

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, November 20, 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 on page two of the Agenda.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED THIS 20th DAY OF NOVEMBER 2025.



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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 4 : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, STA Board Chair

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

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

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

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

BOARD MEETING

Thursday, November 20, 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)*
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda *(Chair)*
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
 - A. Rahfel Hairston, Fixed Route Supervisor, Retirement *(Brandon Rapez-Betty)*
7. Public Hearing: *30 minutes*
 - A. Proposed 2026 Budget *(Robert Hamud)*
 - B. 2026-2029 Title VI Program Draft *(Emily Poole)*
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of October 16, 2025, STA Special Board Workshop – Corrections/Approval
 - B. Minutes of October 16, 2025, STA Board Meeting – Corrections/Approval
 - C. Approval of October 2025 Vouchers *(Robert Hamud)*
 - D. Public Works Contracts Under \$35,000: Final Acceptance *(Robert Hamud)*
 - E. Legislative & Government Consulting Services: Award of Contract *(Karl Otterstrom)*
 - F. Mirabeau Park & Ride Camera & Badge Installation: Final Acceptance *(Kade Peterson)*
 - G. Boone Electrical Systems Upgrade: Award of Contract *(Brandon Rapez-Betty)*
 - H. Customer Safety & Security Reporting Solution: Award of Contract *(Nancy Williams)*
 - I. Fleck Fuel Facility Replacement: Final Acceptance *(Emily Poole)*
 - J. Division Street Bus Rapid Transit Boring Repairs & Paving: Final Acceptance *(Emily Poole)*
 - K. Plaza First Floor Rotunda Tenant Improvements: Final Acceptance *(Brandon Rapez-Betty)*
 - L. Federal Transit Administration Section 5310: Recommend Funding Awards *(Emily Poole)*
9. Board Operations Committee: *5 minutes*
 - A. Chair Report *(Chair Haley)*
10. Planning & Development Committee: *5 minutes*
 - A. Chair Report *(Tim Hattenburg)*
11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report *(Lance Speirs)*
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. October 2025 Sales Tax Revenue (*Robert Hamud*)
 - C. September 2025 Financial Results Summary (*Robert Hamud*)
 - D. September 2025 Operating Indicators (*Brandon Ropez-Betty*)
 - E. Draft 2026 Planning & Development Committee Work Program (*Emily Poole*)
 - F. Draft 2026 Performance Monitoring & External Relations Committee Work Program (*Brandon Ropez-Betty*)
 - G. Connect Spokane Comprehensive Plan: Minor Update Redline Review (*Emily Poole*)
 - H. Wellesley Corridor Development Plan (*Emily Poole*)
 - I. FIFA World Cup Grant (*Carly Cortright*)
 - J. 2026 Service Revisions: Preliminary Proposal (*Emily Poole*)
 - K. Third Quarter 2025 Service Planning Input Report (*Emily Poole*)
 - L. Transit Oriented Development Pilot: Input and Guidance (*Emily Poole*)
14. Executive Session: *10 minutes*
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
15. New Business
16. Board Member Expressions
17. Adjourn (*Chair*)

Virtual Joining link: [Click here to join November Board meeting](#)
 Password: **Board Members: 2025** | **Guests: Guest**
 Call-in Number: 1-408-418-9388 | Event #: 2497 282 9541

Cable 5 Broadcast Dates and Times of November 20, 2025, Board Meeting:

Saturday, November 22, 2025	4:00 p.m.
Monday, November 24, 2025	10:00 a.m.
Tuesday, November 25, 2025	8:00 p.m.

December Committee Meetings, Wednesday:

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

December Board Meeting:

Thursday, December 19, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option will be available for all Committee and Board meetings)

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

5.

PUBLIC EXPRESSIONS

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

Anyone attending the meeting in person wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

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

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

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 6A : Rahfel Hairston – Retirement

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Mike Hill, Senior Transportation Manager

SUMMARY: After 24 years of dedicated service, Rahfel “Raff” Hairston has retired from Spokane Transit. Raff began his career as a Coach Operator and after nearly 12 years behind the wheel, he was promoted to Supervisor, a role he held for the remainder of his career. Over those 12 years, Raff rose to become STA’s most senior supervisor.

Known for his infectious laughter, Raff had a way of brightening every conversation, often punctuating discussions with a chuckle or two. For many years, he served as the primary AM Dispatcher, ensuring buses rolled out of the garage each morning starting at 3am. His early start explains his well-known love of coffee!

Raff’s commitment, humor, and leadership have left a lasting mark on STA. We wish him all the best in his retirement.

RECOMMENDATION TO BOARD: Recognize Rahfel for his 24 years of service and dedication to Spokane Transit.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer KO Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 7A : PUBLIC HEARING:
A. 2026 PROPOSED BUDGET

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Dana Infalt, Clerk of the Authority, Sr. Executive Asst. to CEO

SUMMARY: The Chairperson will conduct the public hearing as follows:

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

RECOMMENDATION TO COMMITTEE: Conduct public hearing.
(*Action at December 18, 2025, Board Meeting*)

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report – 7A – Public Hearing: Proposed 2026 Budget

Presented: STA Board Meeting – November 20, 2025

SUBJECT: PROPOSED 2026 BUDGET

SUMMARY: Pursuant to state law and STA policy, the Board prepares and adopts an annual budget for all operating and capital expenses of the agency. Additionally, STA prepares an annual action plan to outline key actions to advancing longer-term strategic goals and policies. For 2026, staff have combined the action plan and the operating and capital budget into one comprehensive report. The Draft 2026 Budget was reviewed at the October 2025 meetings of the Board Operations Committee and STA Board of Directors. The Proposed 2026 Budget Report is available on the STA website at this link:

<https://www.spokanetransit.com/financial-information/>

Staff reviewed the Proposed 2026 Budget Report with the Planning & Development Committee on November 5, 2025. A video presentation of the proposed budget is now available at the link above and will be shown during the November 20 public hearing.

Subject to community input and Board guidance, a final proposed 2026 budget will be prepared and presented to the Planning and Development Committee in early December in anticipation of adoption by the STA Board of Directors during its regular meeting on December 18, 2025.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 7B :

PUBLIC HEARING:

A. 2026-2029 TITLE VI PROGRAM DRAFT

REFERRAL COMMITTEE:

n/a

SUBMITTED BY:

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

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

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

RECOMMENDATION TO COMMITTEE: Conduct public hearing.

(Action at December 18, 2025, Board Meeting)

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

Staff Report – 7B – Public Hearing: 2026-2029 TITLE VI PROGRAM DRAFT

Presented: STA Board Meeting – November 20, 2025

SUBJECT: 2026-2029 TITLE VI PROGRAM DRAFT

SUMMARY: Public Transit Agencies are required to establish a Title VI program and update the program every three years. Spokane Transit's existing 2023 Title VI Program must be updated and approved by the Board of Directors by February 1, 2026, when the current program expires. At the November 5, 2025, Planning & Development Committee meeting, staff reviewed the requirements of the program, as well as highlight key updates to the 2026-2029 Title VI Program.

BACKGROUND: Over the past several months, the Planning & Development Committee has been involved in providing input and reviewing content for the 2026-2029 Title VI Program. The draft program is available online on the following webpage:

<https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-program/>

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.” The direction, guidance and procedures in the FTA Circular 4702.1B helps Spokane Transit to meet the program objectives to:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner.
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin.
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

STA is required to meet the general requirements and requirements for transit agencies that operate 50 or more fixed route vehicles at peak service in an Urbanized Area (UZA) of 200,000 or more, which includes:

- **General Requirements:** a notice to the public, the complaint process, any investigations or complaints over the last three years, a public participation plan, a language assistance plan, representation of planning and advisory boards, subrecipient assistance and monitoring, and review of facilities constructed.
- **Transit Provider Requirements:** system-wide service standards and service policies, demographic and service profile maps and tables, demographic ridership and travel patterns, results of monitoring service standards and policies, public engagement process for setting the major service change policy, service and fare equity analyses, and action demonstrating the Board has reviewed and approved the Title VI update.

STA implemented an expanded outreach approach to meet the additional reporting requirements of collecting demographic data and travel patterns of riders. The expanded outreach included:

- On-board rider survey (Rider Census),
- Survey for community-based organizations (CBOs) and service providers (Provider Survey)
- Targeted outreach to individual CBOs
- Presentations to Spokane Regional Transportation Council's (SRTC) Equity Working Group (EWG)
- Presentation to STA's Citizen Advisory Committee (CAC)
- Presentation to the City of Spokane's Community Assembly
- Community events:
 - Unity in the Community
 - Valleyfest
 - El Mercadito

The Title VI project webpage has been updated at <https://www.spokanetransit.com/title6update>, and an informational video has been posted on the website.

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 8A: MINUTES OF OCTOBER 18, 2025, STA BOARD WORKSHOP -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the draft minutes from the STA Board Workshop held October 18, 2025, 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 WORKSHOP

Draft Minutes of October 20, 2025, Workshop
11:15 am – 1:15 pm
Spokane Transit Boardroom
In-person with Virtual Meeting joining Option

MEMBERS PRESENT

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

MEMBERS ABSENT

Chris Grover, Small Cities, Cheney-*ex-officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon

GUESTS

Christine Varela, DH (*Virtual*)

-
1. Call to Order and Roll Call – As Chair Haley was running late, Chair pro-tem Speirs called the meeting to order at 11:45 and the Clerk conducted roll call.
Ms. Wilkerson moved to approve the agenda as presented. Ms. Klitzke seconded, and the motion passed unanimously.
 2. Welcome & Introductions – Mr. Otterstrom thanked everyone for being here and expressed his appreciation and acknowledged the time commitment it takes to attend the workshops and board meetings. He recognized the executive team and noted Ms. Christine Varela was in attendance virtually.
 3. Workshop Objectives - Mr. Otterstrom noted this workshop is a continuation of efforts on Connect 2035 and advised the workshop also ties back to the STA Moving Forward plan. He commented that STA’s success is driven by the community and its responsibilities to the community. Mr. Otterstrom shared that would be discussed today, along with what STA has delivered through STA Moving Forward and how service has been improved for the community. He advised today’s workshop will also revisit the financial expectations of Connect 2035 that allow STA to deliver more improvements to advance the Board's vision of connecting everyone to opportunity, and explore the potential intersection with community conversations.
 4. Sustain: STA Moving Forward – Mr. Rapez-Betty said he was pleased to be able to speak about STA Moving Forward (STAMF). The years in which it was implemented were a very exciting time here at STA and in the community. He reflected on the professionals who got the real-world experience of

implementing transit growth in the region, the customers who saw real benefits, and the engagement and support of the Board of Directors. He noted much of the success of STA Moving Forward was the agency and Board's ability to tell the story in a way that people could easily track the benefits. He touched on the benefits of transit to people in the community – not just riders but also the business owners - and the regional economic development. He talked about a variety of projects, enhancements and partnerships that have improved access and availability of transit funded in the STA Moving Forward plan. Mr. Rapez-Betty said growing an agency by more than 30% over a ten-year period was an ambitious effort that kept everyone busy.

Mr. Rapez-Betty touched on the sales tax ballot measures, including the initial failure in 2015 followed by the successful measure in November 2016. STA worked extensively to gather community feedback, re-sequence key projects with the STA Moving Forward plan, and find a path to deliver the plan with a graduated increase in sales tax at a lower rate than the original measure. He noted the sunset clause of the sales tax is an important part of the STA Moving Forward story, established as an accountability measure for STA. He shared a highlight reel that called out the many accomplishments of the STA Moving Forward plan in a brief video.

Mr. Otterstrom presented detailed facts and figures demonstrating the scale of service and infrastructure improvements.

Board Members were then asked to rank order the what STA Moving Forward investments they believed made the biggest impact. Responses included 1) Service Improvements, Technology Customer Information, and 3) Bus Stop Improvements / Shelters & Lighting, 4) Transit centers and Park & Rides, and 5) Zero Emission Vehicles and other fleet upgrades. Mr. Cathcart reflected that some items might have had a higher impact, (i.e., shelters, expanded services) would have rated higher had they been more highly prioritized. Mr. Dunne noted the service improvements are the most visible and immediately accessible to STA riders, saying they receive the immediate benefit and recognize an increase in area, service, and hours.

Mr. Otterstrom discussed 2016's Proposition 1, the sunset clause, and STA's no-debt status. He shared a comparison of transit sales tax rates in select Washington cities. Mr. Otterstrom provided a comparison of ridership of large urban agency peers in Washington and reflected on STA's ridership numbers. He discussed the agency's success in securing grant funding of nearly \$138M in discretionary/competitive funding to deliver investments in the plan and STA's zero-emission vehicle transition. When discussing return on investment, he noted in 2016, STA asked the voters for an additional 2 cents for every \$10 they spent. This modest investment by taxpayers has resulted in a robust system that will serve over 10 million riders in 2025. He advised that to continue serving these riders, the ask would be a renewal of the same sales tax approved in 2016 – not a new tax. He shared annual regional economic impacts of STA spending which amounted to \$417.1M. He also noted that during the last decade, STA implemented other projects, programs, and partnerships and was able to leverage these opportunities due to prudent management of STA Moving Forward funds.

Chair Haley and Mr. Hattenburg arrived.

Mr. Otterstrom asked Board members to choose two items posed as a Menti-meter question; When we think about the most compelling success story, what's the best thing that came out of STA Moving Forward? The Board members chose Cost Effective Project Delivery and Increased Service Hours as the two highest ranked items. Other rankings followed with Grant Success and Youth Ride Free; Economic Impact and Ridership Growth; and then Upgraded Technology and Fleet Transition. While Board members were casting their votes, Mr. Otterstrom clarified that Youth Ride

Free was not a commitment of the program but was something STA was able to accomplish during the STA Moving Forward time frame.

Mr. Otterstrom discussed moving forward together and noted that during the Board's development of the new strategic plan, STA has heard ongoing interest in public transportation. He talked about what has been heard from the community and advised that recent survey results indicate the community considers STA essential, riders consider STA affordable, people see STA as a convenient travel mode that reduces stress, and riders and the community highlight safety as a priority. People have asked for more frequent buses, high performance transit, expanded service, and areas for new and increased service.

He reviewed PTBA survey results completed by Critical Data in April 2025 in which 710 individuals responded. He noted the political makeup and some key findings: 64% said STA was doing good or excellent in providing public transit; 73% said it was very important for the region to support and fund public transportation; and 77% strongly or somewhat agreed with renewing the existing sales tax of 0.2%. A separate Community Perception Survey was conducted in February 2025 and had 447 responses. Of those that responded, 56% said STA was doing good or excellent in providing public transit, while 66% said it was very important for the region to support and fund public transportation.

5. Invest: Looking Forward: Connect 2035 – Mr. Otterstrom reiterated the three goals of Connect 2035 and discussed how that tied back to other elements of planning and building a strong transit system. He reviewed the initiative and investment framework before delving into implementation funding and investment principles. He discussed the sustainable financial path of maintaining 0.8% sales tax rate and shared future cash balance projection (based on 2024 budget).

Mr. Hamud reviewed the 2035 fund balance projection which assumes voter reauthorization and Mr. Otterstrom discussed the Connect 2035 funding and investment principles as adopted by the Board on April 18, 2024.

Mr. Otterstrom presented three “doors of possibility” regarding the ballot timing: 1) successful ballot by Q1 2027; 2) successful ballot by Q3 2028; and 3) sales tax lapses.

Mr. French arrived

Mr. Otterstrom reviewed the pros and cons of each “door” and asked if members had any questions about the three options.

Mr. Cathcart commented on Door 3 – Sales Tax Lapses – and asked if the Board would create an alternative budget if renewal failed. Mr. Otterstrom said STA should be cautious about predicting outcomes, noting it's difficult to predict the Board's response and implementation of reductions should STA be required to draw down reserves to sustain operations for a period of time.

Mr. Zappone asked about Door 2 and whether Division BRT delays would result from using reserves. Mr. Otterstrom explained delays would stem from not being able to show FTA a financially sound plan or secure a grant agreement. STA could not commit to construction without voter approval. He added only \$1M in federal design funding has been received, so it wouldn't be impacted, but a lapse would require turning back or re-scoping state funds and could push other projects out due to cost increases.

Board members further engaged in clarifying the timeline of “Door of Possibility” in relation to STA projects, such as Division Street BRT, as well as other community initiatives, such as a public safety tax measure that is anticipated to be up for voter consideration in the near future. Mr. Otterstrom

provided appropriate clarifications and emphasized that the current effort is to ensure Board and community engagement to retain all options for the timing of a ballot measure. He also confirmed that delaying the timeline impacts projects primarily due to construction cost inflations.

The Menti-meter results showed all Board members had a good understanding of the three scenarios.

Mr. Otterstrom turned it over to Mr. Hamud to present the financial framework and considerations. Mr. Hamud reviewed the impacts to STA if the sales tax were not renewed: STA would need to unwind the service expansions of STA Moving Forward and further shrink the system to operate sustainably; without necessary reductions to service levels; STA would be unable to meet Board-required reserves and reach negative cash balance within 5 years; STA will no longer qualify for Washington State Transit Support Grant (~\$8M/year); and STA would be unable to implement Division Street BRT in its current scope, and federal funding would no longer be available.

He shared STA estimated total revenues 2024 – 2035, noting the estimated loss without reauthorization to be approximately \$346M during the timeframe ending 2035.

Mr. Hamud offered to answer questions.

Mr. French said STA must “earn and retain community trust,” noting unmet commitments and stating he cannot support the ballot measure until the Board honors past promises. He cited the 20% farebox recovery policy objective that was previously in place, and suggested risks because STA does not achieve this objective. Discussion ensued between Board members concerning the nature of the former farebox recovery policy and its relation to community trust and Board transparency. Mr. Otterstrom noted that returning to the previous farebox recovery policy would require a dramatic increase in the standard fare and increase to a range of \$4-\$5, when accounting for zero fare for youth and transfer activity.

Mr. Kerns questioned whether STA would spend down all reserves, as suggested in the presentation in relation to Door 3. Mr. Otterstrom explained the projection illustrates what happens if service isn’t cut, noting STA treats service as an ongoing obligation. He assured the Board would act before reserves go negative, as required by law, and emphasized Door 3 remains the most uncertain option.

Mr. Cathcart sought to better understand the relationship between state funding levels and transit ballot measures. Mr. Otterstrom highlighted the history of past funding decisions, including successful ballot measures, and noted that state funding generally comes with expectations of maintaining and/or expanding service. For example, the transit support grant, amounting to approximately \$8M per year, is granted to STA on account of the agency’s zero fare youth, while committing to not reduce the local sales tax for public transit.

Discussion ensued among Board members concerning the benefits and limitations of the updated fare benchmarks and their relation to farebox recovery, as well as the potential implications for public support or opposition for renewing the sales tax to sustain current services. Mr. Otterstrom offered to review the commitments made in the 2016 ballot measure. He thanked Board members for their robust engagement.

Mr. Otterstrom added that STA will review 2016 ballot materials to clarify commitments versus outcomes, again noting Youth Ride Free was not part of the plan. He acknowledged ridership is below projections but emphasized STA’s strong record of delivering promised projects and thanked the Board again for its engagement.

Mr. Otterstrom posited as a response to the “doors of possibility” the importance of leaning into Connect 2035. He noted community support will be key to sustaining and investing in transit in the future; the Board’s Connect 2035 plan represents a compelling set of investments to continue momentum to advance STA’s vision of connecting everyone to opportunity; and subject to Board support, STA is poised to engage the community to ensure no “door of possibility” is closed prematurely.

6. Proposed Community Conversation – Dr. Cortright presented the proposed community conversation and next steps to share the progress with the community. She advised a new website is underway to highlight key projects completed as part of the STA Moving Forward plan. She shared staff’s intent to present the information to the public, including to location jurisdictions. Dr. Cortright further noted the conversations are scheduled to be completed by the end of Q1 2026, ensuring all options remain open to the Board and community. She finished by asking if anyone had questions, what aspects of STA Moving Forward each Board member finds to be most impactful, and what do Board members personally find most effective for gathering feedback from community stakeholders. Dr. Cortright took note of the variety of questions being posed and responses offered. Brief discussion ensued.
7. Wrap-Up – Mr. Otterstrom thanked everyone again for attending and asked if there were any concerns of beginning the conversation with the community about the future of transit - not closing any doors. There were no concerns expressed and Mr. Otterstrom said staff would be bringing something back to the Board Operations committee next month to have them determine the best approach going forward and which committee should own the process.
8. Adjourn – To provide everyone a break between the Workshop and the Board meeting, the Chair advised the Board meeting would begin at 1:35.

With there being no further business to come before the Board, the Chair adjourned the meeting at 1:27 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 8C : MINUTES OF OCTOBER 16, 2025, BOARD MEETING - CORRECTIONS
AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY: Attached are the draft minutes from the October 16, 2025, STA Board meeting 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

Draft - Minutes of October 16, 2025, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Lance Speirs, Small Cities 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
Dan Dunne, Small Cities Liberty Lake *ex-officio*
Dan Sander, Small Cities Millwood-*ex-officio*
Hank Bynaker, Small Cities Airway Heights-*ex-officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

MEMBERS ABSENT

Chris Grover, Small Cities Cheney-*ex-officio*

-
1. Call to Order and Roll Call – The Chair Pro tem called the meeting to order at 1:35 pm and the Clerk conducted roll call.
 2. Pledge of Allegiance - Board Members, staff, and guests stood for the Pledge of Allegiance.
 3. Excused Absences - none
 4. Approve Board Agenda

Mr. Hattenburg moved to approve the Updated Agenda. Mr. Kerns seconded, and the motion passed unanimously.

5. Public Expressions – Mr. Erik Lowe and Ms. Sara Rose provided public expressions.
6. Recognitions and Presentations
 - A. 2025 Employee Recognition Awards for the 3rd Quarter 2025 were presented by Ms. Williams. She provided background on the program and noted employees are nominated by their peers. 3rd Quarter awards in July were received by Michelle Beach, Denise Gillit, and Jeff Hall; August recipients included Haley Wilson, Chad Bradley, and Lisa and Don Schumauder and September recipients were Shawn Frazier, Virginia Whisman-Samuels, and Brian Bale.
 - B. 2025 Years of Service Recognition were shared by Ms. Williams. She noted employees who had reached milestones in their careers of 5, 10, 15, 20, 25, 30 and 35 years of service. Staff present to receive their awards included Glenda Tyler-Kappen (25 Years), Terry Mourin (30 Years), and Lonnie Olson (35 Years). Ms. Williams and the Board thanked all employees for their years of service to STA and the community.

7. Board Action - Consent Agenda

Mr. Speirs moved to approve Consent Agenda Items 8A-8D as presented. Ms. Wilkerson seconded, and the motion passed unanimously.

- A. Minutes of September 18, 2025, STA Board Meeting – Corrections/Approval
- B. Approval of the September 2025 Vouchers
- C. Plaza Facilities Engineering Services: Final Acceptance - Approved, by motion, to accept the contract with Black Realty Management, Inc. for Plaza Facilities Engineering Services as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- D. Division Street Bus Rapid Transit Project Office Lease Agreement - Authorize the CEO negotiate and execute a lease agreement for the Division Street BRT Project Office for a five-year term, plus three, one-year options, with an initial rate not to exceed \$6800 per month.

8. Board Operations Committee

- A. Chair Report – The Planning & Development Committee meeting was canceled due to no quorum. The 2026 draft budget was presented to the Board Operations Committee and will be presented here today.
 - i. Mr. Hamud thanked Chair Haley and introduced the Draft 2026 Budget. He provided a presentation overview, reminded the Board of STA’s Vision and Mission, and Organizational Priorities.

Mr. Hamud reviewed the planning framework of the Action Plan as part of the proposed core actions which align with Connect 2035 strategic plan goals. He shared the three actions of the plan 1) Elevate the customer experience, 2) Lead and collaborate with community partners to enhance the quality of life in the region, 3) Strengthen STA’s capacity to anticipate and respond to the demands of the region and provided detail on each action.

Mr. Hamud pivoted to the Operating Revenue and shared the operating revenue budget comparison between 2026 and 2025, which totaled a 4.2% increase. He dove deeper into the breakdown of the 2026 operating revenue changes by category and shared the revenue – sales tax recommendation assumption of 2.1% growth over 2025 forecast. To provide additional context, Mr. Hamud provided a breakdown of 2024 actual compared to 2025 projected and the 2026 estimate by of the top categories of sales tax providers. He also shared the top 20 taxpayers year-to-date through July 2025, noting the online services were leading the group.

The 2026 operating budget assumptions for Revenue–Fares and Other Transit revenue was reviewed and revealed a 1.2% increase over the 2025 budget. The rider contribution to cost of service was discussed. Mr. Hamud explained 2024 actual versus 2025 budget and the proposed 2026 budget percentage of 18.5% against a benchmark objective of 20% or more. Revenue–Grants and Miscellaneous was discussed and a chart was shared to demonstrate percentage of revenue from sales tax, fares and other transit revenue, federal preventative maintenance, state grants, and miscellaneous revenue – totaled \$162M in 2026 operating revenue.

The Operating expense represented a 5.2% increase in 2026 versus 2025 amended operating expense. Mr. Hamud explained the budget assumptions for compensation, benefits, and fuel, and shared a graph depicting the operating expense by division (cost center) as well as operating expense by object.

Mr. Hamud reviewed the 2026 budget expenses directly related to implementing Connect 2035, including \$2.7M in operating enhancements and \$21M in capital projects. The 2026 Capital budget and the budgeted fleet replacement were shared and further broken down by funding source and investment type. The budget comparison of 2025 amended to the 2026 draft was explained and the 2026 total fund balance and reserve analysis were reviewed. Mr. Hamud articulated the 2026 recommended reserve amounts and changes that included a proposed addition of a maintenance reserve for unanticipated vehicle and infrastructure maintenance costs. Additionally, the proposed 2026 budget includes replenishing the real estate acquisition reserve.

Discussion ensued.

Next Steps include the proposed 2026 budget being presented to Planning & Development Committee November 5, 2025, and a Public Hearing at the next Board meeting November 20, 2025. The final proposed budget will be presented at the December 3, 2025, Planning & Development Committee with the proposed Board adoption at the Board meeting December 18, 2025.

9. Planning & Development Committee (P&D)

- A. Chair Report – Mr. Hattenburg advised the P&D meeting in October was canceled due to a lack of quorum.

10. Performance Monitoring & External Relations Committee

- A. Chair Report – Mr. Speirs introduced Ms. Williams to provide an update on the systemwide security changes and enhancements.

- i. System Security Changes & Enhancements - Ms. Williams thanked Mr. Speirs and noted the goal was to strengthen security for riders and employees.

She reviewed the Connect 2035 10-year Strategic Plan, recent changes to increase safety and security included intentional infrastructure improvements and additional security personnel.

She reviewed security metrics for the first and second quarters of 2025 as they compared to 2024. All metrics showed a reduction in incidents except for a slight increase in the category of Plaza 'serious' security incidents per 10,000 building entries in second quarter 2024 vs. 2025. It went from 2.80 to 3.02

She discussed the transit ambassadors hired August 18, 2025, and explained that they move through the system like a customer to engage with riders and coach operators to provide support and education. They are scheduled to work during all hours of operations and work closely with transit officers.

Ms. Williams shared the initial metrics collected by the transit ambassadors and advised the next steps include ongoing evaluation of effectiveness, the expansion of the Transit Ambassador program, continued investment in safety technology, and regular updates to the Board.

11. CEO Report – Mr. Otterstrom, provided a quick update on ridership, fare revenue, and voter approved sales tax – all of which reported increases for the month.

He informed the Board of an upcoming roundtable at Ruby River Hotel concerning Division Street Bus Rapid Transit (BRT).

12. Board Information
 - A. Committee Minutes
 - B. September 2025 Sales Tax Revenue
 - C. August 2025 Financial Results Summary
 - D. August 2025 Operating Indicators
 - E. Connect Spokane Comprehensive Plan Minor Update Overview
 - F. Rideshare Survey Results
 - G. Opportunity Fare Pilot Implementation Update

13. Executive Session – Ms. Clark advised the Board will adjourn to Executive Session for 10 minutes for the purpose of:

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 and

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.

The Board will reconvene in open session approximately 10 minutes, at 3:13.

- At 3:13, the Board requested an additional 5 minutes and will return at 3:18.
- At 3:18, the board requested an additional 2 minutes and will return at 3:20.

At 3:20, Board members Chair Haley, Ms. Klitzke, Mr. Speirs, Mr. Zappone, Mr. Hattenburg, and Mr. Kerns reconvened in open session.

Mr. Speirs moved to approve, by Resolution 848-25, to authorize the CEO to take such actions and execute all documents necessary to acquire parcel 35182.2906 situated at 1310 W. Boone Avenue, in the City of Spokane, for a total purchase price of \$1,420,000. Mr. Hattenburg seconded, and the motion passed unanimously.

14. New Business – There was no new business introduced.
15. Board Member Expressions – There were no board member expressions provided.
16. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 3:38 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM **9C** : OCTOBER 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 October 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.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 634662 – 635160	\$ 8,786,403.28
Worker’s Comp Vouchers (October)	ACH – 2286	\$ 138,198.49
Payroll 10/03/2025	ACH – 10/03/2025	\$ 2,934,097.51
Payroll 10/17/2025	ACH – 10/17/2025	\$ 2,321,766.70
Payroll 10/31/2025	ACH – 10/31/2025	\$ 2,405,202.41
WA State – DOR (Excise Tax)	ACH – 1767	\$ 7,824.82
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 2,077.60
OCTOBER TOTAL		\$ 16,595,570.81

Certified:



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
Chief Financial Officer
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer KO Legal Counsel MC

Spokane Transit Authority
Vouchers - October 2025

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/03/2025	634662	4IMPRINT INC	1263	1,815.70
10/03/2025	634663	K9 PEST DETECTIVES LLC	2551	60,161.80
10/03/2025	634664	INLAND WELDING SUPPLY INC	1032	2,414.99
10/03/2025	634665	ABM INDUSTRY GROUPS LLC	1066	311.52
10/03/2025	634666	ASH & ROWAN HARDWARE LLC	2278	61.46
10/03/2025	634667	FRANCIS AVENUE HARDWARE	2279	27.24
10/03/2025	634668	ACE HARDWARE	2279	27.19
10/03/2025	634669	AFSCME	1328	718.86
10/03/2025	634670	AFSCME	1328	110.00
10/03/2025	634671	ALCOBRA METALS INC	2140	599.94
10/03/2025	634672	ALL-STAR AUTO GLASS LLC	2983	125.24
10/03/2025	634673	AMAZON CAPITAL SERVICES INC	2098	2,606.06
10/03/2025	634674	NORTHWEST INDUSTRIAL SERVICES LLC	1058	282.74
10/03/2025	634675	AMERICAN SEATING COMPANY	1063	27.44
10/03/2025	634676	ASAP TRANSLATION SERVICES LLC	2918	1,750.00
10/03/2025	634677	AMALG TRANSIT UNION #1015	1055	26,670.23
10/03/2025	634678	AMALG TRANSIT UNION #1598	1056	1,179.64
10/03/2025	634679	AVISTA CORPORATION	1081	34,560.21
10/03/2025	634680	AVISTA UTILITIES	1081	17,121.98
10/03/2025	634681	CONTINENTAL BATTERY COMPANY	2915	256.91
10/03/2025	634682	BATTERY SYSTEMS INC	1089	872.76
10/03/2025	634683	BOSTON CONSULTING INC	2607	2,422.02
10/03/2025	634684	BECKWITH & KUFFEL, INC	2919	482.22
10/03/2025	634685	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
10/03/2025	634686	BLUEBEAM INC	2905	3,240.27
10/03/2025	634687	CLARY LONGVIEW LLC	2611	61,652.00
10/03/2025	634688	BUDINGER & ASSOCIATES INC	2149	17,422.29
10/03/2025	634689	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,620.90
10/03/2025	634690	LITHIA MOTORS SUPPORT SERVICES	1024	346.24
10/03/2025	634691	CANON FINANCIAL SERVICES INC	1154	1,181.36
10/03/2025	634692	CDW-GOVERNMENT	1132	4,534.69
10/03/2025	634693	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
10/03/2025	634694	CITY OF SPOKANE	1601	1,091.49
10/03/2025	634695	COACHING SYSTEMS LLC	1160	2,380.00
10/03/2025	634696	COFFMAN ENGINEERS INC	1162	37,657.29
10/03/2025	634697	COLEMAN OIL COMPANY LLC.	2683	224,259.43
10/03/2025	634698	COMCAST	1170	1,963.39
10/03/2025	634699	COMMERCIAL TIRE INC	2451	1,717.89
10/03/2025	634700	COMPUNET INC	1166	233,072.63
10/03/2025	634701	CONSEAL CONTAINERS LLC	1176	398.07
10/03/2025	634702	WASHINGTON STATE DEPT OF CORRECTIONS	1708	2,118.55
10/03/2025	634703	CUMMINS INC	1027	24,922.12
10/03/2025	634704	DAN SANDER	3059	569.19
10/03/2025	634705	DAY WIRELESS SYSTEMS	1202	355.13
10/03/2025	634706	DEBORA L. BROWN MUNGUIA	2960	5,000.00
10/03/2025	634707	D2G GROUP LLC	2757	196.33
10/03/2025	634708	EMPLOYEE ADVISORY COUNCIL	1236	806.50
10/03/2025	634709	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.93
10/03/2025	634710	EDGE CONSTRUCTION SUPPLY INC	1224	250.94
10/03/2025	634711	ELECTRICAL SERVICE PRODUCTS INC	1230	57.00
10/03/2025	634712	EV IQ LLC	2784	1,470.00
10/03/2025	634713	FASTENAL COMPANY	1249	4,055.07
10/03/2025	634714	FLEET EFORCE INC	2970	1,538.16
10/03/2025	634715	BUSINESS INTERIORS OF IDAHO	2715	34,239.80
10/03/2025	634716	FEDEX	1808	346.14
10/03/2025	634717	GORDON TRUCK CENTERS INC	1018	12,750.98
10/03/2025	634718	FREIGHTLINER NORTHWEST	1018	1,677.45
10/03/2025	634719	GALLS LLC	1271	2,082.93
10/03/2025	634720	THE GENERAL STORE	1956	1,721.59
10/03/2025	634721	GILLIG LLC	1279	14,707.74
10/03/2025	634722	W.W. GRAINGER INC	1285	5,207.29
10/03/2025	634723	GRIMCO INC	2696	982.13
10/03/2025	634724	H & H BUSINESS SYSTEMS	1298	5.16
10/03/2025	634725	HORIZON DISTRIBUTORS INC	1321	151.67
10/03/2025	634726	HUMANIX CORP	1329	465.63
10/03/2025	634727	IL DCS AND FAMILY SERVICES	2768	276.53
10/03/2025	634728	INTERWEST TELECOM SERVICES CORP	2304	2,019.15
10/03/2025	634729	G-A-P SUPPLY CORP	1363	226.88
10/03/2025	634730	KERSHAW'S INC	1374	131.77
10/03/2025	634731	KIRK'S AUTOMOTIVE INC	1007	1,074.76
10/03/2025	634732	KITTY KLITZKE	3045	450.50
10/03/2025	634733	L&E PARK LLC	2391	4,477.70
10/03/2025	634734	LITHOGRAPHIC REPRODUCTIONS INC	1403	192.75
10/03/2025	634735	LONG BUSINESS FORMS	2301	2,389.29

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/03/2025	634736	LOWE'S COMPANIES, INC	2913	724.13
10/03/2025	634737	MAGALDI & MAGALDI INC	1416	2,912.53
10/03/2025	634738	MARLIN WINDOWS INC	2924	3,634.12
10/03/2025	634739	MICHELIN NORTH AMERICA INC	2325	55,401.35
10/03/2025	634740	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,037.27
10/03/2025	634741	MOTOROLA SOLUTIONS INC	1448	1,845.43
10/03/2025	634742	MOUNTAIN DOG SIGN COMPANY INC	2663	1,231.47
10/03/2025	634743	NAPA AUTO PARTS INC	1014	2,190.68
10/03/2025	634744	NATIONAL COLOR GRAPHICS INC	1455	1,895.07
10/03/2025	634745	THE AFTERMARKET PARTS COMPANY LLC	1015	966.05
10/03/2025	634746	NORLIFT INC	1470	157.34
10/03/2025	634747	CSWW INC	1102	460.87
10/03/2025	634748	NORTHWEST LIFT & EQUIPMENT LLC	1952	5,653.10
10/03/2025	634749	NYS CHILD SUPPORT PROCESSING CENTER	3040	509.36
10/03/2025	634750	OFFICE DEPOT INC	1483	474.38
10/03/2025	634751	ONYX GRAPHICS INC	3054	2,940.25
10/03/2025	634752	OREILLY AUTO ENTERPRISES LLC	3011	312.00
10/03/2025	634753	ALAN TEEL	901	18.00
10/03/2025	634754	PHOENIX MOTOR INC	2885	531.56
10/03/2025	634755	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	268.42
10/03/2025	634756	S & A SYSTEMS INC	2223	17,186.80
10/03/2025	634757	S T A - WELL	1557	611.50
10/03/2025	634758	SAFETY-KLEEN SYSTEMS INC	1564	1,897.78
10/03/2025	634759	BECKI B COACHING, LLC	2982	9,500.00
10/03/2025	634760	SBA TOWERS II LLC	1569	2,636.43
10/03/2025	634761	SIX ROBBLEES INC	1017	461.71
10/03/2025	634762	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	15,588.82
10/03/2025	634763	SPECIAL MOBILITY SERVICES	2122	83,497.53
10/03/2025	634764	PEROVICH PARTNERS INC	3050	5,724.76
10/03/2025	634765	LANCE SPEIRS	2911	888.77
10/03/2025	634766	SPOKANE HOUSE OF HOSE INC	1605	675.64
10/03/2025	634767	STA OPERATIONS	1556	153.89
10/03/2025	634768	STONEWAY ELECTRIC SUPPLY CO	1633	1,371.21
10/03/2025	634769	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	525.00
10/03/2025	634770	SUN SUPPLY INC.	2710	3,308.06
10/03/2025	634771	TENNANT SALES & SERVICE COMPANY	1647	9,020.83
10/03/2025	634772	THE ENGRAVER INC	1242	101.46
10/03/2025	634773	TIM HATTENBURG	2763	390.02
10/03/2025	634774	JEFFREY OIEN	2155	1,899.43
10/03/2025	634775	VERITECH INC	2049	764.00
10/03/2025	634776	VOITH US INC	2460	3,474.06
10/03/2025	634777	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,690.67
10/03/2025	634778	WALTER E NELSON CO	1721	1,239.78
10/03/2025	634779	WENDLE MOTORS INCORPORATED	1021	1,349.90
10/03/2025	634780	WESCO GROUP LLC	2368	3,228.39
10/03/2025	634781	THE W.W. WILLIAMS COMPANY	2870	12,630.97
10/07/2025	634782	US BANK	1678	58,436.37
10/10/2025	634783	ABCORP NA INC	2814	197,450.40
10/10/2025	634784	ACCESS INFORMATION HOLDINGS	2340	342.23
10/10/2025	634785	ASH & ROWAN HARDWARE LLC	2278	42.51
10/10/2025	634786	ALCOBRA METALS INC	2140	735.66
10/10/2025	634787	AMAZON CAPITAL SERVICES INC	2098	133.31
10/10/2025	634788	APS INC	1841	252.94
10/10/2025	634789	ATS INLAND NW LLC	1916	19,027.04
10/10/2025	634790	NAF FAIRCHILD AFB	1466	13.00
10/10/2025	634791	AUTONATION	1068	540.69
10/10/2025	634792	AVISTA CORPORATION	1081	137.31
10/10/2025	634793	AVISTA UTILITIES	1081	55,206.95
10/10/2025	634794	BATTERY SYSTEMS INC	1089	17.28
10/10/2025	634795	BEACON SERVICES INC	1834	592.03
10/10/2025	634796	CHERYL BECKETT	1092	500.00
10/10/2025	634797	BDI	1022	612.51
10/10/2025	634798	CLARY LONGVIEW LLC	2611	61,652.00
10/10/2025	634799	ZEAL ENDEAVORS LLC	2788	3,043.34
10/10/2025	634800	CAMERON-REILLY LLC	1137	24,857.79
10/10/2025	634801	CANON FINANCIAL SERVICES INC	1154	352.55
10/10/2025	634802	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	437.91
10/10/2025	634803	CITY OF SPOKANE	1601	3,084.16
10/10/2025	634804	CITY OF SPOKANE	1601	18,495.57
10/10/2025	634805	CLEAN CONCEPTS GROUP INC	1471	267.33
10/10/2025	634806	COLEMAN OIL COMPANY LLC.	2683	2,715.33
10/10/2025	634807	COMMERCIAL TIRE	2451	1,717.88
10/10/2025	634808	CONSOLIDATED IRRIGATION	1177	169.51
10/10/2025	634809	CORPORATE TRANSLATION SERVICES INC	2158	52.90
10/10/2025	634810	CUMMINS INC	1027	14,421.01
10/10/2025	634811	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	280.50
10/10/2025	634812	EARTHWORKS RECYCLING INC.	2816	207.50
10/10/2025	634813	FLEET EFORCE INC	2970	3,911.16

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/10/2025	634814	V02 COLLECTION INC.	2860	1,956.75
10/10/2025	634815	FLIPTURN INC	3018	15,000.00
10/10/2025	634816	GORDON TRUCK CENTERS INC	1018	18.56
10/10/2025	634817	FREIGHTLINER NORTHWEST	1018	11,985.38
10/10/2025	634818	FUTURE SYSTEMS US INC	2320	441,261.28
10/10/2025	634819	GALLS LLC	1271	3,109.30
10/10/2025	634820	THE GENERAL STORE	1956	397.66
10/10/2025	634821	GILLIG LLC	1279	17,185.39
10/10/2025	634822	W.W. GRAINGER INC	1285	1,328.71
10/10/2025	634823	H & H BUSINESS SYSTEMS	1298	1,300.25
10/10/2025	634824	HUMANIX CORP	1329	272.13
10/10/2025	634825	IDAHO STATE TAX COMMISSION	2504	7,544.48
10/10/2025	634826	JACOBS ENGINEERING GROUP INC	2285	1,629.14
10/10/2025	634827	JARMS HARDWARE INC	2548	86.65
10/10/2025	634828	G-A-P SUPPLY CORP	1363	55.08
10/10/2025	634829	JOTFORM INC	2614	6,722.74
10/10/2025	634830	KARRAS CONSULTING	2991	11,633.33
10/10/2025	634831	KENWORTH SALES CO INC	1373	3,150.60
10/10/2025	634832	KERSHAW'S INC	1374	151.87
10/10/2025	634833	LOOMIS ARMORED US LLC	1408	5,529.92
10/10/2025	634834	LOWE'S COMPANIES, INC	2913	537.97
10/10/2025	634835	MAGALDI & MAGALDI INC	1416	1,134.22
10/10/2025	634836	MCGUIRE BEARING COMPANY	1010	109.39
10/10/2025	634837	Q49 SOLUTIONS LLC	2594	50.18
10/10/2025	634838	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,389.38
10/10/2025	634839	BLACK REALTY MANAGEMENT INC	1658	13,627.19
10/10/2025	634840	NAPA AUTO PARTS INC	1014	2,060.44
10/10/2025	634841	THE AFTERMARKET PARTS COMPANY LLC	1015	38,423.82
10/10/2025	634842	CSWW INC	1102	216.19
10/10/2025	634843	ONEBRIDGE FSA	2880	258.00
10/10/2025	634844	OREILLY AUTO ENTERPRISES LLC	3011	62.55
10/10/2025	634845	PARAMETRIX INC	2062	5,131.58
10/10/2025	634846	JOHN LATTA ASSOCIATES INC	1936	100.17
10/10/2025	634847	SENSKE LAWN & TREE CARE INC	2194	108.01
10/10/2025	634848	THE SHERWIN-WILLIAMS CO	1580	898.14
10/10/2025	634849	SIX ROBBLEES INC	1017	661.18
10/10/2025	634850	PEROVICH PARTNERS INC	3050	11,449.52
10/10/2025	634851	SPOKANE HOUSE OF HOSE INC	1605	52.23
10/10/2025	634852	SUNBELT RENTALS INC	3052	4,014.41
10/10/2025	634853	THERMO KING NORTHWEST	1650	1,629.00
10/10/2025	634854	UNIFIRST CORPORATION	2868	154.90
10/10/2025	634855	USABLE	2988	28,906.32
10/10/2025	634856	UTILITIES PLUS	2606	32.00
10/10/2025	634857	CARACAL ENTERPRISES LLC	2419	23.24
10/10/2025	634858	VOITH US INC	2460	407.47
10/10/2025	634859	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	98.27
10/10/2025	634860	WHEELER INDUSTRIES INC	1743	364.82
10/10/2025	634861	THE W.W. WILLIAMS COMPANY	2870	3,724.27
10/13/2025	634862	MODERN ELECTRIC WATER CO INC	1439	5,894.50
10/17/2025	634863	INLAND WELDING SUPPLY INC	1032	414.49
10/17/2025	634864	FRANCIS AVENUE HARDWARE	2279	89.40
10/17/2025	634865	AFSCME	1328	718.86
10/17/2025	634866	AFSCME	1328	110.00
10/17/2025	634867	ALBERTSONS COMPANIES, INC	3055	71.00
10/17/2025	634868	ALL-STAR AUTO GLASS LLC	2983	859.17
10/17/2025	634869	UNIVERSAL PROTECTION SERVICE LP	2338	103,068.24
10/17/2025	634870	AMAZON CAPITAL SERVICES INC	2098	1,297.82
10/17/2025	634871	STEVEN W NILES JR	2276	113.18
10/17/2025	634872	AMALG TRANSIT UNION #1015	1055	26,523.18
10/17/2025	634873	AMALG TRANSIT UNION #1598	1056	1,144.71
10/17/2025	634874	AMALGAMATED TRANSIT UNION	1057	209.11
10/17/2025	634875	AVISTA UTILITIES	1081	9,858.46
10/17/2025	634876	CONTINENTAL BATTERY COMPANY	2915	5,575.35
10/17/2025	634877	BDI	1022	652.18
10/17/2025	634878	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,620.90
10/17/2025	634879	CAMERON-REILLY LLC	1137	82,479.33
10/17/2025	634880	LITHIA MOTORS SUPPORT SERVICES	1024	134.20
10/17/2025	634881	CARDINAL INFRASTRUCTURE LLC	2059	14,000.00
10/17/2025	634882	CDW-GOVERNMENT	1132	12,001.00
10/17/2025	634883	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	44.35
10/17/2025	634884	QWEST CORPORATION	1148	204.59
10/17/2025	634885	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
10/17/2025	634886	CITY OF SPOKANE	1601	1,374.00
10/17/2025	634887	CITY OF SPOKANE	1601	1,967.67
10/17/2025	634888	CITY OF SPOKANE	1601	2,388.99
10/17/2025	634889	CLEAN HARBOR ENVIRONMENTAL SERVICES INC.	2741	35.16
10/17/2025	634890	COLEMAN OIL COMPANY LLC.	2683	104,375.04
10/17/2025	634891	COMPUNET INC	1166	20,148.59

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/17/2025	634892	CUMMINS INC	1027	15,379.52
10/17/2025	634893	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	158.00
10/17/2025	634894	DEPARTMENT OF SOCIAL AND HEALTH SERVICES	1210	420.87
10/17/2025	634895	EMPLOYEE ADVISORY COUNCIL	1236	813.50
10/17/2025	634896	EDGE CONSTRUCTION SUPPLY INC	1224	435.31
10/17/2025	634897	EL JAY OIL CO INC	1003	35,055.58
10/17/2025	634898	EMPLOYMENT SECURITY DEPARTMENT	1237	132,564.85
10/17/2025	634899	EMPLOYMENT SECURITY DEPARTMENT	1237	76,331.44
10/17/2025	634900	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOVICH P.C.	2737	12,740.00
10/17/2025	634901	FASTENAL COMPANY	1249	3,430.60
10/17/2025	634902	BUSINESS INTERIORS OF IDAHO	2715	685.56
10/17/2025	634903	FREIGHTLINER NORTHWEST	1018	7,800.75
10/17/2025	634904	GALLS LLC	1271	1,972.25
10/17/2025	634905	GENFARE LLC	1268	1,657.27
10/17/2025	634906	GILLIG LLC	1279	13,552.35
10/17/2025	634907	W.W. GRAINGER INC	1285	1,126.15
10/17/2025	634908	GUARDIAN SECURITY SYSTEMS INC	2199	1,088.79
10/17/2025	634909	H & H BUSINESS SYSTEMS	1298	2,145.75
10/17/2025	634910	HORIZON DISTRIBUTORS INC	1321	203.41
10/17/2025	634911	JOHN A DASH & ASSOCIATES INC	1199	385.00
10/17/2025	634912	KIRK'S AUTOMOTIVE INC	1007	4,968.09
10/17/2025	634913	LEVEL 3 FINANCING, INC	3047	1,680.20
10/17/2025	634914	LIBERTY CONCRETE LLC	3034	309,568.54
10/17/2025	634915	MAGALDI & MAGALDI INC	1416	2,912.53
10/17/2025	634916	MAINTENANCE SOLUTIONS	1418	828.39
10/17/2025	634917	MCGUIRE BEARING COMPANY	1010	420.30
10/17/2025	634918	MICHELIN NORTH AMERICA INC	2325	55,023.62
10/17/2025	634919	MICHIGAN TRUCK SPRING OF SAGINAW INC	2634	453.90
10/17/2025	634920	NEALTON INC	2896	1,869.81
10/17/2025	634921	MJ TAKISAKI INC	3012	3,125.09
10/17/2025	634922	Q49 SOLUTIONS LLC	2594	25.09
10/17/2025	634923	MOHAWK MANUFACTURING & SUPPLY CO	1011	1,388.36
10/17/2025	634924	MOON SHADOW ETCHERS INC.	2770	1,763.49
10/17/2025	634925	MOTION AUTO SUPPLY INC	1012	160.43
10/17/2025	634926	MUNCIE RECLAMATION AND SUPPLY CO	1013	2,711.53
10/17/2025	634927	NAPA AUTO PARTS INC	1014	5,065.26
10/17/2025	634928	NATIONAL COLOR GRAPHICS INC	1455	116.74
10/17/2025	634929	THE AFTERMARKET PARTS COMPANY LLC	1015	26,176.16
10/17/2025	634930	NYS CHILD SUPPORT PROCESSING CENTER	3040	509.36
10/17/2025	634931	OREILLY AUTO ENTERPRISES LLC	3011	57.74
10/17/2025	634932	PARAMETRIX INC	2062	50,553.87
10/17/2025	634933	PHOENIX MOTOR INC	2885	891.88
10/17/2025	634934	REBECCA VAN KEULEN	2735	6,361.99
10/17/2025	634935	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	555.79
10/17/2025	634936	REFRIGERATION SUPPLY DIST	1541	68.19
10/17/2025	634937	REHN & ASSOCIATES	2395	281.00
10/17/2025	634938	ROMAINE ELECTRIC CORPORATION	1548	536.09
10/17/2025	634939	S T A - WELL	1557	613.50
10/17/2025	634940	SAFETY MATTERS INC	2731	4,905.00
10/17/2025	634941	SAM SCHWARTZ CONSULTING LLC	2369	19,325.37
10/17/2025	634942	SIX ROBBLEES INC	1017	315.30
10/17/2025	634943	SPECIAL MOBILITY SERVICES	2122	15,105.41
10/17/2025	634944	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,106.00
10/17/2025	634945	SPOKANE COUNTY SOLID WASTE	1603	392.39
10/17/2025	634946	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	311.22
10/17/2025	634947	SPOKANE HOUSE OF HOSE INC	1605	407.83
10/17/2025	634948	SPOKANE POWER TOOL	1608	56.71
10/17/2025	634949	STONEWAY ELECTRIC SUPPLY CO	1633	54.20
10/17/2025	634950	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	656.25
10/17/2025	634951	SUN SUPPLY INC.	2710	6,213.11
10/17/2025	634952	SWIFTLY INC	2480	224,395.80
10/17/2025	634953	SOLID WASTE SYSTEMS LLC	2514	34,787.21
10/17/2025	634954	TRAPEZE SOFTWARE GROUP	1669	36,225.43
10/17/2025	634955	TWILIO INC	2994	1,177.87
10/17/2025	634956	UTILITIES PLUS	2606	16.00
10/17/2025	634957	VERIZON WIRELESS LLC	1686	14,821.60
10/17/2025	634958	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,690.70
10/17/2025	634959	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	283.94
10/17/2025	634960	WESTINGHOUSE AIR BRAKE TECHNOLOGIES CORP	2507	9.83
10/17/2025	634961	WALTER E NELSON CO	1721	7,398.54
10/17/2025	634962	WASTE MANAGEMENT SPOKANE	1702	436.62
10/17/2025	634963	WENDLE MOTORS INCORPORATED	1021	927.59
10/17/2025	634964	HOWARD & HOWARD INC	3056	4,000.00
10/17/2025	634965	WEX BANK	2642	20,208.45
10/17/2025	634966	WASHINGTON STATE TRANSIT ASSOC	1715	600.00
10/17/2025	634967	ZAYO GROUP LLC	2321	41,171.23
10/17/2025	634968	ZOHO CORPORATION	2961	14,573.58
10/24/2025	634969	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	3,272.30

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/24/2025	634970	AG PARTNERS LLC	1051	5,403.31
10/24/2025	634971	AMAZON CAPITAL SERVICES INC	2098	2,160.87
10/24/2025	634972	AMPD ENTERTAINMENT LLC	2463	770.36
10/24/2025	634973	APPLEWAY CHEVROLET INC	1068	502.17
10/24/2025	634974	AVISTA UTILITIES	1081	797.01
10/24/2025	634975	AVISTA UTILITIES	1081	8,625.91
10/24/2025	634976	ROBERT J BERG	1099	136.38
10/24/2025	634977	TROY Q GAINES	2672	433.50
10/24/2025	634978	THE BRAUN CORPORATION	1117	88.71
10/24/2025	634979	ZEAL ENDEAVORS LLC	2788	266.20
10/24/2025	634980	BUDINGER & ASSOCIATES INC	2149	22,646.71
10/24/2025	634981	CAMERON-REILLY LLC	1137	99,973.72
10/24/2025	634982	CANON FINANCIAL SERVICES INC	1154	1,070.23
10/24/2025	634983	CHK AMERICA INC	1155	19,250.00
10/24/2025	634984	CITY OF CHENEY	1158	738.59
10/24/2025	634985	CITY OF MEDICAL LAKE	1424	259.03
10/24/2025	634986	CITY OF SPOKANE	1601	1,823.59
10/24/2025	634987	CITY OF SPOKANE	1601	120,868.00
10/24/2025	634988	COFFMAN ENGINEERS INC	1162	63,469.37
10/24/2025	634989	COLEMAN OIL COMPANY LLC.	2683	49,737.01
10/24/2025	634990	COMMERCIAL TIRE	2451	1,717.89
10/24/2025	634991	COMPUNET INC	1166	4,666.27
10/24/2025	634992	CONTRACT LAND STAFF LLC	3004	5,320.00
10/24/2025	634993	COSTAR REALTY INFORMATION INC.	2851	514.26
10/24/2025	634994	CRAVENS INC	2705	156.00
10/24/2025	634995	CUMMINS INC	1027	6,165.67
10/24/2025	634996	D-MCP CONSTRUCTION LLC	2536	73,674.90
10/24/2025	634997	EL JAY OIL CO INC	1003	6,081.89
10/24/2025	634998	ENDEAVOR BUSINESS MEDIA LLC	2587	710.00
10/24/2025	634999	EVERON, LLC	2951	50,072.46
10/24/2025	635000	FASTENAL COMPANY	1249	1,495.24
10/24/2025	635001	FEDEX FREIGHT	2346	685.83
10/24/2025	635002	THE FIG TREE	2465	170.00
10/24/2025	635003	FIRST DIGITAL TELECOM	2730	1,452.65
10/24/2025	635004	FIRST TRANSIT INC	2430	621,531.05
10/24/2025	635005	FRANCOTYP-POSTALIA INC	1878	170.20
10/24/2025	635006	FP MAILING SOLUTIONS	1878	2,000.00
10/24/2025	635007	FEDEX	1808	1,481.44
10/24/2025	635008	GORDON TRUCK CENTERS INC	1018	189.81
10/24/2025	635009	FREIGHTLINER NORTHWEST	1018	8,058.94
10/24/2025	635010	GALLS LLC	1271	5,155.53
10/24/2025	635011	GENFARE LLC	1268	514.88
10/24/2025	635012	GILLIG LLC	1279	26,054.82
10/24/2025	635013	GLOBAL EQUIPMENT COMPANY INC	1280	2,295.45
10/24/2025	635014	W.W. GRAINGER INC	1285	119.91
10/24/2025	635015	H & H BUSINESS SYSTEMS	1298	703.94
10/24/2025	635016	HALME CONSTRUCTION INC	2090	39,000.00
10/24/2025	635017	HUMANIX CORP	1329	609.16
10/24/2025	635018	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	8,779.96
10/24/2025	635019	KERSHAW'S INC	1374	437.02
10/24/2025	635020	KHQ - SPOKANE	2575	1,440.00
10/24/2025	635021	LAMAR TEXAS LIMITED PARTNERSHIP	1938	2,000.00
10/24/2025	635022	LANDAU ASSOCIATES INC	3000	8,925.75
10/24/2025	635023	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	1,414.68
10/24/2025	635024	LITHOGRAPHIC REPRODUCTIONS INC	1403	161.17
10/24/2025	635025	LHB INC	2821	2,703.77
10/24/2025	635026	MCKINSTRY ESSENTION LLC	1422	632,440.35
10/24/2025	635027	NEALTON INC	2896	767.32
10/24/2025	635028	Q49 SOLUTIONS LLC	2594	25.09
10/24/2025	635029	MOHAWK MANUFACTURING & SUPPLY CO	1011	825.12
10/24/2025	635030	MOUSER ELECTRONICS INC	1449	58.74
10/24/2025	635031	MUNCIE RECLAMATION AND SUPPLY CO	1013	9,069.81
10/24/2025	635032	BLACK REALTY MANAGEMENT INC	1658	42.50
10/24/2025	635033	NAPA AUTO PARTS INC	1014	6,059.74
10/24/2025	635034	NATIONWIDE	2592	1,895.30
10/24/2025	635035	THE AFTERMARKET PARTS COMPANY LLC	1015	16,308.62
10/24/2025	635036	CSWW INC	1102	356.70
10/24/2025	635037	OFFICE DEPOT INC	1483	9.04
10/24/2025	635038	OREILLY AUTO ENTERPRISES LLC	3011	57.74
10/24/2025	635039	PARAMETRIX INC	2062	157,052.20
10/24/2025	635040	PHOENIX MOTOR INC	2885	2,095.51
10/24/2025	635041	PREMERA BLUE CROSS	1521	4,802.00
10/24/2025	635042	NEWS RADIO 920	2318	1,500.00
10/24/2025	635043	KXLY-FM	2318	3,925.00
10/24/2025	635044	92.9 ZZU	2318	2,508.00
10/24/2025	635045	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	365.87
10/24/2025	635046	ROMAINE ELECTRIC CORPORATION	1548	431.05
10/24/2025	635047	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	221.02

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
10/24/2025	635048	SPOKANE HOUSE OF HOSE INC	1605	384.34
10/24/2025	635049	SPRING ENVIRONMENTAL INC	3026	2,836.60
10/24/2025	635050	TERMINAL SUPPLY INC	1648	402.58
10/24/2025	635051	TRANSMACHINE MTT INC	2899	212.00
10/24/2025	635052	UNITED PARCEL SERVICE INC	1683	25.50
10/24/2025	635053	VISIT SPOKANE	1696	4,500.00
10/24/2025	635054	VOITH US INC	2460	14,622.72
10/24/2025	635055	WASHINGTON STATE	1710	39,973.16
10/24/2025	635056	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	1709	246.68
10/24/2025	635057	WESCO GROUP LLC	2368	5,323.38
10/24/2025	635058	WHITWORTH WATER DISTRICT	1746	274.08
10/24/2025	635059	THE W.W. WILLIAMS COMPANY	2870	2,729.17
10/24/2025	635060	WILLIAM MILES WELCH JR	3029	86,989.88
10/24/2025	635061	WASHINGTON STATE TRANSIT ASSOC	1715	1,118.95
10/24/2025	635062	WOMEN'S TRANSPORTATION SEMINAR	2007	500.00
10/24/2025	635063	VERIZON	2142	9,287.82
10/31/2025	635064	INLAND WELDING SUPPLY INC	1032	1,134.27
10/31/2025	635065	ASH & ROWAN HARDWARE LLC	2278	82.38
10/31/2025	635066	FRANCIS AVENUE HARDWARE	2279	735.27
10/31/2025	635067	JANT GROUP II	2263	19.59
10/31/2025	635068	IRIS GROUP HOLDINGS	2462	808.56
10/31/2025	635069	AIR REPS LLC	1045	6,161.26
10/31/2025	635070	ALCOBRA METALS INC	2140	1,274.73
10/31/2025	635071	AMAZON CAPITAL SERVICES INC	2098	4,808.21
10/31/2025	635072	STEVEN W NILES JR	2276	109.10
10/31/2025	635073	NORTHWEST INDUSTRIAL SERVICES LLC	1058	282.71
10/31/2025	635074	ARCHITECTURAL HARDWARE	1989	576.00
10/31/2025	635075	ARCTIC LIGHTING & ELECTRIC LLC	2100	1,693.80
10/31/2025	635076	ASSOCIATED CREDIT SERVICE INC	1882	2,184.22
10/31/2025	635077	AMALG TRANSIT UNION #1015	1055	26,451.98
10/31/2025	635078	AMALG TRANSIT UNION #1598	1056	271.46
10/31/2025	635079	AVISTA UTILITIES	1081	1,253.17
10/31/2025	635080	BLACK PROINVEST SCHADE TOWER LLC	2767	7,222.93
10/31/2025	635081	CLARY LONGVIEW LLC	2611	61,652.00
10/31/2025	635082	BUDINGER & ASSOCIATES INC	2149	5,845.70
10/31/2025	635083	BULLDOG ROOTER INC	1126	6,009.23
10/31/2025	635084	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,620.90
10/31/2025	635085	CANON FINANCIAL SERVICES INC	1154	608.44
10/31/2025	635086	CDW-GOVERNMENT	1132	3,232.28
10/31/2025	635087	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	1,114.57
10/31/2025	635088	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
10/31/2025	635089	CITY OF SPOKANE	1601	127.64
10/31/2025	635090	CITY OF SPOKANE	1601	407.89
10/31/2025	635091	COFFMAN ENGINEERS INC	1162	6,990.93
10/31/2025	635092	COLEMAN OIL COMPANY LLC.	2683	221,743.02
10/31/2025	635093	COMCAST	1170	1,963.39
10/31/2025	635094	COMPUNET INC	1166	51,549.75
10/31/2025	635095	WASHINGTON STATE DEPT OF CORRECTIONS	1708	1,385.57
10/31/2025	635096	DELTA DENTAL OF WASHINGTON	1726	70,596.26
10/31/2025	635097	DOW JONES & COMPANY	2698	397.12
10/31/2025	635098	DEPARTMENT OF SOCIAL AND HEALTH SERVICES	1210	13.59
10/31/2025	635099	EMPLOYEE ADVISORY COUNCIL	1236	819.50
10/31/2025	635100	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.93
10/31/2025	635101	EL JAY OIL CO INC	1003	14,564.72
10/31/2025	635102	FASTENAL COMPANY	1249	2,816.54
10/31/2025	635103	FISERV-FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,608.51
10/31/2025	635104	FLEET EFORCE INC	2970	50,000.00
10/31/2025	635105	FEDEX	1808	357.54
10/31/2025	635106	FREIGHTLINER NORTHWEST	1018	14,848.56
10/31/2025	635107	GENSCO INC	2540	42.68
10/31/2025	635108	W.W. GRAINGER INC	1285	6,214.99
10/31/2025	635109	H & H BUSINESS SYSTEMS	1298	240.19
10/31/2025	635110	ARCADIS A CALIFORNIA PARTNERSHIP	1336	19,537.77
10/31/2025	635111	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	426,040.67
10/31/2025	635112	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	95,215.92
10/31/2025	635113	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	52,548.12
10/31/2025	635114	KIRK'S AUTOMOTIVE INC	1007	716.93
10/31/2025	635115	KPFF INC	2510	24,302.11
10/31/2025	635116	L&E PARK LLC	2391	4,477.70
10/31/2025	635117	LOWE'S COMPANIES, INC	2913	274.66
10/31/2025	635118	M & L SUPPLY CO INC	1413	887.40
10/31/2025	635119	MCGUIRE BEARING COMPANY	1010	198.80
10/31/2025	635120	MCKINSTRY ESSENTION LLC	1422	802,150.56
10/31/2025	635121	Q49 SOLUTIONS LLC	2594	25.09
10/31/2025	635122	MOHAWK MANUFACTURING & SUPPLY CO	1011	2,599.44
10/31/2025	635123	MOTION AUTO SUPPLY INC	1012	968.66
10/31/2025	635124	BLACK REALTY MANAGEMENT INC	1658	13,437.80
10/31/2025	635125	NAPA AUTO PARTS INC	1014	8,133.31

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
10/31/2025	635126	THE AFTERMARKET PARTS COMPANY LLC	1015	37,587.21
10/31/2025	635127	NORLIFT INC	1470	1,350.25
10/31/2025	635128	CSWW INC	1102	297.25
10/31/2025	635129	NYS CHILD SUPPORT PROCESSING CENTER	3040	509.36
10/31/2025	635130	OFFICE DEPOT INC	1483	143.12
10/31/2025	635131	OREILLY AUTO ENTERPRISES LLC	3011	1,279.48
10/31/2025	635132	PACIFIC OFFICE SOLUTIONS	2288	2,250.52
10/31/2025	635133	PREMERA BLUE CROSS	1521	427,813.20
10/31/2025	635134	PRO MECHANICAL SERVICES INC	1897	4,539.38
10/31/2025	635135	REBECCA VAN KEULEN	2735	21,301.72
10/31/2025	635136	S T A - WELL	1557	614.50
10/31/2025	635137	SAFETY-KLEEN SYSTEMS INC	1564	1,889.85
10/31/2025	635138	SCHINDLER ELEVATOR CORPORATION	1930	8,626.40
10/31/2025	635139	SHERWIN-WILLIAMS	1580	115.41
10/31/2025	635140	SITEONE LANDSCAPE SUPPLY LLC	2557	136.74
10/31/2025	635141	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	261.06
10/31/2025	635142	SPOKANE HOUSE OF HOSE INC	1605	2,251.36
10/31/2025	635143	STA OPERATIONS	1556	175.73
10/31/2025	635144	STAR RENTALS & SALES	1629	70.22
10/31/2025	635145	SUN SUPPLY INC.	2710	99.86
10/31/2025	635146	TERMINAL SUPPLY INC	1648	3,393.12
10/31/2025	635147	THERMO KING NORTHWEST	1650	163.23
10/31/2025	635148	TITAN TRUCK EQUIPMENT INC	1655	51.62
10/31/2025	635149	TYLER BUSINESS FORMS	1788	1,081.52
10/31/2025	635150	NATIONAL FINANCIAL INSTITUTION SUPPLY INC	2936	286.54
10/31/2025	635151	VECTOR NORTH AMERICA INC.	2750	4,479.65
10/31/2025	635152	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,690.70
10/31/2025	635153	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	286.65
10/31/2025	635154	WALTER E NELSON CO	1721	141.81
10/31/2025	635155	WEST CENTRAL COMMUNITY DEVELOPMENT ASSOCIATION	2262	875.00
10/31/2025	635156	WENDLE MOTORS INCORPORATED	1021	7,149.07
10/31/2025	635157	WESCO GROUP LLC	2368	9,925.60
10/31/2025	635158	WHEELER INDUSTRIES INC	1743	413.82
10/31/2025	635159	THE W.W. WILLIAMS COMPANY	2870	84.75
10/31/2025	635160	ZOHO CORPORATION	2961	7,489.71
TOTAL OCTOBER ACCOUNTS PAYABLE				8,786,403.28
10/1/2025-10/31/2025	ACH	WORKER'S COMPENSATION	2286	138,198.49
TOTAL OCTOBER WORKER'S COMPENSATION DISBURSEMENTS				138,198.49
10/03/2025	731359-731382	PAYROLL AND TAXES PR 20, 2025	VARIES	2,934,097.51
10/17/2025	731383-731417	PAYROLL AND TAXES PR 21, 2025	VARIES	2,321,766.70
10/31/2025	731418-731436	PAYROLL AND TAXES PR 22, 2025	VARIES	2,405,202.41
TOTAL OCTOBER PAYROLL AND TAXES				7,661,066.62
10/16/2025	ACH	WA STATE - DOR (EXCISE TAX)	1767	7,824.82
10/16/2025	ACH	WA STATE - DOR (LEASEHOLD TAX)	1767	2,077.60
TOTAL OCTOBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				9,902.42
TOTAL OCTOBER DISBURSEMENTS FROM TO1 ACCOUNTS				16,595,570.81
TOTAL OCTOBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL OCTOBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				16,595,570.81

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 8D : PUBLIC WORKS CONTRACTS UNDER \$35,000: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Jordan Hayes-Horton, Director of Procurement

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

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

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
2025-11077	Plaza Trash Compactor Replacement	Ascent Mechanical & Plumbing, Inc	\$28,486.00	8/21/2025
20251783	Plaza Temperature Sensors	ATS Inland NW	\$29,326.08	8/26/2025
20251201	Plaza Compactor Electrical Replacement	Arctic Lighting & Electric, LLC	\$1,963.80	8/28/2025
20251522	Plaza Window Tint Room P222A	Spokane Sunscreen, LLC	\$10,681.44	9/22/2025
20250432	Plaza Trash Compactor (Old) 3 rd Qtr. Preventative Maintenance	Solid Waste Systems, LLC	\$421.96	10/1/2025
20252390	Crack-Fill West Plains Transit Center	Howard & Howard, Inc	\$4,000.00	10/5/2025
20252405	Oil/Water Separator & Sanitary Lift Station Cleaning	Bid Sky Industrial Services	\$7,225.69	10/9/2025
20250697	Plaza Window Cleaning – Fall	ABM Industry Groups, LLC	\$9,626.43	10/17/2025
20242768	Plaza – Add Cold Water Option to Point of Use Water Heater	Bulldog Rooter, Inc	\$744.06	10/23/2025
20252406	Air Duct Damper Install - Plaza Room P222C	Pro-Mechanical Services, Inc	\$5,262.98	10/27/2025
20251036	Plaza Rotunda Secure Access Door	Everon, LLC	\$5,724.15	10/27/2025
20242768	Plaza – Add 2gal Expansion Tank on Point of Use Water Heater	Bulldog Rooter, Inc	\$292.39	10/30/2025
20252545	Pipe Replacement & Drain Jetting	Bulldog Rooter, Inc	\$8,482.53	10/30/2025

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

November 20, 2025

AGENDA ITEM 8E : LEGISLATIVE & GOVERNMENT CONSULTING SERVICES – AWARD OF CONTRACT

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

SUBMITTED BY: Karl Otterstrom, Chief Executive Officer
Jordan Hayes-Horton, Director of Procurement

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff are seeking Board approval to award a five-year contract for Legislative & Government Consulting Services.

On September 11, 2025, a Request for Proposals (RFP) 2025-11107 for Legislative & Government Consulting Services was advertised on the STA and APEX websites. Proposals were due September 30, 2025. Two (2) responsive proposals were received from responsible contractors: Jennifer Ziegler Public Affairs Corporation and Strategies 360, Incorporated.

The evaluation committee met on October 16, 2025, and was comprised of staff who are involved in legislative affairs and contract administration, as well as a representative from the Washington State Transit Association.

The proposals were evaluated based on the following criteria: 1) Qualifications; 2) Relative Performance & Experience; 3) Knowledge of Legislative Procedures & Relevant Legislation; 4) Organizational Capacity; and 5) Proposed Cost.

Final evaluation scores were as follows:

Proposer	Evaluation Score (Max 100)
Jennifer Ziegler Public Affairs	91.02
Strategies 360, Incorporated	69.74

The evaluation committee determined that Jennifer Ziegler Public Affairs Corporation received the highest evaluation score and is a qualified and cost-effective firm to provide Legislative & Government Consulting Services.

The total estimated cost of the contract over the five-year term is \$397,616. Expenses will be allocated to Consulting Fees in the general administration operating budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for Legislative & Government Consulting Services and authorize CEO to execute a five-year contract with Jennifer Ziegler Public Affairs Corporation for a total estimated cost of \$397,616.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for Legislative & Government Consulting Services and authorize CEO to execute a five-year contract with Jennifer Ziegler Public Affairs Corporation for a total estimated cost of \$397,616.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer KO Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 8F : Mirabeau Park & Ride Camera & Badge Installation: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kade Peterson, Chief Information Officer

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

Public Works Contract for:	Installation of OpenEye Camera and Lenel Access Control at Mirabeau Park & Ride
Purchase Order Number:	20250555
Contractor:	Everon, LLC
Project Start:	February 26, 2025
Substantial Completion:	October 10, 2025
Final Completion:	
Scope of Work:	Install five (5) Axis multi-lens cameras, ten (10) Axis 180° cameras, one (1) Axis single lens cameras, nine (9) Axis pole mount set-ups, one (1) OpenEye MMX Series 2U Server, and four (4) exterior door access card readers. Provide sixteen (16) one-year OWS 24/7 PLUS licenses.

Contract Authority, Including Contingency	N/A
Awarded Contract	\$58,908.78
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Amount (Rebates)	(\$0.00)
Total Final Contract Value	\$58,908.78
Unspent	\$0.00

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Everon, LLC for the Mirabeau Park & Ride Camera & Badge Installation 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 KP Chief Executive Officer KO Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 8G : BOONE ELECTRICAL SYSTEMS UPGRADE – AWARD OF CONTRACT

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer
Jordan Hayes-Horton, Director of Procurement

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff are seeking Board approval to award a contract for the Boone Electrical Systems Upgrade project.

On June 4, 2025, the Performance Monitoring & External Relations Committee approved the general scope of work for the Boone Electrical Systems Upgrade project and authorized staff to release an Invitation for Bids (IFB). This project will remove, replace, and upgrade major electrical equipment and systems that have reached the end of their useful life at both the North Boone and South Boone facilities.

On August 13, 2025, IFB 2025-11059 Boone Electrical Systems Upgrade was advertised in the Spokesman Review and on STA’s website. A pre-bid site visit was held on August 20, 2025, with two (2) follow-up site visits with prospective bidders. Two (2) addenda were issued, and bids were due on September 23, 2025. STA received one (1) qualifying bid as summarized below.

Bidder	Total Bid Amount
Colvico, Inc.	\$2,551,319.00
<i>Engineer’s Estimate</i>	<i>\$4,851,193.50</i>

The project scope and solicitation process were reviewed and determined not to be unduly restrictive. A cost analysis of Colvico, Inc.’s bid was performed, and it was determined to be fair and reasonable. As such, staff recommend an award of contract to Colvico, Inc. for the total bid amount of \$2,551,319. Staff recommend retention of a construction contingency equal to twenty percent (20%) of the construction contract given the relative level of risk associated with the approved scope of work.

This is a locally funded project with an approved budget of \$5,000,000.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for the Boone Electrical Systems Upgrade project to Colvico, Inc. for \$2,551,319 and authorize the CEO to apply contingency funds, as necessary.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for the Boone Electrical Systems Upgrade project to Colvico, Inc. for \$2,551,319 and authorize the CEO to apply contingency funds, as necessary.

FINAL REVIEW FOR BOARD BY:

Division Head BRB Chief Executive Officer KO Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 8H : CUSTOMER SAFETY & SECURITY REPORTING SOLUTION – AWARD OF CONTRACT

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

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Jordan Hayes-Horton, Director of Procurement

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a five-year contract for a Customer Safety & Security Reporting Solution.

On July 10, 2025, Request for Proposals (RFP) 2025-11087 for a Customer Safety & Security Reporting Solution was advertised on the STA website and APEX website. A pre-proposal meeting was held on July 17, 2025, and proposals were due August 7, 2025. Five (5) responsive proposals were received from responsible contractors: Alpha Encoded, LLC, Cloud SynApps, Inc., ELERTS Corporation, StackNexus, Inc., and Tectonic, LLC.

The evaluation committee met on September 11, 2025, and was comprised of voting members from various departments within STA. The proposals were evaluated based on the following criteria: 1) Alignment with Scope of Work Requirements; 2) Integration Capabilities; 3) Previous Performance Based Upon References; 4) System Interface Ease of Use; and 5) Proposed Cost.

Final evaluation scores were as follows:

Proposer	Evaluation Score (Max 4)
Alpha Encoded, LLC	2.19
Cloud SynApps, Inc.	2.13
ELERTS Corporation	3.94
StackNexus, Inc.	2.28
Tectonic, LLC	2.27

The evaluation committee determined ELERTS Corporation received the highest evaluation score and is a qualified and cost-effective company to provide a Customer Safety & Security Reporting Solution.

The total estimated cost of the contract over the five-year term is \$510,678. Expenses will be allocated to the software licensing operating budget and were anticipated in preparing the 2026 budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the award of contract for the Customer Safety & Security Reporting Solution and authorize the CEO to execute a five-year contract with ELERTS Corporation for a total estimated cost of \$510,678.

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

RECOMMENDATION TO BOARD: Approve, by motion, the award of contract for the Customer Safety & Security Reporting Solution and authorize the CEO to execute a five-year contract with ELERTS Corporation for a total estimated cost of \$510,678.

FINAL REVIEW FOR BOARD BY:

Division Head NW Chief Executive Officer KO Legal Counsel MC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 81 : FLECK FUEL FACILITY REPLACEMENT: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Jeff Hall, Capital Projects Manager

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

Public Works Contract for:	Fleck Fuel Facility Replacement -- Contract #2023-10835
Capital Project Number:	787
Contractor:	Granite Petroleum, Inc.
Construction Start:	January 22, 2024
Substantial Completion:	October 12, 2024
Final Completion:	March 27, 2025
Scope of Work:	Construction of a new Fueling Facility consisting of below grade concrete vaults to house one 500-gallon gasoline tank and one 10,000-gallon diesel tank. The work also included all associated apparatus, monitoring, alarms, and sensors; new fueling dispensers; and replacement of the existing fuel island and canopy.

Contract Authority, Including Contingency	\$2,086,357.08
Awarded Construction Contract	\$1,738,630.90
Additive Change Orders (Applied Contingency)	\$98,031.58
Deductive Change Orders	\$0.00
Total Final Contract Value	\$1,836,662.48
Unspent	\$249,694.60

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with Granite Petroleum, Inc. for the Fleck Fuel Facility Replacement 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

November 20, 2025

AGENDA ITEM 8J : DIVISION BUS RAPID TRANSIT BORING REPAIRS & PAVING: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Jeff Hall, Capital Projects Manager

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

Public Works Contract for:	Division Bus Rapid Transit Boring Repairs & Paving -- Contract #2025-11053
Capital Project Number:	895
Contractor:	D-McP Construction, LLC.
Construction Start:	June 26, 2025
Substantial Completion:	June 27, 2025
Final Completion:	June 27, 2025
Scope of Work:	Boring repairs and paving patching work; including excavation of materials, asphalt removal, subgrade compaction, and concrete/asphalt installation.

Contract Authority, Including Contingency	\$140,942.27
Awarded Construction Contract	\$93,884.53
Additive Change Orders (Applied Contingency)	\$0.00
Deductive Change Orders	\$0.00
Total Final Contract Value	\$93,884.53
Unspent	\$47,057.74

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with D-McP Construction, LLC. for the Division Bus Rapid Transit Boring Repairs & Paving 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

November 20, 2025

AGENDA ITEM 8K : PLAZA 1ST FLOOR ROTUNDA TENANT IMPROVEMENTS: FINAL ACCEPTANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Jessica Kelch, Senior Project Manager

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

Public Works Contract for:	Plaza 1 st Floor Rotunda Tenant Improvements – Contract #2025-11057
Capital Project Number:	915
Contractor:	M J Takisaki Inc.
Construction Start:	June 16, 2025
Substantial Completion:	August 12, 2025
Final Completion:	October 3, 2025
Scope of Work:	Conversion of an approximately 1,712 square foot retail space into an office space for a portion of STA’s security and transit ambassador team. Additions included electrical and communications ports, new lighting, flooring, molding, paint, acoustic panels, and signage.

Contract Authority, Including Contingency	\$212,400.00
Awarded Construction Contract	\$177,000.00
Additive Change Orders (Applied Contingency)	\$5,864.10
Deductive Change Orders	\$1,535.00
Total Final Contract Value	\$181,329.10
Unspent	\$31,070.90

RECOMMENDATION TO BOARD: Approve, by motion, to accept the contract with M J Takisaki, Inc. for the Plaza 1st Floor Rotunda Tenant Improvement 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

November 20, 2025

AGENDA ITEM 8L : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: RECOMMEND FUNDING AWARDS

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Tara Limon, Principal Planner, Planning & Grants Department

SUMMARY: At the November 5, 2025, Planning & Development Committee meeting, staff reviewed the funding recommendations for the Federal Transit Administration (FTA) Section 5310 2025 Call for Projects that was issued on August 5, 2025. This includes the applications, evaluation process and results, the approach to distributing both federal and STA local funds to eligible projects and programs implemented primarily by non-profit organizations in the region. The foregoing funding recommendations are subject to committee and board approval. Staff is now seeking approval from the Board of Directors.

BACKGROUND: The Federal Transit Administration (FTA) Section 5310 program provides formula funding to Spokane Transit for the purpose of assisting organizations in meeting the transportation needs of older adults and people with disabilities when other transportation services provided are unavailable, insufficient, or inappropriate to meet these needs. The program is intended to support the mobility of seniors and individuals with disabilities by increasing or expanding transportation options throughout the community. Projects and programs seeking Section 5310 funding must be identified in the Coordinated Public Transit – Human Services Transportation Plan for Spokane County. Spokane Transit is the designated recipient of Section 5310 funds for the Spokane urbanized area (UZA) and is responsible for the administration and distribution of Section 5310 funds to local, private nonprofit agencies to provide these important transportation services.

As explained at the July 9, 2025, Planning & Development Committee meeting, a minimum of 55% of the Section 5310 annual apportionment must be spent on “Traditional” capital projects, such as the purchase of ADA vehicles. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. The remaining 45% of federal funds may be spent on “Other” projects. On August 5, 2025, STA issued a Section 5310 Call for Projects notice with a total of \$927,142 in federal and local funds as depicted in Table 1. STA Local funds in the amount of \$240,052 were approved by the STA Board of Directors on July 24, 2025, to reduce local match requirements for applicants to 15% (“Traditional” projects require a 15-20% local match and “Other” projects require a 50% local match).

Funding Source	Amount Available
FY25 Apportionment (Federal Match)	\$687,090
STA Local Match Contribution	\$240,052
Total Funding Available	\$927,142

Notice of the Section 5310 Call for Projects was published in the *Spokesman-Review* and posted on the STA and Spokane Regional Transportation Council (SRTC) websites. Staff also sent emails directly to area agencies that serve the needs of seniors and people with disabilities, inviting them to submit applications and informing them of the informational meeting. The public informational meeting was held virtually by STA staff on August 12, 2025 for interested agencies to provide program information, review application requirements, and to answer questions. Twelve (12) interested agencies participated in the virtual meeting.

The application process includes a preliminary proposal and a final project application to allow applicants additional time to complete the application and more opportunity to receive technical assistance with the application materials. By the final project application deadline of September 23, 2025, STA received eight (8) applications from five (5) different agencies, requesting a total sum of \$1,338,215. This total amount requested was more than the funding available in both funding categories.

Table 2: 2025 FTA Section 5310 Call for Projects Application Summary					
Applicant	Project Name	Funding Category	Funding Requested*	Applicant Local Match	Total Project Cost
Cancer Can't	Transportation Support Program for Cancer Patients	Other	\$288,748	\$50,955	\$339,703
Gonzaga University	Bridging Spokane: Accessible Transit for Engagement	Traditional	\$98,136	\$17,318	\$115,454
Mery Glen	Loved One's Expanding Horizons!	Traditional	\$69,399	\$12,247	\$81,646
Southside Senior & Community Center	ADA Vehicle Purchase	Traditional	\$76,360	\$13,475	\$89,835
Southside Senior & Community Center	Southside Senior Activity Center Transportation Operations	Other	\$57,800	\$10,200	\$68,000
Special Mobility Service	Recovery Continuum Program	Other	\$83,732	\$14,777	\$98,509
Special Mobility Services	Spokane County Mobility Management Project	Traditional	\$457,472	\$80,730	\$538,202
Special Mobility Service	Spokane Shopper	Other	\$206,568	\$36,453	\$243,021
Total			\$1,338,215	\$236,155	\$1,574,370

*Funding requested includes federal funds and STA local funds.

Initial project applications were reviewed by STA staff to confirm eligibility and evaluate and rate the projects on the established risk assessment and application completeness criteria. The applications were then forwarded to an evaluation committee comprised of STA staff, a representative from the SRTC, and a representative from the Washington State Department of Transportation (WSDOT). Evaluation criteria and maximum points for each are provided in Table 3 below.

Table 3: Project Evaluation Criteria	
Evaluation Criteria	Possible Points
Risk Assessment	10
Application Completeness	10
Regional Transportation Needs	10
Proposed Service Improvements	10
Performance Measures	10
Management	10
Financials	20
Total Maximum Points	80

Evaluation scores submitted by the committee resulted in a rank order of the proposed projects, ranging from a low of 55 points and a high of 72 points. Funding recommendations were subsequently developed through a sequence of distribution steps, allocating “Traditional” federal funds first followed by STA local funds, as described below, and as presented in Exhibit A.

As noted earlier, the total funding request for “Traditional” and “Other” projects exceeded funding available. All applicants were informed that STA may award less funding than requested. Given this, staff sought to maximize equity between “Traditional” and “Other” projects by awarding no more than the 55% “Traditional” federal apportionment. All vehicle projects were not considered scalable and were fully funded (as vehicles cannot be partially funded or awarded), and Special Mobility Services’ Mobility Management project would need to be allocated no less than \$142,380, to achieve the federal requirement of allocating 55% of federal funds to Traditional projects. All operating projects indicated some level of scalability, which STA used to allocate the remaining federal and STA local funds on a sliding scale. This guaranteed three out of four operating projects would receive no less than 70% of the amount requested. STA allocated the remaining federal and STA local match based on project type, individual rank, and self-reported project scalability, which resulted in all federal dollars being fully allocated. It is important to note that projects will be eligible for the 2026 FTA Section 5310 Call for Projects expected next year, following the funds being appropriated and apportioned by the United States Congress and FTA, respectively.

One project application was not recommended for funding (Special Mobility Services - Recovery Continuum) due to the project being deemed ineligible for 5310 funding. A substance use disorder alone does not qualify as a disability under Section 5310 guidelines.

The STA local match reduces the match requirement of the respective non-profit organizations. The STA local match was distributed across all operating projects in-line with the adjusted scalability each applicant submitted. All eight projects would receive sufficient funding to reduce the applicant’s local match burden to 15% of the total project cost.

The funding recommendations for the 2025 FTA Section 5310 Call for Projects, along with evaluation scores are presented in Exhibit A. Exhibit B provides descriptions of each project and the specific proposed award amount. Staff are requesting Board approval of the funding recommendations, with the ability to make administrative modifications to the award amounts based on actual project cost, as project costs may vary due to unanticipated project delays or revisions, such as changes to vehicle pricing. Spokane Transit will coordinate local match requirements with applicants to ensure the local match for their projects is secured. To meet local match requirements, further adjustments to project funding may be required utilizing the board-authorized administrative adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the funding recommendations for Federal Transit Administration Section 5310 Funding, as listed in Exhibit A “Funding Recommendations 2025 FTA Section 5310 Call for Projects,” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

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

RECOMMENDATION TO BOARD: Approve, by motion, the funding recommendations for Federal Transit Administration Section 5310 Funding, as listed in Exhibit A “Funding Recommendations 2025 FTA Section 5310 Call for Projects,” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

FINAL REVIEW FOR BOARD BY:

Division Head EP Chief Executive Officer KO Legal Counsel MC

Exhibit A: Funding Recommendations
2025 FTA Section 5310 Call for Projects

	Eval. Score (80max)	Applicant & Rank	Project Name	Funding Request*	Federal Award	STA Local Match	Total Recommended Funding Award	Applicant's Local Match	Total Adjusted Project Cost
"Traditional"	68	1. Merry Glen	Loved One's Expanding Horizons!	\$69,399	\$69,399	\$0	\$69,399	\$12,247	\$81,646
	59	2. Special Mobility Services	Spokane County Mobility Management Project	\$457,472	\$134,005	\$8,375	\$142,380	\$25,126	\$167,506
	58	3. Gonzaga University	Bridging Spokane: Accessible Transit for Engagement	\$98,136	\$98,136	\$0	\$98,136	\$17,318	\$115,454
	55	4. Southside Senior & Community Center	ADA Vehicle Purchase	\$76,360	\$76,360	\$0	\$76,360	\$13,475	\$89,835
"Other"	72	5. Cancer Can't	Transportation Support for Cancer Patients	\$288,748	\$169,852	\$118,896	\$288,748	\$50,956	\$339,704
	65	6. Special Mobility Services	Spokane Shopper	\$206,568	\$111,384	\$77,969	\$189,353	\$33,415	\$222,768
	58	7. Southside Senior & Community Center	Southside Senior Activity Center Operations	\$57,800	\$27,954	\$19,568	\$47,522	\$8,386	\$55,908
	58	8. Special Mobility Services	Recovery Continuum Program	\$83,732	\$0	\$0	\$0	\$0	\$0
Total				\$1,338,215	\$687,090	\$224,808	\$911,898	\$160,923	\$1,072,821

*funding requested includes federal funds and STA local funds.

Exhibit B: Project Descriptions
2025 FTA Section 5310 Call for Projects

Project: Transportation Support Program for Cancer Patients			Rank No. 1
Applicant: Cancer Can't	Project Type: Other	Federal Match: 50/50	Eval Score: 72
Description: The Transportation Support Program project will provide transportation for cancer patients by providing pre-scheduled and same-day services for oncology care appointments.			
Planned Award Sources - Total project cost: \$339,704. Total award consists of \$169,852 from FY25 federal funds (50% match); \$118,896 from STA local match (35%), with \$50,956 from subrecipient match (15%). Adjusted award is equivalent to 24 months of 24 requested.			

Project: Loved Ones's Expanding Horizons			Rank No. 2
Applicant: Merry Glen	Project Type: Traditional	Federal Match: 85/15	Eval Score: 68
Description: The ADA Vehicle will provide transportation services for seniors and individuals with disabilities to and from medical, dental and eye appointments, shopping, work/volunteer commitments, educational/skill building pursuits, recreational and entertainment activities.			
Planned Award Sources - Total project cost: \$81,646. Total award consists of \$69,399 from FY25 federal funds (85% match) and \$0 from STA local match (0%), with \$12,247 from subrecipient match (15%).			

Project: Spokane Shopper			Rank No. 3
Applicant: Special Mobility Services	Project Type: Other	Federal Match: 50/50	Eval Score: 65
Description: The project serves seniors and individuals with disabilities in the city of Spokane who have difficulty accessing available transportation resources for grocery shopping and using the services of in-store pharmacies.			
Planned Award Sources - Total project cost: \$222,768. Total award consists of \$111,384 from FY25 federal funds (50% match); \$77,969 from STA local match (35%), with \$33,415 from subrecipient match (15%). Adjusted award is equivalent to 22 months of 24 requested.			

Project: Spokane County Mobility Management Project			Rank No. 4
Applicant: Special Mobility Services	Project Type: Traditional	Federal Match: 80/20	Eval Score: 59
Description: The project will leverage existing resources by assessing transportation needs, increasing the public's awareness of transportation options, enhancing the consumer's ability to utilize existing services, and encouraging better coordination and connectivity between transportation providers and programs.			
Planned Award Sources - Total project cost: \$167,506. Total award consists of \$134,005 from FY25 funds (80% match); \$8,375 from STA local match (5%), with \$25,126 from subrecipient match (15%).			

Project: Southside Senior Center Transportation Operations			Rank No. 5
Applicant: Southside Senior & Community Center	Project Type: Other	Federal Match: 50/50	Eval Score: 58
Description: The project will provide door-to-door service to seniors and individuals with disabilities to and from doctor appointments, grocery stores, community events, and recreational activities.			
Planned Award Sources - Total project cost: \$55,908. Total award consists of \$27,954 from FY25 federal funds (50% federal match); \$19,568 from STA local match (35%), with \$8,386 from subrecipient match (15%). Adjusted award is equivalent to 20 months of 24 requested.			

8L: Federal Transit Administration Section 5310: Recommend Funding Awards

Page 2

Project: Recovery Continuum Program			Rank 6
Recipient: Special Mobility Services	Project Type: Other	Federal Match: 0/0	Eval Score: 58
Description: Providing support to individuals with substance abuse disorders in Spokane who are transitioning out of substance use disorder (SUD) treatment facilities.			
Planned Award Sources - Total project cost: \$0. STA did not allocate funds for this project due to it being deemed ineligible.			

Project: Bridging Spokane: Accessible Transit for Engagement (ADA Vehicle Purchase)			Rank No. 7
Applicant: Gonzaga University	Project Type: Traditional	Federal Match: 85/15	Eval Score: 58
Description: The ADA Vehicle will provide transportation services for Gonzaga students who are seniors and individuals with disabilities to and from off-campus educational events, community-engaged learning, outdoor learning as well as providing transportation for seniors and individuals with disabilities to attend campus-based events.			
Planned Award Sources - Total project cost: \$115,454. Total award consists of \$98,136 from FY25 federal funds (85% federal match); \$0 from STA local match (0%), with \$17,318 from subrecipient match (15%).			

Project: ADA Vehicle Purchase			Rank No. 8
Applicant: Southside Senior & Community Center	Project Type: Traditional	Federal Match: 85/15	Eval Score: 55
Description: The ADA-accessible vehicle will enhance mobility for seniors residing in Spokane County by increasing access to essential services, including medical care, shopping, and community activities.			
Planned Award Sources - Total project cost: \$89,835. Total award consists of \$76,360 from FY25 federal funds (85% federal match); \$0 from STA local match (0%), with \$13,475 from subrecipient match (15%).			

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 9A : BOARD OPERATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Committee & Board Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 10A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 11A: PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lance Speirs, Committee Chair

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

RECOMMENDATION TO BOARD: Receive report.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

May 15, 2025

AGENDA ITEM 12 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Executive Officer

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

November 20, 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, Clerk of the Authority & Sr. Executive Assistant to CEO

SUMMARY: The September 3, 2025 minutes of the Planning & Development and Performance Monitoring & External Relations Committee meetings were approved October 1, 2025, and are attached. The September 10, 2025, Board Operations Committee meeting minutes were approved at the November 12, 2025, meeting and are attached.

RECOMMENDATION TO BOARD: For information.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the October 8, 2025, Meeting

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

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
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, STA CEO, *Ex Officio*

STAFF PRESENT

Carly Cortright, Chief Communications &
Customer Service Officer
Robert Hamud, Chief Financial Officer
Kade Peterson, Chief Information Officer
Emily Poole, Interim Chief Planning &
Development Officer
Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief Financial
Officer and Chief Information Officer

MEMBERS ABSENT

None

STAFF ABSENT

None

PROVIDING LEGAL COUNSEL

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

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

Chair Haley called the meeting to order at 1:30 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. September 10, 2025, Committee Meeting Minutes

Mr. Speirs moved to approve the September 10, 2025, Committee meeting minutes as submitted. Mr. French seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Consent Agenda

i. Division Street Bus Rapid Transit – Project Office Lease Agreement

Mr. Jennings, Director of Community Development, presented a proposal to authorize the CEO to negotiate and execute a lease agreement for a new project office to support the Division Street Bus Rapid Transit (BRT) initiative. The proposed lease would begin in January 2026 and run through December 2030, with an initial term of five years and three optional one-year extensions. The monthly lease cost is not to exceed \$6,800. The office space, located near the Division Street BRT corridor, is intended to house STA's project management team and later accommodate contractor staff as project demands increase. This lease is part of the Division BRT project's cost estimate and is included in the Capital Improvement Plan (CIP).

Mr. French moved to recommend the Board of Directors authorize the CEO negotiate and execute a lease agreement for the Division Street BRT Project Office for a five-year term, plus three, one-year options, with an initial rate not to exceed \$6,800 per month. Mr. Speirs seconded, and the motion passed unanimously.

ii. Transit Oriented Development Pilot Technical Assistance Grants: Call for Projects Approval

Mr. Jennings, Director of Community Development, presented a proposal related to the Transit Oriented Development (TOD) Pilot Program, which was originally funded with \$2 million to support TOD opportunities near transit facilities. The current proposal focuses on allocating \$400,000 for small-scale technical assistance grants, capped at \$80,000 per project, to support up to five initiatives. These grants fall under two categories: Transit Access & Connection, aimed at improving pedestrian and bike access to transit stations, and Transit & Land Use Integration, which supports planning efforts that encourage mixed-use development near transit. The discussion raised concerns about the feasibility and bankability of TOD sites, with suggestions to include feasibility studies in the evaluation criteria. There were also questions about the timeline for application submissions and clarification that the grants are intended for jurisdictions, not private developers. Although staff recommended moving forward with the call for projects, no formal action was taken. The Committee directed staff to refine the proposal and return with updates at a future meeting.

6. DRAFT 2026 BUDGET

Mr. Otterstrom and Mr. Hamud presented an overview of the Draft 2026 Budget, highlighting strategic goals aligned with the Connect 2035 plan. The presentation included a projected 4.2% increase in operating revenue over 2025, driven by a 2.2% growth in sales tax and modest increases in fare and grant revenues. Operating expenses are expected to rise by 5.2%, reflecting investments in key initiatives such as the Transit Ambassador Program, expanded charging infrastructure for battery electric buses, Transit-Oriented Development (TOD) grants, and fleet replacement. The

discussion also addressed the volatility of sales tax revenue, the need to replenish the real estate acquisition reserve, farebox recovery metrics, and a planned review of fare structures in 2027. The proposed budget supports STA's mission to provide safe, inclusive, and efficient public transportation while advancing regional mobility and infrastructure goals.

7. BOARD OPERATIONS COMMITTEE WORK PROGRAM

Mr. Otterstrom postponed this item due to the limited remaining time for the committee meeting.

8. CEO ANNUAL PERFORMANCE MEASURES

Mr. Otterstrom postponed this item due to the limited remaining time for the committee meeting.

9. CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW

Mr. Otterstrom presented a summary of the items on the agenda for the Connect 2035 Board Workshop on October 16, 2025.

10. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg explained the Planning & Development Committee meeting on October 1, 2025, was cancelled due to a lack of quorum.

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

Mr. Speirs shared the items presented at the Performance Monitoring & External Relations meeting on October 1, 2025, highlighting the discussions regarding system-wide security, the rideshare survey results summary, Opportunity Fare Pilot program, and Citizen Advisory Committee updates.

11. BOARD OF DIRECTORS DRAFT AGENDA OCTOBER 16, 2025

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

12. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 12, 2025

There were no questions or comments.

13. CEO REPORT

In the interest of time, Mr. Otterstrom did not present the CEO Report.

14. NEW BUSINESS

None

15. 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 3:12 p.m., with a 5-minute projected timeframe. At 3:17 p.m., the Executive Session ended, and the meeting was called back into open session.

16. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:17 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 September 3, 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
Rhonda Bowers, Labor Representative
(*Non-voting*)
Karl Otterstrom, Chief Executive Officer

MEMBERS ABSENT

Dan Dunne, Small Cities Representative (Liberty Lake)
Al French, Spokane County
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio

STAFF PRESENT

Emily Poole, Interim Chief Planning &
Development Officer
Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Robert Hamud, Chief Financial Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

Patrick Keefe, Etter, McMahon, Lamberson, Van
Wert & Oreskovich, P.C.

GUESTS PRESENT

Dan Wells, Director for Capital Development
Tara Limon, Principal Planner
Andrew Casper, Deputy Chief of Operations

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

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

2. **COMMITTEE CHAIR REPORT**

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

3. **COMMITTEE ACTION**

A. **MINUTES OF THE SEPTEMBER 3, 2025, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the September 3, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. ARGONNE STATION PARK & RIDE: ENDORSE TO ADVIANCE FINAL DESIGN

Ms. Emily Poole introduced Mr. Dan Wells, Director of Capital Development, to present this agenda item. Mr. Wells noted this is part of a new process to seek Committee and Board endorsement to advance to final design on capital projects with budget of \$5M or more. Mr. Wells introduced Mr. Nick Hanson, the Capital Project Manager in charge of the project, was there to answer technical questions. Located at the I-90 Argonne/Mullan interchange, this project is an element of the I-90/Valley High Performance Transit (HPT) Corridor Development Plan approved in October 2022. Argonne Road is an ideal location to create new connection opportunities in the City of Spokane Valley and the City of Millwood to destinations along Route 7 Valley/Airport as well as other destinations along intersecting routes. Mr. Wells reviewed public engagement and stakeholder involvement activities that have taken place during the preliminary design phase. The project has a budget of \$13M comprised of state, federal and local funding. Mr. Wells reviewed the history of the conceptual design identified in the Corridor Development Plan and the evolution to the preferred design, which allows for greater passenger parking capacity while providing for a space-efficient design for buses and passenger activity. The preliminary design for the station was reviewed. The orientation of the transit center is now east to west, there is a dedicated bus ingress and egress, and the buses can turn around inside the loop. The new station also has a separate park and ride facility that increases parking capacity from eleven spaces to forty-one spaces. Public outreach will continue, including several open houses and a goal of beginning construction in early 2027. The cost estimate of the project is just under \$10M, this is inclusive of encumbrances and anticipated future costs; the project is projected to be within its \$13M budget.

Mr. Hattenburg commented that he appreciated staff's efforts during this project to listen to concerns from members of the public and to resolve them. Discussion ensued on design considerations, such as crosswalks, sidewalks, and expansion opportunities.

Ms. Kitty Klitzke moved to recommend the endorse, by motion, the advancement of the Argonne Station Park & Ride project to final design. Chair Hattenburg seconded, and the motion passed unanimously.

B. BOARD DISCUSSION AGENDA - NONE

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Wells provided the Division Street Bus Rapid Transit (BRT) design and public outreach update. Staff are transitioning from 30% design to 60% design. Mr. Wells acknowledged ongoing coordination with agency stakeholders, through technical and executive-level meetings and coordination. Mr. Wells noted the submission of application materials for the project to be evaluated in the Federal Transit Administration's (FTA) Capital Investment Grant (CIG) program. Environmental documentation is being readied for submission later this month. STA is still targeting September 2030 for the start of revenue service on Division Street BRT.

B. 2026-2029 TITLE VI PROGRAM UPDATE

Ms. Poole introduced Ms. Tara Limon, the Principal Planner for the Planning & Grants Department, to present. Ms. Madeline Arredondo, the lead for the 2026-2029 Title VI Program project, was available to answer any technical questions regarding the Title VI Program. Ms. Limon explained that the demographics of the Spokane County Public Transportation Benefit Area (PTBA) set a baseline for analyzing whether policies related to disparate and disproportionate burdens with regards to new facility locations, major service changes, and fare changes are being followed. Additionally, ridership demographics, travel patterns and fare data were analyzed, utilizing the 2025 Rider Census to ensure system compliance with Title VI policies, while also providing a general understanding of rider behavior. Staff have also surveyed local community-based organizations (CBOs) who provide services to minorities, low-income, and limited English populations (LEP). Ms. Limon presented key survey findings based on information reported by CBOs on their clients' behalf and perceived travel patterns. Staff are continuing engagement activities with the community. Ms. Limon reviewed the program's adoption timeline.

Ms. Klitzke asked if the CBOs have given feedback on how to manage the barrier of "the best way to communicate is in person". Ms. Limon responded that yes, the general feedback is to have food at events. Another opportunity is to have a partner program with the "how to ride the bus" workshops put on by the STA Business Development team. Mr. Rapez-Betty added that the presence of STA's Transit Ambassadors on the bus will create more in-person options for all customers. Mr. Hattenburg commented that he appreciates all the hard work done by staff to work with community to help with these barriers.

C. CONNECT 2035 STRATIC PLAN FUNDING REVIEW

Mr. Otterstrom reviewed the Hierarchy of STA Plans, providing context for how each planning document fits within the agency's overall strategic framework. He then offered background information on *Connect Spokane*, STA's comprehensive plan for public transportation, followed by a review of *STA Moving Forward*, the agency's 10-year strategic plan focused on expanding and improving bus service. *Connect 2035*, STA's new 10-year strategic plan, is shaped by community input and grounded in the principles outlined in the comprehensive plan. The *Connect 2035 Funding and Investment Principles*, approved in March 2024, includes provisions for renewing the existing sales tax to sustain current service levels and support new initiatives under *Connect 2035*. Mr. Otterstrom outlined a sustainable financial path that maintains the current 0.8% sales tax rate, enabling STA to preserve service hours and invest in impactful, one-time strategic initiatives. The financial forecast anticipates between \$95 million and \$130 million in available funds for such investments. However, using these funds for ongoing service expansion would not be financially sustainable. Mr. Otterstrom provided the sales tax renewal timeline. To avoid scheduling the rollback of the 2/10 sales tax funding to sustain and invest in transit, a successful ballot measure must occur no later than August 2028. Staff propose engaging the Board on this topic in October.

Ms. Bowers asked how this would impact received grant funding. Mr. Otterstrom noted that the impact would vary across the portfolio. The largest impact would be on Division Street BRT; FTA could question how STA plans to fund the project if the sales tax is set to expire prior to completion of the project. Mr. Rapez-Betty added that STA has invested in these capital projects to implement services, operating funds are required to utilize these capital assets. There was additional conversation about the future of tax sunsets and other considerations.

6. CEO REPORT

Mr. Otterstrom presented the CEO Report:

Double Decker Ribbon Cutting: The ceremony will be held at noon on Saturday, September 20, at STA's Eagle Station, 850 Elm Street in Cheney.

7. COMMITTEE INFORMATION

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS UPDATE

8. REVIEW OCTOBER 1, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – *none*

10. COMMITTEE MEMBERS' EXPRESSIONS –

Mr. Hattenburg commented that he looks forward to the conference in Boston.

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

Approved Minutes of October 1, 2025, Meeting
Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS' PRESENT

Lance Speirs, City of Medical Lake*
Zack Zappone, City of Spokane
Michael Cathcart, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Dan Sander, City of Millwood (*Ex-Officio*)
Karl Otterstrom, Chief Executive Officer

COMMITTEE MEMBERS ABSENT

Josh Kerns, Spokane County

**Committee Chairman*

STAFF PRESENT

Carly Cortright, Chief Communications and Customer Service Officer
Nancy Williams, Chief Human Resources Officer
Robert Hamud, Chief Financial Officer
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

Patrick Keefe, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer
Kade Peterson, Chief Information Officer

-
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 September 3, 2025, Committee Meeting**
Mr. Zappone moved to approve the September 3, 2025, committee meeting minutes. Mr. Speirs seconded, and the motion passed unanimously.
 - B. **High Performance Transit Markers and Light Poles: Scope of Work Approval**
Ms. Poole presented the High Performance Transit (HPT) Markers and Light Poles Award of Contract and explained the current contract for these amenities is set to expire, and a new contract is needed to support ongoing and future transit projects outlined in the Connect 2035 plan. The proposed contract would span five years with options for two one-year extensions. Ms. Poole shared the scope of work and the cost estimate of \$1.4 million was provided, with anticipated quantities subject to change based on project needs.
Mr. Zappone moved to approve, by motion, the general scope of work and authorize staff to advertise the Request for Proposals for High Performance Transit Markers and Light Poles. Mr. Speirs seconded, and the motion passed unanimously.

4. COMMITTEE ACTION (none)
 - A. Board Consent Agenda
 - B. Board Discussion Agenda

5. REPORTS TO COMMITTEE

- A. Systemwide Security Changes & Enhancements

Ms. Williams presented an update on systemwide security improvements focused on creating a safer environment for riders and staff. Key changes include increased security staffing, infrastructure changes, and the launch of a Transit Ambassador program. Early data shows a reduction in serious incidents and operator assaults. The program will continue to expand with ongoing monitoring, evaluation of the program effectiveness, investment in safety technology, and future Safety staffing planned for 2026.

Discussion ensued about continuity of operations, which included planning efforts for system and personnel continuity, including infrastructure redundancy. Passenger operations were also addressed, with an alternative downtown bus boarding area available for use during major events or emergencies that make the plaza inaccessible. Detour plans are in place to support rapid deployment and rerouting if downtown access is disrupted.

- B. 2025 Rideshare Survey Results Summary

Dr. Cortright shared a presentation summarizing the results of the 2025 Rideshare Survey conducted by Spokane Transit in March 2025. The purpose of the survey was to evaluate how well the Rideshare program meets the needs of its users and to identify areas for improvement. The survey included responses from current and former users, as well as Employee Transportation Coordinators. Overall, current users expressed high satisfaction with the program. The findings will help inform future planning and communication efforts related to the Rideshare program and commute trip reduction initiatives.

- C. Opportunity Fare Pilot Implementation Update

Dr. Cortright provided an update on the implementation of a new reduced fare pilot program designed to support low-income riders. The program includes two components: one targeting residents in housing programs and another open to individuals enrolled in public assistance programs. Discussions with state agencies have been productive, though logistical challenges have required adjustments to how eligibility is verified, and cards are issued.

Efforts are underway to streamline the application process, train staff, and ensure clear communication with potential participants. Outreach strategies are being developed in partnership with community organizations to raise awareness of the program.

Financial tracking will focus on fare revenue, labor costs, and other operational impacts, with regular reporting planned.

While alternative verification options were discussed, the immediate priority is launching the program. Emphasis was placed on collecting meaningful metrics to evaluate program impact and the importance of managing the budget effectively.

- D. Citizen Advisory Committee Update

Dr. Cortright introduced Dan Brown, Chair of the Citizen Advisory Committee (CAC), who provided an update on the committee's recent activities. Mr. Brown reported the CAC is a

diverse and well-rounded group, with strong representation across age groups, ethnic backgrounds, and geographic areas. He highlighted the committee's extensive outreach efforts, particularly through Spokane's neighborhood councils, which have helped them to educate the public about STA services and promote the first-time rider pamphlet. The CAC has also worked with the community assembly to ensure that event communications include information about nearby bus stops.

Although the committee typically consists of 15 members, current membership stands at 11. Recruitment efforts resulted in eight applicants, with four selected pending reference checks. The prospective members bring valuable experience in transportation and training across diverse populations. Mr. Brown emphasized the CAC remains active, engaged, and committed to broad community representation.

6. CEO REPORT

Mr. Otterstrom explained that Brandon Rapez-Betty and Kade Peterson were absent due to their participation in the American Bus Benchmarking Group's annual meeting, which STA hosted this year in downtown Spokane. Participating in the event were representatives from twenty-four transit agencies, including several CEOs, executive leaders, planners, and analysts. The group collaborates by sharing Key Performance Indicators (KPIs) and discussing transit-related strategies and challenges. STA received positive feedback from peers regarding its operations. Staff members Ms. Poole and Mr. Hamud were able to participate in portions of the event.

Mr. Otterstrom shared that today was likely the highest ridership day of the year and potentially the highest in the past six or seven years due to favorable conditions such as university sessions being in full swing and mild weather. While weekday ridership remains slightly below pre-pandemic levels, weekend ridership has increased by 40–50%, contributing to strong overall performance. Estimated ridership for October 1, 2025 is expected to exceed 40,000, marking a significant milestone for the system.

7. NOVEMBER 5, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

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

The next committee meeting will be held on Wednesday, November 5, 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

November 20, 2025

AGENDA ITEM 13B : OCTOBER 2025 SALES TAX REVENUE

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

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

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

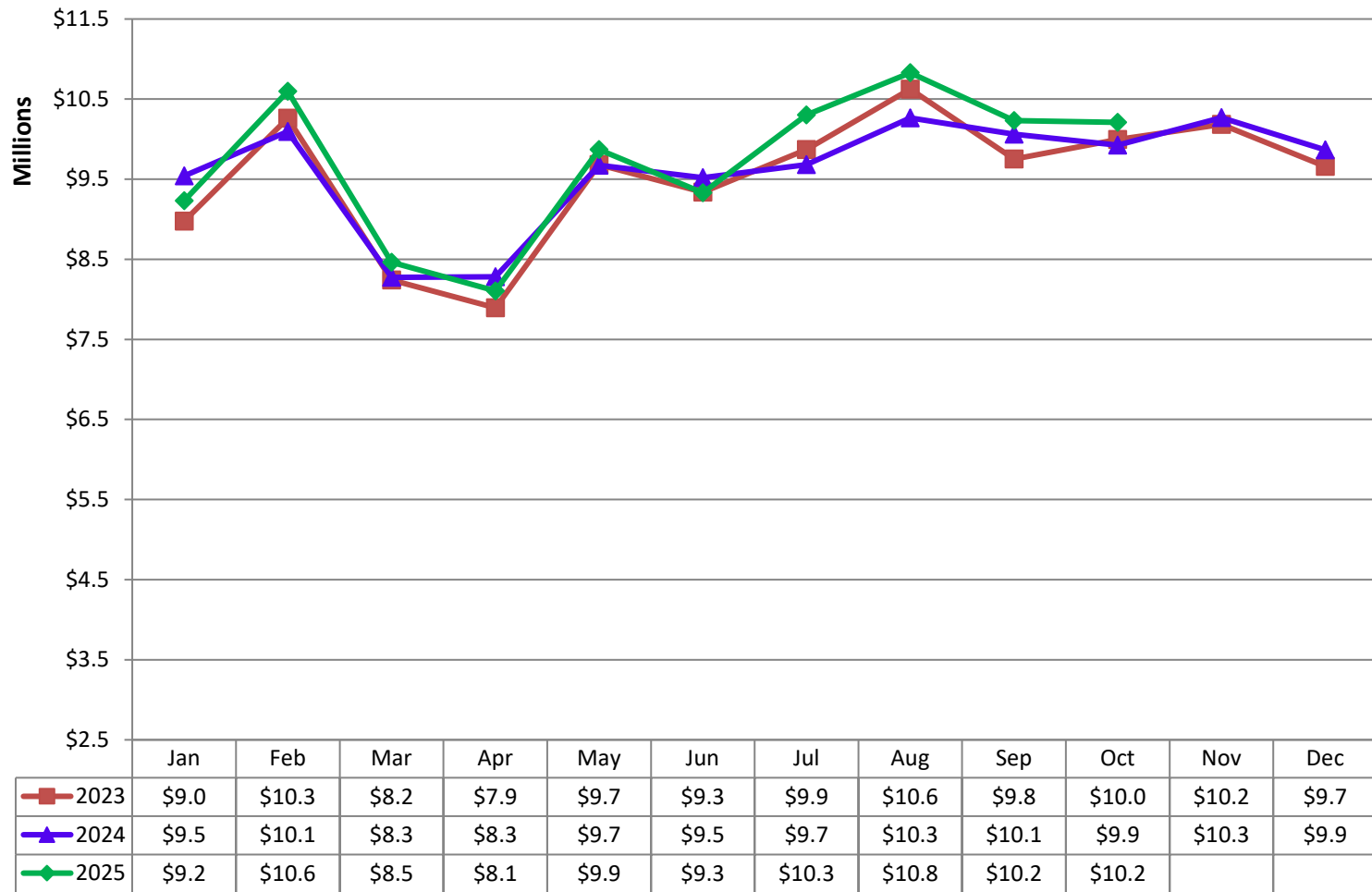
- 1.8% above 2025 budget
- 0.9% above YTD 2025 budget
- 2.8% above 2024 actual
- 1.9% above YTD 2024 actual

Total taxable sales for August were up 0.4% from August 2024. 2025 YTD sales are up 1.8% compared with August 2024 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade increased by 5.4% or \$30.5M in August 2025 vs August 2024 and is up by 3.3% or \$143.0M August 2025 YTD vs 2024 YTD. Retail categories with the largest variances are as follows:
 - Other Misc. Retailers increased 8.6% or \$61.4M August 2025 YTD over 2024 YTD
 - Automobile Dealers increased 5.8% or \$44.5M August 2025 YTD over 2024 YTD
 - Automotive Parts, Accessories, and Tire Retailers increased 15.4% or \$26.0M August 2025 YTD over 2024 YTD
 - Electronics and Appliance Retailers increased 9.1% or \$23.3M August 2025 YTD over 2024 YTD
 - Other Motor Vehicle Dealers increased 7.1% or \$9.1M August 2025 YTD over 2024 YTD
 - Grocery and Convenience Retailers increased 2.7% or \$7.0M August 2025 YTD over 2024 YTD
 - Clothing and Clothing Accessories Retailers increased 2.8% or \$4.8M August 2025 YTD over 2024 YTD
 - Gasoline Stations increased 1.3% or \$1.6M August 2025 YTD over 2024 YTD
 - Shoe Retailers decreased 9.0% or (\$-1.9M) August 2025 YTD over 2024 YTD
 - Furniture and Home Furnishings Retailers decreased 2.0% or (\$-2.2M) August 2025 YTD over 2024 YTD
 - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers decreased 0.6% or (\$-3.4M) August 2025 YTD over 2024 YTD
 - Department Stores Retailers decreased 12.2% or (\$-4.6M) August 2025 YTD over 2024 YTD

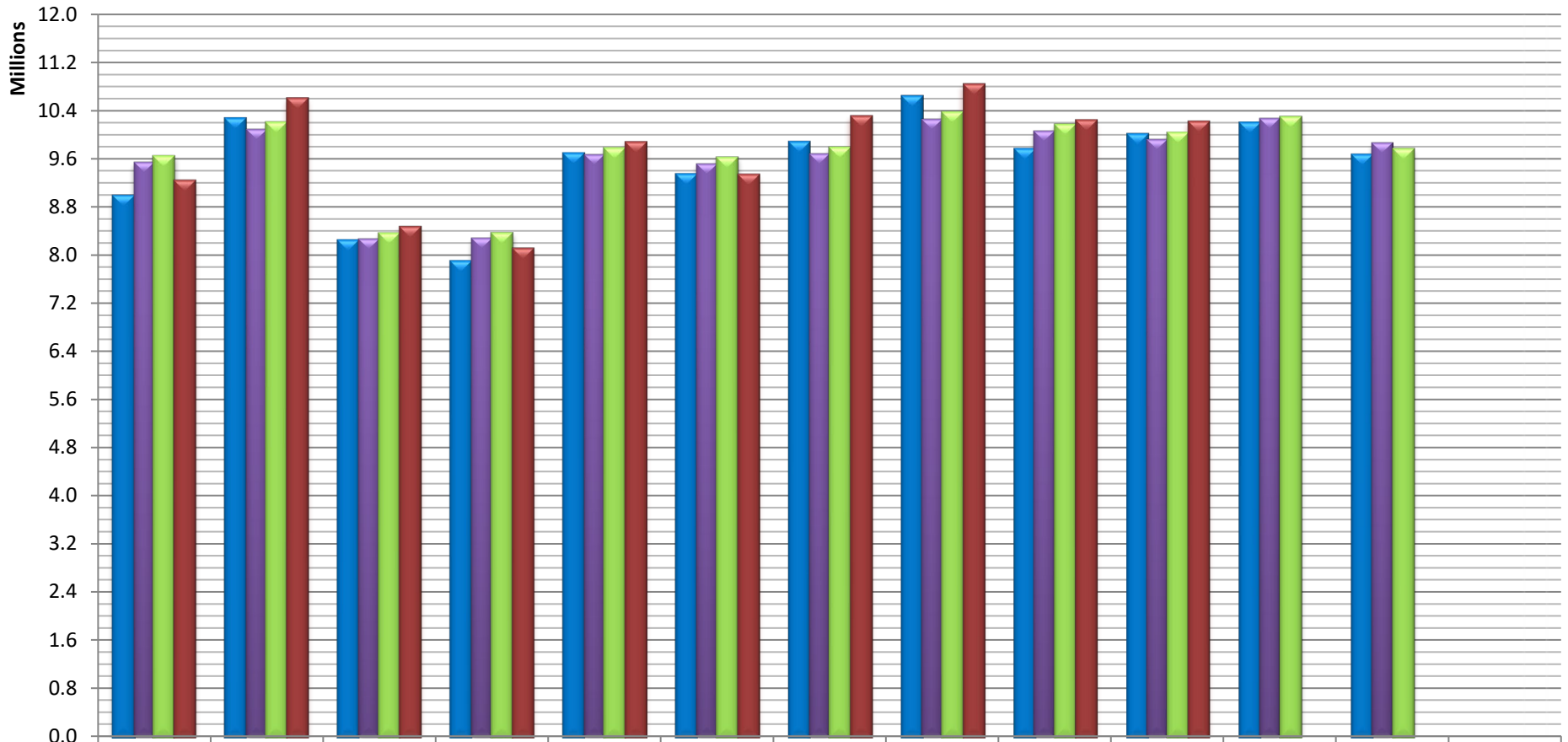
- Health and Personal Care Retailers decreased 6.8% or (\$-11.4M) August 2025 YTD over 2024 YTD
- Building Material and Supplies Dealers decreased 3.2% or (\$-13.5M) August 2025 YTD over 2024 YTD
- Construction decreased by 9.9% or \$-19.4M in August 2025 vs August 2024 and is down by 3.2% or \$-45.6M August 2025 YTD vs 2024 YTD
- Accommodation and Food Services decreased by 3.4% or \$-4.5M in August 2025 vs August 2024 and is up by 1.3% or \$12.8M August 2025 YTD vs 2024 YTD

Sales Tax Revenue History-October 2025⁽¹⁾



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

2023 - 2025 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
■ 2023 Actual	8,976,504	10,261,069	8,241,832	7,893,772	9,682,305	9,336,760	9,869,962	10,624,848	9,752,433	9,996,776	10,185,375	9,659,670	114,481,306
■ 2024 Actual	9,541,665	10,094,347	8,274,027	8,280,274	9,674,060	9,518,036	9,681,216	10,265,657	10,060,167	9,926,563	10,268,086	9,865,311	115,449,409
■ 2025 Budget	9,637,082	10,195,290	8,356,767	8,363,077	9,770,801	9,613,216	9,778,028	10,368,314	10,160,769	10,025,829	10,287,229	9,756,266	116,312,668
■ 2025 Actual	9,232,330	10,597,034	8,464,344	8,105,275	9,870,270	9,328,991	10,301,219	10,828,301	10,232,387	10,208,330	-	-	97,168,481
\$ Mo. Var.	(309,335)	502,687	190,317	(174,999)	196,210	(189,045)	620,003	562,644	172,220	281,767	-	-	
% Mo. Var.	-3.2%	5.0%	2.3%	-2.1%	2.0%	-2.0%	6.4%	5.5%	1.7%	2.8%	0.0%	0.0%	
\$ YTD Var.	(309,335)	193,352	383,669	208,670	404,880	215,835	835,838	1,398,482	1,570,702	1,852,469	-	-	
% YTD Var.	-3.2%	1.0%	1.4%	0.6%	0.9%	0.4%	1.3%	1.9%	1.8%	1.9%	0.0%	0.0%	
% YTD Bud. Var.	-4.2%	0.0%	0.4%	-0.4%	-0.1%	-0.6%	0.3%	0.8%	0.8%	0.9%	0.0%	0.0%	

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

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13C : SEPTEMBER 2025 FINANCIAL RESULTS SUMMARY

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

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

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

Revenue

Overall, September year-to-date revenue is 4.8% (\$5.5M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 4.4% higher than budget
- Sales Tax Revenue is 0.8% higher than the budget
- Federal & State Grant Revenue is 23.6% higher than budget
- Miscellaneous Revenue is 6.9% higher than budget

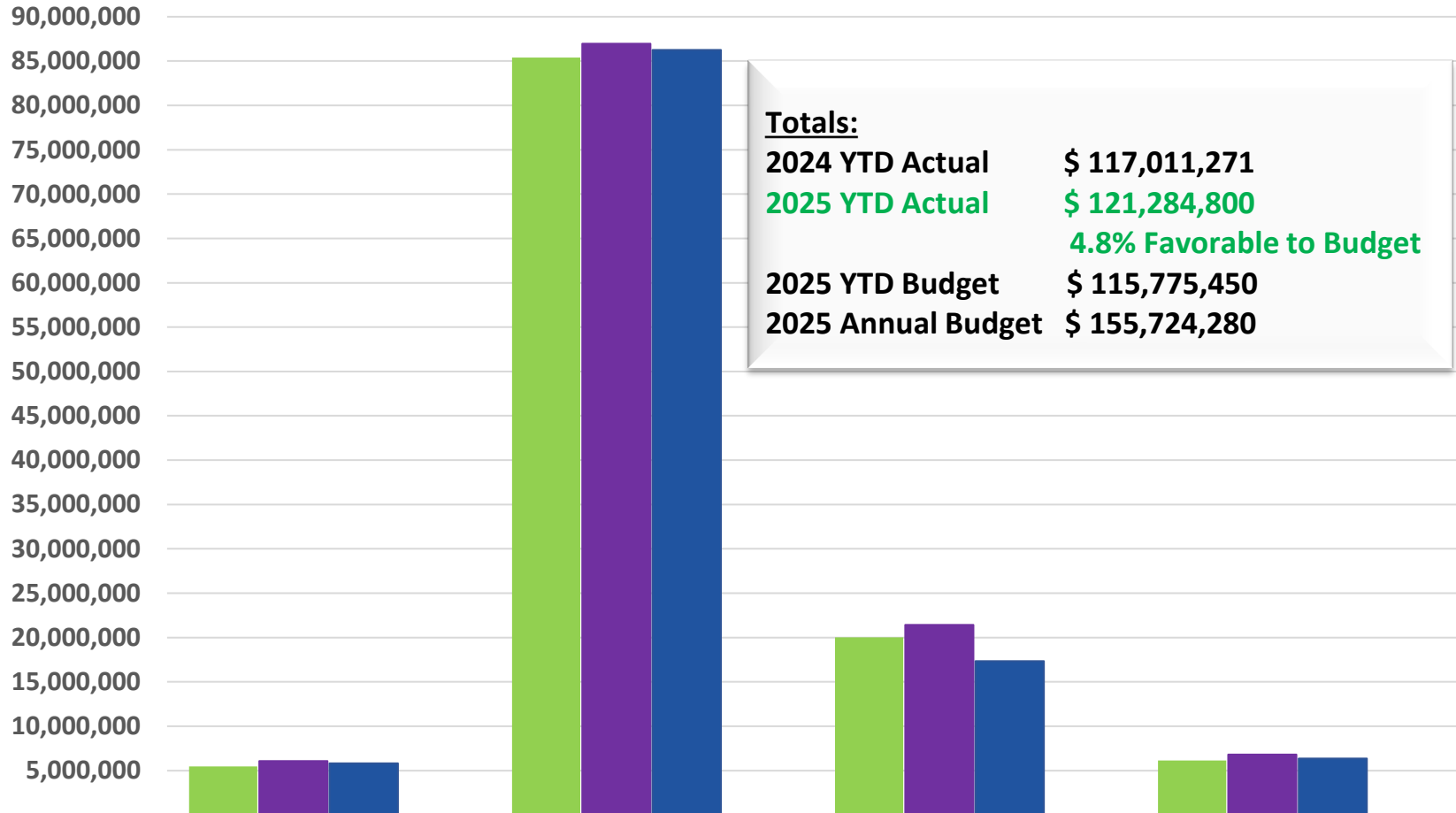
Operating Expenses

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

- Fixed Route is 1.9% lower than budget
- Paratransit is 7.0% lower than budget
- Rideshare is 5.0% lower than budget
- Plaza is 15.6% lower than budget
- Administration is 8.3% lower than budget

RECOMMENDATION TO BOARD: Information only.

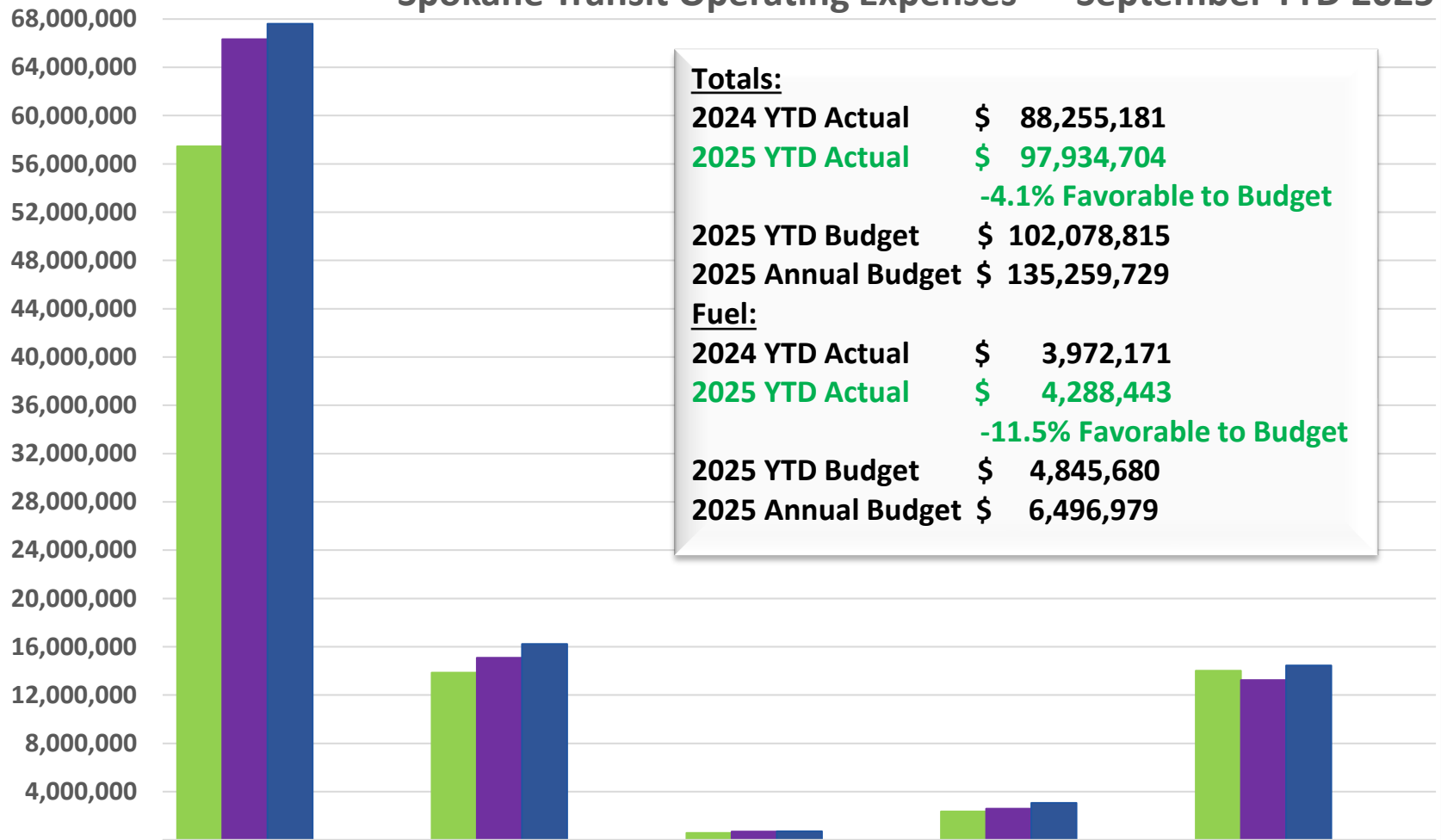
Spokane Transit Revenues ⁽¹⁾ - September YTD 2025



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
■ 2024 YTD Actual	5,465,566	85,389,448	20,030,039	6,126,218
■ 2025 YTD Actual	6,085,927	86,960,151	21,430,194	6,808,528
■ 2025 YTD Budget	5,829,439	86,243,344	17,335,164	6,367,503
2025 YTD Budget Variance	4.4%	0.8%	23.6%	6.9%
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 September state capital grant reimbursements total \$6,170,593 and federal capital grant reimbursements total \$3,841,987.

Spokane Transit Operating Expenses⁽¹⁾ - September YTD 2025



	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	57,458,747	13,859,132	570,095	2,353,484	14,013,723
2025 YTD Actual	66,322,275	15,082,960	684,567	2,595,927	13,248,975
2025 YTD Budget	67,605,299	16,223,533	720,691	3,074,178	14,455,114
2025 YTD Budget Variance	-1.9%	-7.0%	-5.0%	-15.6%	-8.3%
2025 Total Budget	89,779,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$42,280,266 and Street/Road cooperative projects of \$0 for year-to-date Sept 2025.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13D : SEPTEMBER 2025 OPERATING INDICATORS

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was one more number of weekdays in September 2025 compared to September 2024 (22 vs 21). On-time performance for Fixed Route was 88.8% and Paratransit 92.9%.

FIXED ROUTE

Ridership	September 2025	September 2024	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	910,599	864,031	5.4%	3.1%
Average Daily Ridership	36,100	35,069	2.9%	7.0%
Adult Ridership	321,248	336,743	-4.6%	1.5%
CCS Pass Ridership	25,462	26,808	-5.0%	14.7%
Eagle Pass Ridership	2,659	12,830	-79.3%	-13.2%
Youth Ridership	215,297	190,953	12.7%	10.0%
% of Ridership by Youth	23.6%	22.1%	1.5%	1.3%
Reduced Fare / Paratransit Ridership	115,048	107,786	6.7%	10.6%

PARATRANSIT

Ridership	September 2025	September 2024	Month/Month % Change	Year/Year % Change
Combined	33,329	31,591	5.50%	4.00%
Directly Operated	18,646	15,496	20.33%	5.76%
Purchased Transportation	14,683	16,095	-8.77%	2.01%
SUV	1,410	1,669	-15.52%	1.64%

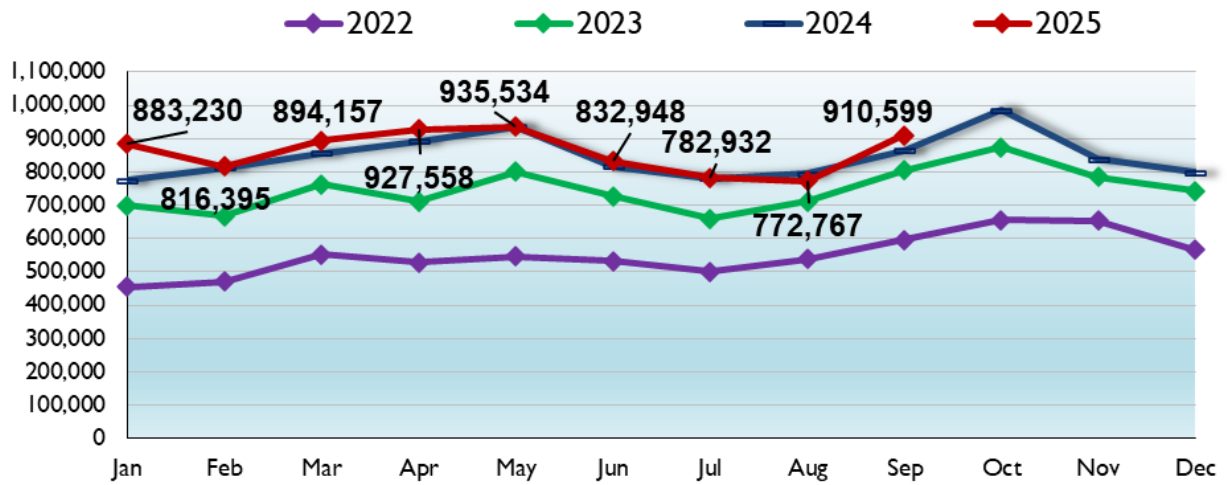
RIDESHARE

Ridership	September 2025	September 2024	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	9,942	8,313	19.6%	
Year to Date Customer Trips	79,795	77,050		3.6%
Monthly Active Groups	88	85	3.5%	
Unique Riders	400	415	-3.6%	-0.5%
Riders per Vehicle	4.55	4.88	-6.9%	-1.6%

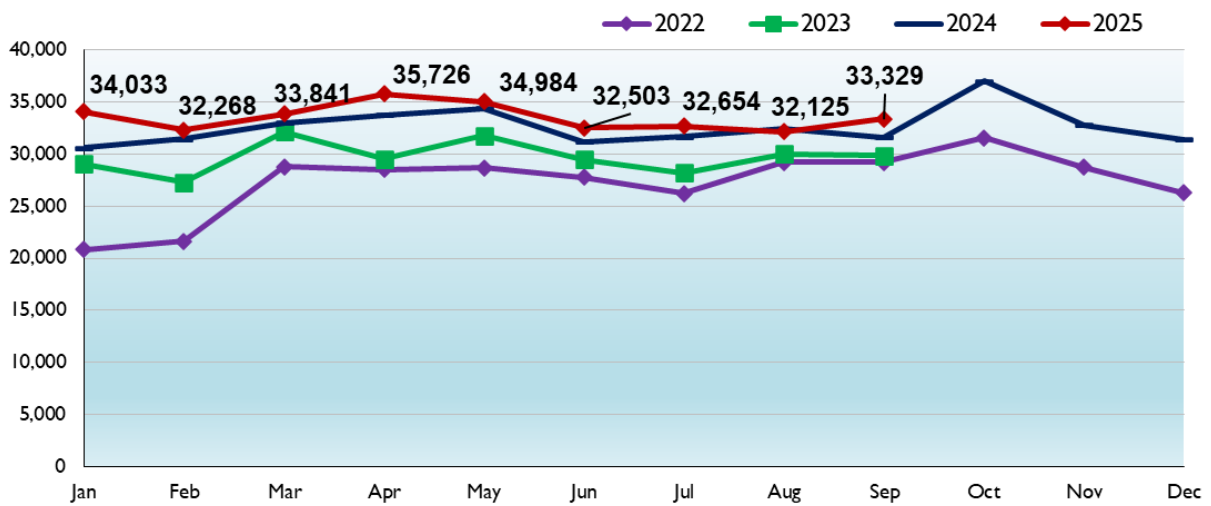
Group Formations and Folds
One Group formed going to Traveler's Insurance in Spokane Valley

RECOMMENDATION TO BOARD: Information only.

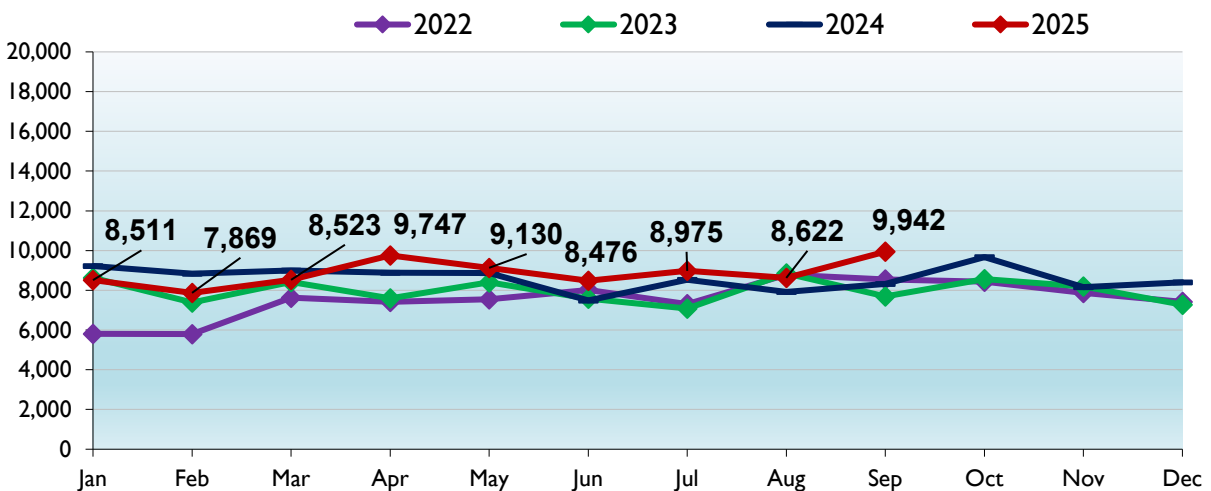
FIXED ROUTE RIDERSHIP



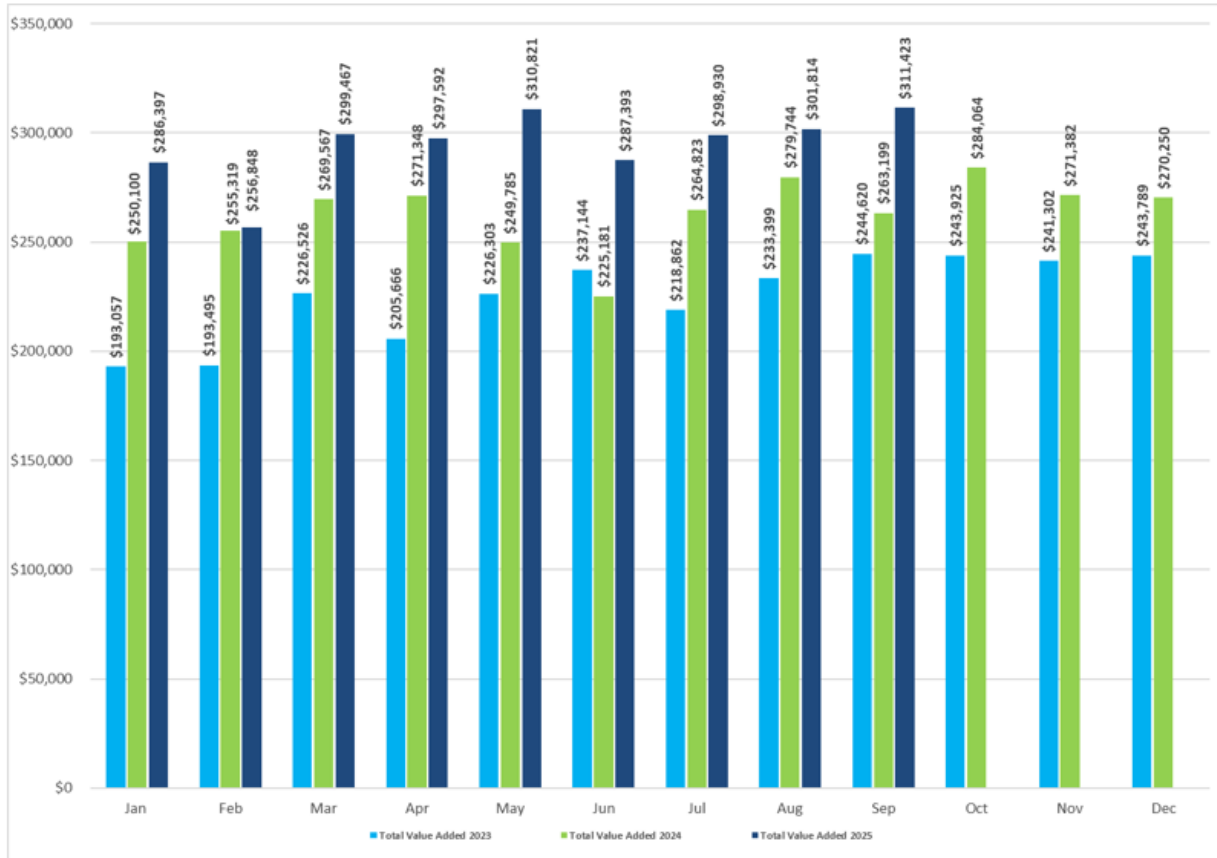
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

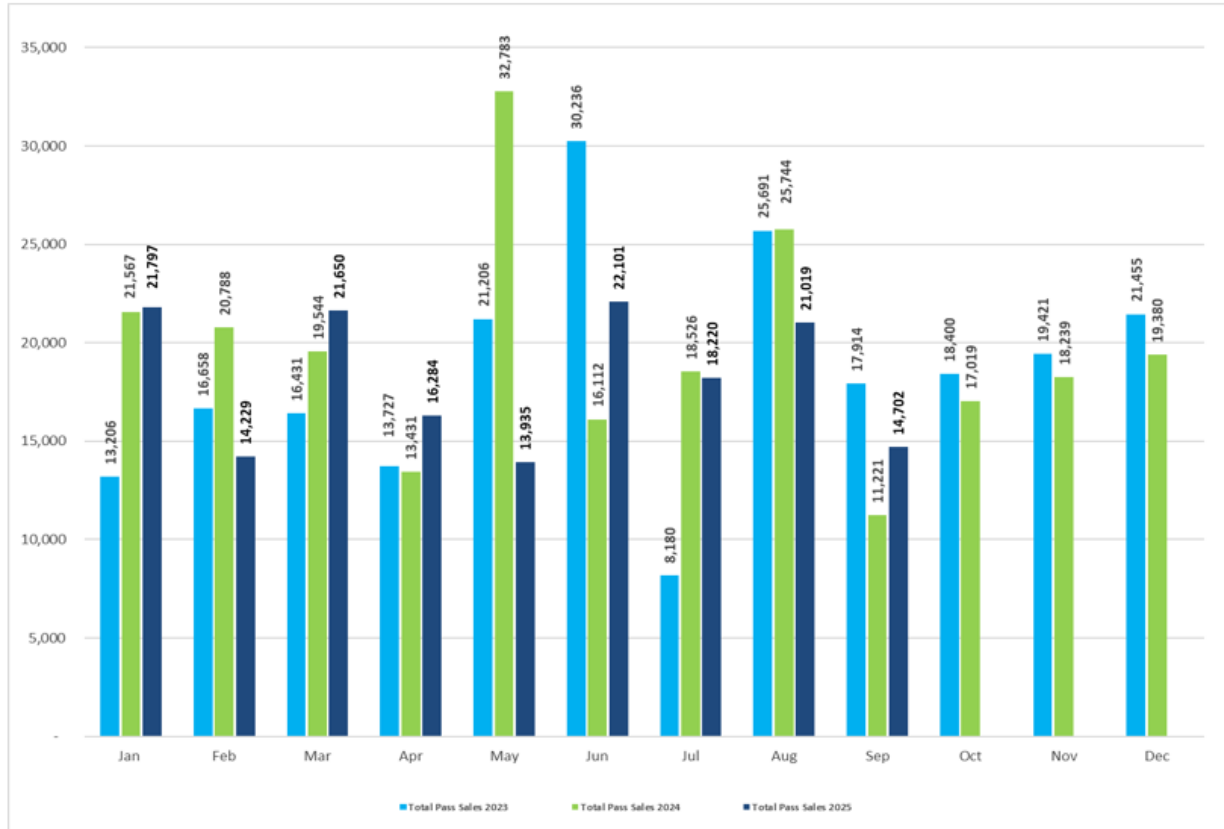


MONTHLY VALUE ADDED TO CONNECT CARDS



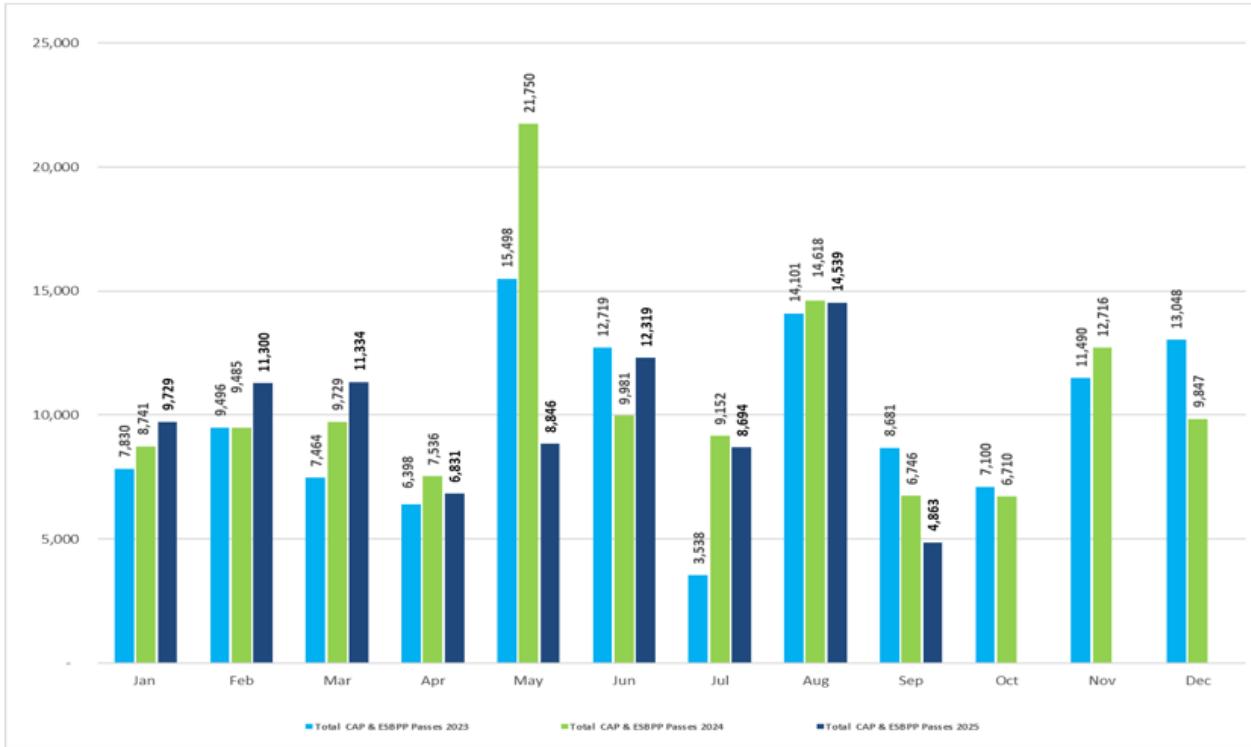
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
Autoload	\$ 103,315	\$ 132,320	\$ 149,638	13.1%
Call Center	\$ 48,501	\$ 68,144	\$ 61,885	-9.2%
Customer Service Terminal	\$ 570,632	\$ 564,095	\$ 546,503	-3.1%
Customer Website	\$ 205,318	\$ 187,758	\$ 200,822	7.0%
Mobile Ticketing	\$ 892,091	\$ 996,817	\$ 1,048,170	5.2%
Institutional Website	\$ 122,308	\$ 184,185	\$ 272,871	48.2%
Open Payments	\$ 11,754	\$ 160,532	\$ 336,248	109.5%
Retail	\$ 25,152	\$ 35,215	\$ 34,549	-1.9%
Total	\$ 1,979,071	\$ 2,329,065	\$ 2,650,686	13.8%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



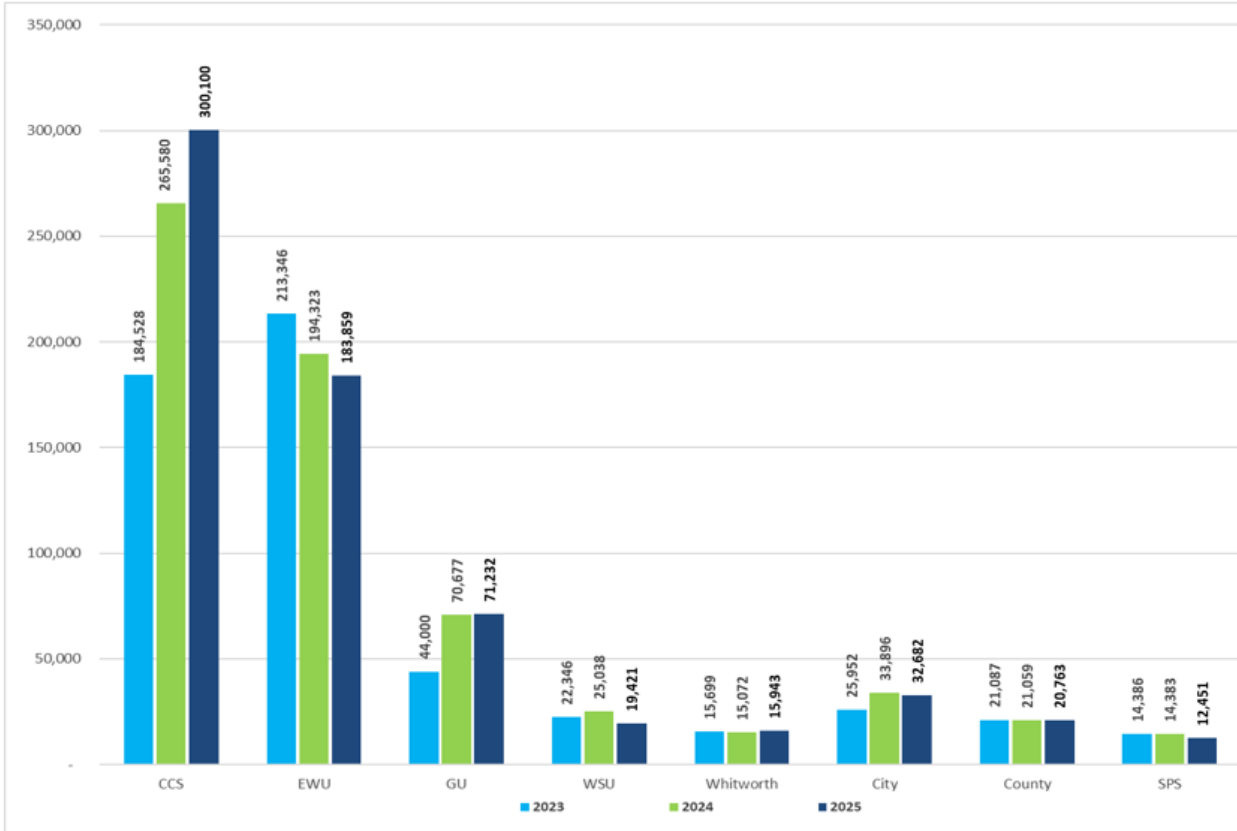
	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride	67,247	61,101	55,239	-9.6%
7-Day	2,660	3,275	3,821	16.7%
Day Pass	82,382	103,481	93,236	-9.9%
Stars & Stripes/ Honored Rider	508	445	350	-21.3%
Paratransit Monthly	286	347	273	-21.3%
Shuttle Park	1,610	1,047	697	-33.4%
31-Day Rolling	8,556	10,020	10,321	3.0%
Total	163,249	179,716	163,937	-8.8%

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



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
1-Ride CAP	36,595	31,778	29,785	-6.3%
Day Pass CAP	45,230	62,039	54,813	-11.6%
Employer Sponsored Bus Pass	3,900	3,921	3,857	-1.6%
Total	85,725	97,738	88,455	-9.5%

September YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	YTD % Change
CCS	184,528	265,580	300,100	13.0%
EWU	213,346	194,323	183,859	-5.4%
GU	44,000	70,677	71,232	0.8%
WSU	22,346	25,038	19,421	-22.4%
Whitworth	15,699	15,072	15,943	5.8%
City	25,952	33,896	32,682	-3.6%
County	21,087	21,059	20,763	-1.4%
Spokane Public Schools	14,386	14,383	12,451	-13.4%
Total	541,344	640,028	656,451	2.6%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13E : DRAFT 2026 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

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

SUMMARY: Near the conclusion of each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. At the November 5, 2025 Planning & Development committee meeting, staff reviewed the first draft of the proposed 2026 work program for committee discussion.

BACKGROUND: According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in STA strategic and operational planning, including annual budget preparation, and the annual planning calendar. The annual planning calendar is embodied within the Committee work program as presented below.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies two core planning documents that are prepared annually. First, is the Transit Development Plan (TDP), which includes a six-year capital improvement program (CIP) and a three-year service improvement program (SIP). The second is the annual action plan and accompanying operating and capital budgets. These plans are founded on the principles and policies of *Connect Spokane* and advance STA’s strategic goals adopted as part of Phase 1 of *Connect 2035*.

The draft work program includes the major planning activities described above, along with other recurring activities that come before the Planning & Development Committee, including updates on the annual Federal Transit Administration (FTA) Section 5310 Call for Projects. Several other major planning activities in progress next year reflected in the work program include the Division Street Bus Rapid Transit (BRT) project, the Facilities Master Plan (FMP), and the Wellesley High Performance Transit (HPT) Corridor Development Plan.

DRAFT 2026 Planning & Development Committee Work Program

Month	Committee Activities
January 2026	<i>No Committee Meetings in January</i>
February 2026	Review Committee Work Program Transit Development Plan (TDP) 2027-2032: Overview Wellesley Corridor Development Plan Update and Engagement Activities
March 2026	TDP 2027-2032: Develop mid-range planning guidance Facilities Master Plan: Phase 2 Plaza Update

April 2026	TDP 2027-2032 <ul style="list-style-type: none"> • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities Division Street BRT: Design and Public Outreach Update Wellesley Corridor Development Plan: Update Engagement Round 1
May 2026	Facilities Master Plan: Phase 2 Update TDP 2027-2032 <ul style="list-style-type: none"> • Proposed 2027-2029 Service Improvements • Review Preliminary Capital Improvement Program (2027-2032) • Review Financial Forecasts
June 2026	Division Street BRT: Design and Public Outreach Update TDP 2027-2032: Complete Draft Plan Public hearing conducted on draft TDP
July 2026	TDP 2027-2032: Finalize and approve FTA Section 5310: Notice of Funding Opportunity Facilities Master Plan: Phase 2 Finalize and approve Wellesley Corridor Development Plan: Update Engagement Round 2
August 2026	<i>No Board/Committee Meetings in August</i>
September 2026	Wellesley Corridor Development Plan: Draft for Review
October 2026	Review draft proposed 2026 Action Plan, Operating and Capital Budgets Division Street BRT: Design and Public Outreach Update
November 2026	Prepare 2027 Committee Work Program Public hearing on draft proposed 2027 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards Approve final proposed Wellesley Corridor Development Plan
December 2026	Approve final proposed 2027 Action Plan, Operating and Capital Budgets Finalize and approve 2026 Work Program

In addition to Committee activities that have already been slotted into specific months of 2026, there are other upcoming planning projects that are expected to come before the Planning & Development Committee next year. They include:

- Connect 2035: Public Education
- TOD Pilot Project
- Other grant application approvals, as necessary

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13F : DRAFT 2026 PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE WORK PROGRAM

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

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: As a roadmap for the Performance Monitoring & External Relations Committee members, staff have prepared a work program to outline activities expected to be undertaken in 2025. Staff will review the first draft of the 2026 Work Program for committee discussion.

Items and dates in the work plan are subject to change. New items will be added as needed.

Draft 2025 Performance Monitoring & External Relations (PMER) Committee Work Program

Month	Committee Activities
January 2026	<i>No PMER Meeting in January</i>
February 2026	2025 Fixed Route Rider Survey Results HPT Markers & Light Poles
March 2026	2025 Year-End Performance Measures 2025 State Audit Timeline 2025 Unaudited Year-End Financial Report 2026 Service Revision Final Report Review Enterprise Asset Management Solution
April 2026	2026 Community Perception Survey Results Summary 2025 State of Good Repair Update 2025 Annual Fixed Route Performance Report
May 2026	No items at this time
June 2026	2026 First Quarter Year-to-Date Performance Measures 2025 Fixed Route System Performance Report
July 2026	Public Transportation Agency Safety Plan
August 2026	<i>No Board/Committee Meetings in August</i>
September 2026	2025 State Audit Report 2026 Second Quarter Year-to-Date Performance Measures

Month	Committee Activities
October 2026	2026 Paratransit Survey Results
November 2026	Draft 2026 PMER Committee Work Program
December 2026	Draft 2026 PMER Committee Work program - Finalize and Approve Appointment of Members to Citizen Advisory Committee 2027 Performance Measures Draft 2027 State Legislative Focus and Priorities 2026 Third Quarter Year-to-Date Performance Measures

In addition to Committee activities that have already been slotted into specific months of 2026, there are other upcoming planning projects that are expected to come before the Performance Monitoring & External Relations Committee next year. They include actions related to the following projects:

- 2026 Service Change Bus Stop Improvements
- On-Route BEB Charging Infrastructure Route 9
- Argonne Station Park & Ride
- Downtown Charging and Layover Facility
- Boone Northwest Parking Expansion

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13G : CONNECT SPOKANE COMPREHENSIVE PLAN: MINOR UPDATE REDLINE REVIEW

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: At the November 5, 2025 Planning & Development committee meeting, staff provided a proposed scope and timeline for minor updates to *Connect Spokane*, STA’s comprehensive plan for public transportation in the October Board packet. The purpose of the minor updates is to improve overall consistency and clarity of policies and policy-related text in the plan. Staff reviewed the proposed redlines in the Committee for discussion.

The redline version of the elements were available online beginning November 5, 2025, at the following link:

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

BACKGROUND: *Connect Spokane* is STA’s Comprehensive Plan that sets forth a vision and policy framework for the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane* Monitoring and Improvement Policy 4.2 - Comprehensive Plan Amendments states: “Minor amendments to the Comprehensive Plan may take place at any time so long as the change does not significantly change the scope or direction of the plan.” The following proposed updates meet this policy requirement.

The table on the following page summarizes the issues identified and the proposed revisions, which are reflected in the draft redline elements attached and found on the STA website beginning November 5, 2025:

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

The proposed timeline for the completion of this minor update is as follows:

Date	Public Body	Action
November 2025 – January 2026	General Public	Outreach and Community Engagement
February 2026	P&D Committee	Final draft
February 2026	Board of Directors	Public Hearing
March 2026	P&D Committee	Recommendation to Board
March 2026	Board of Directors	Action

The redline updates address the following:

Task	Issue Identified	Proposed Revisions
Conformity	There exists language in the current plan that no longer conforms with current agency actions.	Reviewed the plan with an eye towards updating language to clarify the agencies' current stance and align the language with the direction of the plan and agency.
HPT Map and Table	The High Performance Transit (HPT) network is the backbone of STA's fixed route network. It is therefore essential that any and all public-facing material relating to this network is the most current and complete.	Reviewed the long-term vision for HPT routes and made minor updates regarding line implementation status and definitions.
Fixed-Route Performance Standards	Standards imply accountability, comparison, and remediation in the event of non-compliance. Standards should be straight-forward and derived from a rational, transparent basis. The standards have not been updated since the adoption of Connect Spokane in 2010.	Made required updates for annual fixed route reporting to reflect the service types redefined in 2022.
Policy Clarification	Since the adoption of the last major update in October 2024, the agency has identified or will soon undertake new initiatives that are not yet directly addressed in <i>Connect Spokane</i> but are supported by the Board and consistent with the direction of the agency. This task seeks to bring policies into alignment with the initiatives already supported by the Board and the comprehensive plan.	Made minor clarifications to include expanding on the following: community hubs, bus stop amenities, TOD Emphasis Areas, and Joint Development.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13H: WELLESLEY CORRIDOR DEVELOPMENT PLAN: OVERVIEW

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Route 33 Wellesley has been identified as a future High Performance Transit (HPT) investment. The first step in recognizing Route 33 Wellesley as an HPT line is to complete a corridor development plan for approval by the Board. At the November Planning & Development committee meeting, staff presented an overview of the corridor development planning process, including the plan structure, proposed work program, community outreach, and P&D Committee touch points.

BACKGROUND: *Connect Spokane* policy HP 1.0 Corridor Development Plan states that “to be recognized as an HPT line, a corridor development plan should first be approved by the STA Board of Directors”. The policy then continues to note:

The corridor development planning process provides a method to determine the appropriate scale of investment, the service design and the implementation steps toward plan realization. It engages stakeholders including existing and future passengers, property owners and agencies in envisioning the future state of a corridor and ways to make progress, even if incremental. It also may identify the locations of stations and stops and infrastructure requirements

To date, STA has been awarded \$630,000 in Spokane Regional Transportation Council (SRTC) CMAQ grant funds for planning, engineering, and design activities for the Wellesley Corridor Development Plan. Staff put together the following proposed project schedule for discussion with the committee.

Timeframe	Activities	Audience
November 2025	Introduce project, corridor development planning process, and engagement plan	P&D Committee
November 2025 – January 2026	Write background and existing condition sections; develop engagement materials	N/A
February 2026	Brief on existing conditions and scheduled engagement activities	P&D Committee
February/March 2026	Engagement Round 1: Focus on existing conditions, desired outcome from transit and transit stops, and potential trade-offs	Colleges Neighborhood groups Trip generators City of Spokane staff

Timeframe	Activities	Audience
April 2026	Report on Engagement Round 1	P&D Committee
April 2026 – May 2026	Develop concepts for stops and stop locations	N/A
May – June 2026	Engagement Round 2: Focus on potential concepts and trade-offs	Same as Engagement Round 1
July 2026	Report on Engagement Round 2	P&D Committee
July 2026	Apply for Regional Mobility Grant	N/A
July-August 2026	Finish draft plan	N/A
September 2026	Review draft plan	P&D Committee
September 2026	Engagement Round 3: Review recommendations	Neighborhood groups
October 2026	Report on engagement round 3	P&D Committee
October 2026	Public Hearing	STA Board
November 2026	Recommendation for adoption	P&D Committee
November 2026	Adoption	STA Board

RECOMMENDATION TO BOARD : Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 131 : FIFA WORLD CUP GRANT

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

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Services Officer
Emily S. Poole, Interim Chief Planning & Development Officer

SUMMARY: Spokane is anticipated to be selected as team Base Camp (practice location) for the FIFA World Cup from late May through June of 2026 and has been selected as a Fan Zone location for Seattle games through the group stage (games start June 15 and end July 6). To meet the demand for ridership to the Fan Zone and festivities, Spokane Transit will increase service on select routes and enhance the customer experience with wayfinding and marketing.

BACKGROUND: The 2025-2027 Washington State transportation budget included \$9 million "for grants to transit agencies for enhanced service between June 1, 2026, and July 30, 2026" with the intent to support transit agencies during FIFA World Cup practices, scrimmages, and games that will be held in Washington State. For Spokane Transit in particular, \$529,569 is available in funding to enhance services for the 2026 World Cup. The funds must be used June 1-July 30, 2026. Eligible expenses include service and customer experiences enhancements. To receive these funds, an expenditure proposal is due to WSDOT by December 1, 2025.

A summary of planned expenditures was presented at the PMER committee meeting.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13J : 2026 SERVICE REVISIONS: DRAFT FOR PUBLIC INPUT

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

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Chad Johnson, Acting Service Development Manager

SUMMARY: In advance of planned public outreach, staff will present the draft *2026 Service Revisions Draft Report for Public Input* which identifies proposed changes to the fixed route network aimed at implementing planned improvements and are a response to customer and employee input. Staff will also outline the anticipated schedule for finalizing the service revisions.

BACKGROUND: Spokane Transit continues to invest in the more and better bus service as part of implementation of its Board-adopted plans, including the *STA Moving Forward* plan, *Connect 2035* network optimization initiative, and as articulated in the *2026-2031 Transit Development Plan (TDP)*, adopted by the STA Board of Directors on July 24, 2025. The proposed 2026 revisions to STA's Fixed Route network would provide 547,768 annualized revenue hours of service, a 1.38% increase compared to existing conditions. This increase in service includes hours that are proposed for the North Idaho Pilot. The draft report for that service will be available separately from this report when conditions for publication are appropriate.

The scale and scope of the programmed service changes meet the definition of "Category I – Minor" according to STA's Communications and Input Policy 1.1 found in *Connect Spokane*, STA's comprehensive plan for public transportation. This policy requires "Category I – Minor" changes to undergo documented customer input and culminates in a staff report submission to the Board prior to changes going into effect.

This draft report presents new service and service adjustments planned for May and September 2026. These include revisions identified in the 2026-2028 Service Improvement Program (SIP), as well as potential adjustments identified through ongoing public input and service evaluation. Highlights of the *2026 Service Revisions Draft Report for Public Input* include the following:

- Adjust Route 20 SFCC onto Riverside Avenue from Peaceful Valley and modify frequency
- Introduce service to east Hillyard via an extension of Route 36 North Central
- Adjust Route 23 Maple/Ash to serve North Belt Street increasing access to Shadle Center and direct service from Shadle Center to downtown
- Minor realignment of Route 12 Southside Medical Shuttle near Lewis and Clark High School
- Other minor route and schedule adjustments as needed

The 2026 Service Revisions Report will be available online beginning November 5, 2025, at the following link:

<https://www.spokanetransit.com/projects/2026-service-revisions>

Staff will engage the community and STA customers to gather input on the draft 2026 Service Revisions, including through presentations, notices at relevant bus stops, social media, and an online survey. Review and engagement activities for the 2026 Service Revisions are outlined below.

Service Revisions Activity	Estimated Date
Publish and review with PMER Committee the <i>2026 Service Revisions: Draft Report for Public Input</i>	November 5, 2025
Public input on Service Revisions Report	November 13 – December 15, 2025
Service Revisions outreach update	December 3, 2025
Report to Committee on Final 2026 Service Revisions	March 2026

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13K : THIRD QUARTER 2025 SERVICE PLANNING INPUT REPORT

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

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Drew Redman, Associate Transit Planner

SUMMARY: A total of 52 comments and feedback related to fixed route service and stops were received by the Planning & Development Department during the third quarter of 2025. Of the comments received, 16 were requests for new service, 10 were related to existing service, and 26 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 obtained feedback from customers at public meetings, forwarded from the Customer Service Department, phone calls, letters, emails, voice messages, emails to 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 third 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 after midnight from Browne's Addition to the Valley Transit Center.

Staff informed the customer that their feedback would be considered in future planning efforts and provided rideshare resources.

One request for service from Hastings Park and Ride to Spokane Valley by 6:00 a.m.

Staff provided rideshare resources and informed the customer that their feedback would be considered for future planning efforts. In 2026 schedules have been adjusted to start the first inbound Route 25 Division at Hastings Park and Ride.

One request for service to Dave & Buster's in Spokane Valley.

Staff informed the customer that their feedback would be considered in future planning efforts and provided paratransit resources.

ADDITIONAL SERVICE REQUESTS

Two requests for service to Eagle Ridge in Latah Valley.

Staff informed the customer of the transportation network and topographic challenges limiting fixed-route options in the area and provided rideshare and paratransit resources. Staff also referenced the future mobility-on-demand pilot program in Latah Valley and informed the customer that their feedback would be considered in future planning efforts.

One request for service to Snowden Elementary School in West Plains.

Staff informed the customer that their feedback has been studied for potential inclusion in future planning efforts.

Two requests for service closer to Canterbury Court Apartments.

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

One request for paratransit service just beyond the current Paratransit Service Area boundary near East Hastings Road and North Perry Street.

Staff informed the customer that an extension of the paratransit boundary is planned with the implementation of Division Street BRT, and their feedback would be included in a quarterly report submitted to the STA Board.

One request for additional service to coincide with shifts at the Amazon GEG5 facility near Hayford Road and Geiger Boulevard.

Staff informed the customer of weekday service options and weekend rideshare options.

One request for service to Northeast Hillyard.

Staff informed the customer of planned service expansion to the area in 2026 and provided rideshare resources for immediate needs.

One request for additional service for English Language School students at Country Homes Christian Church.

No contact information was provided for staff follow-up. Staff will consider the feedback in future planning efforts.

One request for service reinstated at Betz Road and Mitchell (sic).

Staff could not identify the requested location and attempted to contact the customer for additional information with no response.

One request for service to Otis Orchards.

Staff informed the customer that Otis Orchards was outside the PTBA and provided information regarding the closest fixed-route options and rideshare resources.

One request for service north of Fairwood Park & Ride.

Staff informed the customer of planned service from Hastings Park & Ride and Division BRT.

One request for service on South Pines Road.

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

EXISTING SERVICE COMMENTS

One comment regarding better connections when making transfers.

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

One comment regarding overcrowding on Route 45 Perry District.

Staff studied maximum loads for Route 45 and could not confirm overcrowding. Staff attempted to contact the customer for additional information with no response.

One comment regarding service boundaries and “pick-up” locations.

Staff provided PTBA boundaries and route, schedule, and bus stop information.

One comment complimenting public input being incorporated into service changes, low-income fares, and the transit ambassador program.

Staff thanked the customer for their feedback.

One comment expressing concern over the discontinuation of Route 67 Swoop Loop.

Staff explained how ridership patterns influence the decision to modify service and informed the customer that their feedback would be considered in future planning efforts.

One comment regarding overcrowding on Route 61 Highway 2/Fairchild.

Staff explained that weight restrictions on the Sunset Boulevard Bridge limit the size of buses used on the route and informed the customer that added frequency on Route 65 Airway Heights may resolve some of the crowding.

One comment regarding the last inbound Route 6 Cheney being late resulting in a missed transfer at the Plaza.

Staff informed the customer that the transfer would be evaluated for improvement and provided rideshare resources.

One comment expressing concern over the discontinuation of Route 172 Liberty Lake Express.

The customer was satisfied when informed of alternate options using Route 722 Liberty Lake Express and Route 7 Valley/Airport.

One comment regarding Route 7 Valley/Airport arrival times being insufficient for 7:00 a.m. shifts at Spokane International Airport.

Staff informed the customer that their feedback would be considered in future planning efforts. January 2026 schedules are being adjusted to accommodate this request.

One comment expressing concern over the Saturday connection between Route 97 South Valley and Route 93 Molter Loop.

Staff offered the customer trip planning assistance and provided alternate options using Route 7 Valley/Airport.

BUS STOP COMMENTS

One citizen reported trash and vandalism near the bus stop on North Cochran Street and West Dalton Avenue, requesting relocation of the bus stop.

A waste receptacle was installed in July 2025 after a previous report of littering. Staff provided Crime Check resources, informed the citizen that STA security had been notified and that their feedback would be considered in the corridor development plan for Route 33 Wellesley.

One citizen requested to relocate the “No Parking” sign at the bus stop on West Maxwell Avenue and North Ash Street.

Staff informed the citizen of a City of Spokane construction project at the location and provided project details.

One customer requested a shelter at each bus stop.

Staff informed the customer of criteria for shelter placements including locations with 25 or more average weekday boardings, transfer locations, and locations where a high proportion of passengers have limited mobility.

One citizen reported litter and trespassing adjacent to the bus stop on West Boone Avenue and North Maple Street.

Staff informed the citizen that security was notified and the stop is in the process of being relocated.

One citizen reported litter adjacent to the bus stops on Wellesley Avenue and North Milton Street and requested a trash can.

These bus stops have an average of 3 and 5 weekday boardings. Staff informed the citizen that these stops are below the typical threshold of 10 average weekdays boardings warranting a trash can. Staff requested additional photo documentation for trash can placement.

One customer requested schedules posted at temporary bus bays at the West Plains Transit Center during construction.

Staff informed the customer that printed schedules are available on buses and provided digital resources.

One customer requested tree trimming obscuring the bus stop at South Lincoln Street and West 17th Avenue.

Staff informed the customer that the overgrown trees were reported to City of Spokane code enforcement.

One request for bus stops adjacent to the Spokane Regional Health District Opioid Treatment Program.

Staff informed the customer of HPT stop spacing guidelines of $\frac{1}{4}$ to $\frac{1}{2}$ mile and noted existing stops within $\frac{1}{4}$ mile on Route 4 Monroe-Regal.

BUS STOP COMMENTS

One request for an additional stop on Route 33 Wellesley at Wellesley Avenue and North Maple Street.

Staff informed the customer of existing stops within ¼ mile and that feedback would be considered in future planning improvements for Route 33 Wellesley.

One request to replace temporary driveway ramps at the Sprague Avenue and South Jefferson Street layover.

Staff informed the customer that the driveway ramps were temporary, and improvements to the approach and exit driveways were expected to be completed by the end of September.

One request for a trash can to be installed at the bus stop on East 37th Avenue and South Perry Street.

This stop has an average of 4 weekday boardings. Staff informed the citizen that boardings at the stop were below the typical threshold of 10 boardings warranting a trash can, but one could be installed with photo documentation verifying the problem. The citizen provided verification, and a trash can was installed.

Five requests for the bus stops to not be consolidated on East Indiana Avenue at River View Center and 16114 East Indiana.

Staff informed customers that the stops were targeted for consolidation due to the transformation of Route 74 Mirabeau/Liberty Lake to HPT Route 7 Valley/Airport. This stop pair lacked a crosswalk or wheelchair-accessible landing and had relatively low ridership of 6 average weekday boardings. Further information was provided about investments for ADA pads at a nearby crosswalk and HPT stop spacing guidelines of ¼ to ½ mile.

One customer expressed concern regarding discontinuing service on Route 6 Cheney at South Presley Drive and Salnave Road.

Staff informed the customer of alternate options using Route 68 Cheney Loop and transfer locations to Route 6 Cheney.

One customer requested additional bus stops on Route 36 North Central at North Pettet Drive and North TJ Meenach Drive.

No contact was provided for follow-up. Staff are planning stops at the requested location in 2026.

One customer requested information regarding stop consolidation at 13518 East Indiana Avenue.

Staff informed the customer that the stop was targeted for consolidation due to relatively low ridership, 0 average weekday boardings, lack of a crosswalk or wheelchair-accessible landing, and stop spacing guidelines of ¼ to ½ mile.

One request to relocate the bus stop on North Ash Street and West Glass Avenue due to trespassing.

Staff referred safety concerns to the Security Department and referred the citizen to Crime Check. Staff are in the design and engineering phase to relocate the stop with ADA improvements with construction anticipated by Spring 2026.

BUS STOP COMMENTS

One request for benches at all bus stops, shade at Mirabeau Transit Center, and front door service to the Spokane Valley mall.

Staff informed the customer of existing benches at shelter locations, and existing third-party bench options. Staff also highlighted shade options at Mirabeau Transit Center and limitations and impacts of routing through the mall parking lot.

One customer requested a stop on Route 96 Pines/Sullivan at Harvest Foods.

Staff informed the customer of limited investment for new stops due to anticipated routing changes along North Pines Road in 2028.

One customer requested relocation of the bus stop at West Northwest Boulevard and North Milton Street.

Staff are planning to relocate the stop in 2026.

One request for a shelter and bench at the bus stop on South Prentis Street and East Campbell Street.

Staff informed the citizen that the new stop location would be evaluated for shelter improvement after one year of ridership data.

One request to partner with The Lands Council to plant trees at bus stops.

Staff requested to meet for more information. No response to date.

One customer requested a shelter and light at an unknown location.

Staff requested additional information. No response to date.

RECOMMENDATION TO BOARD: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

November 20, 2025

AGENDA ITEM 13L: TRANSIT ORIENTED DEVELOPMENT PILOT: INPUT AND GUIDANCE

REFERRAL COMMITTEE: Planning & Development (*Hattenburg*)

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Brian Jennings, Director of Community Development

SUMMARY: Spokane Transit’s Transit-Oriented Development (TOD) Pilot project is intended to support and advance development near existing and future transit and improve service effectiveness in the Public Transportation Benefit Area (PTBA), especially in High Performance Transit (HPT), and high frequency corridors. Based on iterative feedback from Board members on recent work identifying TOD emphasis areas and the proposed structure of Element 1: PTBA Jurisdictions Competitive Grants, further discussion with the members of the Planning & Development Committee was warranted. At the November 5, 2025 Planning & Development committee meeting, staff facilitated a discussion with the Committee for additional input and guidance to shape the approach and implementation strategy for the TOD Pilot project.

RECOMMENDATION TO BOARD: Information only.

14.

EXECUTIVE SESSION

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

For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

The STA Board of Directors will reconvene in open session approximately 10 minutes after adjourning to Executive Session. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

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

Estimated time – 10 minutes

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