time constraints.

6. CEO REPORT

Due to time constraints, there was no presentation provide by the Interim Co-CEO's.

7. SEPTEMBER 3, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

Council Member Cathcart shared that he enjoyed the STA double decker bus commercial and complimented STA's Communications Department for their work on it.

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 4:17p.m.

The next committee meeting will be held on Wednesday, September 3, 2025, 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**

September 18, 2025

**AGENDA ITEM 12B :** AUGUST 2025 SALES TAX REVENUE

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

**SUBMITTED BY:** Robert Hamud, Chief Financial Officer  
Tammy Johnston, Director of Financial Services

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

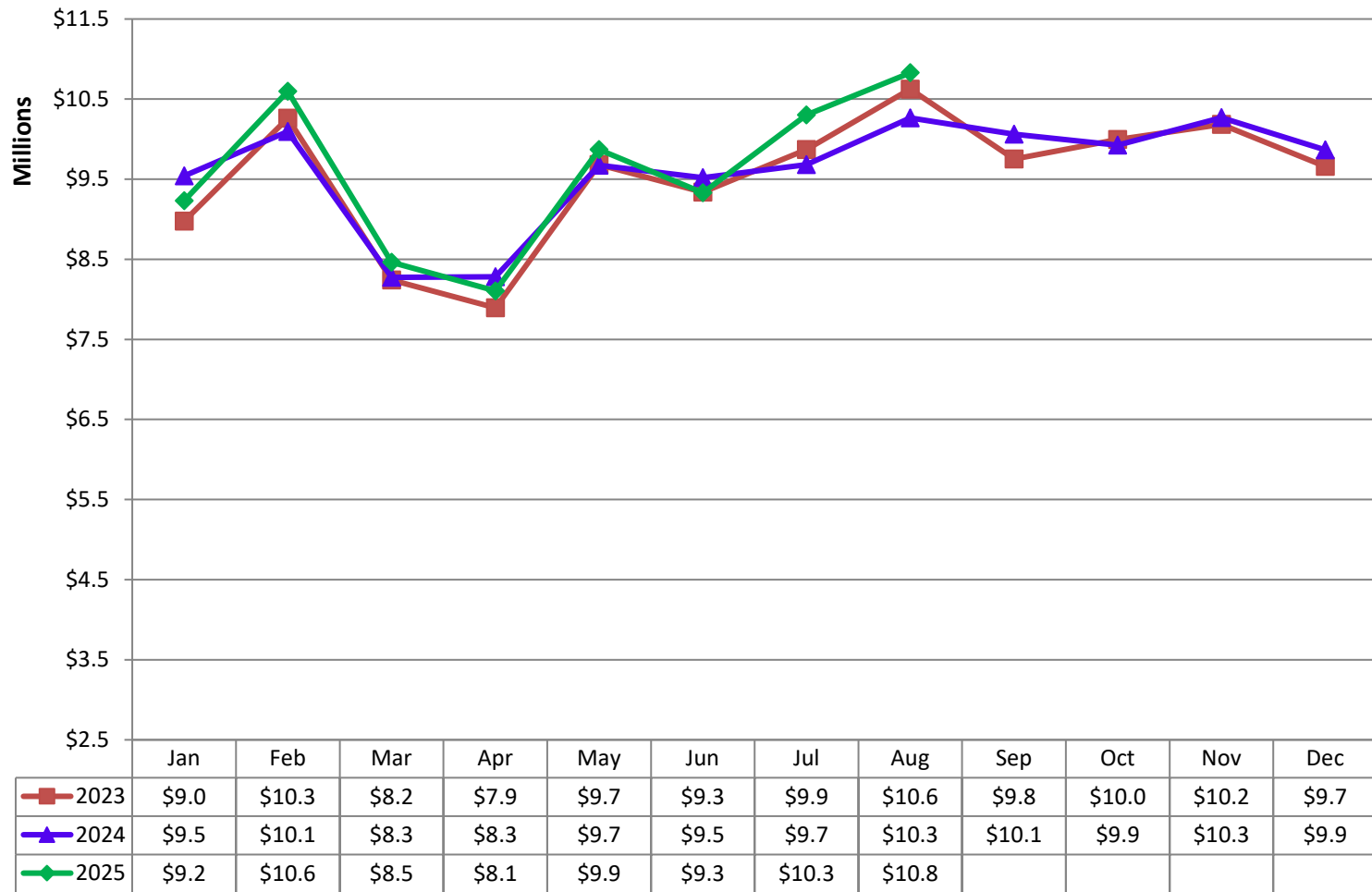
- 4.4% above 2025 budget
- 0.8% above YTD 2025 budget
- 5.5% above 2024 actual
- 1.9% above YTD 2024 actual

Total taxable sales for June were *up* 5.2% from June 2024. 2025 YTD sales are *up* 2.0% compared with June 2024 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 6.7% or \$38.0M in June 2025 vs June 2024 and is *up* by 2.9% or \$92.1M June 2025 YTD vs 2024 YTD
  - Other Miscellaneous Retailers *increased* 7.8% or \$41.5M June 2025 YTD over June 2024 YTD
  - Automobile Dealers *increased* 5.3% or \$29.6M June 2025 YTD over June 2024 YTD
  - Automotive Parts, Accessories, and Tire Retailers *increased* 14.7% or \$18.5M June 2025 YTD over June 2024 YTD
  - Electronics and Appliance Retailers *increased* 7.7% or \$14.6M June 2025 YTD over June 2024 YTD
  - Grocery and Convenience Retailers *increased* 5.1% or \$9.5M June 2025 YTD over June 2024 YTD
  - Other Motor Vehicle Dealers *increased* 5.6% or \$5.3M June 2025 YTD over June 2024 YTD
  - Clothing and Clothing Accessories Retailers *increased* 2.2% or \$2.7M June 2025 YTD over June 2024 YTD
  - Book Retailers and News Dealers *increased* 9.2% or \$1.6M June 2025 YTD over June 2024 YTD
  - Shoe Retailers *decreased* 11.0% or \$-1.6M June 2025 YTD over June 2024 YTD
  - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 0.6% or \$-2.5M June 2025 YTD over June 2024 YTD
  - Department Stores Retailers *decreased* 12.2% or \$-3.3M June 2025 YTD over June 2024 YTD

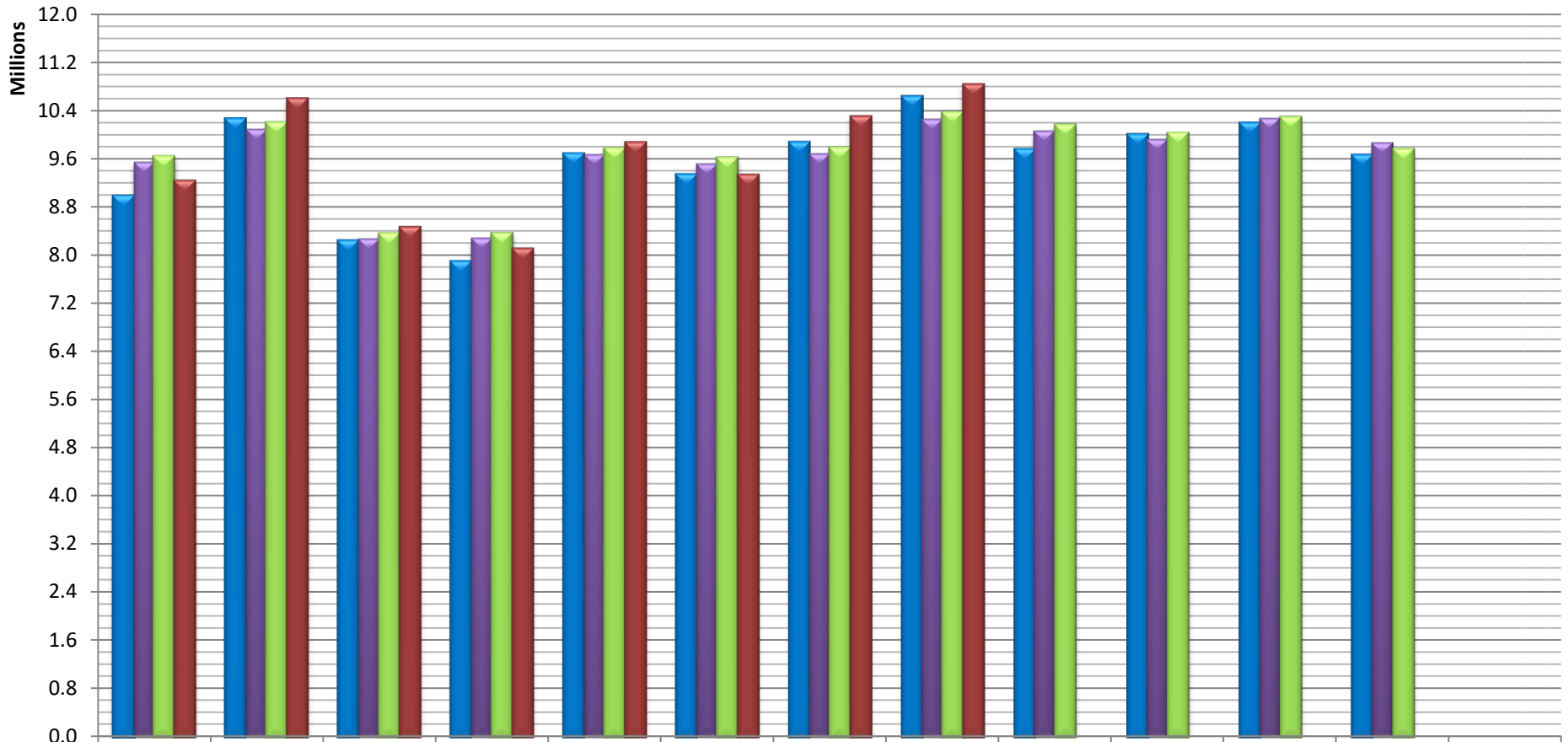
- Furniture and Home Furnishings Retailers *decreased* 4.5% or \$-3.7M June 2025 YTD over June 2024 YTD
- Building Material and Supplies Dealers *decreased* 2.7% or \$-8.4M June 2025 YTD over June 2024 YTD
- Health and Personal Care Retailers *decreased* 8.7% or \$-11.1M June 2025 YTD over June 2024 YTD
  
- Construction *increased* by 4.0% or \$8.1M in June 2025 vs June 2024 and is *down* by 0.7% or \$-6.9M June 2025 YTD vs 2024 YTD
  
- Accommodation and Food Services *increased* by 3.1% or \$4.1M in June 2025 vs June 2024 and is *up* by 1.7% or \$12.5M June 2025 YTD vs 2024 YTD

## Sales Tax Revenue History-August 2025<sup>(1)</sup>



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

## 2023 - 2025 SALES TAX RECEIPTS <sup>(1)</sup>



	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	10,301,219	10,828,301	-	-	-	-	76,727,764
\$ Mo. Var.	(309,335)	502,687	190,317	(174,999)	196,210	(189,045)	620,003	562,644	-	-	-	-	
% Mo. Var.	-3.2%	5.0%	2.3%	-2.1%	2.0%	-2.0%	6.4%	5.5%	0.0%	0.0%	0.0%	0.0%	
\$ YTD Var.	(309,335)	193,352	383,669	208,670	404,880	215,835	835,838	1,398,482	-	-	-	-	
% YTD Var.	-3.2%	1.0%	1.4%	0.6%	0.9%	0.4%	1.3%	1.9%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-4.2%	0.0%	0.4%	-0.4%	-0.1%	-0.6%	0.3%	0.8%	0.7%	0.7%	0.6%	0.6%	

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

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12C :** JULY 2025 FINANCIAL RESULTS SUMMARY

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

**SUBMITTED BY:** Robert Hamud, Chief Financial Officer  
Tammy Johnston, Director of Financial Services

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

Revenue

Overall, July year-to-date revenue is 5.0% (\$4.4M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 5.2% higher than budget
- Sales Tax Revenue is 0.3% higher than the budget
- Federal & State Grant Revenue is 27.2% higher than budget
- Miscellaneous Revenue is 6.4% higher than budget

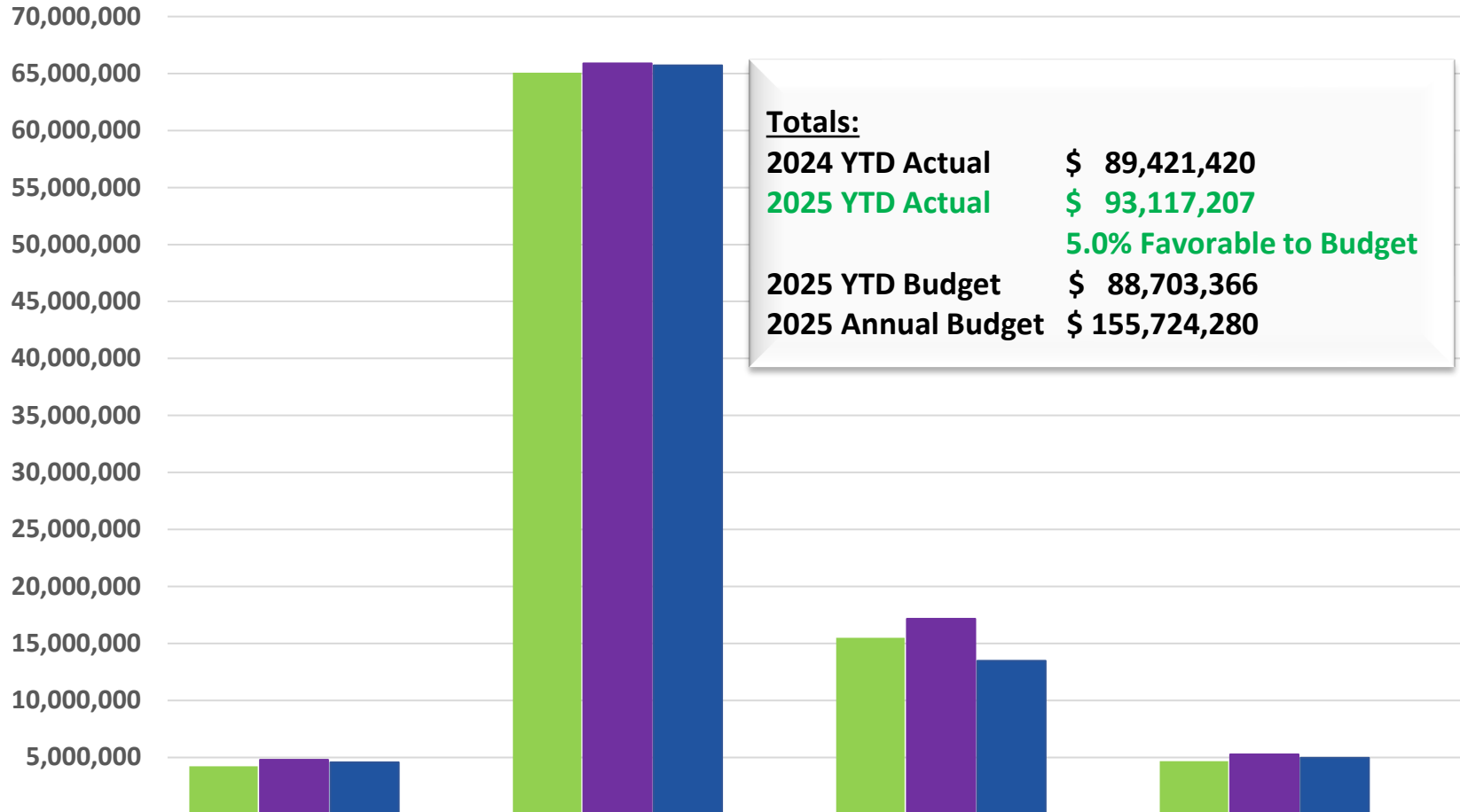
Operating Expenses

Overall, July year-to-date operating expenses are 4.1% (\$3.3M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 0.9% lower than budget
- Paratransit is 8.0% lower than budget
- Rideshare is 6.0% lower than budget
- Plaza is 10.1% lower than budget
- Administration is 13.0% lower than budget

**RECOMMENDATION TO BOARD:** Information only.

## Spokane Transit Revenues <sup>(1)</sup> - July YTD 2025

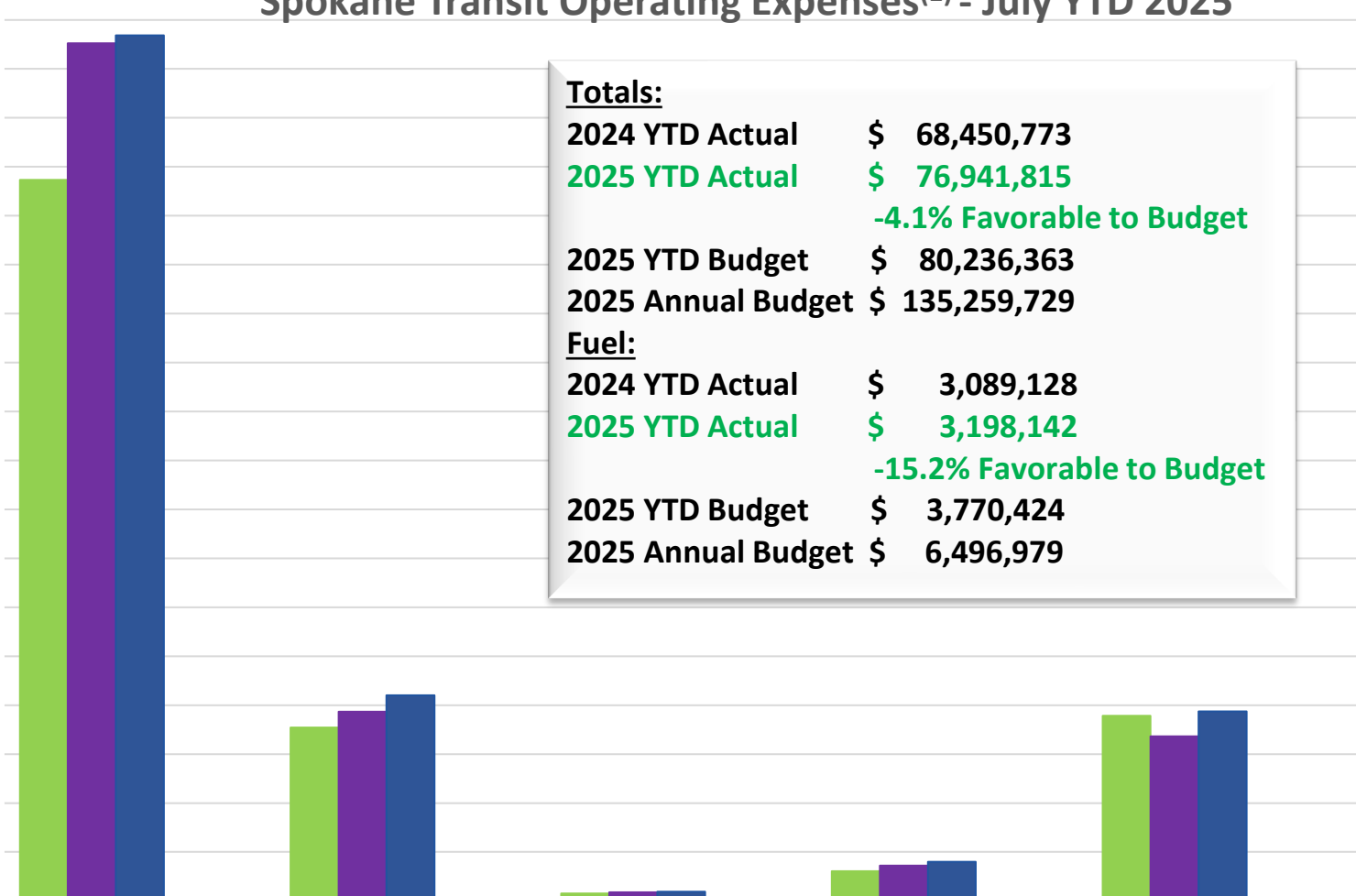


	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2024 YTD Actual	4,210,101	65,063,624	15,489,780	4,657,915
■ 2025 YTD Actual	4,791,488	65,899,463	17,155,384	5,270,872
■ 2025 YTD Budget	4,553,698	65,714,261	13,482,905	4,952,502
2025 YTD Budget Variance	5.2%	0.3%	27.2%	6.4%
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 July state capital grant reimbursements total \$5,077,397 and federal capital grant reimbursements total \$3,669,399.

## Spokane Transit Operating Expenses<sup>(1)</sup> - July YTD 2025

54,000,000  
51,000,000  
48,000,000  
45,000,000  
42,000,000  
39,000,000  
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      \$ 68,450,773  
 2025 YTD Actual      \$ 76,941,815  
                                  -4.1% Favorable to Budget  
 2025 YTD Budget     \$ 80,236,363  
 2025 Annual Budget \$ 135,259,729

**Fuel:**  
 2024 YTD Actual      \$ 3,089,128  
 2025 YTD Actual      \$ 3,198,142  
                                  -15.2% Favorable to Budget  
 2025 YTD Budget     \$ 3,770,424  
 2025 Annual Budget \$ 6,496,979

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	44,203,317	10,631,305	448,032	1,828,031	11,340,088
2025 YTD Actual	52,563,658	11,595,293	529,493	2,155,616	10,097,755
2025 YTD Budget	53,064,207	12,602,188	563,580	2,397,434	11,608,954
2025 YTD Budget Variance	-0.9%	-8.0%	-6.0%	-10.1%	-13.0%
2025 Total Budget	89,779,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$34,394,811 and Street/Road cooperative projects of \$0 for year-to-date July 2025.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

**September 18, 2025**

**AGENDA ITEM 12D:** JULY 2025 OPERATING INDICATORS

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

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

**SUMMARY:** There was the same number of weekdays in July 2025 compared to July 2024 (22 vs. 22). On-time performance for Fixed Route was 91.0% and Paratransit 95.7%.

**FIXED ROUTE**

Ridership	July 2025	July 2024	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	782,932	780,753	0.3%	3.1%
Average Daily Ridership	29,272	29,218	0.2%	4.0%
Adult Ridership	311,260	320,619	-2.9%	2.7%
CCS Pass Ridership	21,637	19,421	11.4%	19.4%
Eagle Pass Ridership	4,373	4,970	-12.0%	-8.1%
Youth Ridership	132,403	122,545	8.0%	9.4%
% of Ridership by Youth	16.9%	15.7%	1.2%	1.2%
Reduced Fare / Paratransit Ridership	117,427	111,089	5.7%	10.7%

**PARATRANSIT**

Ridership	July 2025	July 2024	Month/Month % Change	Year/Year % Change
Combined	32,654	31,641	3.1%	4.28%
Directly Operated	16,895	17,056	-0.95%	4.32%
Purchased Transportation	15,759	14,585	7.45%	4.23%
SUV	1,344	1,409	-4.6%	12.6%

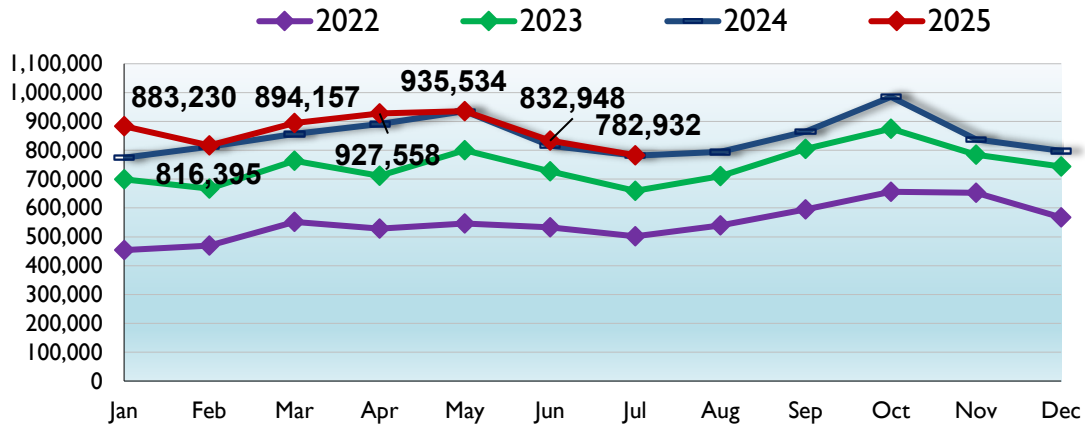
**RIDESHARE**

Ridership	July 2025	July 2024	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	8,975	8,529	5.2%	
Year to Date Customer Trips	61,231	60,815		0.7%
Monthly Active Groups	87	83	0.0%	4.8%
Unique Riders	404	398	0.5%	1.5%
Riders per Vehicle	4.64	4.80	0.5%	-3.2%

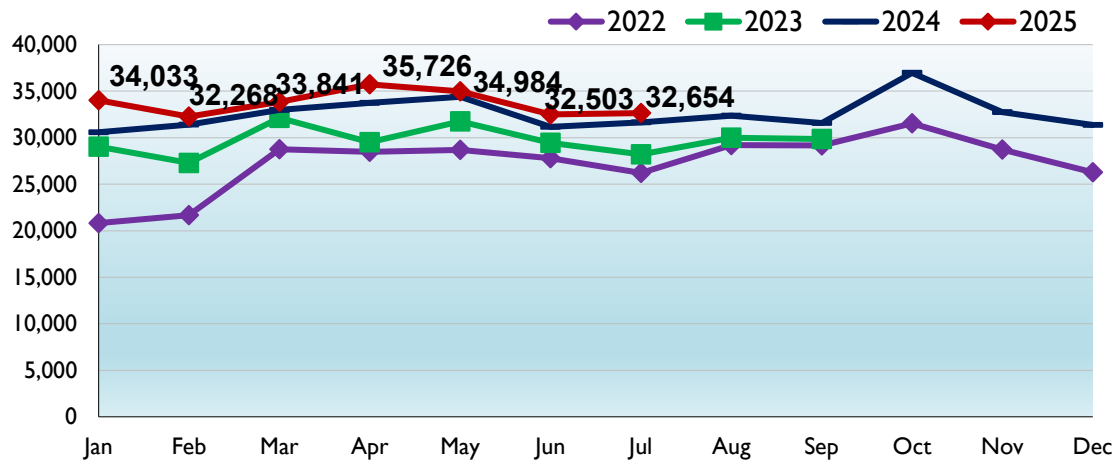
Group Formations and Folds
None

**RECOMMENDATION TO BOARD:** Information only.

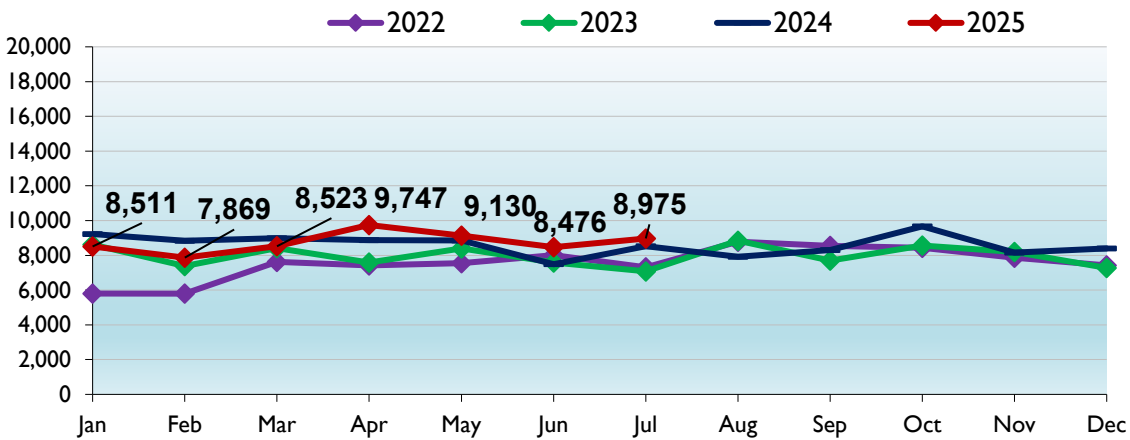
### FIXED ROUTE RIDERSHIP



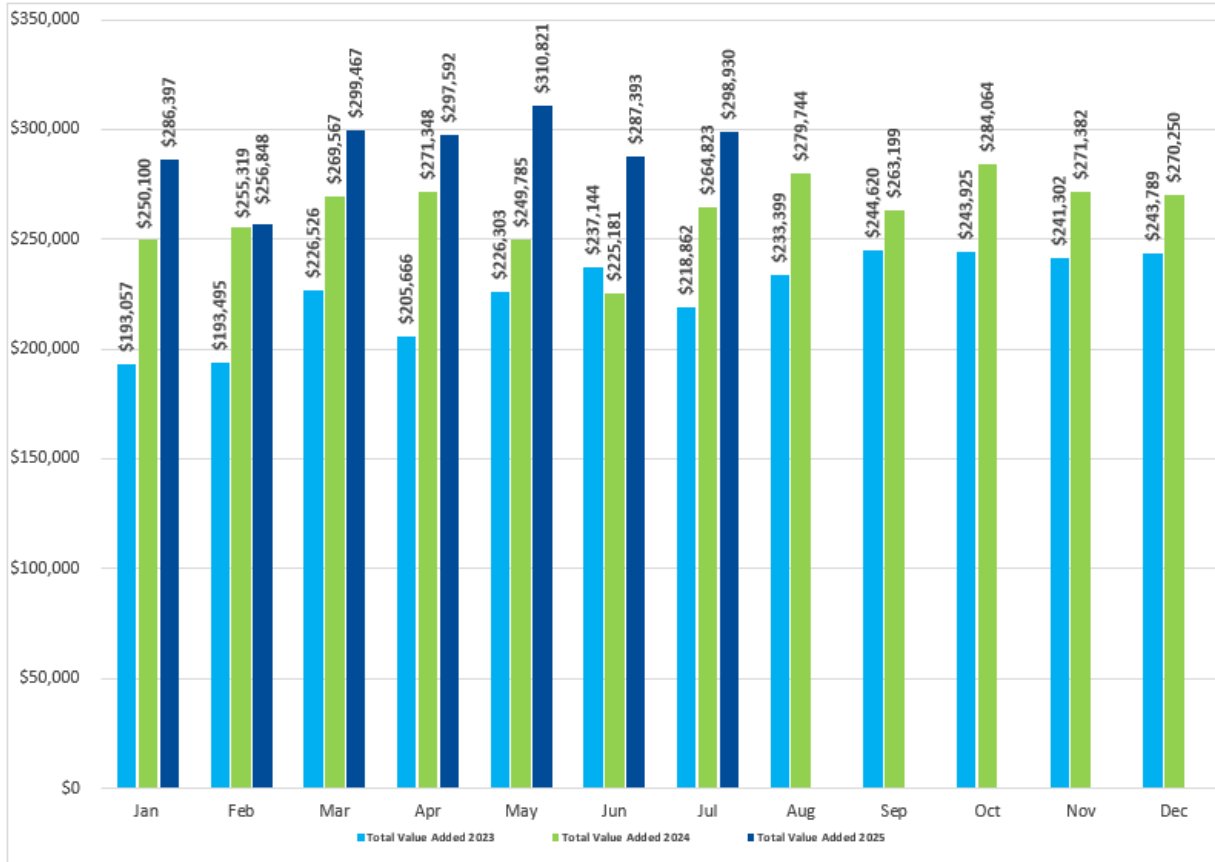
### PARATRANSIT RIDERSHIP



### RIDESHARE RIDERSHIP

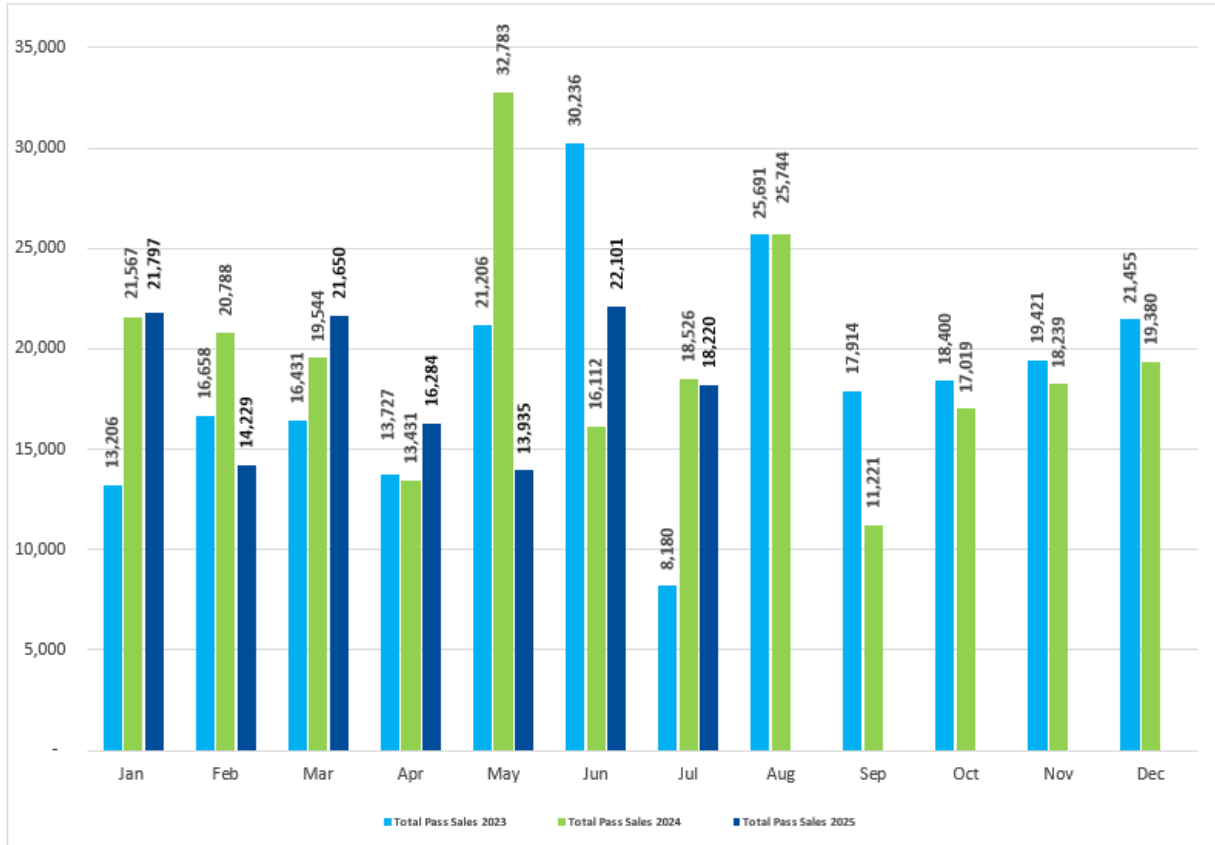


## MONTHLY VALUE ADDED TO CONNECT CARDS



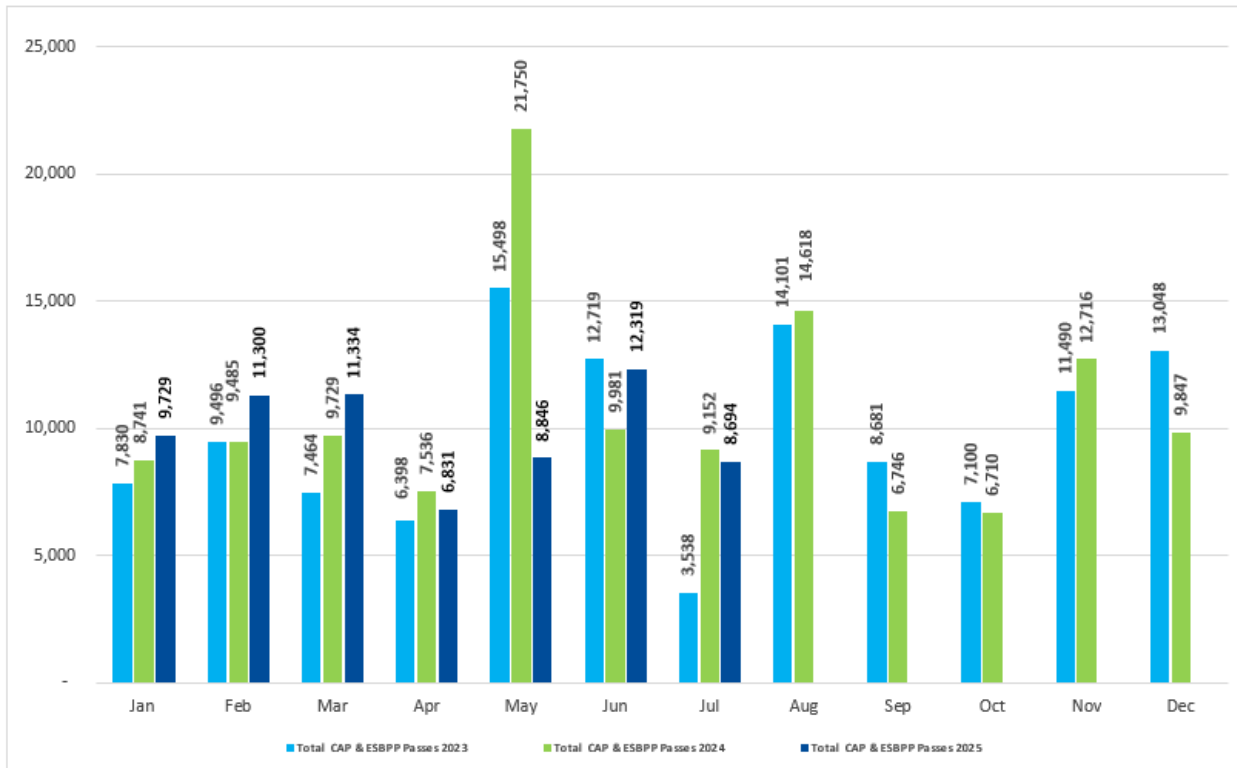
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
Autoload	\$ 77,280	\$ 99,405	\$ 117,507	18.2%
Call Center	\$ 34,720	\$ 50,075	\$ 55,100	10.0%
Customer Service Terminal	\$ 438,709	\$ 437,806	\$ 426,809	-2.5%
Customer Website	\$ 159,316	\$ 147,714	\$ 148,574	0.6%
Mobile Ticketing	\$ 680,056	\$ 768,118	\$ 814,264	6.0%
Institutional Website	\$ 90,008	\$ 143,024	\$ 197,685	38.2%
Open Payments	\$ 1,804	\$ 112,450	\$ 251,166	123.4%
Retail	\$ 19,160	\$ 27,532	\$ 26,343	-4.3%
<b>Total</b>	<b>\$ 1,501,053</b>	<b>\$ 1,786,122</b>	<b>\$ 2,037,449</b>	<b>14.1%</b>

## MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



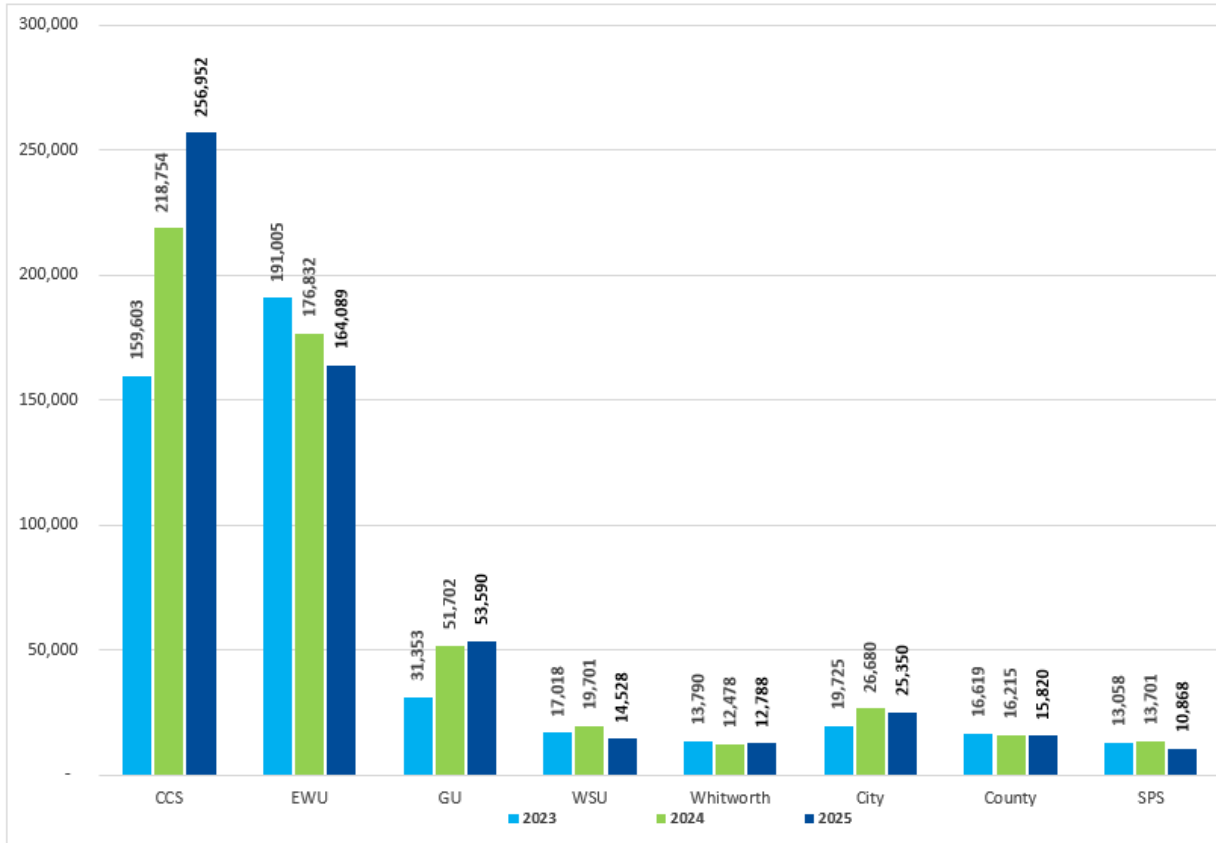
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride	49,126	49,335	44,641	-9.5%
7-Day	2,074	2,740	2,961	8.1%
Day Pass	60,168	81,470	71,312	-12.5%
Stars & Stripes/ Honored Rider	375	335	296	-11.6%
Paratransit Monthly	226	269	228	-15.2%
Shuttle Park	1,281	839	546	-34.9%
31-Day Rolling	6,394	7,763	8,232	6.0%
<b>Total</b>	<b>119,644</b>	<b>142,751</b>	<b>128,216</b>	<b>-10.2%</b>

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



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride CAP	24,515	24,602	25,091	2.0%
Day Pass CAP	35,460	48,743	40,909	-16.1%
Employer Sponsored Bus Pass	2,968	3,029	3,053	0.8%
<b>Total</b>	<b>62,943</b>	<b>76,374</b>	<b>69,053</b>	<b>-9.6%</b>

## JULY YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
CCS	159,603	218,754	256,952	17.5%
EWU	191,005	176,832	164,089	-7.2%
GU	31,353	51,702	53,590	3.7%
WSU	17,018	19,701	14,528	-26.3%
Whitworth	13,790	12,478	12,788	2.5%
City	19,725	26,680	25,350	-5.0%
County	16,619	16,215	15,820	-2.4%
Spokane Public Schools	13,058	13,701	10,868	-20.7%
<b>Total</b>	<b>462,171</b>	<b>536,063</b>	<b>553,985</b>	<b>3.3%</b>

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM:** **12E** : 2025 PARATRANSIT SURVEY RESULTS SUMMARY

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

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

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**SUMMARY:** In February 2025, ETC Institute initiated a customer satisfaction survey for Paratransit customers. Using a list of Paratransit customers provided by STA, ETC Institute randomly selected customers to mail the survey with a goal of completing a sample of 400. Respondents were provided a postage-paid envelope to return the survey, or there was a link to an online option also provided. There were 445 responses to the survey returned.

A summary of the results will be presented at the meeting and can be viewed at the following link:

[2024 STA Paratransit Survey Findings Report](#)

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12F:** DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

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

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer  
Dan Wells, Director of Capital Development

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**SUMMARY:** Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The purpose of this report is to highlight current design and public outreach activities for this important regional project.

**BACKGROUND:** Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area. The project is identified in the region's Metropolitan Transportation Plan and has garnered state legislative and financial support as a complementary investment to the North Spokane Corridor (NSC). The project is currently scheduled to begin revenue service in 2030.

**UPDATES:** The following presents a general update on the public outreach and project design. During the committee meeting, staff will present detailed information of ongoing outreach and design activities.

***Public Outreach Update***

Since the last Committee and Board update in March 2025, the project team has continued public outreach efforts. Staff have met with two landowners adjacent to future station locations to discuss station designs and address any concerns the property owners may have. Letters were also sent to various neighborhood councils notifying them of the amendment to the Locally Preferred Alternative (LPA) and phasing of the project. An open house was held in June 2025, with the purpose of informing the public of the change to the LPA and future phasing of the project. Public input was generally supportive of the project. Upcoming public outreach activities include meeting with each affected neighborhood council again and targeted outreach adjacent to specific stations.

***Project Design Update***

Project design activities continue to move forward. To date, the project team has completed 30% design plans for 27 of the 39 stations; 30% design for the remaining 12 stations is ongoing. Stations that have completed review by permitting agencies have moved into 60% design. An updated cost estimate and financial plan for the project has been completed. The traffic operations and intersection analysis has been updated for the Board approved Minimum Operable Segment (MOS) and submitted to the permitting agencies for review. Development of the environmental review package is nearly complete and anticipated to be submitted to the FTA in September. The Small Starts Grant ratings application package and ridership modeling information is complete and has been submitted to the FTA for review and project rating.

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12G :** 2026-2029 TITLE VI PROGRAM UPDATE

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

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer  
Madeline Arredondo, Associate Transit Planner

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**SUMMARY:** As a recipient of federal funds, the Federal Transit Administration (FTA) requires public transit agencies to update their Title VI Programs every three years. Spokane Transit Authority (STA) is in the process of updating the Title VI program which must be approved by the Board of Directors and submitted to FTA by February 1, 2026. At the September 2025 Planning & Development Committee meeting, staff provided an update on survey results, and public engagement efforts.

**BACKGROUND:** Title VI of the Civil Rights Act of 1964 is a federal statute that states “no person shall, on the grounds 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.” Additionally, FTAs regulatory guidance includes requirements to analyze impacts on environmental justice for specific activities and policies. Environmental Justice evaluates whether a policy or activity will have a disproportionately high and adverse effect on minority and low-income populations.

A Title VI Program comprises two major sections as identified in FTA Circular 4702.1B – general requirements and transit requirements. Within the transit requirements, agencies that operate 50 or more fixed route vehicles at peak service in an Urbanized Area (UZA) of 200,000 or more have additional reporting requirements. One of the additional reporting requirements includes collecting and reporting data regarding customer demographics and travel patterns. To meet this requirement, a Rider Census was conducted from April 28, 2025, to May 9, 2025, and resulted in 1,739 responses. In addition, Spokane Transit surveyed a list of 105 Community Based Organizations (CBO) to further identify their client’s transportation needs and gaps. Key findings on both engagement tools, the rider census, and provider survey, will be presented by staff.

In addition to the survey efforts and the last committee update on the Title VI Program engagement plan, staff presented an overview of the Title VI Program update and outreach activities at the Equity Work Group meeting hosted by Spokane Regional Transportation Council (SRTC) and attended the Unity in the Community event. The Title VI project webpage has been updated at <https://www.spokanetransit.com/title6update>, and an informational video is being created to be posted on the website. To ensure that engagement is targeted to minority, low-income, and LEP populations, STA staff will also conduct interviews with a focused group of community-based organizations who work with the identified groups. The table below details the upcoming engagement activities.

Remaining Outreach Schedule		
Date	Audience/Event	Description
Sep 10, 2025	STA Citizen Advisory Committee (CAC) (Complete)	Project update, engagement, surveys
Sep 20-21, 2025	Valleyfest	Tabling event
Sep 26, 2025	SRTC Equity Workgroup	Public comment period, public hearing
Oct 16, 2025	Public Notice	Public Notice, SEPA
Oct 25, 2025	El Mercadito	Tabling event
Nov 6, 2025	City of Spokane Community Assembly	Draft plan, upcoming public hearing
Nov 12, 2025	STA Citizen Advisory Committee (CAC)	Draft plan, upcoming public hearing

Staff will provide an update of engagement activities and a link to the draft Title VI Program for public comment at the November 2025 Planning and Development Committee meeting. Below is a table that outlines the project timeline for the 2026-2029 Title VI Program update.

Program Adoption Timeline		
Date	Meeting	Description
Nov 5, 2025	Planning & Development Committee	Upcoming public hearing
Nov 20, 2025	Board of Directors	Public Hearing
Dec 3, 2025	Planning & Development Committee	Recommend adoption
Dec 18, 2025	Board of Directors	Adoption and resolution

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12H :** CONNECT 2035 STRATEGIC PLAN FUNDING REVIEW

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

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer  
Robert Hamud, Chief Financial Officer

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**SUMMARY:** For the purpose of advancing STA’s strategic plan, *Connect 2035*, staff reviewed the plan’s financial requirements at the September Planning & Development Committee meeting. Staff also presented a timeline for advancing a Board discussion on funding for the plan for Committee input and guidance.

**BACKGROUND:** In December 2014, the Spokane Transit Board of Directors adopted *STA Moving Forward*, STA’s first ten-year strategic plan. After voters narrowly rejected a ballot measure which would have authorized funding for the plan, the Board revisited financial projections and the sequencing of the plan. Plan updates were adopted in 2016 and a ballot proposition in November 2016 was approved by a majority vote in each jurisdiction within STA’s municipal boundaries, known as the Spokane County Public Transportation Benefit Area (PTBA). The proposition included a limitation on the period of taxation, expiring December 31, 2028, ensuring direct accountability to voters on STA’s performance in advancing the goals of the *STA Moving Forward* plan.

Delivery of projects identified in *STA Moving Forward* began in 2017. Most of the 27 distinct projects have already been completed. With the September 21, 2025 service change later this month, three of the six outstanding projects will be delivered. While adjustments to project definitions and timing were made in response to the COVID-19 pandemic and a more recent network assessment conducted by a third party, STA is on track to fully deliver the plan. Many projects and investments delivered greater value than originally anticipated, thanks to STA’s strong performance in securing discretionary grants and the new formula-based Transit Support Grant provided by the state. All projects remain on track for completion within the ten-year timeframe of the plan.

In 2021, STA recognized a unique opportunity to pursue a new ten-year strategic plan. Federal funds directed toward transit agencies in 2020 and 2021 to aid in responding to and recovering from the COVID-19 pandemic helped prompt the planning effort. The planning effort began in earnest in 2022 and included two phases over three years. The first phase involved refreshing STA’s mission and vision statements, identifying goals, headline performance measures, and strategies for the plan. The second phase refined the measures and strategies and generated a discrete list of initiatives to implement over a ten-year period. The plan was unanimously approved in December 2024 by Board Resolution No. 831-24.

Through multiple Board workshops, the new plan's financial assumptions took place. In March 2024, the Board unanimously approved Resolution No. 818-24 establishing funding and investment principles for *Connect 2035*. They included planning for the renewal of the sales and use tax approved by voters in 2016, leverage current financial resources to advance the goals of *Connect 2035*, and explore opportunities to grow service, recognizing any substantive service expansions will require new revenue sources.

In addition to the financial assumptions, the Board has approved a sequencing plan for the initiatives of *Connect 2035*, as reflected in the plan appendix approved in April 2025 (Resolution No. 836-25).

The sequencing of initiatives and the financial assumptions are both important components to further Committee and Board discussions concerning funding requirements, including the timing of a ballot proposition to renew the sales tax. To this end, staff propose to schedule a workshop with the full Board to begin the consideration of timing for securing funding for plan implementation.

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 121 :** 2025 SECOND QUARTER YEAR-TO-DATE PERFORMANCE MEASURES

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

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

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**SUMMARY:** The complete report has been posted to the STA website:

[2025 Second Quarter Year-to-Date Performance Measures](#)

The following is a summary of significant measures that are of particular interest, or the committee has provided guidance for staff to highlight on a routine basis.

**Ensure Safety**

**Preventable Accident Rate**

- Fixed Route's rate of preventable accidents was 0.15 per 10,000 miles, missing the targeted goal of no greater than 0.11.
- Paratransit's rate of preventable accidents was 0.16 per 10,000 miles, missing the targeted goal of no greater than 0.10.

**Earn and Retain the Community's Trust**

**Ridership**

- Fixed Route 2025 second quarter, year-to-date ridership was up 4.0% compared to our ridership in 2024. Fixed Route provided 5,289,822 rides in 2025 vs. 5,087,270 in 2024. The ridership goal for Fixed Route in 2025 is 10.39 million trips; 2.2% higher than 2024.
- Paratransit 2025 second quarter, year-to-date ridership was up 4.7% compared to our ridership in 2024. Paratransit provided 203,335 rides in 2025 vs. 194,269 in 2024. The ridership goal for Paratransit in 2025 is 404,960 trips; 3.8% higher than 2024.
- Rideshare 2025 first quarter year-to-date ridership was down 0.1% compared to our ridership in 2024. Rideshare provided 52,256 rides in 2025 vs. 52,286 in 2024. The ridership goal for Rideshare in 2025 is 109,000; 4.7% higher than 2024.

**Passengers per Revenue Hour (PPRH)**

- Fixed Route PPRH was 19.72. The goal was to transport 19.18 or more passengers per revenue hour.
- Paratransit PPRH was 2.49. The goal was to transport 2.4 or more passengers per revenue hour.

### **Provide Excellent Customer Service**

#### **On-Time Performance: Fixed Route**

On-time performance is measured as a bus departing between 0 to 5 minutes after the scheduled departure time.

- Fixed Route on-time performance was 92.9%, below STA's goal of 93%.

#### **On-Time Performance: Paratransit**

On-time performance is measured as a van arriving no more than 30 minutes after the scheduled arrival time.

- Paratransit on-time performance was 94.3%, above STA's goal of 93%.

#### **Operator Ride Checks**

- There were 204 ride checks completed for Fixed Route, on track to achieve the annual goal of 330.
- There were 45 ride checks completed for Paratransit, on track to achieve the annual goal of 63.

### **Exemplify Financial Stewardship**

#### **Cost per Passenger**

Fixed Route and Paratransit continue to exceed STA's goal to keep the cost per passenger less than 95% of the average cost of the urban systems in Washington State.

- Fixed Route cost per passenger was \$9.51. This was 67.1% of the urban systems' average.
- Paratransit cost per passenger was \$58.06. This was 87.3% of the urban systems' average.

#### **Cost Recovery from User Fees (Farebox Recovery)**

- Fixed Route farebox recovery was 25.3%, above the goal of 20% as calculated using the new farebox recovery methodology set forth for establishing the standard fare.
- Paratransit farebox recovery was 4.1%, below the goal of 5%, as calculated using the new farebox recovery methodology set forth for establishing the standard fare.

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12J:** 2024 STATE AUDIT REPORT

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

**SUBMITTED BY:** Robert Hamud, Chief Financial Officer  
Tammy Johnston, Director of Financial Services

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**SUMMARY:** On July 23, 2025, the Washington State Auditor's Office held an Audit Exit Conference with STA staff regarding the 2024 Audit results.

Weston Fink, Assistant Audit Manager, briefed the committee on the 2024 Audit results at the September 3, 2025, Performance Monitoring & External Relations Committee meeting.

The 2024 State Audit Exit Packet is included in this packet.

**RECOMMENDATION TO BOARD:** Information only.



# Office of the Washington State Auditor

## Pat McCarthy

### **Exit Conference: Spokane Transit Authority**

The Office of the Washington State Auditor’s vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

#### **Audit Reports**

We will publish the following reports:

- Accountability audit for January 1, 2024, through December 31, 2024 – see report.
- Financial statement and federal grant compliance audits for January 1, 2024, through December 31, 2024 – see report.

#### **Audit Highlights**

- We appreciate the efforts of Tammy Johnston, Interim Chief Financial Officer / Director of Financial Services who provided documents and answered inquiries throughout the audit to ensure an effective and efficient audit process.
- The Authority continues to have appropriate processes in place to ensure its financial data is fairly presented in all significant respects.

#### **Financial Statement Audit Communication**

We would like to bring the following to your attention:

- We didn’t identify any material misstatements during the audit.
- There were no uncorrected misstatements in the audited financial statements.
- The audit addressed the following risks, which required special consideration:
  - Due to the possibility that management may be able to circumvent certain controls, standards require the auditor to assess the risk of management override.
  - Implementation of Government Accounting Standards Board (GASB) Statement No. 101: Compensated Absences – Due to the inherent risk of implementing a new accounting standard, the auditor is required to assess the impact and evaluate if the standard was properly implemented and disclosed.

## AUDIT RESULTS

### Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Authority operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

### About the audit

This report contains the results of our independent accountability audit of the Spokane Transit Authority from January 1, 2024 through December 31, 2024.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Authority's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the year ended December 31, 2024, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – gross wages
- Accounts payable – credit cards
- Financial condition – reviewing for indications of financial distress
- Open public meetings – compliance with minutes, meetings and executive session requirements

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS

## Spokane Transit Authority January 1, 2024 through December 31, 2024

### SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of the Spokane Transit Authority are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### Financial Statements

We issued an unmodified opinion on the fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the Authority.

#### Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the Authority’s compliance with requirements applicable to each of its major federal programs.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

## Identification of Major Federal Programs

The following programs were selected as major programs in our audit of compliance in accordance with the Uniform Guidance.

<u>ALN</u>	<u>Program or Cluster Title</u>
20.500	Federal Transit Cluster - Federal Transit Capital Investment Grants
20.507	Federal Transit Cluster - Federal Transit Formula Grants
20.526	Federal Transit Cluster - Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The Authority qualified as a low-risk auditee under the Uniform Guidance.

## SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

## SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

## INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

### Spokane Transit Authority January 1, 2023 through December 31, 2024

Board of Directors  
Spokane Transit Authority  
Spokane, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Spokane Transit Authority, as of and for the years ended December 31, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated July 23, 2025.

### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audits of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

## **REPORT ON COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **PURPOSE OF THIS REPORT**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy, State Auditor

Olympia, WA

July 23, 2025

# INDEPENDENT AUDITOR'S REPORT

## Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

### Spokane Transit Authority January 1, 2024 through December 31, 2024

Board of Directors  
Spokane Transit Authority  
Spokane, Washington

## REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

### Opinion on Each Major Federal Program

We have audited the compliance of the Spokane Transit Authority, with the types of compliance requirements identified as subject to audit in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended December 31, 2024. The Authority's major federal programs are identified in the auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

### Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the Authority's compliance with the compliance requirements referred to above.

## **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Authority's federal programs.

## **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

Performing an audit in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances;
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed; and
- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed. Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

### Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy, State Auditor

Olympia, WA

July 23, 2025

# INDEPENDENT AUDITOR'S REPORT

## Report on the Audit of the Financial Statements

### Spokane Transit Authority January 1, 2023 through December 31, 2024

Board of Directors  
Spokane Transit Authority  
Spokane, Washington

## REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

### Opinions

We have audited the accompanying financial statements of the Spokane Transit Authority, as of and for the years ended December 31, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the financial section of our report.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Spokane Transit Authority, as of December 31, 2024 and 2023, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Matters of Emphasis

As discussed in Note 14 to the financial statements, in 2024, the Authority adopted new accounting guidance, Governmental Accounting Standards Board *Statement No. 101, Compensated Absences*. Our opinion is not modified with respect to this matter.

## **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority’s ability to continue as a going concern for a reasonable period of time; and
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and required supplementary information listed in the financial section of our report be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority’s basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This supplementary information is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## **OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with *Government Auditing Standards*, we have also issued our report dated July 23, 2025 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large, stylized initial "P".

Pat McCarthy, State Auditor

Olympia, WA

July 23, 2025



July 23, 2025

Office of the Washington State Auditor  
3200 Capitol Blvd  
P.O. Box 40031  
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Spokane Transit Authority for the period from January 1, 2024, through December 31, 2024, and for the comparative information for the period ended December 31, 2023. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

**General Representations:**

1. We have provided you with unrestricted access to people you wished to speak with and made available all requested and relevant information of which we are aware, including:
  - a. Financial records and related data.
  - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
  - d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
  - e. Related party relationships and transactions.
  - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.

2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.

**Additional representations related to the financial statements:**

10. We acknowledge our responsibility for fair presentation of financial statements and believe financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements include financial information of the primary government and all component units, fiduciary and other activity required by generally accepted accounting principles to be included in the financial reporting entity.
13. The financial statements properly classify all funds and activities.
14. All funds that meet the quantitative criteria in GASB requirements or are otherwise particularly important to financial statement users, are presented as major funds.

15. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and depreciated as applicable.
16. We have no plans or intentions that may materially affect the reported value or classification of assets, liabilities or net position.
17. Revenues are appropriately classified by fund and account.
18. Expenses have been appropriately classified by fund and account, and allocations have been made on a reasonable basis.
19. Net position components (net investment in capital assets, restricted and unrestricted) are properly classified and, as applicable, approved.
20. The methods, data and significant assumptions we used in making accounting estimates and related disclosures are appropriate and free from intentional bias.
21. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
  - a. Interfund, internal, and intra-entity activity and balances.
  - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
  - c. Joint ventures and other related organizations.
  - d. Guarantees under which the government is contingently liable.
  - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
  - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements, and other loss contingencies.
22. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
23. We acknowledge our responsibility for reporting supplementary information (the Schedule of Expenditures of Federal Awards) in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
24. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.

25. We acknowledge our responsibility for the supplementary information required by generally accepted accounting principles in the United States (RSI) and believe RSI is measured and presented within prescribed guidelines.
26. We have disclosed to you all significant changes in the methods of measurement and presentation of RSI, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of the RSI.
27. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to each applicable opinion unit.
28. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

**Additional representations related to expenditures under federal grant programs:**

29. We acknowledge our responsibility for complying, and have complied, with the requirements of 2 CFR § 200 *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.
30. With regards to your audit of federal grant programs, we have made available all relevant and requested information of which we are aware, including:
  - a. All federal awards and related grant agreements (including amendments, if any), contracts with pass-through entities, service organizations and contractors, and correspondence.
  - b. All communications from federal awarding agencies, contractors, service organizations or pass-through entities concerning possible noncompliance.
  - c. All information regarding corrective actions taken and management decisions or follow-up work performed by federal or pass-through agencies on any findings reported in the past.
  - d. All documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
  - e. Interpretations or other support for any situations where compliance with requirements might be questionable or unclear.
31. We have identified and complied with all direct and material compliance requirements of federal awards.

32. Management is responsible for establishing effective internal control and has maintained sufficient control over federal programs to provide reasonable assurance that awards are managed in compliance with laws, regulations, contracts or grant agreements that could have a material effect on each of our federal awards.
33. Federal program financial reports and claims for advances and reimbursements are supported by the accounting records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the Schedule of Expenditures of Federal Awards.
34. Copies of federal program reports provided to you are true copies of the reports submitted, or electronically transmitted, to federal agencies or pass-through agencies, as applicable.
35. We are responsible for, and will accurately prepare, the auditee section of the Data Collection Form as required by the Uniform Guidance.

**Additional representations related to federal grants passed through to subrecipients:**

36. We have advised our subrecipients of requirements imposed on them by Federal laws, regulations, contracts or grant agreements as well as any supplemental requirements we impose as a condition of receiving Federal awards.
37. We have monitored the activities of our subrecipients as necessary to ensure that Federal awards are used for authorized purposes in compliance with laws, regulations, contracts or grant agreements.

  
\_\_\_\_\_  
Brandon Raper Betty  
Interim Co-CEO & Chief Operations Officer  
Spokane Transit Authority

  
\_\_\_\_\_  
Tammy Johnston  
Interim Chief Financial Officer & Director of Financial Services  
Spokane Transit Authority

  
\_\_\_\_\_  
Karl Otterstrom  
Interim Co-CEO & Chief of Planning and Development  
Spokane Transit Authority

## **Finalizing Your Audit**

### **Report Publication**

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at [Sign Up for News & Alerts | Office of the Washington State Auditor](#).

### **Management Representation Letter**

We have included a copy of representations requested of management.

### **Audit Cost**

At the entrance conference, we estimated the cost of the audit to be \$46,000, plus travel costs, and actual audit costs will approximate that amount.

### **Your Next Scheduled Audit**

Your next audit is scheduled to be conducted in 2026 and will cover the following general areas:

- Accountability for public resources
- Financial statement
- Federal programs
- National Transit Database (NTD) Agreed Upon Procedures

The estimated cost for the next audits based on current rates is approximately \$18,500 for the NTD Agreed Upon Procedures engagement, as well as \$46,000 for the financial statement, federal grant compliance, and accountability audits, plus travel expenses if any. This preliminary estimate is provided as a budgeting tool and is not a guarantee of final cost.

## **Working Together to Improve Government**

### **Audit Survey**

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

### **Local Government Support Team**

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

### **The Center for Government Innovation**

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond

to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at [Center@sao.wa.gov](mailto:Center@sao.wa.gov).

### **Questions?**

Please contact us with any questions about information in this document or related audit reports.

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**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12K :** JUNE 2025 SEMIANNUAL FINANCIAL REPORTS

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

**SUBMITTED BY:** Robert Hamud, Chief Financial Officer  
Tammy Johnston, Director of Financial Services

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**SUMMARY:** Attached are the June 2025 semiannual financial reports.

- Capital Budget
  - 27.9% of the Capital budget has been spent.
  - Due to timing of projects, higher level of expenditures are traditionally made in the latter half of the year.
  - 2025 forecasted capital spend to budget is expected to amount to 80.6% or \$54.5M.
- Federal Grants
  - Federal capital grants cover multiple years and plans are in place for the expenditure of these grants.
- Cash Balance
  - The cash balance of \$254.7M includes the fleet replacement fund of \$28.4M.

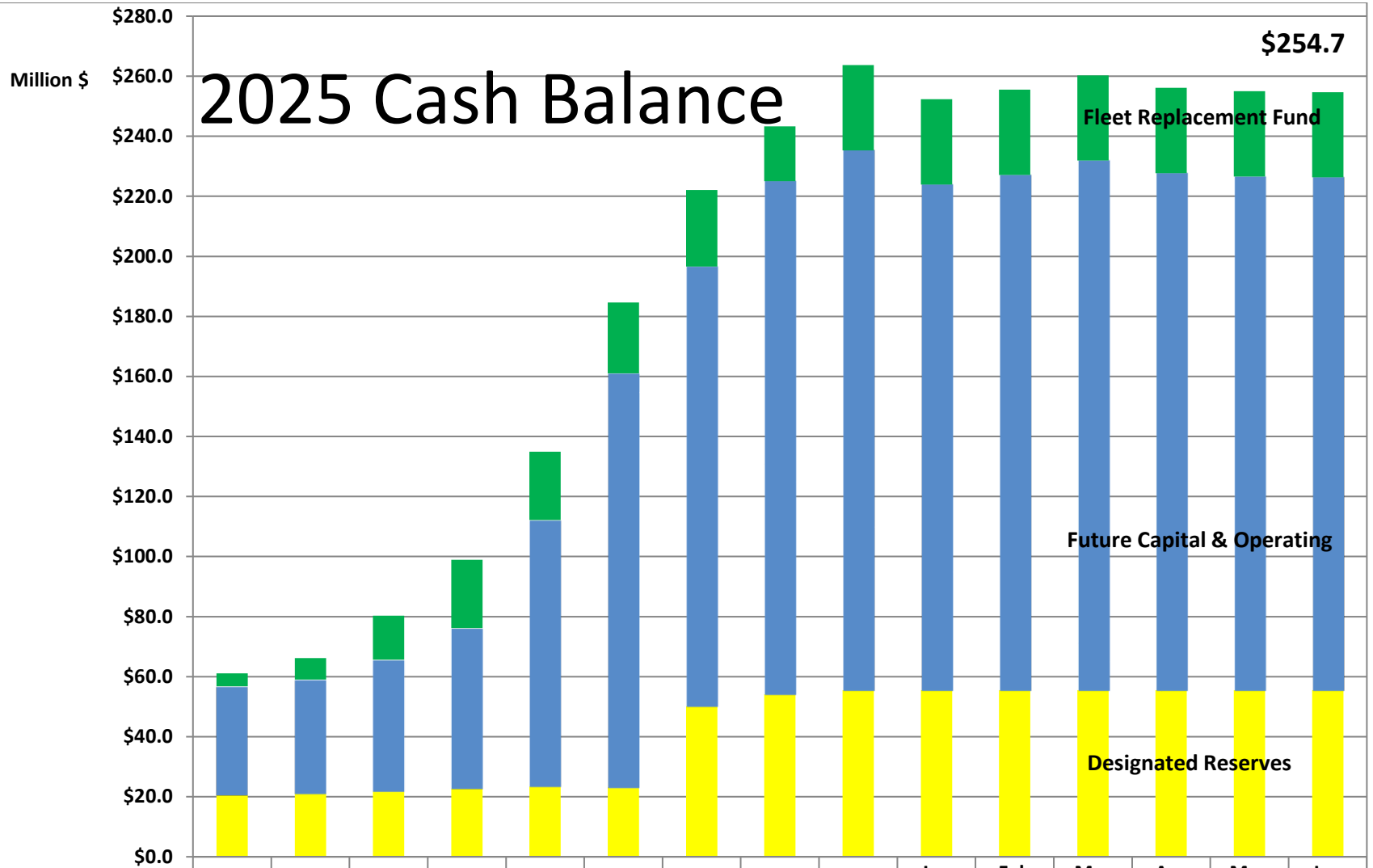
**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT  
CAPITAL BUDGET STATUS  
Through June 30, 2025**

<b>Capital Projects</b>	<b>Quantity</b>	<b>State Funding</b>	<b>Federal Funding</b>	<b>Local Funding</b>	<b>2025 Budget Total</b>	<b>Expensed to Date</b>	<b>Remaining Balance</b>
<b>Revenue Vehicles</b>							
Fixed Route Coaches- (Expansion)	7	\$2,162,273	\$1,639,693	\$1,392,946	\$5,194,912	\$4,253,945	\$940,967
Fixed Route Coaches- (Replacement)	17			15,959,938	15,959,938	9,371,197	6,588,741
Paratransit Vans (Replacement)	6			965,139	965,139	-	965,139
Rideshare Vans (Replacement)	11			605,000	605,000	-	605,000
<b>Total Revenue Vehicles</b>	<b>41</b>	<b>\$2,162,273</b>	<b>\$1,639,693</b>	<b>\$18,923,023</b>	<b>\$22,724,989</b>	<b>\$13,625,142</b>	<b>\$9,099,847</b>
<b>Non-Revenue Vehicles</b>							
Security Vehicles	2			\$80,000	\$80,000	\$0	\$80,000
Fixed Route Service Vehicles	2			90,000	90,000	-	90,000
<b>Total Non-Revenue Vehicles</b>	<b>4</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$0</b>	<b>\$170,000</b>
<b>Facilities - Maintenance and Administration</b>							
Boone - Facility Master Plan Program				\$600,000	\$600,000	\$122,780	\$477,220
Boone - Preservation and Improvements				4,194,895	4,194,895	81,744	4,113,151
Fleck Center - Preservation and Improvements		\$49,495		585,802	635,297	43,609	591,688
Miscellaneous Equipment and Fixtures				510,526	510,526	236,042	274,484
<b>Total Facilities - Maintenance and Administration</b>		<b>\$49,495</b>	<b>\$0</b>	<b>\$5,891,223</b>	<b>\$5,940,718</b>	<b>\$484,176</b>	<b>\$5,456,542</b>
<b>Facilities - Passenger and Operational</b>							
Park and Ride Upgrades				\$1,136,218	\$1,136,218	\$1,285	\$1,134,933
Plaza Preservation and Improvements				2,025,098	2,025,098	(45,779)	2,070,877
Route and Stop Facility Improvements				5,450,851	5,450,851	202,807	5,248,044
Transit Center Upgrades				1,230,000	1,230,000	35,797	1,194,203
Near Term Investments				1,973,566	1,973,566	120,594	1,852,972
<b>Total Facilities - Passenger and Operational</b>		<b>\$0</b>	<b>\$0</b>	<b>\$11,815,733</b>	<b>\$11,815,733</b>	<b>\$314,705</b>	<b>\$11,501,028</b>
<b>Technology Projects</b>							
Business Systems Replacement				\$1,240,000	\$1,240,000	\$60,142	\$1,179,858
Capital Program Management Software				306,000	306,000	260,543	45,457
Communications Technology Upgrades				80,000	80,000	828	79,172
Computer Equipment Preservation and Updates				225,148	225,148	-	225,148
Fare Collection and Sales Technology				50,000	50,000	-	50,000
IS Infrastructure and End User Equipment				1,796,300	1,796,300	494,707	1,301,593
Operating and Customer Service Software				734,808	734,808	76,706	658,102
Security and Access Technology				676,500	676,500	(6,640)	683,140
Smart Bus Implementation				2,500,000	2,500,000	-	2,500,000
<b>Total Technology Projects</b>		<b>-</b>	<b>\$0</b>	<b>\$7,608,756</b>	<b>\$7,608,756</b>	<b>\$886,287</b>	<b>\$6,722,469</b>
<b>High Performance Transit</b>							
Central City Line			\$289,500	\$210,500	\$500,000	(\$756,592)	\$1,256,592
Cheney Line				300,000	300,000	13,937	286,063
I-90/Valley Line		\$3,413,380	265,122	4,460,043	8,138,545	2,334,897	5,803,648
Monroe-Regal Line				1,040,373	1,040,373	35,275	1,005,098
Sprague Line		1,290,407		1,695,406	2,985,813	272,914	2,712,899
West Broadway Line				560,000	560,000	23,134	536,866
<b>Total High Performance Transit</b>	<b>-</b>	<b>\$4,703,787</b>	<b>\$554,622</b>	<b>\$8,266,322</b>	<b>\$13,524,731</b>	<b>\$1,923,565</b>	<b>\$11,601,166</b>
<b>Connect 2035</b>							
Division Street BRT		\$5,544,000			\$5,544,000	\$1,501,825	\$4,042,175
Wellesley Line		180,000		\$45,000	225,000	512	224,488
<b>Connect 2035</b>	<b>-</b>	<b>\$5,724,000</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$5,769,000</b>	<b>\$1,502,337</b>	<b>\$4,266,663</b>
<b>GRAND TOTAL</b>	<b>45</b>	<b>\$12,639,555</b>	<b>\$2,194,315</b>	<b>\$52,720,057</b>	<b>\$67,553,927</b>	<b>\$18,736,211</b>	<b>\$48,817,716</b>
<b>RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2024 BUT PAYMENTS DELAYED TO 2025):</b>							
<b>Subtotal RECONCILING ITEMS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$89,638</b>	<b>(\$89,638)</b>
<b>GRAND TOTAL</b>		<b>\$12,639,555</b>	<b>\$2,194,315</b>	<b>\$52,720,057</b>	<b>\$67,553,927</b>	<b>\$18,825,849</b>	<b>\$48,728,078</b>

**SPOKANE TRANSIT  
STATUS OF FEDERAL CAPITAL GRANTS  
JUNE 2025**

<u>GRANTS</u>	<u>LATEST APPROVED BUDGET</u>	<u>CUMULATIVE AMOUNT EXPENDED</u>	<u>UNEXPENDED BALANCE</u>	<u>UNEXPENDED LOCAL BALANCE</u>	<u>UNEXPENDED FEDERAL BALANCE</u>
WA-2020-009 CENTRAL CITY LINE BRT	\$84,886,657	\$67,131,144	\$17,755,513	\$16,474,707	\$1,280,806
WA-2021-014 METROPOLITAN PLANNING - FIVE MILE HUB STUDY	231,214	19,355	211,859	28,601	183,258
WA-2021-027 EXPANSION DOUBLE DECKER DIESEL BUS (Qty 7)	8,240,000	8,240,000	0	0	0
WA-2022-011 REPLACEMENT 40' BEB BUS (Qty 10)	11,815,000	11,725,939	89,061	40,968	48,093
WA-2022-021 EMERGENCY RELIEF OPERATING ASSISTANCE (ARPA)	71,214	71,214	0	0	0
WA-2023-044 MOBILITY MANAGEMENT AND OPERATING ASSISTANCE PROJECTS	419,427	303,500	115,927	0	115,927
WA-2024-034 DIVISION STREET BRT TOD CORRIDOR PLAN	506,250	0	506,250	101,250	405,000
WA-2024-035 ADA VEHICLES, MOBILITY MGMT AND OPERATING ASSISTANCE PROJECTS	884,107	425,057	459,050	109,616	349,433
WA-2025-037 ADA VEHICLE, MOBILITY MGMT AND OPERATING ASSISTANCE PROJECTS	967,407	322,901	644,506	235,763	408,743
<b>FEDERAL GRANTS TOTAL</b>	<b>\$108,021,276</b>	<b>\$88,239,110</b>	<b>\$19,782,166</b>	<b>\$16,990,906</b>	<b>\$2,791,261</b>



	2016	2017	2018	2019	2020	2021	2022	2023	2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
■ Fleet Replacement Fund	\$4.3	\$7.2	\$14.6	\$22.7	\$22.7	\$23.6	\$25.5	\$18.3	\$28.4	\$28.4	\$28.4	\$28.4	\$28.4	\$28.4	\$28.4
■ Future Capital & Operating	\$36.2	\$37.8	\$43.9	\$53.5	\$88.8	\$137.9	\$146.4	\$170.9	\$179.8	\$168.4	\$171.6	\$176.4	\$172.2	\$171.1	\$170.8
■ Designated Reserves	\$20.6	\$21.2	\$21.8	\$22.7	\$23.4	\$23.1	\$50.2	\$54.1	\$55.5	\$55.5	\$55.5	\$55.5	\$55.5	\$55.5	\$55.5

Growth in Cash Balance during 2020-2023 from growth in sales tax as well as one-time federal relief funding received during 2020-2023.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12L :** 2ND QUARTER 2025 SERVICE PLANNING INPUT REPORT

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

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer  
Samantha Guzman, Associate Transit Planner

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**SUMMARY:** A total of 42 comments and feedback related to fixed Route service and stops were received by the Planning & Development Department during the second quarter of 2025. Of the comments received, 9 were requests for new service, 11 were related to existing service, and 21 were related to bus stops. The comments are summarized below.

**BACKGROUND:** The Planning & Development Department receives comments from external sources and itemizes each comment to follow up and document feedback used for emerging opportunities for future service changes. These comments are obtained from a variety of sources since customer engagement cannot be a one-size-fits-all approach. Department staff obtains feedback from customers at public meetings, forwarded from the Customer Service Department, phone calls, letters, emails, voice messages, emails from STA Questions (STA's website comment portal), and feedback from coach operators and supervisors. In particular, the Service Development Team within the Department responds to every comment received when valid contact information is provided. Comments may also be discussed with the internal Service Improvement Committee.

The purpose of this summary is to inform the Performance Monitoring & External Relations Committee of the feedback received by the Planning & Development Department in the second quarter of 2025. It should be noted that this feedback summary applies only to department-related activities which include, but are not limited to, existing and potential bus service and/or feedback related to specific bus stops.

**ADDITIONAL SERVICE REQUESTS**

One request for service on North 5 Mile Road from Five Mile Park and Ride.  
*Staff informed the customer that their feedback would be considered in future planning efforts.*

One request for service further south than South University Road and East 32nd Avenue.  
*Staff requested additional information about destinations in that area and shared that their feedback would be considered in future planning efforts. No additional information was received.*

One request for service to the Airway Heights Recreation Center on West Deno Road.  
*Staff informed the customer their request would be considered as a possible destination for on-demand service as part of Connect 2035 pilot initiatives.*

One request for service near Ben Burr Park.  
*Staff informed the customer that their feedback would be considered in future planning efforts.*

One request for service to the North YMCA Facility.  
*Staff informed the customer that service to the North YMCA was being considered for future implementation and information for Rideshare services was provided.*

**ADDITIONAL SERVICE REQUESTS**

One request for service to Mount Spokane.

*Staff notified the customer that Mount Spokane is outside of the Public Transportation Benefit Area (PTBA).*

One request for Route 6 Cheney from Four Lakes to West Plains Transit Center to travel on West Melville Road, Southwest Terrace Drive and West January Drive.

*Staff informed the customer that the suggested routing would add approximately 3,500 hours revenue hours beyond the planned improvements STA has at this time.*

One request for service in Eagle Ridge and Qualchan Hills.

*Staff informed customer that fixed route services are not feasible at this time, however a Mobility on Demand pilot service is planned for the Latah Valley area in 2027.*

One request for information about the future location of Argonne Station.

*Staff informed the citizen that Argonne Station will be located between North Argonne Road and North Mullan Road just south of I-90.*

**EXISTING SERVICE COMMENTS**

One comment regarding a transfer from Route 63 Geiger/Airport to Route 6 Cheney at the West Plains Transit Center.

*Staff informed the customer of the transfer opportunities available.*

One comment regarding a missed transfer from Route 31 Minnehaha/Lidgerwood to Route 33 Wellesley at Spokane Community College Transit Center.

*Staff requested additional information about the time of day and destination. Staff also provided details about transfer opportunities at the stops at East Garland Avenue and North Regal Street and East Wellesley Avenue and North Addison Street. No additional information was received.*

One request for a stop near the Amazon GEG5 facility with specific scheduling to accommodate shift times. Request also included the addition of two earlier weekend trips on Route 633 Geiger Shuttle.

*Staff informed the customer that Route 65 Hayford currently services the GEG5 facility and is being considered for 30-minute service in September 2025. Staff explained the requested schedule times would be considered, however, expanding service hours may not be feasible.*

One comment requesting clarification about why the Saturday schedule for Route 61 Highway 2/Fairchild is different than the weekday schedule.

*Staff clarified that current ridership levels do not allow for expanded service hours on the weekends and that their comments would be considered in future planning efforts.*

One request for a larger bus on Route 96 Pines/Sullivan due to crowding.

*Staff studied route loads and did not find overcrowding on Route 96. Staff requested clarification about the time and date for further investigation. No additional information was received.*

One comment expressing concern about the realignment of Route 11 Downtown/North Bank Shuttle.

*Staff informed the customer that the new alignment was intended to increase ridership by providing additional access to North Bank businesses and transfers to other routes.*

**EXISTING SERVICE COMMENTS**

One comment requesting weekend schedules to match weekday schedules.

*Staff informed the customer that current resources do not allow for expanded service on the weekend at this time and that their comments would be considered in future planning efforts.*

One request for earlier service at the Hastings Park and Ride.

*Staff informed the customer that their feedback would be considered in future planning efforts.*

Two requests for service connecting Browne’s Addition to the Valley Transit Center after midnight.

*Staff informed the customer that current funding does not allow for expanded service unless frequency is reduced, impacting a majority of customers. Information for Rideshare services was provided to the customer.*

One request to remove the Plaza layover between Route 60 Airport and Route 74 Mirabeau/Liberty Lake.

*Staff informed the customer that Route 60 Airport and Route 74 Mirabeau/Liberty Lake would be combined into new Route 7 in September 2025 and the delay would be removed at that time.*

**BUS STOP COMMENTS**

One request for information about concrete pads on East Upriver Drive and North Ella Road with no bus service.

*Staff informed the citizen that the concrete pads were constructed in 2023 as part of a planned Route 38 that would have traveled on East Upriver Drive to North Argonne Road and that Route 38 was later shifted to a future date.*

Two citizens expressed concern for the bus stop placement on Barker Road and Hall Street.

*Staff informed the citizens of bus stop placement considerations and requested additional information if concerns persist. No additional information was received.*

One citizen reported trash and vandalism near the bus stop on North Cochran Street and West Dalton Ave.

*This stop has an average of 13 weekday boardings. Staff requested the installation of a trash receptacle at the bus stop and referred the citizen to Crime Check to report property vandalism.*

One report of vandalism near the westbound bus stop on East Wellesley Avenue and North Perry Street. Citizen requested to relocate stop.

*Staff requested additional information about the vandalism, and informed the citizen that relocation would be considered as part of the improvements when Route 33 Wellesley is converted into a High-Performance Transit Route 3. No additional information was received.*

One request to relocate a temporary stop on South Lawson Street and West Pacific Ave.

*Staff relocated the temporary stop.*

One comment regarding the visibility of the stop placement on North Pines Road and East Main Avenue.

*Staff informed the customer about stop placement guidelines.*

**BUS STOP COMMENTS**

One comment requesting a shelter at the northbound bus stop on Flint Road and West Granite Avenue.

*Staff informed the customer that shelter placement requires 25 or more average weekday boardings and the stop is not yet eligible for a shelter. This stop has an average of 0 weekday boardings.*

One request for a trash can at the eastbound bus stop on East Mansfield Avenue and North Perrine Road.

*Staff informed the citizen that the stop had an average of 8 weekday boardings, which is below the typical threshold of 10 average weekday boardings to merit the installation and service of a trash can. The citizen was informed that photo verification of consistent littering could be submitted to support trash can installation. Verification was not submitted.*

One request for a trash can at the bus stop on North Maple Street and West Maxwell Avenue.

*Staff informed the citizen that the stop was planned for improvements in the fall. Improvements would include a shelter, bench, lighting, and a trash receptacle.*

One request for a trash can and shelter at the southbound bus stop on North Nevada Street and East Cozza Drive.

*Staff installed a trash receptacle and informed the citizen that the stop currently experiences an average of 29 daily boardings and is planned to receive a shelter in the coming years.*

One report of a bus stop trash can blocking the sidewalk on West Wellesley Avenue and North Warren Street.

*Staff rotated the trash receptacle to allow proper sidewalk clearance.*

One report of insufficient shelter from the elements at West Plains Transit Center Bay 4 and requested a shield be added to block the wind.

*Staff informed customer that a modification of that type would not allow sufficient ADA access to the existing shelter and suggested waiting in the larger Bay 2 shelter if needed.*

One comment regarding placement of the bus stop on West Wellesley Avenue and North G Street.

*Staff informed the customer that their feedback would be considered in future planning efforts.*

One comment requesting efforts to reduce bird strikes on shelters at Spokane Falls Community College.

*Staff informed the citizen that monitoring for bird strikes would continue.*

One request for contact information regarding the upcoming Spokane County project impacting the bus stops on North Wall Street and West Graves Road.

*Staff provided contact and supplied standard bus stop design plans.*

One request for updated shelters on Highway 2 at South Lawson Street and South Hayford Road.

*Staff informed the customer that both shelters are slated to be removed in conjunction with service changes in September, with the shelter at South Hayford Road being relocated to West 12th Avenue behind Walmart.*

**BUS STOP COMMENTS**

One request for a shelter at the eastbound stop on West Sunset Boulevard and South Rustle Street.

*Shelter was temporarily removed due to misuse; additional monitoring is required.*

One request for an additional stop on North Country Vista Boulevard near East Blue Ridge Avenue.

*Staff informed the customer that their feedback would be considered in future planning efforts.*

One request for additional stop on Route 124 North Express on North Monroe Street and West Boone Avenue for access to the Arena.

*Staff informed the customer about stop placement guidelines for express routes and provided alternate travel options for their trip.*

One request for a stop pair on East Upriver Drive and North Rebecca Street.

*Staff informed the customer that their feedback would be considered in future planning efforts.*

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12M:** SEPTEMBER 2025 SERVICE CHANGE

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

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer

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**SUMMARY:** The September 2025 Service Change marks the final installment of the service investments promised in STA Moving Forward with the exception of pilot service to Kootenai County. In effect beginning Sunday, September 21, 2025, the service change is comprised of the modifications to the fixed route network described in the table below. These adjustments include the introduction of a new regional High Performance Transit Route from Spokane Valley to Spokane International Airport, implementation of the double decker buses, and other route and frequency adjustments as outlined.

As a result of these improvements to the STA fixed route network, overall revenue service hours are estimated at approximately 540,277 (annualized), an increase of 3,574 revenue service hours (annualized) above schedules currently in place.

New schedules will be available in print and online at [www.spokanetransit.com](http://www.spokanetransit.com) in the weeks leading up to the change.

**September 2025 Service Changes**

<b>Route</b>	<b>Planned Adjustment</b>	<b>Rationale</b>
<b>4 Monroe/Regal</b>	Addition of one AM trip and reduction of one partial PM trip	AM trip is part of an increase of early morning trips on select HPT routes to offer connections at the Plaza to routes departing at 5:20am
<b>6 Cheney</b>	Removal of Salnave loop routing, serve new WPTC Bays, addition of one AM trip on Saturday, and implement double decker buses	Route adjustment is due to increased capacity from double decker buses and working with Route 66 to provide a more consistent schedule between Spokane and Cheney

<b>Route</b>	<b>Planned Adjustment</b>	<b>Rationale</b>
<b>7 Valley/Airport</b>	New route	Implementation of new regional HPT route as approved in the I-90/Valley Corridor Development Plan (CDP) and supplemental report
<b>9 Sprague</b>	Addition of one AM weekday trip and minor schedule adjustments	AM trip is part of an increase of early morning trips on HPT routes to offer connections at the Plaza to routes departing at 5:20am and time adjustments for on time performance at the VTC
<b>11 North Bank/Downtown Shuttle</b>	Removal of one trip at 11:50pm on weekdays and Saturdays	Trip removed due to consistently low ridership
<b>14 Napa/Adams</b>	Route adjustment to Monroe Street via 13th Avenue and Cedar Street via 11th Avenue	Increase service to sheltered stop at 14 <sup>th</sup> Avenue and Lincoln Street, a shared stop with Route 43; adjust routing in response to permanent closure of Cedar Street slip lane
<b>22 NW Blvd</b>	Weekday trip arriving at 5:30pm is planned to continue as Route 144 instead of Route 45	Interline adjustment will reduce bus bay congestion with timed offset efficiency in Plaza Bay 4 between routes 45, 94, and 144
<b>23 Maple/Ash</b>	Interline adjustment for select trips on nights and weekends	Adjustments are necessary based on increased frequency for Route 45
<b>25 Division</b>	Interline adjustment for three weekday AM trips	Trips will no longer interline with Route 6 due to double decker bus implementation as routing does not allow for height clearance of new buses
<b>27 Crestline</b>	Interline adjustments to weekday trips	Scheduling efficiency
<b>31 Minnehaha/Lidgerwood</b>	Schedule adjustments and consolidation of two late night trips on weeknights and Saturday nights to one trip	Adjustments are necessary to accommodate schedule changes for Route 32. Consolidated trips are for simplification.

<b>Route</b>	<b>Planned Adjustment</b>	<b>Rationale</b>
<b>32 Trent/Montgomery</b>	Schedule adjustments	Adjustments provide better connections with Route 7 at MTC
<b>45 Perry District</b>	Frequency increase to 30-minute service on weeknights and Saturdays	Frequency increased is the delivered promise in STA Moving Forward as amended in June 2024
<b>60 Airport</b>	Route discontinued	Superseded by new regional HPT Route 7
<b>61 Highway 2/Fairchild</b>	Route adjustment to Deer Heights Road. Addition of one weekday AM and PM inbound trip and timepoint adjustments	Route adjustment creates closer access to the MultiCare Clinic in Airway Heights. Additional trips are targeted to improve access to employment opportunities
<b>62 Medical Lake</b>	Route adjustment to one inbound and one outbound pattern; new bay assignment at WPTC	Route adjustment simplifies pattern and schedule for riders
<b>Route 63 Geiger/Airport</b>	Schedule adjustments and new bay assignment at WPTC	Schedule adjustments are necessary based on interline with new HPT Route 7.
<b>65 Hayford</b>	Route adjustment to 10th Avenue, 6 <sup>th</sup> Avenue, and Craig Road. Frequency increase to 30-minute service on weekdays	Route adjustment included in 2021 Near-Term Investments. Frequency increase delivers phase II of STA Moving Forward project in Airway Heights
<b>66 EWU</b>	Implement double decker buses and new bay assignments at WPTC	Increase capacity on the route and work in concert with Route 6.
<b>67 Swoop Loop</b>	Route discontinued	Consistently low ridership
<b>68 Cheney Loop</b>	Schedule adjustment	Improve schedule and routing consistency.
<b>74 Mirabeau/Liberty Lake</b>	Route discontinued	Superseded by new regional HPT Route
<b>Route 93 Molter Loop</b>	New Route	Local route in Liberty Lake to maintain access to employment sites

<b>Route</b>	<b>Planned Adjustment</b>	<b>Rationale</b>
<b>94 East Central/Millwood</b>	Schedule adjustment on Sundays to depart at :35 versus :40 and one weekday trip adjusted to 5:57pm from 5:50pm	These schedule adjustments will reduce bus bay congestion with timed offset efficiency in Plaza Bay 4 between routes 45, 94, and 144
<b>95 Mid-Valley</b>	Schedule adjustments	Schedule adjustments to accommodate interline Route 97 schedule changes and Amazon facility shift ending at 6:00 pm
<b>96 Pines/Sullivan</b>	Route adjustment for the end of line to Trent Avenue and Evergreen Road	Comfort station amenities no longer available at Progress Road and Trent Avenue
<b>97 South Valley</b>	Schedule adjustments	Adjustments provide better connections with Route 7 at MTC and Routes 190 and 173 at VTC
<b>98 Greenacres/Liberty Lake</b>	Schedule adjustments and new bay assignment at Liberty Lake Park and Ride	Schedule adjustments to accommodate interline Routes 9 and 93 schedule changes
<b>124 North Express</b>	Interline adjustment to one weekday AM trip	One weekday trip at 7:20am will interline with Route 724 versus Route 661 which will have reduced service
<b>144 South Express</b>	Schedule adjustment for one weekday trip to depart at 5:30pm	This schedule adjustment will reduce bus bay congestion with timed offset efficiency in Plaza Bay 4 between routes 45, 94, and 144
<b>172 Liberty Lake Express</b>	Route discontinued	Superseded by new Route 722
<b>173 VTC Express</b>	Schedule adjustments	Schedule adjustments provide better connections with Routes 95 and 97 at VTC
<b>190 Valley Express</b>	Schedule adjustments	Schedule adjustments provide better connections with Route 97 at VTC
<b>247 Lincoln Park/Ferris</b>	Schedule adjustments	Schedule adjustments to accommodate interline Route 45 schedule changes

<b>Route</b>	<b>Planned Adjustment</b>	<b>Rationale</b>
<b>633 Geiger Shuttle</b>	Bay assignment change at WPTC	Route will be assigned to depart from Bay 2 at improved WPTC
<b>661 EWU Express</b>	Reduce service to two trips at 7:18am and 8:18am from Jefferson Park and Ride	Implementation of double decker buses increases capacity on Routes 6 and 66 reducing the need for additional Route 661 trips
<b>662 EWU/North Express</b>	Additional stop at Ash Street and Wellesley Avenue	Creates a connection with Route 33 and offers riders in the Shadle area access to Route 662.
<b>664 EWU/South Express</b>	Route adjustment to bypass Jefferson Park and Ride and travel on Simpson Parkway and Mike McKeehan Way in Cheney; additional stop in service at 12th Avenue at Cedar Street	Route will assume service of some stops previously served by discontinued Route 67. Increased passenger capacity of Routes 6 and 66 eliminate need for additional routes serving Jefferson Park and Ride
<b>722 Liberty Lake Express</b>	New route	Express service from Liberty Lake to the North Bank in Spokane.
<b>724 Liberty Lake Tech Express</b>	Route adjustment no longer serves Liberty Lake Park and Ride, extending service on Appleway Avenue and Country Vista Road	Route adjustment to complement the interline with new Route 722 and network adjustments in Liberty Lake
<b>771 Mirabeau Express</b>	Schedule adjustments	Adjustments provide better offset timing with Route 7 at MTC

**RECOMMENDATION TO BOARD:** Information only.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

September 18, 2025

**AGENDA ITEM 12N:** FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS PRELIMINARY UPDATE

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

**SUBMITTED BY:** Emily Poole, Interim Chief Planning & Development Officer  
Emilio Bustos, Assistant Transit Planner

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**SUMMARY:** The Federal Transit Administration’s (FTA) Section 5310 program’s goal is to enhance the mobility of seniors and individuals with disabilities. The 2025 Section 5310 Call for Projects is currently underway, with preliminary proposals submitted to STA on August 26, 2025. The following report summarizes the status of the application process.

**BACKGROUND:** The FTA Section 5310 program provides annual formula funding to Spokane Transit Authority (STA), who is a designated recipient of these funds, to assist eligible organizations in providing transportation services for seniors and individuals with disabilities who have special transportation needs. STA is responsible for administering, contracting, and providing oversight of projects selected through the annual Section 5310 Call for Projects.

On July 25, 2025, the STA Board of Directors approved a local contribution of \$240,052 for the 2025 Section 5310 Call for Projects to partially offset local match requirements for subrecipients. On August 5, 2025, STA issued a Section 5310 Call for Projects with a total of \$927,142 in federal and STA local funds.

The table below describes the funding available in this Call for Projects.

<b>Section 5310 Funding Summary 2025 Call for Projects</b>	
<b>Funding Source</b>	<b>Amount Available</b>
FY 2025 Apportionment (Federal Match)	\$687,090
STA Local Match Contribution (Board approved 7/24/2025)	\$240,052
<b>Total Funding Available</b>	<b>\$927,142</b>

After the Call for Projects was released, an informational meeting was held by STA staff on August 12, 2025, for interested agencies to receive program information, review application requirements, and to ask questions. Twelve (12) interested agencies participated in the Microsoft Teams meeting. STA also offered office hours every Monday from 9:30 a.m. to 10:30 a.m. to answer questions and provide technical assistance with application materials until the Final Project Application due date September 23, 2025.

On August 26, 2025, STA received nine (9) preliminary proposals from six (6) different agencies. The preliminary proposals are currently being reviewed for eligibility by STA Planning and Grants staff for the following criteria: eligibility, risk, and proposed fulfilment of one or more goals/strategies of the Spokane County Coordinated Public Transit – Human Services Transportation Plan.

Evaluation of the Final Project Applications will be conducted by an ad hoc committee comprised of STA staff, a Spokane Regional Transportation Council (SRTC) representative, and a Washington State Department of Transportation (WSDOT) representative. Draft funding recommendations will be presented at the November 5, 2025, Planning & Development Committee meeting, followed by Board action on November 20, 2025.

The table below outlines the timeline for this call and selection of projects. The items in bold represent actions that involve providing information to the STA Board of Directors or this committee.

<b>Date</b>	<b>Activity</b>
July 9, 2025	P&D Committee recommendation on STA local match
July 24, 2025	STA Board action on allocation of local STA matching funds
August 5, 2025	Issue Call for Projects via STA and SRTC websites, newspaper, and Section 5310 listserv
August 12, 2025	Informational meeting for interested applicants
August 26, 2025	Preliminary proposals due
<b>September 3, 2025</b>	<b>Update Planning and Development Committee on preliminary proposals</b>
September 23, 2025	Final project applications due
October 2025	Evaluation Committee meets to rank final project applications
<b>November 5, 2025</b>	<b>Planning and Development Committee recommends project awards</b>
<b>November 20, 2025</b>	<b>STA Board action on recommended project award</b>
December 2025	Submission of Program of Projects to FTA
2026	FTA approval and funds obligated

**RECOMMENDATION TO BOARD:** Information only.

# 15.

## EXECUTIVE SESSION

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

1. *RCW 42.30.110 (1)(i)(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.*
2. *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*
3. *RCW 42.30.110(1)(a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW [19.255.010](#) and [42.56.590](#), and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.*

The STA Board of Directors will reconvene in open session approximately 25 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 – 25 minutes

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