

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

NOTICE OF STA 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, May 21, 2026, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane Washington. A virtual video conference option is available, and the joining information is listed below.

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

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED THIS 15th DAY OF MAY 2026.



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

Optional virtually joining information:

Virtual Joining link:	Use this link to virtually join meeting via Webex	
Password:	Board Members: 2026	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2482 100 8964

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.



1230 W. Boone Avenue, Spokane, WA 99201
(509) 328-RIDE | www.spokanetransit.com

Approve Agenda
Meeting Date: May 21, 2026
Agenda Item: 4

Presented To: Board of Directors
Referral Committee: n/a
Title: APPROVE BOARD AGENDA
Submitted by: Lance Speirs, STA 2026 Board Chair

Purpose: For decision.
Recommendation: Approve Board agenda.
Attachments and/or Online Links: MAY 21, 2026, STA BOARD AGENDA

SUMMARY: The STA Board Agenda is provided for the Board’s consideration and approval.



1230 W. Boone Avenue, Spokane, WA 99201
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BOARD MEETING

Thursday, May 21, 2026
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. John Ehnes, Facilities Electrician, Retirement (*Brandon Rapez-Betty*)
 - B. Linda Hansen, Next Day Scheduler, Retirement (*Brandon Rapez-Betty*)
 - C. Employee Recognition Committee - 1Q 2026 Awards (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of April 1, 2026, STA Special Board Workshop – Corrections/Approval
 - B. Minutes of April 16, 2026, STA Board Meeting – Corrections/Approval
 - C. Minutes of April 29, 2026, STA Special Board Meeting – Corrections/Approval
 - D. Approval of April 2026 Vouchers (*Robert Hamud*)
 - E. Public Works Contracts Under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - F. Public Transportation Agency Safety Plan-Approval of 2026 Update (Resolution 857-26) (*Nancy Williams*)
 - G. Battery Electric Bus On-Route Charging: Equipment Purchase (*Emily Poole*)
 - H. Bus Stop Site Improvements Property Acquisition (Resolution 858-26) (*Emily Poole*)
8. Board Action – Other: *5 minutes*
 - A. Public Records Index Undue Burden Determination (Resolution 859-26) (*Robert Hamud*)
9. Board Operations Committee: *5 minutes*
 - B. Chair Report (*Chair Speirs*)
10. Planning & Development Committee: *15 minutes*
 - A. Chair Report (*Kitty Klitzke*)
 - i. 2027-2032 Transit Development Plan:
 - a) Proposed 2027-2029 Service Improvements (*Emily Poole*)
 - b) Proposed 2027-2032 Capital Improvements (*Robert Hamud*)
 - c) Review Financial Forecast (*Robert Hamud*)
11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Tim Hattenburg*)

12. CEO Report: *15 minutes*
13. Board Information – no action or discussion
 - A. Committee Minutes
 - B. April 2026 Sales Tax Revenue (*Robert Hamud*)
 - C. March 2026 Financial Results Summary (*Robert Hamud*)
 - D. March 2026 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Transit Oriented Development: Pilot Project Update (*Emily Poole*)
 - F. 2026-2027 Workforce Development Plan (*Nancy Williams*)
 - G. 2025 Fixed Route System Performance Report (*Emily Poole*)
 - H. FIFA Planning (*Carly Cortright*)
 - I. 1st Quarter 2026 Service Planning Input Report (*Emily Poole*)
14. Executive Session: *10 minutes*
Pursuant to 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
15. New Business
16. Board Member Expressions
17. Adjourn (*Chair*)

Virtual Joining link: [Use this link to virtually join meeting via Webex](#)
 Password: Board Members: **2026** | Guests: **Guest**
 Call-in Number: 1-408-418-9388 | Event #: 2482 100 8964

Cable 5 Broadcast Dates and Times of May 21, 2026, Board Meeting:

Saturday, May 23, 2026	4:00 p.m.
Monday, May 25, 2026	10:00 a.m.
Tuesday, May 26, 2026	8:00 p.m.

June Committee Meetings, Wednesday:

Planning & Development, June 3, 2026	10:00 a.m.
Performance Monitoring & External Relations, June 3, 2026	1:30 p.m.
Board Operations, June 10, 2026	1:30 p.m.

June Board Meeting:

Thursday, June 18, 2026, 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.



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Public Expressions
Meeting Date: May 21, 2026
Agenda Item: 5

Presented To: Board of Directors
Referral Committee: n/a
Title: PUBLIC EXPRESSIONS
Submitted by: n/a

Purpose: Receive expressions.
Recommendation: n/a
Attachments and/or Online Links: n/a

SUMMARY: 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 may sign up in advance using the 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.

Those individuals 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 sign up in advance of the Board meeting to provide Oral Public Expressions via telephone or computer, please use this [link to access the oral public expression form](#) to complete the sign-up process. Alternatively, you may email your intent to provide comment to clerk@spokanetransit.com to be added to the Public Expressions Speakers' list.
- To provide Written Public Expressions in advance of the meeting to be distributed to the Board, please [use this link to complete a form and provide your written expressions in advance of the meeting](#). Individuals may also email comments to clerk@spokanetransit.com.



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Recognitions & Presentations
Meeting Date: May 21, 2026
Agenda Item: 6A

Presented To: Board of Directors
Referral Committee: n/a
Title: JOHN EHNES, FACILITIES ELECTRICIAN-RETIREMENT
Submitted by: Nancy Williams, Chief Human Resources Officer

Purpose: For recognition.
Recommendation: Recognize John Ehnes for his 20 years of service and dedication to STA
Attachments and/or Online Links: n/a

SUMMARY: John Ehnes began his career with STA in March 2006 in the position of 1st Class Building Maintenance employee and leaves STA after 20 years as a Facilities Electrician. John received his Boilers Operators License and his Electricians License in 2009 and completed multiple training courses throughout his career.

Throughout his time with STA, John exemplified professionalism, technical expertise, and a commitment to safety and excellence. His contributions played a vital role in maintaining and improving the reliability of STA’s electrical infrastructure and overall facility operations. Beyond his technical skills, he has been a valued team member, consistently demonstrating integrity, dependability, and a willingness to support and mentor others.

John’s lasting impact can be seen not only in the quality of his work but also in the relationships he built across the organization as evidenced by the multiple Employee Recognition Awards he received.

On behalf of STA and the Board, we extend our sincere appreciation for John Ehnes’s years of service and contributions to Spokane Transit. We wish him all the best in his well-earned retirement and future endeavors.



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Recognitions & Presentations
Meeting Date: May 21, 2026
Agenda Item: 6B

Presented To: Board of Directors
Referral Committee: n/a
Title: LINDA HANSEN, NEXT DAY SCHEDULER - RETIREMENT
Submitted by: Brandon Rapez-Betty, Chief Operations Officer

Purpose: For recognition.
Recommendation: Recognize Linda Hansen for her 30 years of service and dedication to STA
Attachments and/or Online Links: n/a

SUMMARY: Linda joined Spokane Transit as a van operator in April 1996 and quickly demonstrated her strong work ethic and aptitude, moving into the reservations and dispatch departments and eventually becoming a Next Day Scheduler.

Her career spans a period of significant change in Paratransit operations. Linda worked during the transition from handwritten, manual scheduling methods to the Trapeze software systems used today and developed deep knowledge of Trapeze PASS and Ops, which support STA’s Paratransit service delivery.

Working largely behind the scenes, Linda’s expertise supported the daily success of operations. Her work building schedules, creating mark-ups and routes, and maximizing productivity contributed to reliable service delivery and on-time performance. Next Day Scheduling plays a critical role in preparing daily operations, and Linda, along with longtime coworker and fellow retiree Amy Weber, was an integral part of that function.

Coworkers consistently describe Linda as knowledgeable, thoughtful, and attentive to detail. Beyond her technical expertise, she is remembered as a supportive colleague who cared about those around her and brought professionalism and good humor to the workplace.

Over her 30-year career, Linda made meaningful contributions to Spokane Transit and the Paratransit team. As she retires, we thank her for her years of service and dedication and wish her continued health and happiness in retirement.

Thank you, Linda, for your service to Spokane Transit and the community we serve.



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Recognitions & Presentations
Meeting Date: May 21, 2026
Agenda Item: 6C

Presented To: Board of Directors
Referral Committee: n/a
Title: EMPLOYEE RECOGNITION COMMITTEE – 1Q 2026 AWARDS
Submitted by: Nancy Williams, Chief Human Resources Officer

Purpose: For recognition.
Recommendation: n/a
Attachments and/or Online Links: 1ST QUARTER EMPLOYEE RECOGNITION WINNERS

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



2026 EMPLOYEE RECOGNITION WINNERS

January	1st	Raul Zaragoza	Fixed Route Operator
	2nd	Brad Sevey	Journeyman Vehicle Technician
	3rd	Josh Martindale	Fixed Route Supervisor
February	1st	Gage Robertson-Hathaway	Paratransit Van Operator
	2nd	Wyatt Ingles	Facilities Laborer
	3rd	Aleksey Lapik	Fixed Route Operator
March		No nominations	



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Board Action-Consent Agenda

Meeting Date: May 21, 2026

Agenda Item: **7A**

Presented To: Board of Directors
Referral Committee: n/a
Title: MINUTES OF APRIL 1, 2026, SPECIAL STA BOARD WORKSHOP
Submitted by: Dana Infalt, Clerk of the Board

Purpose: For decision.
Recommendation: Corrections/Approval
Attachments and/or Online Links: SPECIAL STA BOARD WORKSHOP MINUTES

SUMMARY: The minutes of the April 1, 2026, Special STA Board Workshop are attached for corrections and/or approval.

SPECIAL STA BOARD WORKSHOP**Draft** Minutes of April 1, 2026, STA Board Workshop*STA Boardroom with Virtual Joining Option***MEMBERS PRESENT**

Lance Speirs, Small Cities, Medical Lake, *Chair*
Pam Haley, City of Spokane Valley
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane (*Virtual*)
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Michael Cathcart, City of Spokane
Bill Campbell, Small Cities, Airway Heights, ex-officio
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Al French, Spokane County
Sarah Dixit, City of Spokane
Dan Dunne, Small Cities, Liberty Lake, ex-officio
Dan Sander, Small Cities, Millwood, ex-officio
Elsa Martin, 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, 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, McMahan, Lamberson, VanWert and Oreskovich, P.C.

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1. Call to Order and Roll Call – Chair Speirs called the meeting to order at 11:55 am and the Clerk conducted roll call.

Attendance Notes:

- *Ms. Haley arrived at 12:00 pm*
 - *Mr. Cathcart arrived at 12:08 pm*
 - *Mr. Zappone joined the meeting virtually at 12:17 pm and arrived in person at 12:25 pm*
2. Approve Agenda - In the absence of a quorum, consideration of the agenda was initially postponed. Chair Speirs asked if there were any objections to the agenda for the record; there were none. Mr. Otterstrom noted Mr. Cathcart and Ms. Haley were on their way.

At approximately 12:25 p.m., Chair Speirs noted that a quorum of the Board was present and, taking the item out of order, sought a motion to approve the agenda.

Mr. Hattenburg moved to approve the agenda as updated. Ms. Haley seconded and the motion passed unanimously.

3. Welcome, Introductions, and Workshop Objectives – Chair Speirs invited Mr. Otterstrom to present. Mr. Otterstrom welcomed Board members and noted that today’s workshop is part of an ongoing series of discussions over several years regarding *Connect 2035*, STA’s strategic plan, and its funding.

He recapped that in October the Board was introduced to the “doors of possibility” framework related to renewal of the voter-approved 2016 sales tax, and that a subsequent workshop provided additional detail on key projects dependent on a successful ballot measure.

He stated that, at the Board’s request, staff prepared additional information for today’s workshop, including analysis of operational and capital impacts, implications of a potential sales tax lapse, economic development impacts of transit, known grant opportunities, possible impacts of delay, upcoming regional ballot measures, as well as draft and prior ballot language.

Mr. Otterstrom explained that the workshop’s purpose was to update the Board on recent public outreach related to *Connect 2035*, review updated financial forecasts under renewal and lapse scenarios, address Board member questions, and seek guidance on whether to advance a ballot measure through the committee process this spring or later in the year.

The Board participated in an initial Menti-meter polling question designed to assess members’ understanding of the “doors of possibility” related to renewal of the voter-approved 2016 sales tax. Results indicated the strongest understanding of Door One, with a little less certainty expressed regarding Door Three. Mr. Otterstrom thanked board members for their responses.

4. Connect 2035 Outreach Update - Dr. Cortright provided an overview of recent public outreach efforts, including presentations to all represented jurisdictions, most local school districts, regional chambers of commerce, and community-based organizations. She highlighted results from a targeted online survey with 220 respondents, noting it was not statistically random. Survey participants ranked bus stop improvements, Division Street BRT, and the low-income fare pilot program as the highest-priority Connect 2035 projects, and 77% expressed support for renewing the existing 0.2% sales tax, with support remaining evident after regional weighting adjustments.

Dr. Cortright also summarized findings from STA’s 2025 Community Perception Survey, which used a random sample. Results showed 56% of respondents rated STA’s service as good or excellent, 68% felt service levels were about right or too low, and 85% viewed public transit as extremely or somewhat valuable to the region, with strong support reflected across political affiliations.

Board members asked questions regarding the statistical validity of the survey results, including geographic and partisan representation. Dr. Cortright explained that the Community Perception Survey was conducted using a random sample managed by ETC Institute to ensure balanced geographic representation, with mapping and cross-tabulation results available publicly and upon request. She noted that results showed strong support for the value of transit across nearly all regions and political affiliations.

Board members inquired about respondents’ transit usage. Dr. Cortright reported that approximately 14% of respondents had ridden STA within the past 30 days, about 54% had ridden previously but not recently, and roughly 30% had never ridden transit—figures consistent with prior surveys over the past 15 years. Dr. Cortright additionally summarized results from a separate randomly selected text-based survey of 710 respondents conducted in 2025, which showed roughly 60% supported increased or sustained transit funding and nearly 77% supported renewal of the existing 0.2% sales tax for transit.

5. Financial Outlook and Considerations - Mr. Hamud presented a detailed financial outlook for STA, building on prior Board discussions and the 2024 Board resolution affirming that implementation of *Connect 2035* relies on renewal of the voter-approved sales tax. He explained that, absent renewal, STA would experience an estimated \$364 million revenue loss between 2029 and 2035 due to foregone sales tax revenue and related state grant funding tied to maintenance of local effort. He noted the Door Three scenario would result in a structural operating deficit beginning in 2029, requiring cancellation of major capital projects, reductions in staff, suspension of pilot programs, and

phased service cuts estimated at approximately 25% systemwide, with fixed-route service bearing the largest impact.

Mr. Hamud reviewed key forecasting assumptions through 2035, including moderate sales tax growth, future (not approved) fare increases, continued receipt of federal and state formula grants, and conservative expenditure growth assumptions. He emphasized that under a full reauthorization scenario, operating revenues exceed operating expenses, and the resulting margin funds capital investments, including vehicle replacements and major capital projects. He clarified in response to Board member questions that the forecast assumes renewal at the full 0.2% includes anticipated state grant funding and reflects STA's long-standing practice of cash-funding capital projects without issuing debt.

In response to questions, he explained that fund balance drawdowns shown in the forecast reflect planned investment in capital projects and vehicle replacements, with balances recovering as major projects conclude. Mr. Hamud and Mr. Otterstrom clarified that no new capital projects are programmed beyond 2032 in the current forecast, though future plans will address additional capital needs. Board members asked about the impact to Paratransit under a lapse scenario; Mr. Otterstrom indicated Paratransit would likely be less affected than fixed-route service, though some reductions could occur at the margins through service hours and geographic coverage on account of reductions in fixed-route service being reduced.

Ms. Poole reviewed capital improvement program considerations, noting that uncertainty or delay associated with Door Two or Door Three would increase project costs and risk the loss of competitive state, federal, and regional grant opportunities. She explained that current grant strategies assume timely renewal and project commitment, and prolonged uncertainty could result in awarded grants having to be declined.

Mr. Rapez-Betty summarized elements of the Facilities Master Plan, including administrative and training space needs, operations center improvements, property acquisitions, and safeguarding future clean-energy facility sites. He noted that timely investment improves operational efficiency, supports workforce needs, and reduces long-term project costs.

Ms. Poole also highlighted the land-use and economic development impacts of the Division Street BRT project, including anticipated reductions in vehicle miles traveled, increased ridership, improved access to jobs and housing, and significant local economic benefits associated with federal grant investment.

6. Sales Tax Reauthorization Guidance – Mr. Otterstrom provided a qualitative overview of economic, ridership, and social impacts associated with the three funding “doors,” emphasizing that full renewal (Door One) would support major capital investments, increased ridership, and long-term economic benefits, while delayed or lapsed renewal would significantly reduce investment, ridership, and service levels.

Mr. Otterstrom explained that with Door One, capital investments such as Division Street BRT and other Connect 2035 projects could generate substantial economic returns, consistent with national transit investment multipliers, while Door Two would result in reduced economic impact due to project delays and potential loss of federal grants. Door Three would result in minimal capital investment and systemwide service reductions. He noted that ridership was projected to increase five to ten percent systemwide under full implementation, while a lapse scenario could lead to declines of 20 to 30 percent due to service cuts.

Board members asked clarifying questions regarding the assumptions used in economic and ridership estimates, including whether reductions in vehicle miles traveled assumed completion of other

regional roadway projects, and whether public opinion data specific to the Division Street BRT project existed. Staff responded that prior targeted and scientifically valid surveys had been conducted regarding Division Street BRT, and those results generally aligned with broader public outreach findings.

Dr. Cortright facilitated an additional Menti meter exercise, asking Board members what aspects of the Division Street BRT project were most compelling. Responses emphasized improved access to jobs and housing and integration of land use with transit, which staff noted aligned with Connect 2035 strategic goals related to regional quality of life and transit-oriented development.

The discussion shifted to policy considerations related to sales tax reauthorization, including potential timing, ballot structure, and whether to pursue a phased-in approach or sales tax holiday. Board members expressed differing perspectives, with some emphasizing the importance of clarity and simplicity for voters, and others noting the potential benefits of flexibility to coordinate with other regional ballot measures. Board members raised concerns about voter confusion and the interaction of a transit ballot measure with other anticipated tax measures under consideration by local jurisdictions.

Mr. Otterstrom explained that recent legislative changes allow limited flexibility for phased-in collections without triggering loss of state formula funding, provided STA maintains service levels, but emphasized that full authorization of the two-tenths sales tax would still be required. Board members discussed whether to advance a ballot measure for consideration in the near term or continue deliberation given broader community and regional policy considerations.

In response to Board member discussion, staff agreed to prepare an updated ballot title with options reflecting different timing and structural approaches, including scenarios with and without phased implementation, for further discussion prior to Board action. Staff proposed to bring this information forward to the Board Operations discussion in advance of potential Board action later in the month.

7. Adjourn – With there being no further business to come before the Board, the Chair adjourned the meeting at 2:17 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority



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Board Action-Consent Agenda
Meeting Date: May 21, 2026
Agenda Item: 7B

Presented To: Board of Directors
Referral Committee: n/a
Title: MINUTES OF APRIL 16, 2026, STA BOARD MEETING
Submitted by: Dana Infalt, Clerk of the Board

Purpose: For decision.
Recommendation: Corrections/Approval of STA Board Meeting Minutes
Attachments and/or
Online Links: APRIL 16, 2026 STA BOARD MEETING MINUTES

SUMMARY: The minutes of the April 16, 2026, STA Board meeting are attached for corrections and/or approval.

STA BOARD MEETING

Draft Minutes of April 16, 2026, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Lance Speirs, Small Cities Medical Lake, *Chair*
Pam Haley, City of Spokane Valley
Al French, Spokane County
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Sarah Dixit, City of Spokane
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Michael Cathcart, City of Spokane
Dan Dunne, Small Cities Liberty Lake ex-officio
Dan Sander, Small Cities Millwood-ex-officio
Elsa Martin, Small Cities Cheney-ex-officio
Bill Campbell, Small Cities Airway Heights-ex-officio
Rhonda Bowers, Labor Representative, *Non-Voting*

STAFF PRESENT

Karl Otterstrom, Chief Executive Officer
Brandon Ropez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications & Customer Service Officer
Emily Poole, 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.

-
1. Call to Order and Roll Call - Chair Speirs call the meeting to order at 1:32 and the Clerk conducted roll call.
 2. Pledge of Allegiance – Board members, staff, and guests stood for the pledge of allegiance.
 3. Excused Absences – Chair Speirs noted that Mr. French missed the Board meeting in March and was open to a motion to excuse that absence. **Mr. French moved to approve the excused absence. Ms. Klitzke seconded, and the motion passed unanimously.**
 4. Approve Board Agenda – Chair Speirs indicated he would entertain a motion to approve the updated agenda.

Mr. Zappone moved to amend the agenda to review item 7G separately. Ms. Klitzke seconded and the motion passed unanimously.

Mr. Hattenburg moved to approve the agenda as amended. Ms. Klitzke seconded and the motion passed unanimously.
 5. Public Expressions – Eric Lowe, Zinthia Peterson, and Sarah Rose spoke in support of the reauthorization of STA’s tax measure. Lance Beck invited STA to participate in a regional business meeting regarding upcoming ballot measures and regional collaboration.
 6. Recognitions and Presentations

- A. Paul Hoffman, Sr. Training Instructor, Retirement - Ms. Williams recognized Paul Hoffman’s career beginning March 11, 1991, including his long tenure in training, leadership in safety and curriculum development, and national recognition as Training Professional of the Year (2013).
- B. Henry Hanke, Preventive Maintenance Vehicle Technician, Retirement – Mr. Rapez-Betty recognized Henry Hanke’s career beginning January 6, 1995, and his long service supporting paratransit preventative maintenance, emphasizing professionalism, reliability, and commitment to safety and quality.
- C. Years of Service Recognition-1Q 2026 – Ms. Williams recognized employees for milestones including 5, 10, 15, 20, and 25 years of service.
- ~~D. Employee Recognition Awards 1Q 2026 - Postponed~~

7. Board Action - Consent Agenda

Ms. Klitzke moved to approve the Board consent agenda items 7A-7F. Mr. Zappone seconded and the motioned passed unanimously.

- A. Minutes of March 19, 2026, STA Board Meeting– Corrections/Approval
- B. Minutes of March 24, 2026, Special STA Board Meeting-Corrections/Approval
- C. Approval of March 2026 Vouchers - Approve claims as listed below:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 636890 – 637287	\$ 6,469,211.45
Worker’s Comp Vouchers (March)	ACH – 2286	\$ 102,844.16
Wire Payments (March)	ACH – 2286	\$ 1,481,343.49
Payroll 03/06/2026	ACH – 03/06/2026	\$ 2,969,565.38
Payroll 03/20/2026	ACH – 03/20/2026	\$ 2,351,953.53
WA State – DOR (Excise Tax)	ACH – 1767	\$ 16,803.16
MARCH TOTAL		\$ 13,391,721.17

- D. Public Works Contracts Under \$35,000: Final Acceptance – Approved acceptance of the contracts below as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20260699	Fleck Overhead Door Emergency Repair	Continental Door Company	\$818.59	2/19/2026
20260658	Replace Door Motor – Plaza	Elite Entry Systems, LLC	\$1,194.00	3/26/2026

- E. Connect 2035 Strategic Plan: Amendment Adoption – Resolution -Approved, by Resolution 854-26, the amendments to Connect 2035 Strategic Plan as presented.
- F. S. Union Roofing Repair & Replacement: Final Acceptance - Approved acceptance of the contract with Flynn BEC LP, for the S. Union Roofing Repair & Replacement project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

- G. Special Revenue & Reserve Fund Designation – Resolution 855-26 - Chair Speirs asked if staff could provide a brief presentation on Agenda Item 7G.

Mr. Hamud presented a proposed resolution establishing intent to prepare the 2027 budget using six funds (rather than one) to improve transparency and align with best practices, including separate funds for operations, operating reserve, capital projects, vehicle replacement, technology projects, and real estate/right-of-way acquisition. The resolution would supersede prior fund balance and reserve resolutions beginning with the 2027 budget.

Board discussion included questions regarding (1) when specific fund amounts would be set (during the 2027 budget process) and (2) treatment of any year-end surplus (subject to Board action).

Ms. Klitzke moved to approve agenda item 7G as presented. Mr. Zappone seconded and the motion passed unanimously.

8. Board Action/Discussion – Other

- A. Sales Tax Renewal Authorization – Mr. Otterstrom presented an overview of ongoing work over the past six months related to funding the Connect 2035 plan through reauthorization of the existing 0.2% sales tax set to expire in 2028. This tax, originally approved by voters in 2016, has supported implementation of STA Moving Forward alongside grants and fare revenues.

The Connect 2035 plan, recently amended with minor project refinements, assumes continuation of current sales tax funding to maintain existing service levels and enable planned enhancements. Reauthorization would also position STA to secure and implement federal grant agreements, including for the Division Street Bus Rapid Transit project.

Mr. Otterstrom reported extensive public outreach conducted, with generally strong community support for transit investments and the Connect 2035 plan. Three board workshops (October 2026, February 2026, and April 1, 2026) informed the discussion. At the April workshop, staff presented financial scenarios, including potential impacts of a temporary sales tax holiday and draft ballot language.

He noted the Board Operations Committee reviewed draft ballot language but took no formal action. He advised committee member discussion indicated a preference against including a sales tax holiday and supported maintaining language emphasizing fare revenue and financial responsibility. As such, an updated draft resolution and ballot title are being presented, reflecting this feedback and excluding a tax holiday provision.

Mr. Otterstrom stressed that the decision is essentially about funding an adopted long-term plan rather than taxation alone. Connect 2035 builds on prior planning efforts and outlines a 10-year strategy focused on improving customer experience, strengthening community partnerships, and enhancing organizational capacity. The plan includes specific initiatives such as service expansion, infrastructure improvements, technology upgrades, and development of additional bus rapid transit. Implementation depends on stable, ongoing funding from sales tax, fares, and grants.

Staff shared a video presentation that highlighted past achievements under STA Moving Forward, regional growth trends tied to transit access, and the importance of accountability and transparency in delivering the Connect 2035 plan.

Discussion ensued

Motion #1: Deferral with Alternative Option

Mr. Cathcart moved to defer the decision until after an April 28 stakeholder meeting, and to bring back an additional alternative for consideration placing the measure on the February ballot, including a sunset clause with an expiration of no later than December 31, 2040, and maintaining the full 0.2% rate. Mr. Kerns seconded

Discussion ensued. Several members supported a short delay (to April 29) but opposed moving the election to February, emphasizing urgency and strategic timing for August. Concerns were raised about Risk to federal funding if delayed, community capacity for multiple ballot measures, and the need to give voters earlier input. Others supported the motion as a way to better understand stakeholder concerns, evaluate potential “headwinds” to passage, and reinforce accountability through a sunset clause.

The question was called and seconded. The motion to call the question passed unanimously.

The Chair called for a vote on the motion to defer until after the April 28 meeting. Mr. French, Mr. Cathcart, and Mr. Kerns voted yes. Mr. Zappone, Ms. Dixit, Ms. Haley, Ms. Klitzke, Mr. Hattenburg, and Mr. Speirs voted no. The motion failed.

Motion #2: Move Original Proposal Forward

Ms. Klitzke made a motion to move forward with the proposal as previously presented and Mr. Zappone seconded.

Discussion ensued. There was continued debate highlighting support for August timing due to funding urgency, voter clarity, and independence from other measures. Opposition concerns were expressed about potential organized opposition campaigns, competing regional initiatives (e.g., “Safe and Healthy” measure), lack of a sunset clause, and accountability concerns. Some members emphasized that the measure is a renewal, not a tax increase, stating voters can evaluate multiple measures independently. Others argued delaying could improve chances of success through collaboration and it was said there is sufficient time before the 2028 expiration to revisit at a later date.

Motion #3: Deferral to Special Meeting

Ms. Haley moved to defer (initially stated as “table”) action on the motion until a special meeting on April 29 and Mr. Hattenburg seconded.

Discussion ensued. Supporters cited the importance of collaboration with business and community groups and the opportunity to address concerns and reduce potential opposition. Opponents noted the tight timeline before the May 1 deadline and preference to proceed with a clear position going into stakeholder discussions.

Prior to voting, Mr. French sought and received clarification that the motion constituted a deferral (not tabling), meaning the item would return automatically.

The chair called for the vote.

Mr. French, Mr. Cathcart, Mr. Kerns, Mr. Zappone, Ms. Haley, Ms. Klitzke, Mr. Hattenburg, and Mr. Speirs voted yes. Ms. Dixit and voted no and the motion passed 7-1.

9. Board Operations Committee

- A. Chair Report – Chair Speirs noted the Board Operations committee discussed the sales tax ballot renewal.

Ms. Haley left at 3:12 pm

Mayor Martin left at 3:15 pm

10. Planning & Development Committee

- A. Chair Report – Ms. Klitzke reviewed the items presented at the Planning & Development Committee meeting.
- i. 2027-2032 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions – Mr. Hamud briefly reviewed the preliminary revenue and expenditure forecast assumptions for the 2027–2032 TDP, including key drivers for local sales tax, fare and grant revenues, and operating cost growth, and outlined the upcoming TDP review schedule and next steps. Board members asked brief clarifying questions and indicated general support for the forecast assumptions.
- i. 2027-2032 Transit Development Plan: Tactical Framework –Not presented due to time constraints. Detail available in packet. Staff may be called upon for clarification if needed.

11. Performance Monitoring & External Relations Committee

- A. Chair Report – Mr. Hattenburg indicated there was nothing time sensitive to report and that he would add to his May report.

12. CEO Report - Mr. Otterstrom thanked the Board for its continued engagement and for allowing additional meeting time and he provided the following update:

- Ridership is increasing across all modes
- The most recent monthly sales tax receipt was slightly below budget; however, year-to-date revenues remain above budget and above the prior year.
- Fare revenue trends across modes were reviewed and it was noted fare revenue remains an important component of the overall financial picture.
- Double-decker bus accident – WSTIP is working with STA’s outside counsel to retain an independent third-party reviewer with transit safety management experience to review STA’s investigative findings; further information will be provided when the review is complete.
- Legislative conference (Washington, D.C.): Board members and staff who participated were thanked and he noted meetings with federal partners, including an encouraging discussion with FTA..
- Vehicle Maintenance team is recognizing the retirement of STA’s 2006 60-foot coaches after many years of service.
- Reminded the Board of the upcoming banquet to recognize employees, including safety awards and other honors.
- Mr. Otterstrom recognized and thanked Communications staff for quickly producing the Connect 2035 video to support clear public communication regarding the plan.

12. Board Information – *no action or discussion*

- A. Committee Minutes
- B. March 2026 Sales Tax Revenue
- C. February 2026 Financial Results Summary
- D. February 2026 Operating Indicators
- E. May 2026 Service Change
- F. STA Plaza Smoking Section Update
- G. Legislative Update
- H. 2026 Community Engagement Event Update
- I. Safety and Security / STA Direct App Update
- J. Wellesley Corridor Development Plan: Engagement & Analysis Update
- K. Division Street Bus Rapid Transit: Design and Public Outreach Update

13. Executive Session - Ms. Clark advised the Board would adjourn to Executive Session for the following purpose:

Pursuant to RCW 42.30.110(1(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Board adjourned to Executive session at 3:30 and anticipated returning at 3:45

At 3:45, the Board reconvened in open session.

There was no action as a result of the Executive Session.

14. New Business - *none*

15. Board Member Expressions - *none*

16. Adjourn – With there being no further business to come before the Board, the Chair adjourned the meeting at 3:48 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority



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Board Action-Consent Agenda
Meeting Date: May 21, 2026
Agenda Item: 7C

Presented To: Board of Directors
Referral Committee: n/a
Title: MINUTES OF APRIL 29, 2026, SPECIAL STA BOARD MEETING
Submitted by: Dana Infalt, Clerk of the Board

Purpose: For decision.
Recommendation: Corrections/Approval
Attachments and/or Online Links: SPECIAL STA BOARD MEETING MINUTES

SUMMARY: The minutes of the April 29, 2026, Special STA Board Meeting are attached for corrections and/or approval.

SPECIAL STA BOARD MEETING

Draft Minutes of April 29, 2026, Special STA Board Meeting

STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Lance Speirs, Small Cities, Medical Lake, *Chair*
Al French, Spokane County (*Virtual*)
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Michael Cathcart, City of Spokane
Pam Haley, City of Spokane Valley
Sarah Dixit, City of Spokane
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Bill Campbell, Small Cities, Airway Heights, ex-officio
Dan Sander, Small Cities, Millwood, ex-officio
Elsa Martin, Small Cities, Cheney, ex-officio (*Virtual*)
Rhonda Bowers, Labor Representative, *Non-Voting*
(*Virtual*)

MEMBERS ABSENT

Dan Dunne, Small Cities, Liberty Lake, ex-officio

STAFF PRESENT

Karl Otterstrom, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Emily Poole, 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

-
1. Call to Order and Roll Call – Chair Speirs called the meeting to order at 4:02 pm and the Clerk conducted roll call.
 2. Sales Tax Reauthorization – Mr. Otterstrom recapped the Board’s sales tax reauthorization discussions over the past six months, focused on funding needed to maintain service and enhance public transportation consistent with Connect 2035 goals. He reminded the Board that STA conducted multiple rounds of outreach with local jurisdictions, community members, and stakeholders; receiving input that informed the minor amendments to Connect 2035 adopted earlier in the month and indicating broad public support for continued transit investment.

Mr. Otterstrom also reviewed prior actions: staff presented financial analyses and a draft ballot title at the April 1 Board Workshop; a draft resolution was then developed and provided at the April 16 Board meeting. He summarized the proposed resolution and then restated the motion on the floor that had been deferred until today:

Ms. Klitzke moved to bring the proposed resolution as presented forward for the August ballot. Mr. Zappone seconded.

Mr. Otterstrom restated the full motion and the summary of the subject resolution for the record:

A resolution providing for the submission to the qualified electors of the Spokane County Public Transportation Benefit Area at the primary election to be held on August 4, 2026, of a proposition reauthorizing Spokane Transit Authority to collect up to 2/10 of 1% sales tax, first authorized by voters in 2016, for the purpose of maintaining and enhancing public transportation services throughout the region; and other matters properly related thereto.

Discussion ensued and Ms. Haley offered key takeaways from the GSI Regional Visionaries meeting held on April 28 where several STA staff and Board members presented on Connect 2035 and the potential ballot measure. Takeaways included the desire of the business community to include a sunset clause. She also expressed her thoughts that 20 years would align STA with the federal government's requirement of a sustainable operating budget when they are making large grant awards to transit agencies. Board members expressed their opinions and rationale for including or not including a sunset clause, as well as the length of time that should be considered.

Ms. Haley offered a friendly amendment to the motion on the floor to add a 20-year, sunset clause to the motion. Mr. Hattenburg seconded.

Legal counsel clarified that as a friendly amendment, the original motion maker and person who seconded would need to accept the friendly amendment and no vote would be required if it was unanimously accepted.

The Chair asked if there were objections to the friendly amendment and Mr. Zappone indicated objections, requiring a vote on the friendly amendment, which was now to be treated as a regular amendment.

Discussion ensued. Board members spoke in favor of and against 20 years, as well as discussing a 12- or 15-year sunset clause.

Ms. Klitzke called for the question. Ms. Haley seconded and the call for the question passed unanimously.

The Chair then clarified the next vote would be on the amendment made by Ms. Haley and seconded by Mr. Hattenburg to add a 20-year sunset clause to the motion adopting a resolution for the ballot proposition.

Mr. Cathcart, Ms. Haley, Ms. Klitzke, Mr. Hattenburg and Mr. Speirs voted yes. Mr. French, Ms. Dixit, Mr. Zappone, and Mr. Kerns voted no. The motion passed 5-4.

Chair Speirs indicated the amended motion previously articulated by Mr. Otterstrom from the April 16, 2026, STA Board meeting, was on the floor and he invited additional discussion on the motion with the amendment to add a 20-year sunset clause.

Discussion ensued encompassing support for the final amended motion despite earlier disagreement; accountability of the agency; submission logistics and deadlines; updated resolution and ballot title changes to reflect the sunset/expiration date; clarification of what the ballot language can/can't include; expectations of stakeholder follow-through and acknowledgement of board members' compromise; desire for stakeholder support; concerns about political/ballot headwinds and the significance of the concession; and the comparison of ballot measure language to the 2016 submission. In addition, pride in STA's accomplishments and delivery of STA Moving Forward was recognized and a submission with no sunset clause was briefly discussed.

The date of the proposed sunset clause was clarified to begin January 1, 2029, with an expiration date of December 31, 2048.

Chair Speirs asked those in favor of the motion. Mr. Cathcart, Ms. Dixit, Mr. Zappone, Ms. Haley, Ms. Klitzke, Mr. Hattenburg, Mr. Speirs voted yes. Chair Speirs asked for those opposed to the motion. Mr. French and Mr. Kerns voted no. The motion passed 7-2.

3. Appointments to Pro/Con Committees

Each committee shall not have more than three members. Each member must reside within the PTBA boundaries and be known to favor (Pro Committee) or oppose (Con Committee) the measure. An example of committee member responsibilities was shared.

Recommendations for the Pro committee included Erik Lowe and Andy Billig.

Recommendations for the Con committee included Mike Allen and Rick Romero.

Brief discussion ensued prior to the Chair seeking a vote.

Ms. Haley moved to appoint Erik Lowe and Andy Billig to the “Pro” Committee for the proposed sales tax ballot measure for the purpose of preparing and submitting the pro statement (and rebuttal, if applicable) for the local voters’ pamphlet. Mr. Hattenburg seconded and the motion passed unanimously.

Mr. French moved to appoint Mike Allen and Rick Romero to the “Con” Committee for the proposed sales tax ballot measure for the purpose of preparing and submitting the con statement (and rebuttal, if applicable) for the local voters’ pamphlet. Mr. Hattenburg seconded. Mr. French, Mr. Kerns, Mr. Hattenburg, Mr. Speirs, Ms. Haley, Ms. Klitzke, Mr. Zappone, Mr. Cathcart voted yes. Ms. Dixit voted no and the motion passed 8/1.

Ms. Clark requested contact information be given to her for the recommended persons. She advised it will be confirmed they meet the requirements prior to submitting them to the county offices. If they do not meet the requirements. Ms. Clark will remove their name before submitting.

4. Adjourn – With there being no further business to come before the Board, the Chair adjourned the meeting at 5:21 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority



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Board Action-Consent Agenda
Meeting Date: May 21, 2026
Agenda Item: 7D

Presented To: Board of Directors
Referral Committee: n/a
Title: APRIL 2026 VOUCHERS
Submitted by: Robert Hamud, Chief Financial Officer

Purpose: For decision.
Recommendation: Approve claims as listed below.
Attachments and/or Online Links: APRIL 2026 DISBURSEMENTS

SUMMARY: The following warrants and ACH transfers for the period of April 1 through 30, 2026, 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 (April)	Nos. 637288 – 637771	\$ 5,144,289.17
Worker’s Comp Vouchers (April)	ACH – 2286	\$ 159,293.83
Payroll 04/03/2026	ACH – 04/03/2026	\$ 2,974,030.42
Payroll 04/17/2026	ACH – 04/17/2026	\$ 2,464,350.40
WA State – DOR (Excise Tax)	ACH – 1767	\$ 29,871.46
APRIL TOTAL		\$ 10,771,835.28

Certified:

Signature: Tammy Johnston
Tammy Johnston (May 11, 2026 11:48:20 PDT)
Email: tjohnston@spokanetransit.com

Tammy Johnston
 Director of Financial Services

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

Signature: J Robert Hamud
Email: rhamud@spokanetransit.com

Robert Hamud
 Chief Financial Officer
 (Auditing Officer)

Spokane Transit Authority
Vouchers - April 2026

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
03/20/2026	637146/VOID	MENTIONLYTICS	2987	-4199.00
04/03/2026	637288	A CUSTOMER'S POINT OF VIEW INC	3038	6,475.00
04/03/2026	637289	AFSCME	1328	621.68
04/03/2026	637290	AFSCME	1328	104.00
04/03/2026	637291	AK CHILD SUPPORT	3085	99.23
04/03/2026	637292	ALL-STAR AUTO GLASS LLC	2983	1,626.32
04/03/2026	637293	AMAZON CAPITAL SERVICES INC	2098	3,441.12
04/03/2026	637294	STEVEN W NILES JR	2276	217.65
04/03/2026	637295	ANDREW R BROWN	3078	185.00
04/03/2026	637296	AMALG TRANSIT UNION #1015	1055	26,401.07
04/03/2026	637297	AMALG TRANSIT UNION #1598	1056	1,179.64
04/03/2026	637298	APPLEWAY CHEVROLET INC	1068	169.57
04/03/2026	637299	AVISTA CORPORATION	1081	8,041.21
04/03/2026	637300	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,620.90
04/03/2026	637301	CANON FINANCIAL SERVICES INC	1154	2,205.14
04/03/2026	637302	CDW-GOVERNMENT	1132	42,313.19
04/03/2026	637303	QWEST CORPORATION	1148	207.03
04/03/2026	637304	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
04/03/2026	637305	CITY OF SPOKANE	1601	1,013.40
04/03/2026	637306	COFFMAN ENGINEERS INC	1162	5,011.89
04/03/2026	637307	COLEMAN OIL COMPANY LLC.	2683	114,257.18
04/03/2026	637308	COMPUNET INC	1166	614.67
04/03/2026	637309	CUMMINS INC	1027	5,649.07
04/03/2026	637310	DRIVENTIC LLC	3051	3,011.21
04/03/2026	637311	EMPLOYEE ADVISORY COUNCIL	1236	874.50
04/03/2026	637312	EL JAY OIL CO INC	1003	10,773.83
04/03/2026	637313	ETC INSTITUTE	2792	18,640.00
04/03/2026	637314	FASTENAL COMPANY	1249	3,309.06
04/03/2026	637315	THE FIG TREE	2465	170.00
04/03/2026	637316	FISERV-FIRST DATA MERCHANT SERVICES CORPORATION	1257	10,045.37
04/03/2026	637317	FLEET EFORCE INC	2970	278.56
04/03/2026	637318	V02 COLLECTION INC.	2860	781.02
04/03/2026	637319	FEDEX	1808	297.38
04/03/2026	637320	FREIGHTLINER NORTHWEST	1018	4,637.22
04/03/2026	637321	GALLAGHER HEALTHINVEST FSA	3084	318.00
04/03/2026	637322	GALLS PARENT HOLDINGS LLC	1271	7,748.66
04/03/2026	637323	GFP 11, LLC	3107	8,000.00
04/03/2026	637324	GILLIG LLC	1279	12,426.97
04/03/2026	637325	W.W. GRAINGER INC	1285	275.67
04/03/2026	637326	GREENHECK FAN CORP	2971	175.95
04/03/2026	637327	H & H BUSINESS SYSTEMS	1298	105.72
04/03/2026	637328	HOGAN MFG INC	1008	140.50
04/03/2026	637329	ID DEPT OF HEALTH AND WELFARE	3101	342.70
04/03/2026	637330	IDAHO STATE TAX COMMISSION	2504	6,622.84
04/03/2026	637331	IMPERIAL COLLEGE PROJECTS LIMITED	1339	31,400.00
04/03/2026	637332	INIT INNOVATIONS IN TRANSPORTATION INC	2392	3,051.20
04/03/2026	637333	INLAND FIRST AID AND SAFETY	2895	1,553.58
04/03/2026	637334	JACOBS ENGINEERING GROUP INC	2285	2,689.71
04/03/2026	637335	KERSHAW'S INC	1374	235.83
04/03/2026	637336	KIRK'S AUTOMOTIVE INC	1007	802.39
04/03/2026	637337	KREM	2559	280.00
04/03/2026	637338	LAIRD PLASTICS	1383	1,869.54
04/03/2026	637339	LONG BUSINESS FORMS	2301	2,896.61
04/03/2026	637340	LOWE'S COMPANIES, INC	2913	77.47
04/03/2026	637341	MAGALDI & MAGALDI INC	1416	3,614.10
04/03/2026	637342	MOHAWK MANUFACTURING & SUPPLY CO	1011	480.23
04/03/2026	637343	MOTION AUTO SUPPLY INC	1012	237.59
04/03/2026	637344	NORTH IDAHO METAL WORKS INC	2601	176.46
04/03/2026	637345	NAPA AUTO PARTS INC	1014	3,587.50
04/03/2026	637346	THE AFTERMARKET PARTS COMPANY LLC	1015	21,492.51
04/03/2026	637347	NEWARK ELEMENT14	1463	850.49
04/03/2026	637348	CSWW INC	1102	179.84
04/03/2026	637349	OREILLY AUTO ENTERPRISES LLC	3011	164.34
04/03/2026	637350	MICHAEL JONES	901	49.00
04/03/2026	637351	PARAMETRIX INC	2062	369,458.77
04/03/2026	637352	ROMAINE ELECTRIC CORPORATION	1548	579.07
04/03/2026	637353	S T A - WELL	1557	668.50
04/03/2026	637354	BECKI B COACHING, LLC	2982	9,376.18
04/03/2026	637355	SBA TOWERS II LLC	1569	2,712.62
04/03/2026	637356	SPORTWORKS GLOBAL LLC	1617	3,779.11
04/03/2026	637357	STAR RENTALS & SALES	1629	90.58
04/03/2026	637358	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	1,292.80
04/03/2026	637359	SUN SUPPLY INC.	2710	118.14
04/03/2026	637360	TERMINAL SUPPLY INC	1648	139.48
04/03/2026	637361	THERMO KING NORTHWEST	1650	1,275.51
04/03/2026	637362	TITAN TRUCK EQUIPMENT INC	1655	752.79
04/03/2026	637363	TWILIO INC	2994	1,104.22
04/03/2026	637364	UNIFIRST CORPORATION	2868	3,244.96

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/03/2026	637365	US BANK	1678	59,141.04
04/03/2026	637366	VERIZON WIRELESS LLC	1686	25,816.21
04/03/2026	637367	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,658.80
04/03/2026	637368	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	281.00
04/03/2026	637369	WALTER E NELSON CO	1721	805.28
04/03/2026	637370	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	1709	497.51
04/03/2026	637371	WENDLE MOTORS INCORPORATED	1021	4,473.91
04/03/2026	637372	WESCO GROUP LLC	2368	3,468.11
04/03/2026	637373	WASHINGTON STATE TRANSIT ASSOC	1715	163.20
04/03/2026	637374	VERIZON	2142	5,907.94
04/03/2026	637375	ZIPLINE COMMUNICATIONS INC	2492	4,897.00
04/10/2026	637376	ASH & ROWAN HARDWARE LLC	2278	42.46
04/10/2026	637377	FRANCIS AVENUE HARDWARE	2279	43.59
04/10/2026	637378	JANT GROUP II	2263	39.20
04/10/2026	637379	AIRGAS, INC	3063	1,405.91
04/10/2026	637380	ALCOBRA METALS INC	2140	1,422.25
04/10/2026	637381	AMAZON CAPITAL SERVICES INC	2098	1,291.73
04/10/2026	637382	NORTHWEST INDUSTRIAL SERVICES LLC	1058	167.28
04/10/2026	637383	APS INC	1841	338.21
04/10/2026	637384	NORTHWEST CENTER SERVICES	2271	74.17
04/10/2026	637385	NAF FAIRCHILD AFB	1466	26.00
04/10/2026	637386	AVISTA UTILITIES	1081	9,305.61
04/10/2026	637387	CONTINENTAL BATTERY COMPANY	2915	350.74
04/10/2026	637388	BRAND BOOST PRINTS	3105	330.03
04/10/2026	637389	THE BRAUN CORPORATION	1117	199.12
04/10/2026	637390	BDI	1022	612.51
04/10/2026	637391	CANON FINANCIAL SERVICES INC	1154	294.76
04/10/2026	637392	CDW-GOVERNMENT	1132	92.47
04/10/2026	637393	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT	2335	10,131.69
04/10/2026	637394	CITY GLASS SPOKANE INC	2599	567.32
04/10/2026	637395	CITY OF SPOKANE	1601	27,768.33
04/10/2026	637396	CITY OF SPOKANE	1601	10,523.43
04/10/2026	637397	COFFMAN ENGINEERS INC	1162	21,667.52
04/10/2026	637398	COGGINS PROMOTIONAL ADVERTISING INC.	2795	80.95
04/10/2026	637399	COLEMAN OIL COMPANY LLC.	2683	316,682.55
04/10/2026	637400	COLVICO INC	1168	148,954.22
04/10/2026	637401	CONSEAL CONTAINERS LLC	1176	398.15
04/10/2026	637402	CORPORATE TRANSLATION SERVICES INC	2158	63.50
04/10/2026	637403	CUMMINS INC	1027	14,877.28
04/10/2026	637404	DELTA KITS INC.	2771	484.38
04/10/2026	637405	DESAUTEL HEGE	1839	6,393.75
04/10/2026	637406	DRIVENTIC LLC	3051	2,092.25
04/10/2026	637407	EARTHWORKS RECYCLING INC.	2816	207.50
04/10/2026	637408	EDGE CONSTRUCTION SUPPLY INC	1224	88.84
04/10/2026	637409	EL JAY OIL CO INC	1003	7,689.31
04/10/2026	637410	FASTENAL COMPANY	1249	3,501.88
04/10/2026	637411	FERGUSON ENTERPRISES INC	1252	3,387.65
04/10/2026	637412	FIRST DIGITAL TELECOM	2730	1,385.59
04/10/2026	637413	FLEET EFORCE INC	2970	65,019.94
04/10/2026	637414	FEDEX	1808	77.35
04/10/2026	637415	FREIGHTLINER NORTHWEST	1018	5,013.30
04/10/2026	637416	GALLS PARENT HOLDINGS LLC	1271	1,237.77
04/10/2026	637417	GENFARE LLC	1268	417.93
04/10/2026	637418	GILLIG LLC	1279	5,122.83
04/10/2026	637419	GO GREEN CONCRETE	3083	2,875.75
04/10/2026	637420	W.W. GRAINGER INC	1285	126.13
04/10/2026	637421	GRIMCO INC	2696	158.47
04/10/2026	637422	H & H BUSINESS SYSTEMS	1298	903.69
04/10/2026	637423	HOGAN MFG INC	1008	105.04
04/10/2026	637424	HUMANIX CORP	1329	243.84
04/10/2026	637425	IDAHO CENTRAL CREDIT UNION	3102	4,209.00
04/10/2026	637426	JARMS HARDWARE INC	2548	73.35
04/10/2026	637427	JENNIFER ZIEGLER PUBLIC AFFAIRS CONSULTING	3072	6,500.00
04/10/2026	637428	KHQ - SPOKANE	2575	1,500.00
04/10/2026	637429	KIRK'S AUTOMOTIVE INC	1007	962.50
04/10/2026	637430	LEVEL 3 FINANCING, INC	3047	1,666.88
04/10/2026	637431	LOOMIS ARMORED US LLC	1408	1,212.40
04/10/2026	637432	LOWE'S COMPANIES, INC	2913	38.75
04/10/2026	637433	LUMINATOR TECHNOLOGY GROUP INC	1009	2,483.12
04/10/2026	637434	M & L SUPPLY CO INC	1413	1,433.69
04/10/2026	637435	MAINTENANCE SOLUTIONS	1418	650.24
04/10/2026	637436	MCGUIRE BEARING COMPANY	1010	87.50
04/10/2026	637437	MODERN ELECTRIC WATER CO INC	1439	1,990.86
04/10/2026	637438	MOHAWK MANUFACTURING & SUPPLY CO	1011	257.36
04/10/2026	637439	MOTION AUTO SUPPLY INC	1012	316.86
04/10/2026	637440	MUNCIE RECLAMATION AND SUPPLY CO	1013	321.10
04/10/2026	637441	BLACK REALTY MANAGEMENT INC	1658	12,542.54
04/10/2026	637442	NAPA AUTO PARTS INC	1014	2,087.73
04/10/2026	637443	THE AFTERMARKET PARTS COMPANY LLC	1015	6,210.43
04/10/2026	637444	CSWW INC	1102	180.00
04/10/2026	637445	NORTHWEST LIFT & EQUIPMENT LLC	1952	7,462.24

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/10/2026	637446	OFFICE DEPOT INC	1483	306.34
04/10/2026	637447	OREILLY AUTO ENTERPRISES LLC	3011	268.68
04/10/2026	637448	SAFETY-KLEEN SYSTEMS INC	1564	759.33
04/10/2026	637449	BECKI B COACHING, LLC	2982	2,375.00
04/10/2026	637450	SCHINDLER ELEVATOR CORPORATION	1930	201.28
04/10/2026	637451	JEFFREY S SEARS	1573	600.05
04/10/2026	637452	SIX ROBBLEES INC	1017	33.94
04/10/2026	637453	COPLAN & COPLAN INC	3097	6,221.94
04/10/2026	637454	SPOKANE COUNTY TREASURER	1603	29,205.26
04/10/2026	637455	SPORTWORKS GLOBAL LLC	1617	2,090.44
04/10/2026	637456	SPRAY CENTER ELECTRONICS INC	1619	27.67
04/10/2026	637457	STONEWAY ELECTRIC SUPPLY CO	1633	174.95
04/10/2026	637458	TERMINAL SUPPLY INC	1648	512.22
04/10/2026	637459	TOLAR MANUFACTURING COMPANY INC.	2065	4,750.00
04/10/2026	637460	TRASHCANS UNLIMITED LLC	2449	4,701.13
04/10/2026	637461	ULINE INC	2401	471.19
04/10/2026	637462	UNIFIRST CORPORATION	2868	3,713.61
04/10/2026	637463	UNITED RENTALS (NORTH AMERICA) INC.	2713	28,322.36
04/10/2026	637464	CARACAL ENTERPRISES LLC	2419	21.82
04/10/2026	637465	WALTER E NELSON CO	1721	7,200.01
04/10/2026	637466	WENDLE MOTORS INCORPORATED	1021	701.52
04/10/2026	637467	WESCO GROUP LLC	2368	3,210.83
04/10/2026	637468	WEX BANK	2642	22,084.03
04/10/2026	637469	WILLIAM MILES WELCH JR	3029	17,093.65
04/10/2026	637470	WASHINGTON STATE TRANSIT ASSOC	1715	244.80
04/10/2026	637471	ZAYO GROUP LLC	2321	42,820.65
04/10/2026	637472	ZIP'S AW DIRECT	2485	370.92
04/17/2026	637473	ASH & ROWAN HARDWARE LLC	2278	118.78
04/17/2026	637474	CBS REPORTING INC	1035	755.52
04/17/2026	637475	AFSCME	1328	621.68
04/17/2026	637476	AFSCME	1328	104.00
04/17/2026	637477	AIRGAS, INC	3063	465.98
04/17/2026	637478	AK CHILD SUPPORT	3085	99.23
04/17/2026	637479	UNIVERSAL PROTECTION SERVICE LP	2338	209,689.80
04/17/2026	637480	AMAZON CAPITAL SERVICES INC	2098	683.70
04/17/2026	637481	THE ARC OF SPOKANE	2361	6,616.60
04/17/2026	637482	NORTHWEST CENTER SERVICES	2271	52,795.64
04/17/2026	637483	AMALG TRANSIT UNION #1015	1055	26,240.75
04/17/2026	637484	AMALG TRANSIT UNION #1598	1056	1,179.64
04/17/2026	637485	AMALGAMATED TRANSIT UNION	1057	227.86
04/17/2026	637486	AVISTA CORPORATION	1081	7,230.22
04/17/2026	637487	AVISTA UTILITIES	1081	1,788.26
04/17/2026	637488	BIG ASS HOLDING LLC	2591	82,962.64
04/17/2026	637489	BDI	1022	24.22
04/17/2026	637490	BUDINGER & ASSOCIATES INC	2149	17,992.20
04/17/2026	637491	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,620.90
04/17/2026	637492	COMMUNITY COLLEGES OF SPOKANE	1174	20,069.00
04/17/2026	637493	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT	2335	14,415.39
04/17/2026	637494	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
04/17/2026	637495	CITY OF CHENEY - UTILITY	1158	749.73
04/17/2026	637496	CITY OF SPOKANE	1601	2,736.25
04/17/2026	637497	COFFMAN ENGINEERS INC	1162	6,173.03
04/17/2026	637498	CUMMINS INC	1027	2,339.83
04/17/2026	637499	D-MCP CONSTRUCTION LLC	2536	500.00
04/17/2026	637500	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	964.50
04/17/2026	637501	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	172.00
04/17/2026	637502	EMPLOYEE ADVISORY COUNCIL	1236	817.50
04/17/2026	637503	EL JAY OIL CO INC	1003	2,236.06
04/17/2026	637504	ELITE ENTRY SYSTEMS LLC	2632	1,014.90
04/17/2026	637505	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOVICH P.C.	2737	12,720.00
04/17/2026	637506	FASTENAL COMPANY	1249	451.72
04/17/2026	637507	FEDEX FREIGHT	2346	601.08
04/17/2026	637508	FLEET EFORCE INC	2970	9,710.13
04/17/2026	637509	FP MAILING SOLUTIONS	1878	2,000.00
04/17/2026	637510	FEDEX	1808	208.25
04/17/2026	637511	FREIGHTLINER NORTHWEST	1018	9,253.60
04/17/2026	637512	GALLS PARENT HOLDINGS LLC	1271	2,444.02
04/17/2026	637513	GILLIG LLC	1279	21,549.43
04/17/2026	637514	GO GREEN CONCRETE	3083	34,892.77
04/17/2026	637515	W.W. GRAINGER INC	1285	151.93
04/17/2026	637516	GUARDIAN SECURITY SYSTEMS INC	2199	1,047.15
04/17/2026	637517	H & H BUSINESS SYSTEMS	1298	601.45
04/17/2026	637518	HALME CONSTRUCTION INC	2090	37,568.52
04/17/2026	637519	HDR ENGINEERING, INC.	2953	8,198.50
04/17/2026	637520	ID DEPT OF HEALTH AND WELFARE	3101	342.70
04/17/2026	637521	G-A-P SUPPLY CORP	1363	109.58
04/17/2026	637522	KATHRYN LYNN HOLMES	3069	1,005.34
04/17/2026	637523	KIRK'S AUTOMOTIVE INC	1007	328.33
04/17/2026	637524	LOOMIS ARMORED US LLC	1408	4,033.08
04/17/2026	637525	LOWE'S COMPANIES, INC	2913	387.68
04/17/2026	637526	MCGUIRE BEARING COMPANY	1010	1,550.34

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
04/17/2026	637527	MCKINSTRY ESSENTION LLC	1422	17,176.50
04/17/2026	637528	MOHAWK MANUFACTURING & SUPPLY CO	1011	222.26
04/17/2026	637529	MOTION AUTO SUPPLY INC	1012	2,608.73
04/17/2026	637530	MUNCIE RECLAMATION AND SUPPLY CO	1013	32.73
04/17/2026	637531	BLACK REALTY MANAGEMENT INC	1658	10,992.02
04/17/2026	637532	NAPA AUTO PARTS INC	1014	3,877.06
04/17/2026	637533	THE AFTERMARKET PARTS COMPANY LLC	1015	26,985.35
04/17/2026	637534	CSWW INC	1102	174.23
04/17/2026	637535	OREILLY AUTO ENTERPRISES LLC	3011	266.43
04/17/2026	637536	DEBORAH LEFFINGWELL	901	50.00
04/17/2026	637537	PROVISIONAL SERVICES INC.	2697	1,251.71
04/17/2026	637538	REHN & ASSOCIATES	2395	192.00
04/17/2026	637539	ROMAINE ELECTRIC CORPORATION	1548	137.08
04/17/2026	637540	S T A - WELL	1557	611.50
04/17/2026	637541	SCHINDLER ELEVATOR CORPORATION	1930	375.16
04/17/2026	637542	SIX ROBBLES INC	1017	1,336.58
04/17/2026	637543	PEROVICH PARTNERS INC	3050	6,016.69
04/17/2026	637544	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,204.00
04/17/2026	637545	SPOKANE COUNTY GOOD ROADS ASSOCIATION	1598	350.00
04/17/2026	637546	SPOKANE ARTS FUND	2287	1,350.00
04/17/2026	637547	STONEMAN ELECTRIC SUPPLY CO	1633	68.02
04/17/2026	637548	SUMMIT LAW GROUP PLLC	1637	14,983.89
04/17/2026	637549	THERMO KING NORTHWEST	1650	3,476.20
04/17/2026	637550	TWILIO INC	2994	1,107.83
04/17/2026	637551	UNIFIRST CORPORATION	2868	650.64
04/17/2026	637552	UTILITIES PLUS	2606	399.00
04/17/2026	637553	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,658.46
04/17/2026	637554	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	275.45
04/17/2026	637555	WASHINGTON STATE DEPT OF LABOR AND INDUSTRIES	1208	1,654.00
04/17/2026	637556	APRIL WALLACE	3046	686.40
04/17/2026	637557	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	1709	373.13
04/17/2026	637558	WASTE MANAGEMENT SPOKANE	1702	450.44
04/17/2026	637559	WHITWORTH WATER DISTRICT	1746	64.40
04/17/2026	637560	WASHINGTON STATE TRANSIT ASSOC	1715	162.90
04/17/2026	637561	CARINE L MOSSAY SNYDER	3111	1,929.43
04/24/2026	637562	ACE HARDWARE	2279	10.90
04/24/2026	637563	IRIS GROUP HOLDINGS	2462	301.12
04/24/2026	637564	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	3,760.99
04/24/2026	637565	AIRGAS, INC	3063	1,168.47
04/24/2026	637566	AMAZON CAPITAL SERVICES INC	2098	1,842.89
04/24/2026	637567	AMERICAN SEATING COMPANY	1063	87.89
04/24/2026	637568	AVISTA UTILITIES	1081	5,823.98
04/24/2026	637569	ROBERT J BERG	1099	141.68
04/24/2026	637570	THE BRAUN CORPORATION	1117	163.11
04/24/2026	637571	CLARY LONGVIEW LLC	2611	319,230.00
04/24/2026	637572	BUDINGER & ASSOCIATES INC	2149	346.32
04/24/2026	637573	LITHIA MOTORS SUPPORT SERVICES	1024	277.88
04/24/2026	637574	CANON FINANCIAL SERVICES INC	1154	2,314.53
04/24/2026	637575	CDW-GOVERNMENT	1132	34,976.24
04/24/2026	637576	QWEST CORPORATION	1148	252.61
04/24/2026	637577	CITY GLASS SPOKANE INC	2599	5,760.48
04/24/2026	637578	CITY OF SPOKANE	1601	78.12
04/24/2026	637579	COFFMAN ENGINEERS INC	1162	28,347.16
04/24/2026	637580	COLEMAN OIL COMPANY LLC.	2683	179,839.40
04/24/2026	637581	COMMERCIAL TIRE	2451	2,199.50
04/24/2026	637582	COMPUNET INC	1166	5,386.37
04/24/2026	637583	CONTRACT LAND STAFF LLC	3004	12,442.71
04/24/2026	637584	COSTAR REALTY INFORMATION INC.	2851	514.26
04/24/2026	637585	CROWN CASTLE INTERNATIONAL CORP.	2733	2,323.55
04/24/2026	637586	CUMMINS INC	1027	3,322.70
04/24/2026	637587	D-MCP CONSTRUCTION LLC	2536	55,333.74
04/24/2026	637588	DELTA DENTAL OF WASHINGTON	1726	75,433.03
04/24/2026	637589	DOW JONES & COMPANY	2698	198.56
04/24/2026	637590	DRIVENTIC LLC	3051	919.93
04/24/2026	637591	EAGLE HILL CONSULTING LLC	3103	38,000.76
04/24/2026	637592	EL JAY OIL CO INC	1003	2,649.91
04/24/2026	637593	ELITE ENTRY SYSTEMS LLC	2632	179.10
04/24/2026	637594	EMBROIDERED SPORTSWEAR INC	1232	66.62
04/24/2026	637595	EMPLOYMENT SECURITY DEPARTMENT	1237	168,425.21
04/24/2026	637596	EMPLOYMENT SECURITY DEPARTMENT	1237	79,226.78
04/24/2026	637597	FASTENAL COMPANY	1249	1,217.05
04/24/2026	637598	THE FIG TREE	2465	170.00
04/24/2026	637599	FLEET EFORCE INC	2970	2,287.28
04/24/2026	637600	FLIP GMBH	3095	10,000.00
04/24/2026	637601	FEDEX	1808	572.07
04/24/2026	637602	FREIGHTLINER NORTHWEST	1018	3,739.70
04/24/2026	637603	GALLAGHER HEALTHINVEST FSA	3084	324.00
04/24/2026	637604	GALLS PARENT HOLDINGS LLC	1271	9,602.99
04/24/2026	637605	GILLIG LLC	1279	22,210.01
04/24/2026	637606	GO GREEN CONCRETE	3083	102,600.00
04/24/2026	637607	H & H BUSINESS SYSTEMS	1298	944.69

Check Date	Check #	Payee	Reference	Amount
04/24/2026	637608	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	109,025.48
04/24/2026	637609	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	470,512.55
04/24/2026	637610	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	17,376.06
04/24/2026	637611	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	50,083.18
04/24/2026	637612	RINCON BROADCASTING GROUP, LLC	2761	2,200.00
04/24/2026	637613	KERSHAW'S INC	1374	196.08
04/24/2026	637614	KIRK'S AUTOMOTIVE INC	1007	596.00
04/24/2026	637615	KREM	2559	1,965.00
04/24/2026	637616	KSKN TELEVISION INC	2577	484.00
04/24/2026	637617	L&E PARK LLC	2391	4,477.70
04/24/2026	637618	LANDAU ASSOCIATES INC	3000	7,338.75
04/24/2026	637619	LOWE'S COMPANIES, INC	2913	140.94
04/24/2026	637620	M & L SUPPLY CO INC	1413	3.27
04/24/2026	637621	MAGALDI & MAGALDI INC	1416	5,801.23
04/24/2026	637622	MAINTENANCE SOLUTIONS	1418	3,652.67
04/24/2026	637623	MICHELIN NORTH AMERICA INC	2325	53,466.60
04/24/2026	637624	Q49 SOLUTIONS LLC	2594	100.37
04/24/2026	637625	MUNCIE RECLAMATION AND SUPPLY CO	1013	3,677.59
04/24/2026	637626	NAPA AUTO PARTS INC	1014	1,474.11
04/24/2026	637627	NATIONWIDE	2592	2,144.74
04/24/2026	637628	ARGOSY CREDIT PARTNERS HOLDINGS LP	2006	905.53
04/24/2026	637629	THE AFTERMARKET PARTS COMPANY LLC	1015	30,637.30
04/24/2026	637630	NEWARK ELEMENT14	1463	283.50
04/24/2026	637631	OFFICE DEPOT INC	1483	142.34
04/24/2026	637632	TED CARROLL	901	77.50
04/24/2026	637633	PARAMETRIX INC	2062	64,228.41
04/24/2026	637634	PENSER NORTH AMERICA, INC	1502	6,437.50
04/24/2026	637635	PREMERA BLUE CROSS	1521	497,739.18
04/24/2026	637636	ROMAINE ELECTRIC CORPORATION	1548	428.36
04/24/2026	637637	ANDREY GREBENSHCHIKOV	2671	130.00
04/24/2026	637638	JEFFREY S SEARS	1573	708.06
04/24/2026	637639	PEROVICH PARTNERS INC	3050	24,066.76
04/24/2026	637640	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	448.02
04/24/2026	637641	SPORTWORKS GLOBAL LLC	1617	970.18
04/24/2026	637642	SPRING ENVIRONMENTAL INC	3026	229.11
04/24/2026	637643	EMERALD CITY STATEWIDE FENCE RENTAL	2886	2,240.48
04/24/2026	637644	ARCUS CORPORATION	1856	1,997.21
04/24/2026	637645	TERMINAL SUPPLY INC	1648	2,165.89
04/24/2026	637646	TOOLE DESIGN GROUP LLC	1944	6,339.96
04/24/2026	637647	TOOLE DESIGN GROUP LLC	1944	6,094.06
04/24/2026	637648	TYLER BUSINESS FORMS	1788	41.97
04/24/2026	637649	UNIFIRST CORPORATION	2868	61.75
04/24/2026	637650	VERITECH INC	2049	769.00
04/24/2026	637651	WASHINGTON STATE	1704	11,005.80
04/24/2026	637652	WASHINGTON STATE	1710	53,756.82
04/24/2026	637653	WCP SOLUTIONS	1737	62.12
04/24/2026	637654	WESCO GROUP LLC	2368	692.89
04/24/2026	637655	WHITES BOOTS INC	1744	763.70
04/24/2026	637656	THE W.W. WILLIAMS COMPANY	2870	354.22
04/24/2026	637657	WASHINGTON STATE TRANSIT ASSOC	1715	1,500.13
04/30/2026	637771	ICCU, C/O BLACK REALTY MANAGEMENT, INC	3102	4,209.00
TOTAL APRIL ACCOUNTS PAYABLE				5,144,289.17
4/1/2026-4/30/2026	ACH	WORKER'S COMPENSATION	2286	159,293.83
TOTAL APRIL WORKER'S COMPENSATION DISBURSEMENTS				159,293.83
04/03/2026	731641-731660	PAYROLL AND TAXES PR 07, 2026	VARIES	2,974,030.42
04/17/2026	731661-731683	PAYROLL AND TAXES PR 08, 2026	VARIES	2,464,350.40
TOTAL APRIL PAYROLL AND TAXES				5,438,380.82
04/15/2026	ACH	WA STATE - DOR (EXCISE TAX)	1767	29,871.46
TOTAL APRIL EXCISE AND LEASEHOLD TAX DISBURSEMENT				29,871.46
TOTAL APRIL DISBURSEMENTS FROM TO1 ACCOUNTS				10,771,835.28
TOTAL APRIL DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL APRIL DISBURSEMENTS TO1 & TO5 ACCOUNTS				10,771,835.28









07D April 2026 Vouchers

Final Audit Report

2026-05-11

Created:	2026-05-11
By:	Amie Blain (ablain@spokanetransit.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0Zw3BDzA03sbuVxxQYIBexUxJznFt1YS

"07D April 2026 Vouchers" History

-  Document created by Amie Blain (ablain@spokanetransit.com)
2026-05-11 - 6:43:10 PM GMT
-  Document emailed to Tammy Johnston (tjohnston@spokanetransit.com) for signature
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Signature Date: 2026-05-11 - 6:48:20 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_TYPE
-  Document emailed to Robert Hamud (rhamud@spokanetransit.com) for signature
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-  Document e-signed by Robert Hamud (rhamud@spokanetransit.com)
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1230 W. Boone Avenue, Spokane, WA 99201
 (509) 328-RIDE | www.spokanetransit.com

Board Action-Consent Agenda
Meeting Date: May 21, 2026
Agenda Item: 7E

Presented To: Board of Directors
Referral Committee: n/a
Title: PUBLIC WORKS PROJECTS UNDER \$35,000: FINAL ACCEPTANCE
Submitted by: Jordan Hayes-Horton, Director of Procurement

Purpose: For decision.
Recommendation: Approve, by motion, acceptance of the contracts below as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

Attachments and/or Online Links: n/a

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.

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20260150	Plaza Sprinkler Troubleshoot & Repair	Patriot Fire Protection, Inc.	\$1,518.67	2/3/2026
20260283	Plaza Riverside Skywalk Window Cleaning	Northwest Center Services	\$844.68	2/4/2026
20260151	Plaza Plumbing Repair	Bulldog Rooter, Inc.	\$940.44	4/22/2026
20252763	Fixed Route Supervisor Room Lockers	Leslie Enterprises, Inc.	\$18,547.00	5/4/2026

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.



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Board Action-Consent Agenda
Meeting Date: May 21, 2026
Agenda Item: 7F

Presented To: Board of Directors

Referral Committee: Performance Monitoring & External Relations Committee

Title: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN – APPROVAL OF 2026 UPDATE (RESOLUTION 857-26)

Submitted by: Nancy Williams, Chief Human Resources Officer

Purpose: For decision.

Recommendation: Approve, by Resolution 857-26, the STA Public Transportation Agency Safety Plan as presented.

Attachments and/or Online Links: RESOLUTION 857-26

SUMMARY: The Public Transportation Agency Safety Plan (PTASP) is a regulatory requirement under the Federal Transit Administration (FTA), aimed at ensuring public transportation agencies establish comprehensive safety programs. Through the PTASP, FTA requires transit agencies to implement a Safety Management System (SMS) that provides a structured approach to identifying hazards, managing safety risks, monitoring safety performance, and promoting a strong safety culture throughout the organization.

Spokane Transit Authority’s Agency Safety Plan (ASP) outlines the policies, processes, and responsibilities that support STA’s Safety Management System. The ASP establishes safety performance targets, defines processes for safety risk management and safety assurance, promotes employee safety reporting and safety communication, and provides accountability for safety oversight. The plan serves as the framework STA uses to proactively identify hazards, reduce safety risks, and monitor safety performance across operations.

Federal regulations require transit agencies to review their Agency Safety Plan annually and obtain approval for any updates from the agency’s governing board. The updated plan was previously endorsed by STA’s internal Safety Committee on March 10, 2026.

This fourth formal version of STA’s ASP reflects STA’s annual review and includes the following updates:

- Updated position titles throughout the document
- Updated safety performance metrics and targets
- Added telematics program to the ASP within the Safety Risk Management and Safety Assurance sections
- Updated the Safety Audit Checklist

These updates support STA's continued commitment to maintaining a strong safety culture and ensuring compliance with federal safety program requirements.

RESOLUTION NO. 857-26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPOKANE TRANSIT AUTHORITY
ADOPTING AN UPDATED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the Spokane Transit Authority (STA) is a recipient of federal financial assistance administered by the Federal Transit Administration (FTA) under 49 U.S.C. chapter 53; and,

WHEREAS, 49 U.S.C. 5329(d) and FTA regulations at 49 CFR Part 673 require STA to develop, implement, and maintain a Public Transportation Agency Safety Plan (PTASP) based on the principles of Safety Management Systems (SMS); and,

WHEREAS, STA has previously adopted a Public Transportation Agency Safety Plan by motion of the STA Board of Directors, and STA staff have prepared an updated Public Transportation Agency Safety Plan to reflect current operations, SMS practices, and applicable federal requirements; and,

WHEREAS, the Spokane Transit Authority (STA) has established and maintains a Safety Committee in accordance with the requirements of 49 U.S.C. 5329 and 49 CFR Part 673, with responsibility for participating in the development, review, and update of the Public Transportation Agency Safety Plan; and,

WHEREAS, the STA Safety Committee has reviewed the updated Public Transportation Agency Safety Plan and on March 10, 2026, endorsed its adoption by the STA Board of Directors ; and,

WHEREAS, the Public Transportation Agency Safety Plan must be approved by the STA Board of Directors and is to be reviewed and updated as required by federal regulation, with records maintained and made available upon request.

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

Section 1. The STA Board of Directors hereby adopts the updated Public Transportation Agency Safety Plan (PTASP) as prepared by staff, a copy of which is attached hereto, marked Exhibit A, and incorporated herein by reference.

Section 2. The Chief Executive Officer is authorized and directed to implement and maintain the PTASP in accordance with 49 U.S.C. 5329(d) and 49 CFR Part 673, including making administrative updates that do not materially change policy, and to execute any certifications or related documents required for compliance.

Section 3. This resolution shall take effect and be in force immediately upon passage, and the PTASP shall be reviewed and updated as required by applicable federal regulation and guidance.

Section 4. All prior resolutions inconsistent herewith are repealed; and any prior Board action (including motions and/or resolutions) adopting an STA Public Transportation Agency Safety Plan is superseded to the extent inconsistent with this Resolution and Exhibit A.

ADOPTED by STA at a regular meeting thereof held on the 21st day of May 2026.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

	Spokane Transit Agency Safety Plan	Implementation Date:	12/17/2020
		Last Updated:	03/2026

Introduction

This document is Spokane Transit Authority’s Public Transportation Agency Safety Plan (ASP). This ASP provides a high-level overview of the Spokane Transit Authority (STA) Safety Management System (SMS) and processes, developed in accordance with 49 CFR 673. This document is to be used by staff, informing them of documented processes and procedures, a reference to functional safety protocols, and overall, as a safety resource.

This plan establishes accountability and responsibility at the top levels of the organization, evidenced by Board of Directors approval and Chief Executive Officer (CEO) commitment to the Safety Management Policy statement, which includes commitment to necessary resources to sustain and improve the STA safety culture. This document serves as the framework for the STA SMS and maps all processes and procedures that support it.

This plan acts like the hub of a wheel, linking subsidiary plans, manuals, and other safety documentation as spokes to the overall processes and components of SMS to create feedback and continuity into the system.



Background

STA is the public transport authority of Spokane County, Washington, serving Spokane, Spokane Valley, Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, and unincorporated areas of Spokane County. It began operating in 1981 after acquiring the assets of the city-operated Spokane Transit System. In 2021, STA had a ridership of 5,554,200 or about 21,300 per weekday.

Board of Directors

STA is governed by a Board of Directors composed of up to nine elected officials (and one non-voting STA labor representative) chosen from the jurisdictions served by the Public Transportation Benefit Area, which includes the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, Spokane Valley, and some unincorporated portions of the county surrounding those municipalities.

The Board provides the policy and legislative direction for STA and its administrators and approves its actions, budgets, and long-term plans. It also has the authority to levy taxes as authorized by state law (with voter approval). The Board meets on the third Thursday of the month at the STA Boardroom located at 1230 W. Boone Avenue in Spokane, Washington.

Delegation of Authority and Accountability in SMS

The Board of Directors has delegated the authority and accountability for day-to-day operation and safety of STA to the CEO. The CEO has designated the Chief Safety Officer (CSO) as the SMS Manager and delegated the CSO authority for the day-to-day Agency oversight of safety for all operating systems. The CSO is a direct report to the CEO and the CSO is responsible for the implementation and operation of the Agency’s SMS. This ASP will be approved for implementation under STA authority and accepted by the CEO, the Board of Directors, and the STA Employee Safety Committee.

Transit Agency Information

Transit Agency Name	Spokane Transit Authority		
Transit Agency Address	1230 W Boone Avenue, Spokane, Washington 99201		
Name and Title of Accountable Executive	Karl Otterstrom Chief Executive Officer		
Name of Chief Safety Officer or SMS Executive	Stephanie Crawford Chief Safety Officer		
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit	List All FTA Funding Types	5307, 5310, 5339
Mode(s) of Service Provided by the Transit Agency (directly operated or contracted service)	Fixed Route - (directly operated) Paratransit – (directly operated) Paratransit – (contracted service)		
Does the agency provide transit services on behalf of another transit agency or entity?	No		

Safety Plan

This section incorporates STA’s conformance with 49 CFR 673 including establishing safety performance targets, review and update of this document, emergency management protocols, and coordination with planning stakeholders.

Plan Development, Approval, and Updates

As required by 49 CFR Part 673, STA’s ASP, which describes our agency’s commitment to continuously monitoring, measuring, and improving safety performance, has been approved by the Board of Directors and endorsed by the Chief Executive Officer.

Name of Entity That Drafted This Plan	Spokane Transit Authority Chief Safety Officer	
Signature by the Accountable Executive(s)	Signature of Accountable Executive(s)	Date of Signature

Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	STA Employee Safety Committee	March 10, 2026
	STA Board of Directors	
	Relevant Documentation (title and location)	
	Annual PTASP Approval Board Agenda Item/Minutes	
	Employee Safety Committee Meeting Minutes	

Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Karl Otterstrom, Chief Executive Officer	
	Relevant Documentation (title and location)	
	Annual Certifications and Assurances	

Annual Review and Update

STA's Accountable Executive holds STA management and committees accountable for compliance with the processes and procedures detailed in the Agency Safety Plan (ASP) to ensure adequate safety performance and fulfill requirements of the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673). STA's Chief Safety Officer will coordinate the annual review of the ASP, beginning with a notification to the Employee Safety Committee and Operations Management. These departments will review ASP sections applicable to their function to ensure that the ASP aligns with their processes with input from front line supervisors and leads, making recommendations and updates to the CSO. The Chief Safety Officer will incorporate departmental comments in the ASP and then conduct a final review and update with the Employee Safety Committee no later than December 31 of each year. Recommended changes and updates will then be delivered to the CEO and Board of Directors for final approval. Other plan review triggers include:

- Required updates or additions to the ASP by the FTA
- Mitigating a safety deficiency identified through the SMS
- Significant changes in service delivery
- Introduction of a new process that may impact safety, or
- Significant changes in STA's organizational structure

Version Number and Updates <i>Record the complete history of successive versions of this plan.</i>			
Version #	Section/Pages Affected	Reason for Change	Date Issued
Version 1	All	Establish Plan	December 2020
Version 2	All	Infrastructure Plan Update	December 31, 2022
Version 3	All	FTA PTASP Updates 2024	December 2024
Version 4	13-17, 20, 23-27, 30, 42-47		

Safety Management Policy

Safety Management Policy Statement

STA recognizes that safety is a core value of our agency and of our business service. The management team is committed to developing, implementing, maintaining, and constantly improving processes to ensure all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of STA management, employees and contracted service providers are accountable for the delivery of this high level of safety performance, with the final responsibility resting with the CEO as the Accountable Executive.

- **Executive Commitment to Safety**
 Executive Management will lead the development of an organizational culture that promotes safe operations and provides appropriate resources to support this core function through fostering and ensuring safe practices, improving safety when needed and effective employee safety reporting and communication. STA will hold executives, managers, and employees accountable for safety performance.
- **Communications and Training**
 Employee engagement is crucial to a functioning SMS. Communication systems will be put in place to enable greater awareness of STA safety objectives and safety performance targets as well as to provide on-going safety communications up, down, and across the organization. All levels of management must proactively engage employees and work to keep the lines of safety communications open and honest. All employees will be made aware of the importance of STA’s SMS and trained in safety reporting procedures.
- **Responsibility and Accountability**
 All levels of management will be responsible for delivering safe and quality transit services that represent STA’s performance of its SMS. Managers will take an active role in the Safety Risk Management process and ensure the Safety Assurance functions are supported. Managers are responsible for ensuring Safety Risk Management is being performed in their operational areas of control to assure the safety risk associated with the safety hazards is assessed and mitigated. Safety performance will be an important part of performance evaluations for STA managers and employees. All employees and contracted service providers will support safety management by ensuring that hazards are identified and reported.

- **Employee Reporting**
Executive management will establish a safety reporting program as a viable tool for employees to voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the SMS. No action will be taken against any employee who communicates a safety condition through the STA safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct, or negligence, or a deliberate or willful disregard of STA rules, policies, procedures, or practices.
- **Performance Monitoring & Review**
STA will establish realistic measures of safety performance and establish safety performance targets with attention to results to ensure continual improvement in safety performance. Managers will verify that the safety risk mitigations put in place are appropriate and effective.
- **Review and Evaluation**
STA will measure SMS performance by analyzing key safety performance indicators, reviewing audits, investigations, and corrective action reports that support the SMS. These activities will become the basis for revising or developing safety objectives, safety performance targets, and plans with the goal of continuous safety improvement.

Purpose and Applicability

The purpose of this plan is to provide a structured safety management approach that effectively controls operational risks and continually improves the agency's performance:

- Document a commitment from management, employees and contracted service providers to achieve safety performance goals.
- Identify safety management roles and responsibilities that outline ownership at every level.
- Establish safety goals and objectives while ensuring the Agency is following federal recommendations and industry safety practices.
- Address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.
- Through the Risk Reduction Program carried out by the Employee Safety Committee, set safety performance targets and Safety Performance Measures (SPM) to help ensure the Agency achieves its safety objectives.
- Provide a framework and guidance to implement, evaluate and continuously improve safety policies, the safety risk management process, and achieve related goals and objectives.
- Establish safety programs that document STA's commitment to Safety.

The Public Transportation Agency Safety Plan (PTASP) applies to all Spokane Transit operations. All directors and departments are required to ensure that facilities, equipment, supplies, practices, and procedures meet or exceed federal, state, and local requirements as well as Spokane Transit Authority SMS. Individual departments are responsible for documenting specific procedures tailored to their work tasks as needed.

Safety Goals

- Goal 1: SMS to Reduce Injuries and Occurrences
 - STA will use the SMS framework to identify safety hazards, mitigate risk and reduce injuries and occurrences resulting from transit operations.

- Goal 2: SMS to Foster a Robust Safety Culture
 - STA will foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.
- Goal 3: SMS to Ensure Safe and Efficient Systems and Equipment
 - STA will provide safe and efficient transit operations by ensuring all vehicles, equipment and facilities are regularly inspected, maintained, and serviced as required.

SMS Concept of Operations

The four components of the STA SMS are:

- Safety Policy – The Safety Policy establishes a clear commitment to continually improve safety. The Safety Policy defines the methods, processes, and organizational responsibilities needed to meet stated safety goals.
- Safety Risk Management – Safety Risk Management is the process for identifying hazards and analyzing, assessing, and mitigating risk.
- Safety Assurance – Safety Assurance is the process of evaluating and measuring the continued effectiveness of risk mitigation efforts and supports the identification of new hazards.
- Safety Promotion – Safety Promotion includes training, communications, and other actions taken to create a positive safety culture within the organization.

Safety Management Policy Communication

The Safety Management Policy is communicated to employees and contracted service providers upon hire during new employee orientation, in Employee/Operator handbooks, through agency Safety Notices, in Safety Committee Meeting Minutes, and on Safety Bulletin Board Postings.

Authorities, Accountabilities, and Responsibilities

Employee safety is a critical component of our organization's safety program. In Washington state, employee safety is regulated by the Department of Labor and Industry's Department of Safety and Health (DOSH), which requires:

- A workplace free of recognized hazards
- A written Accident Prevention Program
- Initial and Recurring Training
- An Employee Safety Committee
- Safety Bulletin Boards
- Other requirements as specified in chapter 296 of the Washington Administrative Code

The CEO, as the accountable executive, has the ultimate responsibility for safe and secure operations at STA and contract service operations. Each employee is required to carry out specific system safety responsibilities depending on their position in compliance with the ASP. The following is a list of the responsibilities of each job description at STA and reflects the agency's commitment to safety.

<p>Accountable Executive – Chief Executive Officer</p>	<ul style="list-style-type: none"> • Acts as the Agency’s safety advocate. • Controls and directs human and capital resources needed to develop and maintain the Agency Safety Plan (ASP) and Transit Asset Management Plan (TAM.) • Has final authority over agency operations and carrying out the ASP and TAM Plans. • Collaborate with the Chief Operations Officer and the Safety Department to establish the Agency’s safety objectives and safety targets. • Directs responsibility for the conduct of the Agency’s affairs. Ensures SMS is effectively implemented, and action is taken as necessary to address substandard performance. • Implements safety risk mitigations for the safety risk reduction program. • Receives and considers safety risk mitigations recommended by the Employee Safety Committee
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<p>Chief Safety Officer – Director of Safety</p>	<p>The Director of Safety has oversight, authority, and responsibility for the day-to-day implementation and operations of the Agency’s Safety Management System (SMS), reports directly to the CEO, and is adequately trained. The safety of operations rests with the relevant agency managers. The Director of Safety’s role is to assist those managers with safe operations. The duties of the Director of Safety include taking the lead in:</p> <ul style="list-style-type: none"> • Developing and maintaining safety policies, plans, procedures, and a proactive SMS Plan. • Providing advice for developing realistic and data-driven safety performance indicators and safety performance targets. • Verifying compliance with the SMS Plan and the Accident Prevention Plan with relevant legislation, guidelines, and standards. • Providing advice, interpretation, and recommendations over technical matters such as safety design and systems in new bus/van purchases, facility renovations, and other areas (e.g., standards for safe working, job hazard analyses, and the development of standard operating procedures and handbooks). • Coordinating closely with Security on plans, procedures, and programs related to bus operator safety activities that involve passenger injuries or incidents (e.g., disruptive behavior), pedestrian incidents or incidents with other road users (e.g., collisions), preventing and mitigating worker assaults, emergency response and security procedures for the different modes of transportation. • Developing safety training, competency and awareness programs, and providing advice, input, and final review in developing training activities. • Tailoring safety management plans for the conduct of operations based upon risk. • Allocation of safety resources based on work, associated hazards, and importance of facilities/activities. • Providing training and education plans and programs that maintain competency in safety critical areas. • Measure and report program effectiveness in a form that is useful and relevant to the agency. • Ensure a joint labor-management Employee Safety Committee is established.
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<p>Agency Leadership and Executive Management – Chiefs & Managers</p>	<ul style="list-style-type: none"> • All directors and managers are responsible for ensuring that enough resources are available to achieve a safe workplace and stated outcomes of the SMS Plan. • Ensure that enough employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safe operations. • Review direct report performance each year to make sure they are carrying out their responsibilities as described in this program. • Ensure that incidents are fully investigated, and corrective action taken to prevent hazardous conditions or behaviors from re-occurring. • Set a good example by following established safety rules and attending required training. • Report unsafe practices or conditions to the supervisor of the area where the hazard was observed. • Chief Operations Officer is responsible for: <ul style="list-style-type: none"> ○ The overall safety of employees in Fixed Route, Paratransit, Vehicle Maintenance and Facilities. ○ Maintenance and condition of all facilities, vehicles, and equipment. ○ Establishing, maintaining, and reporting SPM. ○ Transit Asset Management plan. • Senior Fixed Route Transportation Manager is responsible for: <ul style="list-style-type: none"> ○ The overall safety of employees in the department. ○ Coach Operator performance. ○ Maintaining and reporting SPM. • Senior Paratransit & Transportation Manager is responsible for: <ul style="list-style-type: none"> ○ The overall safety of employees in the department. ○ Van Operator performance. ○ Maintaining and reporting SPM. • Senior Vehicle Maintenance Manager is responsible for: <ul style="list-style-type: none"> ○ The overall safety of employees in the department. ○ Vehicle Maintenance employee performance. ○ Vehicle preventative and general maintenance and condition through the Transit Asset Management Plan (TAM). ○ Maintaining and reporting SPM. • Senior Facilities Maintenance Manager is responsible for: <ul style="list-style-type: none"> ○ The overall safety of employees in the department. ○ Facility Laborer employee performance. ○ Facility preventive and general maintenance and condition through the Transit Asset Management Plan (TAM). ○ Maintaining and reporting SPM.
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<p>Key Staff – Supervisors and Leads</p>	<ul style="list-style-type: none"> • Ensure that each employee supervised has received an initial orientation before beginning work. • Ensure that each employee supervised is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project. • Ensure that each employee receives the required personal protective equipment (PPE) before starting work on a project or work task requiring PPE. • Complete a daily walk-around safety check of the work area. Promptly correct any hazards found. • Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. And document employee evaluations. • Set a good example for employees by following safety rules and attending required training. • Investigate all incidents in your area and report findings to management and the CSO. • Talk with management about changes to workplace practices/rules or equipment that will improve employee safety.
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<p>Key Staff – Employee Safety Committee</p>	<p>STA established an Employee Safety Committee to support and oversee the SMS. This committee promotes interagency coordination and frontline transit worker cooperation.</p> <p>The committee meets monthly and has the following responsibilities:</p> <ul style="list-style-type: none"> • Oversees Safety Risk Reduction Program • Sets performance targets for Safety Risk Reduction Program • Reviews the timely collection of information related to hazards, potential consequences, and safety events; • Reviews reported hazards and supports the analysis of hazards; • Investigates, analyzes, and identifies causal factors for safety events; • Monitors and analyzes trends in hazards and safety events; • Identifies and recommends risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency’s safety risk assessment process; • Identifies mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended • Identifies safety deficiencies for purposes of continuous improvement • Monitors industry data and reports from FTA and oversight authorities, industry associations, and manufacturers and other vendors • Reviews and approves the Agency Safety Plan annually; <p>Safety Committee Memberships include:</p> <ul style="list-style-type: none"> • Chairperson • Record Keeper • Employee Selected Member - Paratransit Operator • Employee Selected Members - Fixed Route Operators (2) • Employee Selected Member - Journeyman Vehicle Technician • Employer Selected Member – Manager of Human Resources • Employer Selected Member – Fixed Route Operations Technical Specialist • Employer Selected Member - Fixed Route Technical Projects Specialist • Employer Selected Member - Paratransit Supervisor • Advisor – Director of Fixed Route Transportation • Advisor – Chief Operations Officer • Advisor – Chief of Human Resources • Advisor – Plaza Transit Center Operations Manager • Advisor – Director of Security • Advisor – Associate Transit Planner • Advisor – Training Instructor
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<p>Key Staff – All Spokane Transit Employees</p>	<ul style="list-style-type: none"> • Follow safety rules and safe practices described in the accident prevention program, safety standards and training you receive. • Promptly report unsafe conditions or actions to your supervisor, Safety Committee Representative, or the Safety Officer using the Safety Hazard Report Form. • Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely. • Report all injuries to your supervisor promptly regardless of how serious. • Report all near-miss incidents to your supervisor promptly. • Always use personal protective equipment (PPE) when required, and make sure it is in good working condition prior to use. • Do not remove or disengage any safety device or safeguard provided for employee protection. • Encourage co-workers with your words and example by using safe work practices on the job. • Safeguard and look out for co-workers. • Make suggestions to your supervisor, Safety Committee Representative, or management about changes you believe will improve employee safety and or eliminate hazards.
<p>Contracted Service Providers</p>	<p>For contracted service providers working at Spokane Transit, all safety requirements apply to every member of the contractor’s workforce to protect the safety of the contracted service providers, transit employees, public, and property.</p> <ul style="list-style-type: none"> • Contracted service providers must abide by all applicable local, state, and federal safety regulations. • Contracted service providers must perform their work in a safe manner and not expose themselves, Spokane Transit employees, or the public to risk of harm.

Public Safety and Emergency Management Interaction

Operations leads in coordinating the Agency’s response to emergencies and will activate STA’s Emergency Operations Center (EOC) when indicated. This department will provide short- and long-term support coordination to aid local/regional in emergency response to federal, state, and local agencies and/or the restoration of public transit services during emergency and disaster events. During emergencies, this department helps with:

- Temporary shelter
- Emergency evacuation assistance
- Detours
- STA Emergency Operations Center Activation

Paratransit provides special needs support and transportation as coordinated through STA’s EOC during declared emergencies.

Security takes the lead in public safety and security response. This department is responsible for developing, implementing, and updating security emergency response procedures, including, but not limited to:

- Active shooters

- Bomb threats
- Physical security

STA is responsible for providing security at all transit facilities including transit centers and park and rides. The Agency's security plan is covered under the Security & Emergency Preparedness Plan (SEPP). Security Awareness training is provided for employees during new employee orientation.

De-escalation training is provided for all incoming coach operators and security personnel, as well as recurring training for current coach operators, security personnel, and other employees that have interactions with the public.

Crime Prevention through Environmental Design (CPTED) is an important concept used with the Security Program and at all STA facilities. The process is also used during review of new projects.

STA enforces the Rules of Conduct throughout the service area and excludes service to customers who exhibit prohibited behavior using a progressive discipline approach.

Spokane Transit contracts with the Spokane Police Department through an interlocal agreement to provide support at our main transit station in the downtown area.

The Safety department serves as STA's Emergency Management Liaison and works closely with the Spokane County Department of Emergency Management and the Local Emergency Planning Committee to provide a coordinated transportation response to local and regional emergencies and disasters.

Interface with Internal and External Documents

STA and its contracted service providers will maintain documentation related to the implementation of its SMS, the programs, policies, and procedures used to carry out this ASP, and the results from its SMS processes and activities for three (3) years after creation. This documentation will be available to the FTA or other federal, state, or local oversight entity upon request.

The following STA documents are in conjunction with STA's ASP to meet our safety goals and objectives, and are available upon request:

- Accident Prevention Plan
- Transit Asset Management Plan (TAM)
- Spokane County Comprehensive Emergency Management Plan (CEMP)
- Extreme Weather Emergency Management Plan
- System Security and Emergency Preparedness Plan (SEPP)
- Emergency Operations Plan
- Collective Bargaining Agreements
- Operators Handbook
- Job Descriptions
- Drug and Alcohol Abuse Policy and Program
- Safety Data Sheets

Safety Risk Management

Safety Hazard Identification and Analysis

As the first two steps in the Safety Risk Assessment process, hazard identification and analysis are tools the Agency uses to identify and address hazards and potential consequences of hazards before they escalate into incidents or accidents. Major sources of information regarding hazards are obtained through new project planning and employee reporting. STA's risk management process applies to

existing operations and maintenance procedures, service delivery changes, and new services (vehicle, equipment, capital projects).

Telematics is an additional source of hazard identification data. Driving behaviors such as frequent hard-braking events, repeated speeding alerts, or sudden maneuvers are reviewed to determine whether they represent meaningful operational hazards. These indicators help STA identify performance-related risks.

Operator Training

Telematics-based coaching is incorporated into ongoing operator development. Supervisors and Training Instructors use telematics reports to:

- Reinforce consistent, smooth driving habits
- Address emerging trends or repeated behaviors that increase operational risk
- Personalize coaching sessions
- Provide operators with supportive feedback for continuous improvement

This coaching approach is focused on helping operators build skills that enhance safety, comfort, and operational efficiency.

The Safety Risk Assessment process includes:

- Collecting information on the identified hazard – reviewing event reports, interviewing employees and subject matter experts, and work area walk-throughs.
- Assessing severity of the hazard – identifying the worst feasible consequence affecting people, systems, equipment, and the environment as a consequence of the hazard. STA's matrix cites five levels:
 1. Catastrophic
 2. Critical
 3. Major
 4. Minor
 5. Negligible
- Assessing Likelihood – assigning a frequency to how often the worst feasible consequence will occur with and without existing mitigation countermeasures in place.
 - A. Repetitive
 - B. Frequent
 - C. Occasional
 - D. Remote
 - E. Improbable
 - F. Extremely Improbable
- Determine Overall Risk – assigning the Risk/Criticality Index from the matrix using the severity and likelihood. The resulting alphanumeric rating helps prioritize risk and rates the tolerability of the risks.
 - Minimal – acceptable, operation permitted.
 - Low – acceptable, operation permitted.
 - Medium – acceptable with mitigation. Requires management review and on-going monitoring of mitigation to determine if it is ineffective, inappropriate, or not implemented as intended.

- High – unacceptable, operation permitted with execution of a high priority, systematic mitigation strategy only. Immediate notification to CEO, Division Chief, Manager, and Director of Safety.
- Extreme – unacceptable and management approval required. STA will suspend service or activities with an extreme-risk index until mitigated to an acceptable level. Immediate notification to CEO, Division Chief, Manager, and Director of Safety.
- Documenting Results – STA will record the risk/hazard in a Risk Assessment to track it and identify the risk/hazard status.
 - A sample of the Risk Assessment is in Appendix C
 - Risk Assessments are created and maintained by Project Managers and/or the Safety Committee.

The Safety Department or assigned Subject Matter Expert (SME) will review identified hazard documentation and determine the potential impact on STA operations and/or the health and safety of employees.

At STA hazards are identified through the following:

- Employee safety reporting (Hazard Report Form), see Appendix A.
- Customer service reporting
- Observations by operations
- Safety audits
- Event/incident reports and investigations
- Incident, injury, and accident history
- Items/Hazard identified through the Risk Reduction Program carried out by the Employee Safety Committee
- Managements Open Door policy
- Data trending reported made available through insurance carriers (e.g., WSTIP)
- Data and information provided by an oversight authority, including but not limited to the FTA, Washington State, or the State Safety Oversight Agency.
- Data and information regarding exposure to infectious disease provided by the CDC or other State health authority

When hazards are identified, they are addressed by:

- Immediate resolution/mitigation
- Reporting to a higher level within the organization (if it cannot be corrected by the person identifying the hazard)
- Reporting the hazard to the safety committee for recording and resolution/mitigation

Employee Safety Reporting Program

At Spokane Transit our objective is to cultivate and foster a proactive safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of Agency leaders. We recognize that our employees are most familiar with the details of their respective jobs and work environments, which makes their input crucial to maintaining safety in the workplace. Therefore, when witnessing an unsafe act or noticing an unsafe condition or near miss, employees must promptly report the unsafe act or condition to their direct lead, supervisor, manager, the Safety Department, and/or a Safety Committee Representative, and should receive a clear answer with a corrective plan in person or through the Safety Committee Meeting Minutes.

Physical assaults against transit workers will be reported to the employee's direct lead, supervisor, or manager, and security. After the event has occurred and the employee has received medical treatment,

if necessary, the employee will complete the Operator's Report. This report, along with the Supervisor's Report, Security Report, video if available, and other information will be reviewed at the Quarterly Assault Review. Quarterly summaries of the assault reviews will be presented to the Employee Safety Committee as part of the Risk Reduction Program.

Operators can request a Security Ride Along if they identify a specific route or time that having a Transit Officer on the coach would deter undesirable behavior. To arrange this, they can use a QR code or notify their supervisor to have a Transit Officer accompany them on the route.

No person will be penalized or retaliated against for bringing safety issues to the attention of management. This statement does not apply to information received from a source other than the employee or which involves an illegal act, or a deliberate or willful disregard of policy, rules, warning/notice signs and posters, procedures, or practices stated in employee handbooks.

There are several ways employees can report safety concerns and hazards to management:

- Report directly to their leads, supervisors, managers, or chiefs
- Report directly to the Safety Department
- Report through Safety Committee Representative
- Report through STA Customer Service Tel. # (509) 328-RIDE
- Email the Director of Safety (scrawford@spokanetransit.com)
- Complete a Hazard Report Form and give it to Supervisor, Safety Committee Representative, or member of the Safety Department.

All safety hazards/concerns will be channeled to the Safety Committee and assigned a tracking number and the status reported monthly on the Hazard Report Log until mitigated or resolved.

Customer Service Reporting

Customers are also our partners in safety. We encourage our customers and the public to bring their safety concerns to our attention, whether through our bus/van operators or our Customer Service group. Customer Service's contact information is published on our vehicles and on our website. Customers can contact STA with their safety questions or concerns using:

- Telephone – (509) 328-RIDE
- Email – STA Questions at <https://www.spokanetransit.com/feedback/sta-questions-comments>

Observations by Operations

STA has programs to help identify and monitor the safety of our system, including driving behavior and transit facility safety.

Public Reporting

All complaints, comments, and observations from the public are tracked using the automated comment module from Trapeze, Inc. Customers make reports by calling (509) 328-RIDE, going online to STA Questions & Comments, or submitting a written report.

Operator Observations

Operation Supervisors & Training Instructors are required to annually ride with each operator and evaluate/rate each Operator's driving techniques, route maintenance and customer service skills.

Safety Audits

Safety Audits are performed to:

- Identify hazards, risks, and unsafe practices by inspecting areas with a department representative.

- Proactively take corrective actions by noting findings and abatement issues. Items which can be abated immediately will be done on the spot and recorded.
- Promote a safe work environment by providing a systematic audit schedule to abate safety issues before accidents occur.
- Encourage safe work practices.
- Identify any training deficiencies needing further development.

Informal safety walkthroughs are conducted periodically, and formal walkthroughs are conducted annually with department representatives and a Safety Department member. Safety Audit form samples are in Appendix B.

The Security department conducts weekly fire suppression sprinkler control valve inspections and documents their findings. Completed inspections checklists are filed in the Safety Department.

Annual fire extinguisher inspections are conducted by an outside vendor and records are filed in the Facilities Department.

External safety audits are conducted at the request of outside regulatory organizations such as LNI, Department of Ecology, or other regulatory bodies. These audits can be planned or unplanned audits, any findings from audits will be immediately addressed and abated.

New Project Planning

Project and/or Department Managers will conduct risk reviews during the planning, construction, and implementation/delivery phases of new facilities, equipment, or service added to STA operations. Mitigation measures identified during these reviews will be communicated to affected employees through advanced training sessions or Safety and Operation Notices.

Risk Assessment

Likelihood

	Extremely Improbable, once in 10 years	Improbable, once in 2-10 years	Remote, once in less than 2 years	Occasional, 2-11 times per year	Frequent, 1-3 times per year	Repetitive, 4+ times per year
Catastrophic	4	4	5	5	5	5
Critical	3	3	4	5	5	5
Major	2	2	3	3	4	4
Minor	1	1	2	2	2	3
Negligible	1	1	1	1	1	2
No Safety Implication	0	0	0	0	0	0

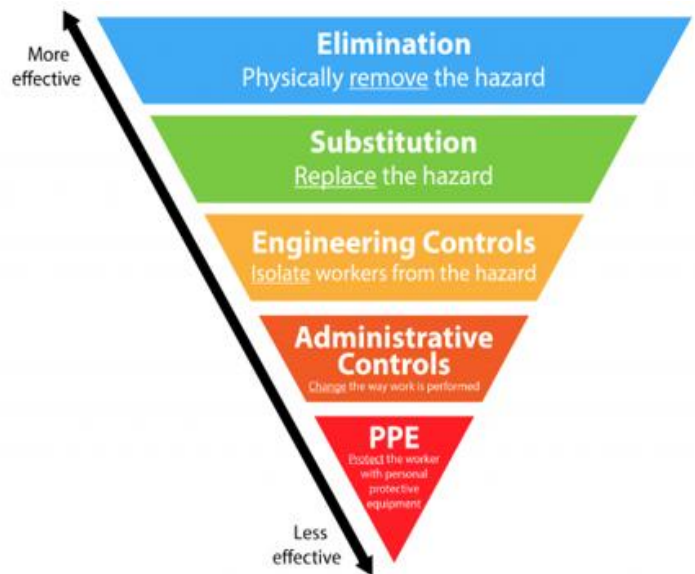
Severity

	Injury or Illness	Bus, Facility	Operational Compliance	Damage, Fine, Loss of Revenue	Agency Image	Damage to the Environment
Catastrophic	One or more fatalities	Total loss of bus or facility	Potential threat to operation	Damage, fines, or loss of revenue >1M	Permanent impact on agency system-wide	Massive environmental effect
Critical	Multiple overnight hospital admissions	Bus or facility out of service for more than 1 month	Regulatory/a gency policy and/or procedure deviation with a critical impact on safety	Damage, fines, or loss of revenue >1M - 500K	Adverse impact on agency image	Critical environmental effect
Major	Single overnight hospitalization	Bus or facility out of service for 1 month or less	Regulatory/a gency policy and/or procedure deviation with major reduction in safety margin	Damage, fines, or loss of revenue >500K - 100K	Major effect on agency image	Contained effect to the environment
Minor	Medical treatment beyond first aid	Bus able to operator, minor property damage	Regulatory/a gency policy and/or procedure deviation with minor safety implication	Damage, fines, or loss of revenue >100K - 30K	Minor effect on agency image	Minor environmental effect
Negligible	First Aid Treatment	Minor damage to bus or negligible property damage	Regulatory/a gency policy and/or procedure deviation with limited safety implication	Damage, fines loss of revenue >30K	Negligible impact on agency image	Negligible environmental effect
No Safety Implication	No Safety Implication	No safety implication	No safety implication	No safety implication	No safety implication	No safety implication

Risk Level	Risk	Operational Impact	Minimum Action	Immediate Notification	Risk Acceptance and Mitigation Responsibility
5	Extreme (unacceptable)	Stop the Operation	Mitigation to level 4 or lower prior to operation	CEO, Division Chief, Manager, Director of Safety	CEO, Division Chief, Manager, Director of Safety
4	High (unacceptable)	Operation Permitted with execution of a high priority, systematic mitigation strategy	Immediate mitigation and comprehensive mitigation not level 3 minimum required	CEO, Division Chief, Manager, Director of Safety	Division Chief, Manager, Director of Safety
3	Medium (acceptable with mitigation)	Operation permitted	Mitigation strategy required to reduce risk	Manager, Director of Safety	Manager, Director of Safety
2	Low (acceptable)	Operation permitted	Monitor, consider actions to further reduce risk	Manager who owns process	Manager over area of risk
1	Minimal (acceptable)	Operation permitted	N/A	Manager over area of risk	Manager over area of risk
0	None	Operation permitted	N/A	N/A	Manager over area of risk

Safety Risk Mitigation

If the risk is unacceptable, risk controls are developed that will either eliminate the hazard or mitigate the risk to an acceptable level. Risks/hazards will be addressed on a priority basis with a matrix rating of 5 receiving attention first down to the lowest rating of 1. Mitigation may include reducing the likelihood and/or severity of the consequences of the hazard. After risk controls are developed, management will reassess the new controls to ensure they do not produce an alternative risk. A second assessment of the new control will be conducted following the same Safety Risk Mitigation procedure. Once satisfied that residual risk has been mitigated to an acceptable level, the new process/solution will be implemented and documented.



Many different means are employed to resolve identified hazards. These include design changes, the installation of controls and warning devices, and the implementation of special procedures. The steps for resolving hazards are as follows:

- **Design for Minimum Risk** – From the initial design, eliminate hazards through design selection or alteration.
- **Safety Devices** – Hazards that cannot be eliminated or controlled through design selection shall be controlled using fixed, automatic, or other protective safety design features or devices. The agency will perform periodic checks of safety devices.
- **Warning Devices** – When neither design nor safety devices can effectively eliminate or control an identified hazard, devices may be used to detect and generate an adequate warning signal to correct the hazard or evacuate employees. Warning signals shall be designed to minimize the likelihood of employees responding incorrectly to signals and shall be standardized within similar systems.
- **Procedures and Instruction** – Where it is impossible to eliminate or adequately control a hazard through design selection, engineering or use of safety and warning devices, the agency will use procedures and training to control the hazard. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized as specified by management. Safety-critical tasks and activities may require employees to be certified.
- **FTA or Other Oversight Authority** – Guidance provided by an oversight authority such as the FTA or the CDC will be considered when applicable as a source for safety risk mitigation.
- **Other mitigation methods** include:
 - Initial Training
 - Advanced Training
 - Remedial Training
 - Preventative Maintenance Program
 - Safety Notices
 - Operating Notices
 - Maintenance Campaigns
 - Employee Safety Committee suggestions or recommendations

When to use Safety Risk Mitigation:

- **Daily Operational Systems Assessment** – Methods that provide real-time feedback of safety compliance, adherence to established safety norms or identified job hazards.
- **Design** – Steps taken to ensure safety requirements are considered in the planning, operation and disposal of all items including shops, facilities, equipment, vehicles, planned service stops and routes.
- **Purchasing Goods** – Steps taken to ensure purchased items and equipment are safe to use.
- **Purchasing Services** – Steps taken to ensure that purchased services are performed in a safe manner.

The Accountable Executive will be informed of safety risk mitigation suggestions for a risk unrelated to the safety risk reduction program and will notify the committee of the decision to approve or deny the recommended mitigation.

Safety Assurance

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under Safety Risk Management and STA's ASP. The Safety, Planning, and Operations departments are responsible for monitoring and evaluating the operations system for compliance and sufficiency of the agency and contractor's operations and maintenance procedures to ensure that: 1) emerging risks are identified, 2) STA meets regulatory requirements applicable to the SMS plan, and 3) the organization meets or exceeds its safety objectives through the collection, analysis, and assessment

of data regarding the organization's performance. The Chief Operations Officer (COO) will assemble, track and report on the status of the SPM which displays the compliance and sufficiency of operations and maintenance procedures.

Compliance with and Sufficiency of Operations and Maintenance Procedures

STA's safety assurance activities that are used for monitoring the oversight, procedural, and performance compliance evaluation of operations and maintenance includes, but is not limited to:

- Safety Event Reporting and Investigation (Accident, Incidents, and Occurrences)
- Quarterly SPM Review
- Safety Audits
- Internal and External Audits
- Internal and External Findings through Observations of Operations (e.g., ride-alongs)
- Committee Reviews
- Video Monitoring
- Service Spotlight

STA's Departments of Safety, Planning and Operations are responsible for the monitoring, evaluation, and review of results from these activities which are reported to the Chief Safety Officer. Safety assurance activities are documented through defect cards, hazard report forms, accident and incident operator and supervisor forms so the agency can track the data and compare it over time. Based on these reports, the Chief Safety Officer works with the managers in each department to review and investigate findings with implications for agency-wide compliance with and sufficiency of operations and maintenance procedures, and to determine the root cause and contributing factors for any issues.

There are three subcomponents under Safety Assurance:

- Safety Performance Monitoring and Measurement
- Management of Change
- Continuous Improvement

Safety Performance Monitoring and Measurement

STA's first step in Safety Assurance is establishing Safety Objectives and Safety Performance Measures to meet the Agency's safety goals. This Agency Safety Plan includes 14 safety performance measures set forth in the National Public Transportation Safety Plan. Safety Performance Measures (SPM) are established to indicate whether the Agency is achieving its safety objectives and performance targets.

		Baseline	Safety Performance Target (SPT)	2023	2024	2025
Fixed Route Fatalities	Number	0	0	0	0	0
	Rate per 10,000 Vehicle Revenue Miles (VRM)	0	0	0	0	0

		Baseline	Safety Performance Target (SPT)	2023	2024	2025
Paratransit Fatalities	Number	0	0	0	0	0
	Rate per 10,000 VRM	0	0	0	0	0
Fixed Route Safety Events	Number	316	310	294	298	242
	Rate per 10,000 VRM			0.38	0.37	0.29
Paratransit Safety Events	Number	54	50	25	26	21
	Rate per 10,000 VRM			.18	.03	.03
Fixed Route Passenger Injury Events	Number	4	0	21	26	21
	Rate per 10,000 VRM			.03	.03	.03
Paratransit Passenger Injury Events	Number	4	0	4	6	4
	Rate per 10,000 VRM			.03	.04	.03
Fixed Route Pedestrian Collisions	Number	0	0	2	1	6
	Rate per 10,000 VRM	0	0	0	0	.01
Paratransit Pedestrian Collisions	Number	0	0	0	0	1
	Rate per 10,000 VRM	0	0	0	0	.01
Fixed Route Preventable Vehicle Collisions	Number			167	116	101
	Rate per 10,000 VRM	.06	2.0	.19	.21	.16
Paratransit Preventable Vehicle Collisions	Number			11	15	23
	Rate per 10,000 VRM	.13	0.89	.08	.11	.19
Paratransit Employee/Contracted Provider Injuries	Number		0	0	0	0
	Rate per 10,000 VRM		0	0	0	0
Employee Assaults	Number		1	33	44	28
	Rate per 10,000 VRM		0.12	.04	.05	.03

Safety Goals, Objectives, and Performance Targets

During the 2026 review of the Agency Safety Plan, STA updated the rate used for several Safety Performance Measures from ‘per 1,000,000 vehicle revenue miles’ to ‘per 10,000 vehicle revenue miles’ to better align PTASP reporting with internal operational reporting and to allow for clearer identification of performance trends.

Additionally, during the annual review process, safety event data for 2023 and 2024 was re-evaluated and updated. In some cases, incident and injury reporting occurs months or years after the event, and collision determinations may change following Accident Review Hearings. As a result, the historical

safety performance metrics in this plan reflect the most current and accurate event totals available at the time of publication.

These updates do not change the underlying safety performance monitoring process but ensure that STA’s reporting remains accurate, consistent, and aligned with operational data.

Goal 1: SMS to Reduce Casualties and Occurrences

This is completed by using a safety management systems framework to identify safety hazards, mitigate risk, and reduce casualties and occurrences resulting from transit operations to meet or exceed the acceptable level of safety performance.

Goal 2: SMS to Foster a Robust Safety Culture

Foster agency-wide support for transit safety by establishing a culture where managers are held accountable for safety and everyone in the organization takes an active role in securing transit safety. Cultivate a safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of agency leadership.

	Safety Performance Target (SPT)	2023	2024	2025
Fixed Route Advanced Training	90%	94%	0%	92%
Paratransit Advanced Training	90%	10%	95%	100%
Vehicle Maintenance Advanced Training	90%	86%	86%	86%

Goal 3: Systems and Equipment

Provide safe and reliable transit operations by ensuring that all vehicles, equipment, and facilities are regularly inspected, maintained, and serviced as needed.

	Safety Performance Target (SPT)	Baseline	2024	2025
Fixed Route Road Calls – Number of miles between road calls	6,000 miles	6,722 miles	5,899 miles	6,322 miles
Paratransit Road Calls – Number of miles between road calls	75,000 miles	67,537 miles	71,170 miles	124, 118

Facilities Preventive Maintenance	80% completed on time	90%	98%	97%
Paratransit (DO/CT) System Reliability (major + other)	75,000 miles	216	93	109
Fixed Route System Reliability (major + other)	7,500 miles	1097	1208	1368

Safety Performance Target Coordination

STA is a member of the Spokane Regional Transportation Council (STRC) and annually updates the Metropolitan Planning Organization (MPO) with our performance targets. STA will coordinate, to the maximum extent possible, with the FTA State Safety Oversight Officer and the local MPO on the selection of these targets. STA’s Accountable Executive shares our ASP, including safety performance targets, with the MPO in our service area each year after its formal adoption by the STA Board of Directors. STA’s Accountable Executive also provides a copy of our formally adopted plan to the Washington Department of Transportation.

If STA does not meet an established annual SPM, it must:

- Assess associated safety risks, using the methods outlined in this Safety Risk Management portion of the ASP.
- Mitigate associated safety risk based on the results of a Safety Risk Assessment outlined in this ASP.
- Allocate its safety set-aside in the following fiscal year to safety-related projects eligible under 49 U.S.C. 5307 that are reasonably likely to assist the transit agency in meeting the safety performance target in the future.

Under the direction of the Account Executive, STA will develop and carry out a plan to address any deficiencies identified through the safety assessment.

Risk Reduction Program – Safety Committee

The Risk Reduction Program is a framework utilized by the Employee Safety Committee to improve organizational safety performance by reducing the number and rates of safety events, injuries, and assaults on transit employees. This program utilizes components of the SMS to evaluate eight safety performance measures established by the National Public Transportation Safety Plan to reduce and mitigate safety events, vehicle and pedestrian safety events involving transit vehicles, and assaults on transit employees. The committee will set Safety Performance Targets for these eight safety performance measures for all modes of transportation within the agency. The committee will investigate and identify risk mitigations when STA does not meet one of the annual safety performance targets. These safety risk mitigation evaluations will include:

- Evaluation and reduction of visibility impairments
- Evaluation of retrofitting equipment in vehicles
- Consideration of specifications for future vehicle procurements

- Infrastructure and technology mitigations to reduce operator assaults and restrict the unwanted entry of individuals and objects into the workstations of operators.

The Employee Safety Committee will also identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Recommended mitigations will be approved by the Employee Safety Committee with an agreement of both union and non-union members. If an agreement for a mitigation cannot be reached, a neutral third party that is approved by both the organization and the union will be brought in to resolve the matter. If a recommended safety mitigation cannot be put into place, a written explanation will be provided to the Employee Safety Committee and the Board of Directors by the Account Executive, if applicable.

*The Employee Safety Committee will monitor the following SPMs and will create SPTs for these metrics after 2026.

Safety Performance Measures for the Safety Risk Reduction Program

Fixed Route	Safety Performance Target (SPT)	2024	2025	2026
Major Events		28	14	
Major Event Rate		00.28%	00.14%	
Collisions		21	12	
Collision Rate		9.21%	6.22%	
Injuries		41	38	
Injury Rate		8.68%	10.61%	
Assaults on Operators		69	35	
Rate of Assaults on Operators		19.38%	09.78%	

Paratransit	Safety Performance Target (SPT)	2024	2025	2026
Major Events		4	1	
Major Event Rate		00.04%	00.01%	
Collisions		2	1	
Collision Rate		8.70%	3.23%	
Injuries		12	4	
Injury Rate		5.25%	6.15%	
Assaults on Operators		0	1	
Rate of Assaults on Operators		00.00%	01.53%	

Telematics Safety Monitoring Program

STA is implementing a telematics system across its revenue fleet to support continuous improvement in operator performance, enhance visibility into operational trends, and strengthen STA's proactive safety oversight. The telematics system collects real-time and historical data related to vehicle operation and operator driving patterns, providing objective information to support the Safety Management System (SMS).

The telematics system collects operational data including, but not limited to:

- Vehicle speed and speeding alerts
- Harsh braking and turning
- Collision detection
- Seatbelt usage
- Following distance
- Engine diagnostic codes and mechanical health indicators
- GPS-based location, routing, and dwell time metrics

This information will be used to identify higher-risk driving behaviors and performance patterns that may benefit from coaching, as well as detect and address emerging trends. This will also enable STA to provide supportive, data-driven feedback to operators and reinforce consistent driving habits and professional best practices. This will also help inform targeted refresher, remedial, or advanced training, support the Safety Risk Management hazard identification process, evaluate the effectiveness of safety mitigations, and allow STA to monitor performance across the entire fleet as well as contracted services.

Telematics data will be reviewed by the Telematics Safety Coordinator in the Safety Department. Relevant summaries and identified trends will be reported to the Employee Safety Committee and incorporated into STA's Safety Performance Measures (SPM), organizational risk reduction initiatives, and continuous improvement efforts.

The primary purpose of the Telematics program is supportive coaching, with an emphasis on identifying opportunities to strengthen operator proficiency and reduce behaviors that increase operational risk.

Organizational Risk Reduction

The following operations, procedures and processes are used organization-wide to serve as the collective risk reduction program for STA's transit operations to reduce the number of accidents, injuries and assaults on STA's transit workers based on data submitted to NTD. The collection of data, investigation of events, Accident & Incident Review Board, Safety Performance Measures, Inspections and Audits all address:

- Reducing vehicle and pedestrian accidents involving buses and consider measures to reduce visibility impairments for bus operators that contribute to accidents.
- Mitigation of assaults on transit workers. In 2023 barriers were installed on all coaches to restrict the unwanted entry of individuals and objects into bus operator workstations after a risk analysis performed by the Safety Committee determined that such barriers or other measures would reduce assaults on and injuries to transit workers.

Data Collection

Safety, Risk, Operations, Maintenance, and Training departments work collaboratively as a team to collect, analyze, and disseminate the data necessary to demonstrate the effectiveness of the Agency

operations, hazard/risk mitigation efforts including identifying individual safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, compliance with operation/maintenance procedures, and the SMS. Contracted service providers are expected to report requested data so STA can include that data in the risk reduction program. This data comes from several documented sources including, but not limited to:

- Operator Event Reports on safety and security incidents including assaults on transit workers, vehicular and pedestrian accidents, injuries, and illnesses (*Attachment D*)
- Hazard Reports
- Job Hazard Analysis
- Observations from Operators
- Observations from Contracted service providers
- Service Improvement Committee
- Internal and external inspection, survey, and audit reports
- Customer comments and suggestions
- Historic recall
- Seasonal events and effects
- Environmental considerations
- Deployment of new equipment
- Maintenance common fleet issues
- Process review and improvement
- Emergency planning

This safety data is reviewed, discussed, and shared at the monthly management meetings and monthly Safety Committee Meetings. Specific procedures on how to carry out safety risk mitigation monitoring activities and forms to document those activities are on file in the Safety Department.

Safety Event Investigations to Identify Causal Factors

STA instructs Managers, Supervisors, and Transit Officers on how to conduct investigations of safety events (vehicular and pedestrian accidents, incidents, and injuries) to help find causal and contributing factors and review the existing mitigations in place at the time of the safety event.

Local law enforcement also may respond to any STA safety event. STA will coordinate its investigation process with local law enforcement.

Operations and maintenance management are responsible for immediately notifying the Safety department and key staff (including the Accountable Executive) of any safety event that meets STA's thresholds. The COO notifies the Accountable Executive and designated staff member of any event that resulted in a fatality, serious injury, or property damage to STA's vehicles or private vehicles that may exceed \$25,000. The Safety Department ensures that all safety events are reported, recorded, and tracked in the event tracking system (Origami) maintained by Washington State Transit Insurance Pool (WSTIP).

The Safety department also ensures compliance with reporting thresholds, requirements, and processes defined in *FTA's NTD Safety and Security Policy Manual* and with notification thresholds established by the National Transportation Safety Board and the Washington State Department of Transportation.

STA's general safety investigation process consists of five basic phases.

Set up: Designate an investigation team (Supervisor, Manager, Safety, Claims Specialist, Adjuster, etc.) with the required skills and expertise.

Fact gathering: Record facts pertinent to understanding the circumstances leading to the safety event using STA's Operator's Event Report (Appendix D), Supervisor's Event Report (Appendix E), and/or Employee Report of Injury (Appendix F).

Event reconstruction: Reconstruct the sequence of events using STA's Operator's Event Report (Appendix D), Supervisor's Event Report (Appendix E), Employee Report of Injury (Appendix F), and Supervisor's Investigation of Employee Injury Report (Appendix G), and camera system video recordings.

Data analysis: Analyze the information obtained through fact gathering and event reconstruction to assess the safety risk and provide explanations of the technical and operational factors and any underlying organizational factors and issues.

Establish conclusions: Draw conclusions and determine preventability from the collected and analyzed information based on:

- Main and direct causes and contributing factors leading to the event.
- Other findings that have potential to improve the safety of the transit system.

Safety Event Investigation Procedures

STA's safety event investigation procedures follow these steps:

- Bus Operators, Van Operators, Mechanics, Transit Officers, or Operations Supervisors notify Dispatch of the safety event. The Operator of the affected transit vehicle follows basic emergency steps:
 - Stay calm.
 - Assess the situation. Do not move the vehicle unless directed by law enforcement or Dispatch.
 - Notify Dispatch.
 - Protect people, then property.
 - Provide aid to the passengers.
 - Secure/make safe the vehicle/scene.
 - Gather information from customers using Customer Courtesy Cards.
 - Complete an Operators Event Report as soon as is practicable.
- Dispatch immediately notifies Operations Management, Safety department, and Emergency Operations representatives via text message and email.
- The investigator is dispatched to the scene. This normally consists of an Operations Supervisor or Manager.
- The investigator arrives at the scene as soon as possible with tools (report blanks & camera) to conduct the investigation.
- The investigator secures the scene and collects facts about what occurred, including interviewing the operator involved, if possible.
- The investigator begins the technical investigative process, which includes but is not limited to the following:
 - Noting the environmental factors surrounding the safety event, such as lighting and visibility, road surface conditions, climate, and weather conditions.
 - Collecting vehicle and roadway evidence, including vehicle condition and position for all vehicles involved in the incident.
 - Observing brake-related factors (skid marks).
 - Observing debris and vehicle fluids.
 - Observing contact and induced damage.

- Making exterior damage assessments.
- Photographing the scene.
- Sketching the incident scene.
- Interviewing other drivers, witnesses, passengers, fire, emergency medical services, and police personnel at the scene. Interviewing maintenance personnel, if necessary, later.
- Making drug and alcohol testing decisions.
- Finalizing the Supervisor's Event Report Form.
- Requests building and/or vehicle video recordings of the event.

Identifying Causal and Contributing Factors

STA is committed to examining all safety events to determine causal and organizational factors that may have contributed to the safety event including reducing vehicular and pedestrian accidents and assaults on transit workers. This includes examining:

- Vehicle Operating Instructions.
- People/human factors.
- Management decision-making and resource support.
- Equipment, tools, and materials including any visibility impairments.
- Operating environment.
- Environmental issues.
- Existing relevant mitigations.
- Other causes and contributing factors, as appropriate.

The investigators prepare a report based on this review and send copies to the Operations Manager and Director of Safety for immediate action (if necessary) and integration into their analysis and preventability determination of the event. Additionally, there is a quarterly Assault Review Board that meets to discuss and review the number of assaults on transit workers in the past quarter, and best practices to mitigate assaults on transit workers.

Accident and Incident Review

STA's Director of Safety /Chief Safety Officer reviews information on all accidents and incidents which occur on STA property or involving STA vehicles, equipment, or employees. The Director of Safety does not review occurrences, as defined in 49 CFR § 673.5. The Director of Safety determines whether:

- The accident or incident was preventable or non-preventable,
- Retraining is required,
- The causal factor(s) indicate(s) an unexpected or previously unconsidered operating condition or situation or an existing mitigation that may be ineffective, inappropriate, or not implemented as intended, or
- The accident or incident appears to involve underlying organizational causal factors beyond just individual employee behavior.

Operators may dispute accident determinations. Disputed accident determinations are reviewed by a knowledgeable third party, agreed upon by both the Union Representatives and STA management. Third party accident determination decisions are final and binding.

Per contractual agreement, the paratransit contractor must immediately notify STA's Paratransit Manager of any safety event that meets defined minimum thresholds. STA also monitors the paratransit contractor's safety investigation processes by reviewing investigation reports, causal analysis activities, and the contractor's response to investigation reports and causal analysis findings. The contractor is required to submit documentation on safety investigation activities to STA.

The Safety department and the individual Fixed Route, Paratransit, and Maintenance departments maintain all documentation of STA's investigation policies, processes, forms, checklists, activities, and results.

Safety Performance Measures

The Safety department uses collected data to establish Safety Performance Measures (SPM) and baselines for realistic safety performance targets. Safety also uses SPM to assess and communicate efficiency of operations/maintenance procedures and hazard/risk mitigation efforts with affected departments within the Agency as well as outside agencies and the Board in a timely manner

Internal Safety Reporting Programs

The Chief Safety Officer and Safety Committee routinely review safety data and information captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the SMS Executive and Safety Committee ensure that the issues and concerns are investigated or analyzed through STA's SRM process.

The Chief Safety Officer also reviews internal and external reviews, including audits and assessments, compliance with operations and maintenance procedures, and the effectiveness of safety risk mitigations. The Chief Safety Officer discusses relevant safety issues and concerns with the Accountable Executive and Executive Management.

Internal and External Inspections and Audits

Audits are used to evaluate the overall effectiveness, efficiency, and reliability of any transit Agency's SMS. Internal audits also help prepare the Agency for the Triannual Review with the FTA.

STA performs audits to determine compliance with the Agency's safety plan, and implements corrective action plans related to findings to:

- Verify safety programs have been developed/implemented in accordance with system safety program plan requirements.
- Assess the effectiveness of the agency's system safety programs.
- Identify program deficiencies.

Identify potential hazards in the operational system and weaknesses in the system safety programs.

- Recommend improvements to the system safety program.
- Provide management with assessment of status and adequacy of system safety program.
- Assure continuing evaluation of safety-related programs, issues, awareness, and reporting.
- Promote continuous improvement of the Spokane Transit Agency Safety Plan.

Hazard/Risk Actions Log

Tracking safety and security actions is a safety and quality assurance process for monitoring and measuring the effectiveness of the safety and risk management processes. The Actions Log aims to track and address critical safety items/hazards and recurring safety issues. The Safety and Operations departments and the Safety Committee review all findings and follow up on the mitigation plan on a regular basis. A sample Hazard/Risk Actions Log can be found in Appendix C.

Management of Change

STA understands that change may affect the appropriateness or effectiveness of existing risk mitigation strategies. Hazards may inadvertently be introduced into an operation whenever change occurs. Safety

management practices require that hazards that are a by-product of change be systematically and proactively identified, evaluated through the SRM process, and corrected.

STA's SRM process includes identifying a change's associated hazards and potential consequences, assessing safety risk, and, when necessary, creating new safety risk mitigations or modifying existing mitigations. When STA makes a change that requires new or revised mitigations, it monitors these mitigations as described in the mitigation monitoring section above.

Changes may be internal or external to the organization. Examples of external changes include changes in regulatory requirements and changes to service areas. Examples of internal changes include management changes, new equipment, and new procedures.

A formal process for change management should consider the following three criteria:

- Criticality of systems and activities
- Stability of systems and operational environments
- Past performance

New equipment, system expansion and modification, and system rehabilitation require design and procurement efforts. Within STA, the Maintenance department submits changes such as bus retrofits (e.g., mirrors) to the Operations, Safety, and Training departments.

When STA makes configuration changes to a bus that are not within the original scope, the changes are passed through the Operations, Planning, Safety, and Training departments. Once the change is made, operators need to be trained on the item that was changed.

STA's Operations, Planning, Safety, and Training departments:

- Review issues, such as installing new crosswalks at facilities.
- Conduct facility safety audits of transit centers and submit work orders to correct hazards.
- Issue audit reports, which outline key items such as sidewalks, condition of pavement paint markings, and similar items.

It is good practice to conduct annual condition assessments and audits on equipment to cross-check that they are being maintained per manufacturer recommendations.

Modifications to maintenance schedules may be needed based upon the results of the condition assessments. Items that may result in a need to modify schedules include:

- Fleet defects
- Part failures beyond the warranty period (feedback to fleet engineering to assess); and/or
- Out-of-service causes, such as braking systems or slack in the steering wheel

Continuous Improvement

STA uses a continuous improvement process to monitor and improve our SMS and safety performance. STA conducts an annual safety performance assessment during the last quarter of the calendar year. If any deficiencies are identified as part of the safety performance assessment, under the direction of the Accountable Executive, a plan is developed to address the identified deficiencies. STA's process for assessing its safety performance includes:

- Monitoring the achievement of safety objectives and safety performance indicators and targets.
- Reviewing the effectiveness of:
 - Hazard identification, safety risk assessment, safety risk mitigation development, and management of change activities.
 - Operations and maintenance procedure monitoring activities during performance reviews.

- Safety risk mitigation monitoring activities through the Safety Committee.
- Event investigation activities.
- Safety training efforts.
- Safety communication.

The Safety department is responsible for assessing STA's safety performance because of its safety expertise and functional independence from operations and maintenance. Safety department strategies for assessing safety performance and the effectiveness of STA's SMS operations include but are not limited to the following:

- Reviewing safety data, including data related to safety objectives and safety performance indicators and targets.
- Attending safety committee meetings and safety meetings.
- Conducting field observations.
- Monitoring regulatory compliance.
- Reviewing SMS documentation.

The Safety department will provide reports on the results of safety performance assessments to the Accountable Executive and Executive Management. The Safety department maintains documentation of the safety performance assessments.

STA supports continuous improvement by addressing deficiencies it discovers during assessments of safety performance and SMS operations assessments. STA monitors corrective actions taken to correct safety deficiencies to ensure the mitigations put in place are sufficient and to identify mitigations that may be ineffective, inappropriate, or were not implemented as intended. These mitigation deficiencies will be reviewed by the Safety Committee and management and will go through the Risk Management process to identify another mitigation. STA also may choose to use outside expertise to assist in addressing safety deficiencies. STA's Chief Safety Officer reports on the status of these corrective actions to the Accountable Executive each month through the Safety Committee Meeting Minutes.

Safety Promotion

Employee Safety Training

Safety promotion ensures that STA employees and contracted service providers are aware of policies and procedures related to the safety of agency operations, and specifically as related to their areas of work. STA's comprehensive safety training program applies to all STA employees directly responsible for safety.

All agency employees receive training as required under the Agency's Accident Prevention Program. All employees receive New Employee Orientation training and annual training on the basic elements of employee safety and their role in the SMS. Depending upon job classification, some employees may receive additional training in programs such as Bloodborne Pathogens, Confined Space, Lockout/Tagout, De-escalation training, and others as required to perform their job safely.

Operator Training

STA offers Commercial Driver License (CDL) training for bus and van operators. STA's Training department documents CDL training, which includes a self-certification process audited by the state. Training programs are also subject to internal auditing that includes auditing of trainer performance and content.

Auditing the number of accidents incurred by new operators is one measure to evaluate the effectiveness of new operator training.

Training begins with the operator selection process. An evaluation of skill sets must be considered during selection. Prospective operators must meet thresholds to advance to the next stage of training; for example, a trainee must obtain a permit before starting classroom training and must pass a skills test prior to moving on to the balance of the class. If a trainee fails a step at a critical point in the training, they may be dropped from the program. Achieving threshold scores is necessary to progress to the next step and is an important component of the training program.

STA provides approximately eight weeks of instruction for new operators, including time spent with an operator mentor. This is followed by route training with field instructors.

Ride checks provide a chance to correct actions before an accident occurs. A systematic process is used to identify who needs a ride check and when. Ride checks should be conducted with the goal of evaluating performance in a holistic manner, and includes evaluation of:

- Health and wellbeing as they relate to safety.
- Customer service.
- Diffusing angry customers.
- De-escalation techniques.
- Operation/Driving skills.
- Face cover use and passenger monitoring.

All Operators receive annual refresher/advanced training, which includes but is not limited to de-escalation training, safety concern identification and reporting training. Remedial training occurs when an Operator receives a preventable collision determination. Operator retraining occurs during the return-to-work process on absences exceeding 90 days.

Mechanical Certification and Maintenance Training

STA provides vehicle maintenance staff with on-going skills training through Automotive Service Excellence (ASE) certification and awarding extra pay for staff who have obtained certifications. This is provided for in the collective bargaining agreement.

Vehicle Maintenance employees receive additional skills training in:

- Preventative Maintenance and Standard Operating Procedures (SOPs).
- Specialized equipment training through contracted vendors
- De-escalation, safety concern identification, and reporting training through the Agency training program

Safety Officer Certification and Training

STA participates in the FTA's Public Transportation Safety Certification Training Program. The Chief Safety Officer will complete the following required classes:

- SMS Awareness Training
- Safety Assurance
- SMS Principles for Transit
- Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation.

The Chief Safety Officer will complete a minimum of one hour of safety training each year.

Training Assignments and Recordkeeping

Each department maintains training requirements and transcripts for their respective employees. Further recordkeeping and training documentation can be accessed at:

- Munis
- Trapeze
- Origami
- Employee Files

At STA, the Department Managers track and maintain training records.

Training Curriculums

The training curriculum is based on adult learning principles. Training also focuses on the local and regional needs of operators and technicians.

Safety Communication

STA actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, STA has established formal processes and approaches, including:

Dissemination of safety and safety performance information throughout the Agency:

The communication of safety performance information follows the agency-wide model of the agency's SMS. The Chief Safety Officer is responsible for reporting on the agency's safety performance through the COO to the Accountable Executive. These reports may include, but are not limited to, performance relative to the agency's safety performance targets, updates related to corrective actions, and unusual events. In accordance with guidance distributed by the Chief Safety Officer, leadership throughout the agency (including executives, chiefs, managers, and supervisors) are responsible for communicating safety performance information with their teams. The Safety department is responsible for distributing the Safety Committee Hazard/Risk Log and Safety Committee Meeting minutes to all employee levels to inform them of the current status of mitigation efforts.

Communication of information on hazards and safety risk relevant to employees' roles and responsibilities throughout the Agency:

As part of New Hire Orientation, STA reviews safety policies and procedures. Training is provided on these policies and procedures, which are also included in the Operator Handbooks. For newly emerging safety issues or safety events at the Agency, STA's Chief Safety Officer issues notices or messages to employees and contracted service providers that are reinforced by supervisors in one-on-one or group discussions with employees and contracted service providers. STA's Training department also develops materials and courses to explain changes to policies, procedures, and work instruction that address hazards and safety risks relevant to employees' and contracted service providers' roles and responsibilities.

Additional Information

Safety Committees are required by state law to serve as the basic forum to review safety issues and hazards, hazard reports, safety audit reports, accident investigations, and corrective actions. Safety Committee Representatives communicate safety concerns from their work areas to the Safety Committee, and report back to their work groups. Safety Committee meeting minutes are made available to all employees via the Safety Intranet site and Safety Bulletin Boards.

STA has display monitors centrally located throughout the facility to display safety and emergency alerts, accident statistics, and other safety education materials. Safety posters are also used to raise awareness throughout the agency.

STA has established employee recognition programs such as monthly Employee Recognition Awards and Safe Driver and Maintenance Safety Awards to promote safety performance, build morale, and focus attention on achieving the agency's safety goals. To this end, STA conducts an annual Awards Banquet to recognize safety-related award winners and their guests.

STA conducts the annual Rodeo for coach and van operators which showcases operator driving and operation skills. STA uses American Public Transportation Association (APTA) standards and criteria to test competitors. Winners attend the state and national competitions and receive a complimentary dinner at the annual Awards Banquet.

STA annually recognizes two individuals and one team for exemplary performance, dedication, innovation, customer service and professionalism. This Wall of Fame award is sponsored by the Washington State Department of Transportation. Selectees attend a state banquet and receive recognition at the annual Awards Banquet.

Definitions of Special Terms Used in the Safety Plan

Accountable Executive – a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Assault on a transit worker – as defined under 49 U.S.C. 5302, means a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

CDC – the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Chief Safety Officer – an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Direct Recipient – an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency – as defined under 49 U.S.C 5324, means a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency, and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

Equivalent Entity– an entity that carries out duties like that of a Board of Directors, for a recipient or sub-recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a Transportation Agency Safety Plan.

FTA – Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard – any real or potential condition that can cause injury, illness, death, damage to or loss of facilities, equipment, rolling stock, or infrastructure of a public transportation system, or damage to the environment.

Injury – any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Audit – the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process – a formal approach to discuss topics affecting transit workers and the public transportation system.

Large Urbanized Area – a recipient or subrecipient of financial assistance under 49 U.S.C. 5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census.

National Public Transportation Safety Plan – the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Near-miss – a narrowly avoided safety event.

Operator of a Public Transportation System – a provider of public transportation.

Performance Measure – an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established target.

Potential Consequence – the effect of a hazard.

Public Transportation – as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:

1. Intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (or a successor to such entity);
2. Intercity bus service;
3. Charter bus service;
4. School bus service;
5. Sightseeing service;
6. Courtesy shuttle service for patrons of one or more specific establishments; or
7. Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan (PTASP) – the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Rail transit agency – any entity that provides services on a rail fixed guideway public transportation system.

Recipient – State or local governmental authority, or any other operator of a public transportation system, that received financial assistance under 49 U.S.C. chapter 53.

Roadway – land on which rail transit tracks and support infrastructure have been constructed to support the movement of rail transit vehicles, excluding station platforms.

Safety Assurance – processes within a transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee – the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and 49 CFR part 673.

Safety Event – an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy – a transit agency’s documented commitment to safety, which defines the transit agency’s safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System (SMS) – a formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency’s safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Management System (SMS) Executive– A Chief Safety Officer or equivalent.

Safety Performance Target – a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion – a combination of training and communication of safety information to support SMS as applied to the transit agency’s public transportation system.

Safety risk – the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety risk Assessment – a formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety Risk Management – a process within a transit agency’s Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety risk mitigation – a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety set-aside – the allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.

Small public transportation provider – a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail guideway public transportation system.

State – a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guan, American Samoa, and the Virgin Islands.

State of good repair – the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency – an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and (k) and the regulations set forth in 49 CFR part 674.

Subrecipient – an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

Transit Agency – an operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.

Transit Asset Management Plan – the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49U.S.C. 5326 and 49 CFR part 625.

Transit worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized area – as defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

Acronyms

ASP	Agency Safety Plan
CAP	Corrective Action Plan
CEO	Chief Executive Officer
COO	Chief Operating Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SMP	Safety Management Policy
SMS	Safety Management Systems
SOP	Standard Operating Procedure
SRM	Safety Risk Management
STA	Spokane Transit Authority
TSI	Transportation Safety Institute
USC	United States Code
VRM	Vehicle Revenue Miles

Appendix A: Safety Hazard Report Form

STA Employee Safety Hazard Report Form

File Number: _____
(Leave Blank)

Date: _____

Where is the hazard located?
(Check One)

- Boone Facility-North
- Boone Facility-South Boone Northwest Garage
- Sharp Facility
- Fleck Service Center
- Park & Ride _____ (enter which one)
- Plaza Facility
- Valley Transit Center
- Other _____

Describe the location further if it is not obvious from the description of the hazard: _____

Describe the workplace hazard: (Give more details if you are filling this out anonymously)

Has the Hazard been reported to a Foreman, Supervisor, Manager, or Chief?
 Yes No If so, Who? _____ Date Reported: _____

Your Name: _____ (optional)

Stop Here!

Stop Here!

Drop off or mail this report to your management, the Human Resources or Safety departments, or with any Safety Committee Member.

Briefly describe the actions taken to correct the hazard: _____

Who or what department took the corrective action? _____

Purpose of the Safety Hazard Report Form:

The purpose of this form is to provide employees with another method of reporting workplace hazards or potential hazards, to have the identified hazards evaluated and, if possible, have the hazard eliminated or minimized.

Instructions:

1. Fill in the blanks and answer the questions on the reverse side.
2. Turn in the completed form to your foreman, supervisor, or manager. You may also deliver the completed form to any Safety Committee Member, or the Safety or the Human Resources departments.

Other Information:

1. Allow time for routing and investigation before expecting a follow-up contact from the appropriate party.
2. All completed reports will be forwarded to the Safety Committee for review and disposition.

Appendix B: Safety Audit Form



Safety Audit Checklist

Name of Auditor:	Location of Audit and Address:
Title of Auditor:	Specific Areas Inspected or of Concern (leave blank if entire location)

Personal Protective Equipment (PPE):						N/A	Yes	No
Please indicate what PPE is required for this area:								
Hi - Viz	Eye	Ear plugs	Earmuffs	Gloves	Respiratory			
Is the appropriate PPE for the task being utilized?								
Is the required PPE available to employees?								
Is the required PPE being utilized in the correct manner?								
Is the required PPE being utilized in good, working condition? Does it fit properly?								
Has a hazard assessment been done & documented?								
If you answered "no" to any of the previous questions, please use the space below to explain								

Emergency Wash Stations:				N/A	Yes	No
Are emergency eye wash stations available & easily accessible?						
Are emergency showers available & easily accessible?						
Are the emergency wash stations (eye/shower) in good working order?						
Are they located so it takes no more than 10 seconds to reach & free from an obstacle that could block its usage?						
Are both clearly marked that the water being used is non-potable (not fit to drink)?						
Have the emergency wash stations (eye/shower) been inspected?						
Are the inspections documented properly?						
Are the inspections performed in the required timeframe?						
If you answered "no" to any of the previous questions, please use the space below to explain						

Fire Suppressant Systems:				N/A	Yes	No
Are fire extinguishers readily available and accessible?						
Are they easily identified so employees can easily locate & reach them?						

Fire Suppressant Systems Cont'd:	N/A	Yes	No
Are they the right one for the hazard (wood, liquids, grease, electrical hazards?)			
Are they in good working condition (charged, free from damage, etc.)			
Have the fire extinguishers / sprinklers been inspected?			
Are the inspections documented properly?			
Are the inspections performed in the required timeframe?			
Are all employees properly trained on how to use them? Is training up to date?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Entry / Exit Routes / Walking Paths:	N/A	Yes	No
Are the workroom floors in a safe walking / working condition?			
If practical, are the workroom floors dry?			
Are the floors not overloaded so they can support the equipment being used?			
Are all employees aware of the emergency plans & exits?			
Are the exits clearly marked for all means of exit?			
Are access & egress routes free & clear from debris?			
If "no" were you or another employee able to remove the debris?			
If you answered "no" to any of the previous questions, please use the space below to explain			

General Housekeeping:	N/A	Yes	No
Are the storage areas, passageways, service rooms & other workspaces clean, orderly, and sanitary?			
Are the stored materials done in such a way as not to create a hazard?			
Is the area free from materials that could cause a slip/trip/fall/fire hazard?			
Is the workspace swept clean to reduce airborne contaminants as much as possible?			
Is the area free from items that could obstruct cleaning (nails, boards, hole, etc?)			
Are items such as bundles, containers, bags, etc. stored in such a way to prevent sliding, tipping, falling, or collapsing?			
Is there adequate lighting for the workspace & duties being performed?			
If you answered "no" to any of the previous questions, please use the space below to explain			

First Aid, AED, and bloodborne pathogens (BBP):	N/A	Yes	No
Is there a First Aid Kit, BBP kit, and AED available and accessible?			
Is there at least 1 person present with current training?			
Are the kits properly stocked? If "no" list the missing items below.			
Are the containers free from contamination, deterioration, etc?			

First Aid, AED, and bloodborne pathogens (BBP) Cont'd:	N/A	Yes	No
Are the containers clearly marked & unlocked?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Electrical Cords:	N/A	Yes	No
Are electrical cords being used for their approved purpose & working environment?			
If being used near a hazardous location (gas, dust, vapor, fiber) is it approved to do so? (Area must have documentation of all hazards)			
Are cord connectors free from exposed current-carrying parts except prongs, blades, or pins?			
Are all electrical cords in good working condition? (Insulation intact, no exposed wires, all prongs exist, etc.) Visual inspection must be done prior to use			
Are they handled in such a manner that it will not cause damage?			
Are they stored in such a manner so as not to damage insulation? (i.e. staples?)			
If you answered "no" to any of the previous questions, please use the space below to explain			

Electrical Equipment:	N/A	Yes	No
Is it being used for its approved purpose? If being used in a wet/damp environment is it designed for such use? If so, are any cabinets, cutout boxes, fittings, boxes or wet locations, are they installed to prevent moisture from entering & weatherproof?			
If being used in a damp environment are there any exposed parts that may become energized grounded, and is the grounding conductor clearly identified?			
Is the equipment clearly marked w/ manufacturer name/voltage/current/wattage?			
Electrical panel free from any items surrounding it by at least 36 inches?			
Is any exposed noncurrent-carrying metal parts that may become energized grounded?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Lock Out / Tag Out (LOTO):	N/A	Yes	No
If machine/equipment is new/modified/repared can it accept LOTO devices?			
Is the device being used appropriate to control all forms of energy?			
If needed, are multiple LOTO devices applied & correctly?			
Have all energy sources been identified, isolated, and controlled?			
Has the authorized employee notified all affected employees prior to installation?			

Lock Out / Tag Out (LOTO) Cont'd:	N/A	Yes	No
Are all tags properly marked (date, name, contact info) and legible? Weatherproof?			
Are they all the same format? Are they capable of withstanding excessive force?			
Did you verify the 1:1 rule? (1 lock per person, per device)?			
Prior to removal, is the person removing the device the only one authorized to do so?			
Prior to removal, was it verified that it was safe to do so? Was it verified that any surrounding employees will be safe when the machine/equipment is energized?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Hazard Communication / Chemical Storage:	N/A	Yes	No
Do all employees know how to access the SDS information? SDS meet all GHS req's?			
Are all containers labeled appropriately & legibly?			
Are all chemicals / products housed in the proper container?			
Are the containers free from leaks, corrosion, rust, flaking, etc?			
Have weekly, documented inspections been carried out to ensure no degradation?			
Are flammable liquids being stored in flammable liquid cabinets?			
Are oily rags being placed in self-closing, covered metal containers?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Portable Electric Tools:	N/A	Yes	No
Are hand tools in good condition & stored in a safe manner?			
Are tool guards & any other safety devices in place & utilized properly?			
Is the grinding wheel tongue guard set at 1/4 of an inch or less?			
Is the grinding wheel tool rest at 1/8 of an inch or less?			
Are employees letting the tool do the work (not forcing it)?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Ladders:	N/A	Yes	No
Are ladders inspected and in safe working condition?			
If displacement/tip over is possible, is the ladder properly secured to prevent injury?			
Is the right type of ladder being used for the job (step vs leaning)?			
Are all safety devices in use (locked spreader etc.)			
Is the ladder rated appropriately for the task (1A,1, 2, 3)?			
Is the ladder the appropriate length / height?			
Is the ladder being used at the correct ratio (if leaning)?			
Is the area at the base free from slip, trip, and fall hazards?			

Ladders:	N/A	Yes	No
Is the ladder secure at the top and the bottom when it's in use?			
Are employees following the 3 point of contact rule? Facing during climbing/descending?			
Are employees not carrying materials as they climb the ladder?			
Are employees standing on the second/third to last step/rung?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Fall Protection:	N/A	Yes	No
Is the fall protection being properly stored?			
Is fall protection available, inspected and documented?			
If parapet is <39" or there is an unprotected edge, is fall restraint being used or a warning line @ least 15' from the unprotected edge or guardrail?			
Is the proper form of fall protection being used for the task height?			
Are the harnesses free from corrosion, fraying, or overall damage?			
Are the lanyards & anchorage point free from corrosion / damage?			
Are the harnesses being properly worn & snug enough for proper fit?			
If using an elevated work platform: is fall protection being used?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Compressed Gas Cylinders:	N/A	Yes	No
Are compressed gas cylinders being stored upright & secured?			
Are the safety relief devices installed and in good working order?			
Are the caps on securely & tightly?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Forklifts / Scissor Lifts / Boom Lifts / Powered Man Lifts:	N/A	Yes	No
Are forklift operators wearing seatbelts?			
If the equipment has been modified, has it been approved by the manufacturer?			
Is the modification at least as safe as it was prior to the documentation?			
Was a prestart inspection done & documented? Has an annual inspection been done & documented? (Note: only applies to modified units)			
Has the workspace been inspected & documented for any hazards such as holes, drop-offs, debris, overhead hazards, weather conditions / surface conditions?			
Are holes that could cause a tip over properly labeled & covered?			
Are all operators trained with documentation & it the training current?			
Is the equipment being used not overloaded per the posted capacity limits?			

Do open pits have proper barriers to prevent accidental access?			
Forklifts / Scissor Lifts / Boom Lifts / Powered Man Lifts Cont'd:			
If you answered "no" to any of the previous questions, please use the space below to explain			

Airborne Contaminants / Ventilations:	N/A	Yes	No
Is adequate ventilation provided & in use with contaminants are present? (i.e. paint)			
When work is being performed, is respiratory protection being used?			
If work is being done in confined space, is the proper ventilation in place?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Respirators:	N/A	Yes	No
Has a medical evaluation been done on the employee(s) using a respirator?			
Have the employee(s) using the respirator been fit tested?			
Are respirators being cleaned & sanitized after each use? Assembled properly?			
Stored properly to protect them from hazards that could compromise their use?			
Are inspections being done prior to use (seal check, degradation, etc.)?			
Are the canister labels readable & intact?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Confined Space:	N/A	Yes	No
Has a permit been obtained to enter a confined space?			
Permit have all req'd info (location, reason, names, etc.)?			
All the permit entry procedures being followed & are all affected employees aware?			
Have safety measures been put in place to ensure no unauthorized entry?			
Have all existed & potential hazards been reviewed, documented, and mitigated to the fullest extent possible? (Document mitigation efforts as well)			
Are rescue & emergency resources immediately available?			
If PPE is req'd, it is being used correctly & in good working order?			
If you answered "no" to any of the previous questions, please use the space below to explain			

Appendix C: Hazard/Risk Action Log

2026 ACTION LOG - SAFETY COMMITTEE HAZARD REPORTS							
Date	Location of Hazard	General description	Describe the Hazard	Risk #	Safety Committee Response	Assigned to	Reporting

Appendix D: Operator's Event Report

WSTIP

SPOKANE TRANSIT OPERATOR'S EVENT REPORT

EVENT INFORMATION

STA Report #:				
Event Date:	Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Time Dispatch Notified:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Event Indicator: <i>(Check all that apply)</i>	<input type="checkbox"/> Vehicle Accident	<input type="checkbox"/> Passenger Accident	<input type="checkbox"/> Incident	<input type="checkbox"/> Customer Contact
	<input type="checkbox"/> Wheel Chair	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Bicyclist
Department:	<input type="checkbox"/> Fixed Route	<input type="checkbox"/> VanPool	<input type="checkbox"/> ParaTransit	<input type="checkbox"/> Security
	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Administration	<input type="checkbox"/> Contract	

TRANSIT DRIVER INFORMATION

Last Name:	First Name:	MI:
Employee Injury: Y / N	Date of Hire:	Employee ID:
Brief Employee Injury Description:		

Service Denial due to behavior? Yes No If Yes please complete the following questions:

1. Did the passenger impede the flow of service?
2. Did the passenger create or incite a breach of the peace?
3. Did the passenger create a disturbance to others on the coach?
4. Did the passenger direct harassment to others on the coach?

EVENT DETAIL

Weather Conditions (check one)	Light Conditions (check one)	Road Conditions (check one)		
<input type="checkbox"/> Clear	<input type="checkbox"/> Artificial Lighting	<input type="checkbox"/> Debris		
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Daylight	<input type="checkbox"/> Dry		
<input type="checkbox"/> Foggy / Misting	<input type="checkbox"/> Twilight	<input type="checkbox"/> Ice		
<input type="checkbox"/> Raining	<input type="checkbox"/> Dark	<input type="checkbox"/> Snow / Slush		
<input type="checkbox"/> Snowing		<input type="checkbox"/> Wet		
Event Location:				
City:			State:	
Route #:	Direction:	Run #:	Company Vehicle #:	
Was wheelchair securement in use: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which one:				
Primary Location <i>(check all that apply):</i>				
<input type="checkbox"/> Bus Shelter/Zone/Stop	<input type="checkbox"/> Open Intersection	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Alley	<input type="checkbox"/> Street
<input type="checkbox"/> Transit Facility	<input type="checkbox"/> Controlled Intersection	<input type="checkbox"/> Railroad Tracks	<input type="checkbox"/> Hill	<input type="checkbox"/> Bridge
<input type="checkbox"/> Freeway/Interstate	<input type="checkbox"/> Residential Street	<input type="checkbox"/> STA Vehicle	<input type="checkbox"/> Steps	<input type="checkbox"/> Highway
<input type="checkbox"/> Mall/Shopping Center	<input type="checkbox"/> Construction Zone	<input type="checkbox"/> Driveway	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Private Property	<input type="checkbox"/> STA Property	<input type="checkbox"/> Rural	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban

WSTIP

SPOKANE TRANSIT OPERATOR'S EVENT REPORT

OTHER DRIVER INFORMATION

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
License Plate:	State:	Driver's License:	State:
Vehicle Year:	Make/Model:	Color:	
Insurance Company:		Insurance Policy Number:	

OTHER VEHICLE OWNER INFORMATION

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Insurance Company:		Insurance Policy Number:	
PLEASE ATTACH COURTESY CARDS FOR WITNESS(S) INFORMATION & DESCRIPTION			
# of Passengers:	# of Courtesy Cards Issued:	# of Courtesy Cards Collected:	

Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

Other Persons Involved:

Last Name:	First Name:	MI:	D.O.B.:
Address:			Hm Phone:
City:	State:	Zip:	Wk Phone:
Describe Injuries:			

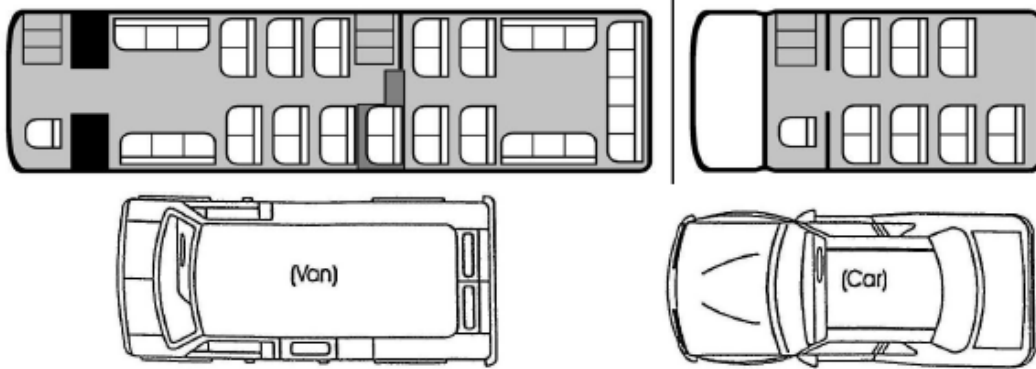
Miscellaneous Comments:

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WSTIP

SPOKANE TRANSIT OPERATOR'S EVENT REPORT

If Passenger Injury. Indicate on Diagram, their physical Location on coach



Supervisor: Read and sign to insure the report is accurate and complete.

Supervisor's Signature: _____ Date: _____

Print/Type Name: _____ Employee #: _____

Appendix E: Supervisor's Event Report

WSTIP

SPOKANE TRANSIT SUPERVISOR'S REPORT

EVENT INFORMATION

Report Number#:	Other Related Report #:		
Event Date:	Time:	Time Arrived on Scene:	
Check Who or What Involved:	<input type="checkbox"/> Incident	<input type="checkbox"/> Passenger	<input type="checkbox"/> Vehicle Contact
	<input type="checkbox"/> Wheel Chair	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Property
			<input type="checkbox"/> Customer Call
			<input type="checkbox"/> Security Incident
Check Department Involved:	<input type="checkbox"/> Fixed Route	<input type="checkbox"/> VanPool	<input type="checkbox"/> ParaTransit
	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Administration	<input type="checkbox"/> Security

SUPERVISOR'S INVESTIGATION REPORT

Investigating Supervisor:	STA Vehicle/Bus #:
Description of Event	

WEATHER CONDITIONS AT TIME OF EVENT

Weather:	Light:	Road:
Police Agency:	Report #:	Officer's Name:
Other Responding Agencies:		

TRANSIT DRIVER INFORMATION

Last Name:	First Name:	MI:	Employee #:
Employee Injury:			
Time Driver Released From Scene:			
DOT (FTA) Drug & Alcohol Test: <i>If meets ONE of the following conditions (check one)</i> <input type="checkbox"/> One or more vehicles towed from the scene. <input type="checkbox"/> Fatality. <input type="checkbox"/> Injuries resulting in transport to a medical facility. <i>Should a fatality occur, a DOT test is always required and not downgraded to a non-federal test if the employee can be completely discounted.</i>		Non DOT (STA) Drug & Alcohol Test: <i>Must meet ONE of the following conditions (check one)</i> <input type="checkbox"/> \$1,000 in damage. <input type="checkbox"/> Injury requiring medical attention at the scene. <input type="checkbox"/> STA vehicle rear-ends another vehicle. <input type="checkbox"/> The operator contributed to the accident or cannot be completely discounted as a contributing factor.	

WSTIP

**SPOKANE TRANSIT
SUPERVISOR'S REPORT**

OTHER DRIVER INFORMATION

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:		County:	State:	Zip:	Wk Phone:
Lic. Plate:		State:	Driver's Lic.		State:
Vehicle Year:	Make:		Model:	Color:	
Insurance Co.			Insurance Policy No.		

OTHER VEHICLE OWNER

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:		County:	State:	Zip:	Wk Phone:
Insurance Co.			Insurance Policy No.		

OTHER PERSON INVOLVED INFORMATION

(use courtesy cards for others)

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:		County:	State:	Zip:	Wk Phone:

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:		County:	State:	Zip:	Wk Phone:

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:		County:	State:	Zip:	Wk Phone:

Last Name:		First Name:		MI:	D.O.B.
Address:				Hm Phone:	
City:		County:	State:	Zip:	Wk Phone:

WSTIP

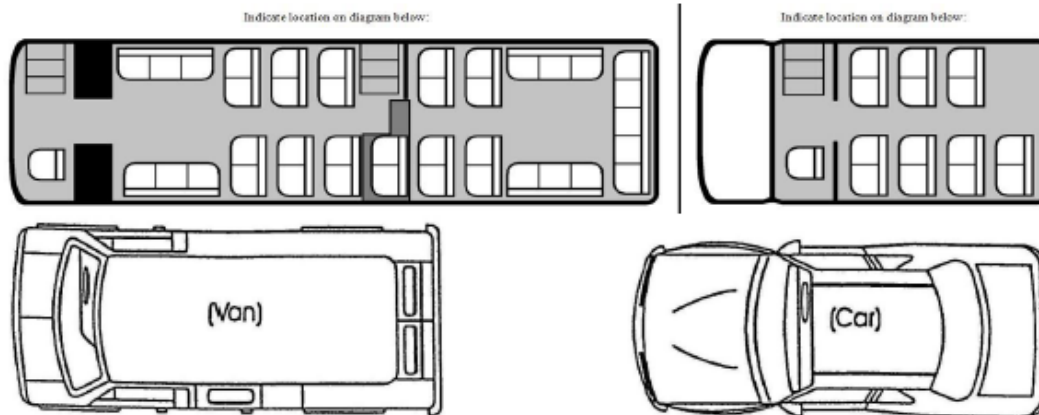
**SPOKANE TRANSIT
SUPERVISOR'S REPORT**

SAFETY—priority for all involved; **SERVICE**—Interview everyone and include their responses; **SCHEDULE**—the driver during your interview for drug testing or a follow-up interview!

ADDITIONAL INFORMATION

Critical Measurements:		
# of Photos Taken:	Photo Location #:	# of Passengers on Board:
# of Courtesy Cards Distributed:	# of Courtesy Cards Collected:	
Were any vehicles towed:	If "Yes" how many?	Towing Co.
Was wheelchair securement in use: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which one:		

Supervisor's Signature: _____ Date: _____



Transit Vehicle:

Damage Description:
Estimated Cost: \$0

Other Vehicle #2:

Damage Description:
Estimated Cost: \$0

Other Vehicle #3:

Damage Description:
Estimated Cost: \$0

WSTIP


**SPOKANE TRANSIT
SUPERVISOR'S REPORT**

FIELD SKETCH:

Please diagram (the scene) below and draw in street names, witness positions and where other vehicles were when the event happened – also show direction of travel.

Appendix F: Employee's Injury Report Form

RED fields are required to be filled out.

EMPLOYEE'S INJURY REPORT FORM					
Spokane Transit Authority  1230 W. Boone Avenue Phone: (509) 325-6402 Fax: (509) 325-6061		EMPLOYER FACILITIES <input type="checkbox"/> BOONE <input type="checkbox"/> PLAZA <input type="checkbox"/> VSC <input type="checkbox"/> OTHER		TODAY'S DATE DATE OF OCCURRENCE TIME OF OCCURRENCE <input type="checkbox"/> AM <input type="checkbox"/> PM	
				DATE REPORTED TIME REPORTED <input type="checkbox"/> AM <input type="checkbox"/> PM	
				REPORTED TO WHOM	
PERSONAL INFORMATION					
FIRST AND LAST NAME			DATE OF BIRTH	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	EMPLOYEE NUMBER
HOME PHONE	HOME ADDRESS		CITY	STATE	ZIP
EMPLOYEE INFORMATION					
DEPARTMENT		JOB TITLE		DATE OF HIRE	
SHIFT HOURS		<input type="checkbox"/> HOURS VARY	<input type="checkbox"/> DAYS OFF		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
OCCURRENCE					
ADDRESS OR LOCATION OF OCCURRENCE					
WHAT JOB/ACTIVITY WERE YOU PERFORMING?					
THIRD PARTY INVOLVED? NAME OF INDIVIDUAL			VEHICLE #	DID EVENT OCCUR ON PRIVATE PROPERTY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
WHAT BODY PART(S) INJURED?		<input type="checkbox"/> Left or <input type="checkbox"/> Right	WHAT TYPE OF INJURY (cut, strain, laceration, burn, etc.)?		
WHAT HAPPENED TO CAUSE THE INJURY? (Describe how the event occurred, including other persons involved, tools, machinery, chemicals, etc.)					
HOSPITAL/PHYSICIAN CONSULTED (name/location/phone)					
DATE					
TIME LOST AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE LAST WORKED	DATE RETURNED	ADDITIONAL COMMENTS	
WITNESSES					
NAME & ADDRESS			BUSINESS PHONE	RESIDENCE PHONE	
SIGNATURES					
EMPLOYEE (PRINT NAME)					
EMPLOYEE SIGNATURE				DATE	
SUPERVISOR (PRINT NAME)					
SUPERVISOR SIGNATURE				DATE	

RED fields are required to be filled out.

Rev. 11/15/2012 of

Appendix G: Supervisor's Investigation of Employee Injury Report Form



SUPERVISOR'S INVESTIGATION OF EMPLOYEE INJURY REPORT

PART A					
Employee Name: Last		First		MI	
Accident Date	Time Shift Started	Time of Accident	Date Accident Reported	Day of Week of Accident	Vehicle Number
Supervisor Name			Department <input type="checkbox"/> FR <input type="checkbox"/> PT <input type="checkbox"/> Vehicle Maint. <input type="checkbox"/> Bldg. Maint. <input type="checkbox"/> Admin.		
Date of Hire	Employee's Job Title	Job at Time of Accident		Length of Time in Current Position	
Specific Location of the Accident			Physical Description of Injury (i.e. cut finger, twisted ankle, etc.)		
Others Injured/Involved/Witness in Same Accident			Phone Number of Others		
PART B					
Describe, in Detail, How the Accident Occurred:					
PART C					
Casual Factors and Corrective Actions. Check All that apply. Events and conditions that contributed to the accident.					
EQUIPMENT - Root Causes				EQUIPMENT-Corrective Action	
<input type="checkbox"/> Electrical hazard	<input type="checkbox"/> Safety device inoperable	<input type="checkbox"/> Boardwalk, sidewalk			
<input type="checkbox"/> Chemical hazard	<input type="checkbox"/> Equipment inadequate	<input type="checkbox"/> Ladders			
<input type="checkbox"/> Hand tools	<input type="checkbox"/> PPE	<input type="checkbox"/> Seat			
<input type="checkbox"/> Equipment defective	<input type="checkbox"/> Steps, stairs	<input type="checkbox"/> Other _____			
MANAGEMENT - Root Causes				MANAGEMENT-Corrective Action	
<input type="checkbox"/> Lack of training	<input type="checkbox"/> Lack of accountability	<input type="checkbox"/> Improper maintenance			
<input type="checkbox"/> Lack of instruction	<input type="checkbox"/> No inspections done	<input type="checkbox"/> System failure			
<input type="checkbox"/> Working overtime	<input type="checkbox"/> Policies and procedures	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Equipment unavailable					
ENVIRONMENT - Root Causes				ENVIRONMENT-Corrective Action	
<input type="checkbox"/> Insects	<input type="checkbox"/> Uneven pavement	<input type="checkbox"/> Poor housekeeping			
<input type="checkbox"/> Tight working area	<input type="checkbox"/> Poor footing	<input type="checkbox"/> Weather			
<input type="checkbox"/> Construction area	<input type="checkbox"/> Poor lighting	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Uneven ground					
BEHAVIOR/PEOPLE - Root Causes				PEOPLE-Corrective Actions	
<input type="checkbox"/> Unsafe act	<input type="checkbox"/> Safety rules ignored	<input type="checkbox"/> Equipment used incorrectly			
<input type="checkbox"/> PPE not worn	<input type="checkbox"/> Unaware of surroundings	<input type="checkbox"/> Lack of training			
<input type="checkbox"/> Assault	<input type="checkbox"/> Physical or mental	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Distraction/haste					
ERGONOMIC - Root Causes				ERGONOMICS-Corrective Actions	
<input type="checkbox"/> Repetitive twisting of wrists	<input type="checkbox"/> Vibration	<input type="checkbox"/> Body not in neutral position			
<input type="checkbox"/> Repetitive twisting of waist	<input type="checkbox"/> Awkward position	<input type="checkbox"/> Horizontal distance too great			
<input type="checkbox"/> Improper positioning of head	<input type="checkbox"/> Shoulders too high/low	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Improper tool					
Accident Investigation Conducted By:					
Name (type/print): _____			Date: _____		
Signature: _____			Date: _____		
<p><i>Injury accident investigations should be completed as soon as practical upon notice of an accident. STA Supervisors/Managers should complete Sections A – C, and submit the original of this completed form to Safety/Loss Control within 72 hours of injury notice. If you have questions, call #325-6000 and ask for Claims or Safety.</i></p>					



1230 W. Boone Avenue, Spokane, WA 99201
 (509) 328-RIDE | www.spokanetransit.com

Committee Recommendation-Board Consent
Meeting Date: May 21, 2026
Agenda Item: 7G

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: BATTERY ELECTRIC BUS ON-ROUTE CHARGING: EQUIPMENT PURCHASE
Submitted by: Emily S. Poole, Chief Planning & Development Officer
 Alyssa Peterson, Capital Projects Manager

Purpose: For decision.
Recommendation: Approve, by motion, the sole source purchase of charging equipment necessary for the Battery Electric Bus On-Route Charging project.
Attachments and/or Online Links: BATTERY ELECTRIC BUS ON-ROUTE CHARGING: EQUIPMENT PURCHASE

SUMMARY: At the May 6, 2026, Performance Monitoring & External Relations Committee, staff sought approval of equipment purchase to add battery electric bus charging infrastructure to two STA owned properties, Valley Transit Center (VTC) and Liberty Lake Park and Ride (LLPR), in support of STA's *Zero Emission Fleet Transition Plan* and High-Performance Transit service implemented in 2025.

As required by STA's Procurement Policy, equipment purchases in excess of \$1,000,000 require committee review and Board approval of the purchase prior to ordering. The current quote for charging equipment is \$1,580,986 which includes freight, delivery, and commissioning.

COST TYPE	AMOUNT
Overall Project Budget (Battery Electric Bus On-Route Charging CIP #1066)	\$4,900,000
Actuals & Encumbrances	\$200,000
Cost Estimate	\$1,580,986
Forecasted Future Encumbrances	\$3,119,014

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **7G**

Presented to: Board of Directors

SUBJECT: BATTERY ELECTRIC BUS ON-ROUTE CHARGING: EQUIPMENT PURCHASE

BACKGROUND: The Battery Electric Bus Charging Infrastructure project was approved in Spokane Transit Authority's (STA) 2025-2031 Capital Improvement Program. In September 2025, Route 90 Sprague was superseded by Route 9 Sprague, converting the route to the High Performance Transit (HPT) designation as identified in the *STA Moving Forward* initiative. In support of STA's *Zero Emission Fleet Transition Plan*, this route, along with interline partners Routes 21 West Broadway, 98 Greenacres / Liberty Lake, and 93 Molter Loop, will utilize battery electric buses and operate from the West Central neighborhood to Liberty Lake Park & Ride (LLPR) via the Plaza and Valley Transit Center (VTC) after completion of this project.

On-route chargers will provide the necessary charging infrastructure to provide more system resilience and extend the duty of the existing fleet, eliminate the potential for additional time associated with charging off-route, and help alleviate the charging demand at STA's Boone facilities.

A basis of design was prepared by STA staff using known data and experience from previous charging projects including Boone Northwest Garage, Moran Station, and Spokane Community College. The basis of design outlined specific makes and models of charging equipment that have proven to be successful on previous projects. The charging equipment was then reviewed with STA's on-call engineering consultant, Coffman Engineers, and ABB Group to ensure the equipment would function as necessary to support STA's charging needs.

This project is funded by Capital Improvement Program (CIP) 1066 On-Route BEB Charging Infrastructure which is approved at \$4,900,000. The CIP is partially funded by a Washington State Department of Transportation Green Transportation Grant for the 2025-2027 biennium in the amount of \$3,208,000. The current quote for charging equipment is \$1,580,986 which includes freight, delivery, and commissioning. This cost is in addition to other project costs, including construction, design, and engineering, bid advertisement, equipment procurement, construction contingency, construction management, etc.

Procurement Description:

Spokane Transit Authority (STA) will procure the charging equipment as sole-source item. A purchase order will be issued to ABB Group for the charging equipment manufacturing, freight, and delivery charges. Utilizing the same equipment make and model for all of STA's charging infrastructure creates a standardized process for maintenance, repair, and warranty services.

Equipment Purchase:

- Valley Transit Center
 - Two (2) 300kW pantograph-based DC fast chargers
 - Four (4) 500A charging cabinets (two per charger)
 - Wi-Fi antenna, integrated control box
 - Onsite commissioning
- Liberty Lake Park and Ride
 - Two (2) 450kW pantograph-based DC fast chargers with charge pole and mast arm
 - Six (6) 500A charging cabinets (three per charger)
 - Wi-Fi antenna, integrated control box
 - Onsite commissioning



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Board Action-Consent Agenda
Meeting Date: May 21, 2026
Agenda Item: 7H

Presented To: Board of Directors

Referral Committee: Board Operations Committee

Title: BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION (RESOLUTION)

Submitted by: Emily S. Poole, Chief Planning & Development Officer
Dan Wells, Director of Capital Development
Brian Jennings, Director of Community Development

Purpose: For decision.

Recommendation: Approve, by Resolution 858-26, the Chief Executive Officer negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed \$25,000 per parcel.

Attachments and/or Online Links: STAFF REPORT: BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION
BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION RESOLUTION 858-26

SUMMARY: Improvements and adjustments to bus stops are an essential aspect of improving the customer experience and improving accessibility to transit service. Several projects currently in design include improvements and other construction at bus stops that in some instances will require activity outside the public right-of-way and on private property. Staff are seeking board authorization to proceed with necessary property agreements, purchases, and acquisitions up to \$25,000 per parcel.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **7H**

Presented to: Board Operations Committee

SUBJECT: BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION

BACKGROUND: Spokane Transit has approximately 1,700 bus stops throughout the Public Transportation Benefit Area (PTBA) to provide access to Fixed Route service. While bus stops are generally placed within the public right-of-way, in some locations construction activities for required stops and improvements necessarily extend beyond the public rights-of-way. These locations require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to apply STA’s power of eminent domain to acquire property from the adjacent owner.

On July 24, 2024, and on May 15, 2025, the Board approved Resolution 821-24 and 837-25 respectively, and directed the CEO to negotiate in good faith for the acquisition of property interests necessary for site improvements not to exceed \$25,000.00 per parcel. The execution of these resolutions provided staff with clear direction and afforded an efficient process for the execution of property acquisitions as needed for successful improvements to bus stops.

To allow for the purchase of necessary property rights from property owners, staff are seeking Board authorization by resolution for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests for parcels where the purchase price does not exceed \$25,000 per parcel. Purchases above \$25,000 will continue to come to the Board for approval. The draft resolution also signals the Board’s intent to pursue condemnation proceedings for purchases where a purchase price cannot be agreed upon. In these instances, additional Board authorization will be required prior to any formal condemnation actions.

Multiple capital projects are in place to improve bus stop amenities. The following active projects have stops that may require right of access to adjacent property for one or more bus stops:

Project ID#	Approved Projects in the Capital Improvement Program (CIP 2026-2031)	Project/Activity Description
753	2035: Transit Shelter Lighting	Upgrades to existing or replacement of end-of-life shelters and shelter lighting
822	Bus Stop Improvements - 2026	Accessibility improvements to existing bus stops
823	Operational Improvements - 2026	Bus stop improvements in support of improved operations
888	Bus Stop Accessibility Improvement Project	Accessibility improvements to existing bus stops
950	East Fifth Avenue Bus Stop Accessibility & Improvements	Bus stop accessibility improvements and other improvements along East Fifth Ave

1015	North Spokane Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in North Spokane
1016	South Spokane Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in South Spokane
1017	Spokane Valley Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in Spokane Valley
1018	West Plains Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in West Plains
1057	Annual Service Change-2026	Annual service change
1069	Stand-Alone Bench Program	Standalone bench installation

RESOLUTION NO. 858-26

A RESOLUTION OF THE SPOKANE TRANSIT AUTHORITY, PROVIDING FOR THE PURCHASE OR ACQUISITION OF REAL PROPERTY NECESSARY FOR THE PUBLIC PURPOSE OF BUS STOP SITE IMPROVEMENTS, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

WHEREAS, the Spokane Transit Authority (“STA”) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including Chapter 36.57A RCW, Public Transportation Benefit Areas (PTBA); and

WHEREAS, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the public benefit transportation area; and

WHEREAS, under RCW 36.57A.090(2), STA has the power “[to] acquire by purchase, condemnation, ... gift, or grant, and to... construct, add to, improve, replace, repair, ... the use of transportation facilities within or without the public transportation benefit area, including ... all lands, rights-of-way, property, equipment, and accessories necessary for such systems.”; and

WHEREAS, Article I, § 16 of the Washington Constitution, RCW 36.57A.090-.100, Chapter 8.12 RCW and other applicable law, allow a public benefit transportation area to acquire private property for public use upon making just compensation to the owners; and

WHEREAS, STA’s planned projects addressing site improvements of former, current and future bus stops at various locations, are included within the programs of the 2026-2031 Capital Improvement Program, a component of the 2026-2031 Transit Development Plan, adopted by STA’s Board of Directors in Resolution No. 841-25; and,

WHEREAS, said projects are funded with the approved 2026 Capital Budget, Resolution No. 851-25; and,

WHEREAS, it will be necessary to purchase or acquire certain real property at certain bus stop locations to complete the necessary improvements for the Projects referenced in Section 1 (“Project Improvements”, defined below); and

WHEREAS, STA’s Chief Executive Officer is directed to negotiate in good faith for the acquisition of property interests necessary for the site improvements for said bus stops, but where the parties are unable to agree upon the purchase price, or the owner of the property expresses a desire for STA to acquire the property interest(s) via STA’s eminent domain authority, it will be necessary for STA to exercise such authority; and

WHEREAS, if the parties agree as to the purchase price of any such property interest(s) necessary for the Project Improvements, STA’s Chief Executive Officer may enter into an agreement to purchase any necessary property interest(s), not to exceed \$25,000.00 per parcel, and execute all necessary documents to effectuate such purchases.

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

Section 1. Determination of Public Use and Necessity. STA has a need to acquire land and property in order to carry out site improvements for existing and future bus stops across the PTBA, together with such other permanent or temporary easements or other property interest deemed necessary by STA staff, including any additions, deletions, or changes to the character of the acquisition which may be found necessary for the completion of the following capital projects, or are negotiated with the property owner, for public purposes in order to complete said site improvements, including utilities and related improvements, all as set forth in the Capital Improvement Program and limited to the following capital projects (“Project Improvements”), which are deemed necessary for such public use and in the public interest for STA to acquire such property and/or land by eminent domain, if necessary:

Project ID#	Approved Projects in the Capital Improvement Program (CIP 2026-2031)	Project/Activity Description
753	2035: Transit Shelter Lighting	Upgrades to existing or replacement of end-of-life shelters and shelter lighting
822	Bus Stop Improvements - 2026	Accessibility improvements to new and existing bus stops
823	Operational Improvements - 2026	Improvements that are needed for enhancements to operations
888	Bus Stop Accessibility Improvement Project	Accessibility improvements to new and existing bus stops
950	East Fifth Avenue Bus Stop Accessibility & Improvements	Bus stop accessibility improvements and other improvements along East Fifth Ave
1015	North Spokane Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in North Spokane
1016	South Spokane Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in South Spokane
1017	Spokane Valley Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in Spokane Valley
1018	West Plains Bus Stops (2027-2029)	Bus stop accessibility improvements and other improvements in West Plains
1057	Annual Service Change-2026	Annual service change improvements
1069	Stand-Alone Bench Program	Standalone bench installation

Section 2. Statement of Intent to Exercise Eminent Domain Powers if Necessary. The STA Board of Directors hereby states its intent to exercise its powers of eminent domain, when and if necessary, to acquire all real property interests necessary for the Project improvements.

Section 3. Authorization of the Chief Executive Officer. The STA Board of Directors hereby authorizes the Chief Executive Officer to negotiate and execute all necessary documents for the purchase of real property interest(s) for the Project improvements, as may be necessary to complete the projects, where the parties agree as to the purchase price of such property interest(s), in an amount not to exceed \$25,000.00 per parcel.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions or sections of this ordinance or its application to persons or circumstances.

Section 5. Effective Date. This resolution shall be effective as of the date of its adoption.

ADOPTED by STA at a regular meeting thereof held on the 21st day of May 2026.

Attest:

Dana Infalt
Clerk of the Authority

Council Member Lance Speirs
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel



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Committee Action - Recommendation

Meeting Date: May 13, 2026

Agenda Item: **8A**

Presented To: Board Operations Committee
Referral Committee: n/a
Title: PUBLIC RECORDS INDEX UNDUE BURDEN DETERMINATION (RESOLUTION)
Submitted by: Robert Hamud, Chief Financial Officer

Purpose: For decision.
Recommendation: Adopt, by Resolution 859-26, the determination that the creation and maintenance of a public records index is unduly burdensome.
Attachments and/or Online Links: RESOLUTION 859-26

SUMMARY: The Revised Code of Washington (RCW 42.56.070(3)) requires local agencies to maintain and make available for public inspection a current index that provides identifying information for certain public records. However, RCW 42.56.070(4) allows an agency to forego maintaining such an index if the Board determines that creating and continuously updating it would be unduly burdensome due to staffing, retention, or administrative resource demands, and that doing so would interfere with STA operations.

In March 2026, the Board passed resolution 853-026 that expires on June 19, 2026 to allow time for additional information on this topic that staff will provide at the Committee meeting. This proposed resolution would supersede 853-026 and would become permanent.

STA remains committed to full compliance with the Public Records Act and to providing timely access to public records upon request. Staff request that the Board adopt the proposed resolution determining that maintaining a public records index is unduly burdensome.

RESOLUTION NO. 859-26

A RESOLUTION FOR ADOPTING A DETERMINATION OF UNDUE BURDEN
CONCERNING A PUBLIC RECORDS INDEX

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board is the governing body of STA and is responsible for agency policy decisions; and

WHEREAS, RCW 42.56.070(3) requires: "Each local agency shall maintain and make available for public inspection and copying a current index providing identifying information" for certain public records; and

WHEREAS, RCW 42.56.070(4) provides that an agency is not required to maintain a public records index if doing so would be unduly burdensome; and

WHEREAS, the STA Board finds that, due to the Agency's staffing for public records and retention and administrative resources dedicated to the same, the creation and continuous maintenance of a public records index would be costly and would interfere with STA operations and is unduly burdensome; and

WHEREAS, STA remains committed to compliance with the Public Records Act and providing prompt access to public records upon request.

WHEREAS, the STA Board passed temporary Resolution 853-026 on this topic on March 19, 2026, with the intent on approving this permanent resolution on or before the expiration of 853-026 on June 19, 2026.

WHEREAS, this resolution will supersede 853-036 and take place immediately with no expiration.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of STA hereby determines the creation and maintenance of a public records index to be unduly burdensome.

Adopted by STA at a regular meeting thereof held on the 21st day of May, 2026.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel



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Chair Report
Meeting Date: May 21, 2026
Agenda Item: 9A

Presented To: Board of Directors
Referral Committee: n/a
Title: BOARD OPERATIONS COMMITTEE – CHAIR REPORT
Submitted by: Lance Speirs, Committee & Board Chair

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: n/a

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



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Chair Report
Meeting Date: May 21, 2026
Agenda Item: 10A

Presented To: Board of Directors
Referral Committee: n/a
Title: PLANNING & DEVELOPMENT COMMITTEE – CHAIR REPORT
Submitted by: Kitty Klitzke, Committee Chair

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: n/a

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



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Chair Report
Meeting Date: May 21, 2026
Agenda Item: 10Aia

Presented To: Board of Directors

Referral Committee: Planning & Development Committee

Title: 2027-2032 TRANSIT DEVELOPMENT PLAN: PROPOSED 2027-2029 SERVICE IMPROVEMENTS

Submitted by: Emily S. Poole, Chief Planning & Development Officer
Chad Johnson, Interim Service Development Manager

Purpose: Receive report.

Recommendation: n/a

Attachments and/or Online Links: 2027-2032 TRANSIT DEVELOPMENT PLAN: PROPOSED 2027-2029 SERVICE IMPROVEMENTS

SUMMARY: At the May 6, 2026, Planning & Development Committee meeting, as part of the continuing development of the 2027-2032 Transit Development Plan (TDP), staff presented an overview of the significant service changes that are expected to be incorporated into the Service Improvement Program, a key section of the TDP. At this time, staff will provide a summary of the information given to the Planning & Development Committee.

The Service Improvement Program (SIP), updated annually as described in *Connect Spokane* policies MI 3.3.3 and MI 3.4, outlines the planned Fixed Route service changes set to take place during the first three years of each Transit Development Plan. Developed in close coordination with the agency’s financial projections, this year’s SIP will become a section of the 2027-2032 TDP to address service changes in 2027, 2028 and 2029. A full draft of the SIP will be included in the draft TDP presented to the committee in June 2026.

During the time span of 2027 through 2029, STA will implement a number of improvements and optimizations to expand the reach and usefulness of the network. As a continuation of investments in High Performance Transit in the I-90/Valley corridor, STA is slated to construct Argonne Station, which will introduce an opportunity to restructure the Fixed Route network in the greater Spokane Valley. Additionally, the *Connect 2035* strategic plan, adopted by the STA Board of Directors in December 2024, implements several initiatives advancing the strategic goals of this new plan by 2029, including network optimizations in north Spokane, multiple Mobility on Demand pilots, and infrastructure improvements at bus stops across the Fixed Route network. The service improvements outlined in the attached report further highlight these planned improvements and initiatives.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item 10Aia

Presented to: Board of Directors

SUBJECT: 2027-2032 TRANSIT DEVELOPMENT PLAN: PROPOSED 2027-2029 SERVICE IMPROVEMENTS

SUMMARY: The service improvements for the time span of 2027 through 2029 are outlined in the table below which highlight the significant service changes that are expected to be incorporated into the Service Improvement Program.

2027-2029 Service Improvements

2027 Overview: Improvements in 2027 are focused on implementation of <i>Connect 2035</i> Mobility on Demand Pilots and a minor restructuring to some north Spokane routes
<ul style="list-style-type: none">Route 20 SFCC will have a simplified routing that travels consistently on Main and Clarke Avenues in Peaceful Valley from downtown Spokane
<ul style="list-style-type: none">Shift a segment of Route 23 Maple/Ash and Route 223 Shadle/Indian Trail to North Belt Street from the Ash Street and Maple Street couplet to improve service to the Shadle Shopping Center and Shadle Public Library
<ul style="list-style-type: none">New Route 602 providing direct connectivity between West Plains Transit Center and SFCC
<ul style="list-style-type: none">New Route 220 providing targeted service between SFCC and downtown Spokane
<ul style="list-style-type: none">Discontinue Route 664 South Hill Express
<ul style="list-style-type: none">Adjust targeted trips of Route 61 Highway 2/Fairchild to service the front gate at Fairchild Air Force Base instead of the AAFES Base Exchange
<ul style="list-style-type: none">Continue <i>Connect 2035</i> initiatives for lighting and shelter improvements
<ul style="list-style-type: none">The <i>Connect 2035</i> Mobility on Demand pilot initiative focused on Elderly and Disabled riders is programmed to begin
2028 Overview: Improvements in 2028 are primarily focused on adjusting routes in greater Spokane Valley to incorporate Argonne Station Park and Ride
<ul style="list-style-type: none">With the completion of Argonne Station Park and Ride, Routes 7 Valley/Airport and 771 Mirabeau Express will begin serving the facility, helping to alleviate traffic congestion on I-90 by offering commuter parking and providing direct service and better connections between Spokane, Spokane Valley, and Millwood
<ul style="list-style-type: none"><i>Connect 2035</i> Initiative: Implement the restructuring of service in greater Spokane Valley (Liberty Lake, Millwood and Spokane Valley) to expand service coverage
<ul style="list-style-type: none">The third <i>Connect 2035</i> Mobility on Demand pilot initiative in Liberty Lake is programmed to begin
2029 Overview: Improvements in 2029 are focused on
<ul style="list-style-type: none">A later inbound and outbound trips on select routes weeknights and Saturday nights
<ul style="list-style-type: none">The fourth <i>Connect 2035</i> Mobility on Demand pilot initiative in the West Plains is programmed to begin



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Chair Report
Meeting Date: May 21, 2026
Agenda Item: 10Aib

Presented To: Board of Directors
Referral Committee: Planning & Development Committee
Title: 2027-2032 TRANSIT DEVELOPMENT PLAN: PROPOSED 2027-2032 CAPITAL IMPROVEMENTS PROGRAM
Submitted by: Robert Hamud, Chief Financial Officer
Emily S. Poole, Chief Planning & Development Officer

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: 2027-2032 TRANSIT DEVELOPMENT PLAN: PROPOSED 2027-2032 CAPITAL IMPROVEMENTS PROGRAM

SUMMARY: At the May 6, 2026, Planning & Development Committee meeting staff provided an overview of the proposed programs and projects to be included in the draft Transit Development Plan: 2027-2032. At this time, staff will provide a summary of the information given to the Planning & Development Committee.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item 10Aib

Presented to: Board of Directors

SUBJECT: 2027-2032 TRANSIT DEVELOPMENT PLAN: PROPOSED 2027-2032 CAPITAL IMPROVEMENTS PROGRAM

SUMMARY: A major element of the state-required Transit Development Plan (TDP) is the Capital Improvement Program (CIP). The CIP is developed in accordance with Connect Spokane, including the following policy:

SI-5.1 Capital Improvement Program (CIP)

STA shall maintain a Capital Improvement Program that shall cover a period of no less than six years and be in general conformance with the Comprehensive Plan. To enable STA to make educated, coordinated, and financially sound capital investments, a 6-year Capital Improvement Program must be developed. This program will be reviewed annually.

The development of a six-year CIP provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the Service Improvement Program, connects the long-range vision, goals and policies of STA's comprehensive and strategic plans, to the tactics and actions called for each year in the budget and annual action plan.

A capital project is a significant investment to acquire, develop, improve, or maintain a capital asset (such as property, buildings, vehicles, infrastructure, etc.). The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into five distinct program categories:

- Vehicles
- Facilities – Maintenance & Administration
- Facilities – Passenger & Operational
- Technology
- High Performance Transit Implementation

The preliminary capital projects table attached to this item covers the years 2027-2032, and when compiled into capital programs, embodies the central component of the capital improvement program.

In addition to the five categories of capital programs, the draft CIP, to be incorporated into the draft TDP, will identify:

- FTA Section 5307 Program of Projects
- FTA Section 5310 Apportionment Program
- FTA Section 5339 Bus and Bus Facilities Formula Program
- Fleet Replacement Plan

The draft CIP will be compiled and presented at the June committee meeting within the draft TDP. Attached is a tabular report of all existing and proposed projects for inclusion in the 2027-2032 CIP for committee review.

**Spokane Transit Authority
2027-2032 Capital Improvement Program - Draft**

New Projects added									2027 by Funding Source										
Program Category	Program Name	ID	Project Name	Financial Status	Budget Control	Expenditure PTD as of 12/31/2025	Remaining Budget	QTY	2027 - Local	2027 - State	2027 - Federal	2027 Total	2028 Total	2029 Total	2030 Total	2031 Total	2032 Total	2027-2032 Total CIP	
Vehicles	Fixed Route Fleet - Replacement	1029	Fixed Route Fleet Replacement-2029	Funded	2,742,209	-	2,742,209	3	-	-	-	-	-	2,742,209	-	-	-	2,742,209	
		1146	Fixed Route Fleet Replacement 40'-2031	Funded	6,845,342	-	6,845,342	7	-	-	-	-	-	-	-	6,845,342	-	-	6,845,342
		1153	Fixed Route Fleet Replacement 60'-2032	Funded	4,512,708	-	4,512,708	3	-	-	-	-	-	-	-	-	-	4,512,708	4,512,708
	Fixed Route Fleet - Replacement Total					14,100,259	-	14,100,259	13	-	-	-	-	2,742,209	-	6,845,342	4,512,708	14,100,259	
	Paratransit Vans	961	Paratransit Fleet Replacement-2028	Funded	3,724,229	-	3,724,229	20	-	-	-	-	3,724,229	-	-	-	-	-	3,724,229
		1031	Paratransit Fleet Replacement-2029	Funded	3,910,441	-	3,910,441	20	-	-	-	-	-	3,910,441	-	-	-	-	3,910,441
		1147	Paratransit Fleet Replacement-2031	Funded	3,490,752	-	3,490,752	16	-	-	-	-	-	-	-	3,490,752	-	-	3,490,752
		1178	Paratransit Fleet Replacement - 2032	Funded	6,741,510	-	6,741,510	30	-	-	-	-	-	-	-	-	-	6,741,510	6,741,510
	Paratransit Vans Total					17,866,932	-	17,866,932	86	-	-	-	-	3,724,229	3,910,441	-	3,490,752	6,741,510	17,866,932
	Rideshare Vans	881	Rideshare Replacement 2027	Funded	680,000	-	680,000	11	680,000	-	-	-	680,000	-	-	-	-	-	680,000
		947	Rideshare New/ Replacement 2028	Funded	700,000	-	700,000	11	-	-	-	-	700,000	-	-	-	-	-	700,000
		1030	Rideshare Replacement 2029	Funded	725,000	-	725,000	11	-	-	-	-	-	725,000	-	-	-	-	725,000
		1102	Rideshare Vehicle Replacement-2030	Funded	820,000	-	820,000	10	-	-	-	-	-	-	-	820,000	-	-	820,000
		1148	Rideshare Replacements-2031	Funded	765,000	-	765,000	11	-	-	-	-	-	-	-	-	765,000	-	765,000
		1179	Rideshare Replacements - 2032	Funded	791,000	-	791,000	11	-	-	-	-	-	-	-	-	-	791,000	791,000
	Rideshare Vans Total					4,481,000	-	4,481,000	65	680,000	-	-	680,000	700,000	725,000	820,000	765,000	791,000	4,481,000
	Mobility on Demand - New	1177	2035: Mobility on Demand Vehicles	Funded-2035	600,000	-	600,000	9	600,000	-	-	-	600,000	-	-	-	-	-	600,000
	Mobility on Demand - New Total					600,000	-	600,000	9	600,000	-	-	600,000	-	-	-	-	-	600,000
	Non-Revenue Vehicles	879	Security Patrol Vehicles	Funded	90,000	-	90,000	5	90,000	-	-	-	90,000	-	-	-	-	-	90,000
		880	Supervisor Support Vehicles	Funded	300,000	-	300,000	5	300,000	-	-	-	300,000	-	-	-	-	-	300,000
932		Shelter Response Truck	Funded	72,500	-	72,500	1	72,500	-	-	-	72,500	-	-	-	-	-	72,500	
944		Security Support Vehicle	Funded	50,000	-	50,000	1	-	-	-	-	-	50,000	-	-	-	-	50,000	
1164		Journeyman service vans	Funded	270,000	-	270,000	2	180,000	-	-	-	180,000	-	-	-	-	-	180,000	
1182		Electric Pilot Vehicle - 2027	Funded	100,000	-	100,000	1	100,000	-	-	-	100,000	-	-	-	-	-	100,000	
Non-Revenue Vehicles Total					882,500	-	882,500	15	742,500	-	-	742,500	50,000	-	-	-	-	792,500	
Rolling Stock Miscellaneous Equipment and Fixtures	1180	Battery Electric Bus Midlife Replacements and State of Good Repair	Funded	9,000,000	-	9,000,000	-	450,000	-	-	-	450,000	3,500,000	4,700,000	-	-	-	8,650,000	
	1181	BEB Performance Enhancements-New Flyer	Funded	600,000	-	600,000	-	600,000	-	-	-	600,000	-	-	-	-	-	600,000	
Rolling Stock Miscellaneous Equipment and Fixtures Total					9,600,000	-	9,600,000	-	1,050,000	-	-	1,050,000	3,500,000	4,700,000	-	-	-	9,250,000	
Vehicles Total					47,530,691	-	47,530,691	188	3,072,500	-	-	3,072,500	7,974,229	12,077,650	820,000	11,101,094	12,045,218	47,090,691	
Facilities - Maintenance & Administration	Boone - Preservation and Enhancements	324	Boone Facility Fire Alarm Upgrade	Funded	350,000	153	349,847	-	199,847	-	-	199,847	-	-	-	-	-	199,847	
		745	West Boone Avenue Crosswalk	Funded	400,000	28,045	371,955	-	25,840	-	-	-	25,840	-	-	-	-	-	25,840
		779	Capital Replacement of BEB Electric Charging-2023-2027	Funded	221,824	-	221,824	-	112,551	-	-	-	112,551	-	-	-	-	-	112,551
		876	Steam Pit Lift	Funded	240,000	-	240,000	-	240,000	-	-	-	240,000	-	-	-	-	-	240,000
		920	HVAC, Capital Replacement M&A Facilities 2023-2027	Funded	86,100	-	86,100	-	44,100	-	-	-	44,100	-	-	-	-	-	44,100
		921	HVAC, Capital Replacement M&A Facilities 2028-2032	Funded	365,520	-	365,520	-	-	-	-	-	-	66,150	69,458	72,930	76,577	80,405	365,520
		926	Overhead Garage Door Replacement 2023-27	Funded	350,943	111,705	239,238	-	136,991	-	-	-	136,991	-	-	-	-	-	136,991
		927	Overhead Garage Door Replacement 2028-32	Funded	400,058	-	400,058	-	-	-	-	-	-	75,353	77,613	79,942	82,340	84,810	400,058
		963	Capital Replacement of BEB Electric Charging-2028-2032	Funded	615,474	-	615,474	-	-	-	-	-	-	115,928	119,405	122,987	126,677	130,477	615,474
		971	Automated Load Management	Funded	300,000	64,927	235,073	-	40,000	-	-	-	40,000	40,000	40,000	75,073	-	-	195,073
		1024	Boone Clean Buildings- Dept of Commerce Work	Funded	443,090	43,090	400,000	-	100,000	-	-	-	100,000	100,000	100,000	-	-	-	300,000
		1025	NW Boone Fire Suppression Upgrade	Funded	384,644	84,644	300,000	-	25,000	-	-	-	25,000	-	-	-	-	-	25,000
		1161	Boone Battery Storage Room	Funded	351,200	23,483	327,717	-	27,717	-	-	-	27,717	-	-	-	-	-	27,717
	Boone - Preservation and Enhancements Total					4,508,853	356,046	4,152,807	-	952,046	-	-	952,046	397,431	406,476	350,932	285,594	295,692	2,688,171
	Fleck Center - Preservation and Improvements	1166	Fleck TI Projects	Funded	650,000	51,457	598,543	-	348,543	-	-	348,543	-	-	-	-	-	-	348,543
	Fleck Center - Preservation and Improvements Total					650,000	51,457	598,543	-	348,543	-	-	348,543	-	-	-	-	-	348,543
	Facility Master Plan Program	1041	Tenant Improvements	Funded	200,000	-	200,000	-	120,000	-	-	-	120,000	-	-	-	-	-	120,000
		1150	2035: Training Course	Funded-2035	3,000,000	-	3,000,000	-	2,660,000	-	-	-	2,660,000	140,000	-	-	-	-	2,800,000
		1151	2035: Clean Energy Base #1	Funded-2035	10,000,000	-	10,000,000	-	-	-	-	-	-	-	5,000,000	5,000,000	-	-	10,000,000
	Facility Master Plan Program Total					13,200,000	-	13,200,000	-	2,780,000	-	-	2,780,000	140,000	-	5,000,000	5,000,000	-	12,920,000
Facility Master Plan Program-Boone Total	1207	2035: Fixed Route Operations Center	Funded-2035	12,000,000	-	12,000,000	-	10,500,000	-	-	10,500,000	850,000	-	-	-	-	-	11,350,000	
Facility Master Plan Program-Boone Total					12,000,000	-	12,000,000	-	10,500,000	-	-	10,500,000	850,000	-	-	-	-	11,350,000	
Facility Master Plan Program-Fleck	1208	2035: Paratransit & Rideshare Operations Base	Funded-2035	30,000,000	-	30,000,000	-	9,500,000	-	-	9,500,000	17,000,000	3,000,000	-	-	-	-	29,500,000	
Facility Master Plan Program-Fleck Total					30,000,000	-	30,000,000	-	9,500,000	-	-	9,500,000	17,000,000	3,000,000	-	-	-	29,500,000	
Miscellaneous Equipment and Fixtures	915	TI Projects 2023-2027	Funded	726,553	376,986	349,567	-	190,727	-	-	190,727	-	-	-	-	-	-	190,727	
	916	TI Projects 2028-2032	Funded	615,477	-	615,477	-	-	-	-	-	115,928	119,406	122,988	126,678	130,477	-	615,477	
	924	Miscellaneous Equipment and Fixtures 2023-2027	Funded	160,141	61,599	98,543	-	53,985	-	-	-	53,985	-	-	-	-	-	53,985	
	925	Miscellaneous Equipment and Fixtures 2028-2032	Funded	255,844	-	255,844	-	-	-	-	-	-	48,189	49,635	51,124	52,658	54,238	255,844	
	1132	Miscellaneous Vehicle Equipment Improvements	Funded	1,800,000	-	1,800,000	-	300,000	-	-	-	300,000	300,000	300,000	300,000	300,000	-	1,500,000	
	1184	Steril-Kone Sky Lift	Funded	500,000	-	500,000	-	500,000	-	-	-	500,000	-	-	-	-	-	500,000	
1185	Stenman Technik Pantograph Arm	Funded	70,000	-	70,000	-	70,000	-	-	-	70,000	-	-	-	-	-	70,000		
Miscellaneous Equipment and Fixtures Total					4,128,015	438,585	3,689,430	-	1,114,712	-	-	1,114,712	464,117	469,041	474,112	479,336	184,715	3,186,033	
Facilities - Maintenance & Administration Total					64,486,868	846,088	63,640,780	-	25,195,301	-	-	25,195,301	18,851,548	3,875,517	5,825,044	5,764,930	480,407	59,992,747	
Facilities - Passenger & Operational	888	Route & Stop Facility Improvements	Funded	1,116,250	-	1,116,250	-	280,000	-	-	280,000	280,000	306,250	-	-	-	-	866,250	

Program Category	Program Name	ID	Project Name	Financial Status	Budget Control	Expenditure PTD as of 12/31/2025	Remaining Budget	QTY	2027 - Local	2027 - State	2027 - Federal	2027 Total	2028 Total	2029 Total	2030 Total	2031 Total	2032 Total	2027-2032 Total CIP		
Operational	Route & Stop Facility Improvements	894	Cooperative Projects 2022-2027	Funded	2,499,290	1,223,044	1,276,246	-	650,000	-	-	650,000	-	-	-	-	-	650,000		
		896	Indian Trail Layover Improvement Project	Funded	800,000	27,674	772,326	-	72,326	-	-	72,326	-	-	-	-	-	-	72,326	
		898	Route Segment Investment Projects	Funded	1,767,500	146,418	1,621,082	-	410,103	-	-	410,103	400,000	400,000	60,979	-	-	-	1,271,082	
		899	2035: Shelters & Lighting Program	Funded-2035	991,200	231,033	760,167	-	285,167	-	-	285,167	-	-	-	-	-	-	-	285,167
		903	2035: Whitworth University Comfort Station	Funded-2035	565,000	495,920	69,080	-	16,000	-	-	16,000	-	-	-	-	-	-	-	16,000
		1015	North Spokane Bus Stops (2027-2029)	Funded	1,350,000	-	1,350,000	-	-	-	-	-	-	100,000	200,000	1,000,000	50,000	-	-	1,350,000
		1016	South Spokane Bus Stops (2027-2029)	Funded	1,075,000	-	1,075,000	-	-	-	-	-	-	-	75,000	150,000	800,000	50,000	-	1,075,000
		1017	Spokane Valley Bus Stops (2027-2029)	Funded	1,035,000	-	1,035,000	-	200,000	-	-	200,000	700,000	50,000	-	-	-	-	-	950,000
		1018	West Plains Bus Stops (2027-2029)	Funded	650,000	-	650,000	-	-	-	-	-	-	-	-	50,000	100,000	500,000	-	650,000
		1019	Sprague Ave - Division Street to Post Street	Funded	3,700,000	-	3,700,000	-	-	-	-	-	-	-	-	3,675,000	-	-	-	3,675,000
		1022	Veterans Administration -Bus Stop & Crosswalk	Funded	500,000	-	500,000	-	475,000	-	-	475,000	-	-	-	-	-	-	-	475,000
		1055	Property Acquisition Due Diligence-Latah Valley	Funded	300,000	-	300,000	-	100,000	-	-	100,000	-	-	-	-	-	-	-	100,000
		1056	Annual Service Change-2025	Funded	725,000	141,892	583,108	-	183,108	-	-	183,108	-	-	-	-	-	-	-	183,108
		1057	Annual Service Change-2026	Funded	734,000	-	734,000	-	50,000	-	-	50,000	-	-	-	-	-	-	-	50,000
		1058	Annual Service Change-2027	Funded	650,000	-	650,000	-	600,000	-	-	600,000	-	-	-	-	-	-	-	600,000
		1059	Annual Service Change-2028	Funded	1,000,000	-	1,000,000	-	200,000	-	-	200,000	700,000	50,000	-	-	-	-	-	950,000
		1060	Annual Service Change-2029	Funded	300,000	-	300,000	-	-	-	-	-	45,000	240,000	15,000	-	-	-	-	300,000
		1061	Annual Service Change-2030	Funded	300,000	-	300,000	-	-	-	-	-	-	45,000	240,000	15,000	-	-	-	300,000
		1062	Bus Stop Improvements-2030	Funded	300,000	-	300,000	-	-	-	-	-	-	45,000	240,000	15,000	-	-	-	300,000
		1063	2035: Comfort Station Program	Funded-2035	3,220,000	-	3,220,000	-	1,280,000	-	-	1,280,000	930,000	960,000	-	-	-	-	-	3,170,000
		1064	2035: Enhanced Customer Information Signage	Funded-2035	241,000	76	240,924	-	205,924	-	-	205,924	-	-	-	-	-	-	-	205,924
		1066	2035: On-route BEB charging infrastructure - Route 9 HPT	Funded-2035	4,900,000	35,679	4,864,321	-	1,356,357	1,717,964	-	3,074,321	-	-	-	-	-	-	-	3,074,321
		1133	Cooperative Projects 2028-2031	Funded	2,000,000	-	2,000,000	-	-	-	-	-	500,000	500,000	500,000	500,000	500,000	-	-	2,000,000
		1134	2035: Shelters & Lighting Program 2028-2031	Funded-2035	2,513,000	-	2,513,000	-	-	-	-	-	584,000	610,000	637,000	682,000	-	-	-	2,513,000
		1135	Annual Service Change - 2031	Funded	300,000	-	300,000	-	-	-	-	-	-	45,000	240,000	15,000	-	-	-	300,000
		1136	Bus Stop Improvements - 2031	Funded	300,000	-	300,000	-	-	-	-	-	-	45,000	240,000	15,000	-	-	-	300,000
		1137	2035: Downtown Charging and Layover Facility	Funded-2035	10,450,000	-	10,450,000	-	3,150,000	2,506,800	-	5,656,800	4,443,200	-	-	-	-	-	-	10,100,000
1138	2035: Electric Vehicle Charging Program	Funded-2035	1,372,000	-	1,372,000	-	-	-	-	-	-	435,000	457,000	480,000	-	-	-	1,372,000		
1140	Stand-Alone Bench Program	Funded	441,000	-	441,000	-	74,000	-	-	74,000	76,000	79,000	83,000	88,000	-	-	-	400,000		
1168	Annual Service Change - 2032	Funded	1,200,000	-	1,200,000	-	-	-	-	-	-	-	-	-	-	1,200,000	-	1,200,000		
1169	Bus Stop Improvements - 2032	Funded	1,200,000	-	1,200,000	-	-	-	-	-	-	-	-	-	-	1,200,000	-	1,200,000		
1170	Cooperative Projects - 2032	Funded	500,000	-	500,000	-	-	-	-	-	-	-	-	-	-	-	500,000	500,000		
1171	2035: Shelter Program - 2032	Funded-2035	700,000	-	700,000	-	-	-	-	-	-	-	-	-	-	-	700,000	700,000		
1172	Community Hubs/Nodes	Funded	2,200,000	-	2,200,000	-	380,949	-	-	380,949	407,316	435,475	465,553	497,685	13,022	-	-	2,200,000		
1173	2035: Non-Shelter Bus Stop Lighting	Funded-2035	100,000	-	100,000	-	100,000	-	-	100,000	-	-	-	-	-	-	-	100,000		
1174	Operational Improvements - 2032	Funded	200,000	-	200,000	-	-	-	-	-	-	-	-	-	-	200,000	-	200,000		
1175	Route 25 - Decommissioning	Funded	175,000	-	175,000	-	-	-	-	-	-	75,000	100,000	-	-	-	-	175,000		
Route & Stop Facility Improvements Total					52,370,240	2,301,735	50,068,505	-	10,068,934	4,224,764	-	14,293,698	9,165,516	4,505,725	7,763,532	3,707,685	4,393,022	43,829,178		
	Plaza Preservation and Improvements	845	Plaza Preservation and Improvements 2023-2027	Funded	273,420	156,972	116,448	-	85,173	-	-	85,173	-	-	-	-	-	85,173		
		958	Plaza Preservation & Improvements 2028-2032	Funded	316,971	-	316,971	-	-	-	-	59,703	61,494	63,339	65,239	67,196	-	-	316,971	
		1026	Plaza Clean Buildings- Dept of Commerce Work	Funded	3,000,000	2,536,401	463,599	-	7,219	-	-	7,219	-	-	-	-	-	-	7,219	
		1051	Plaza Miscellaneous Equipment	Funded	646,842	-	646,842	-	106,090	-	-	106,090	150,000	175,000	112,752	-	-	-	-	543,842
		1053	HVAC, Capital Replacement Plaza 2025-2030	Funded	375,000	29,326	345,674	-	60,000	-	-	60,000	75,000	85,000	70,674	-	-	-	-	290,674
		1067	Plaza Bay 1 Design and Construction	Funded	810,000	-	810,000	-	785,000	-	-	785,000	-	-	-	-	-	-	-	785,000
		1149	Plaza Clean Buildings Performance - Phase II	Funded	3,200,000	-	3,200,000	-	-	-	-	-	100,000	1,500,000	1,500,000	100,000	-	-	-	3,200,000
		1152	2035: Plaza Tenant Improvements	Funded-2035	4,000,000	-	4,000,000	-	2,300,000	-	-	2,300,000	800,000	-	-	-	-	-	-	3,100,000
		Plaza Preservation and Improvements Total					12,622,233	2,722,699	9,899,534	-	3,343,482	-	-	3,343,482	1,184,703	1,821,494	1,746,765	165,239	67,196	8,328,879
			Park and Ride Upgrades	928	Park and Ride Major Preservation 2023-2027	Funded	44,364	-	44,364	-	22,510	-	-	22,510	-	-	-	-	-	22,510
929	Park and Ride Major Preservation 2028-2032			Funded	123,091	-	123,091	-	-	-	-	23,185	23,880	24,597	25,334	26,095	-	-	123,091	
Park and Ride Upgrades Total					167,455	-	167,455	-	22,510	-	-	22,510	23,185	23,880	24,597	25,334	26,095	145,601		
	Transit Center Upgrades	1141	2035: West Plains Transit Center - Comfort Station	Funded-2035	1,413,000	-	1,413,000	-	1,263,000	-	-	1,263,000	-	-	-	-	-	-	1,263,000	
		1142	2035: West Plains Transit Center - Facilities & Grounds Building	Funded-2035	1,666,000	-	1,666,000	-	1,516,000	-	-	1,516,000	-	-	-	-	-	-	-	1,516,000
Transit Center Upgrades Total					3,079,000	-	3,079,000	-	2,779,000	-	-	2,779,000	-	-	-	-	-	-	2,779,000	
	Near Term Investments	948	Bus Stops for Hayford & McFarlane (West Plains)	Funded-NT	600,000	-	600,000	-	-	-	-	-	600,000	-	-	-	-	-	600,000	
		949	Route 95 Improvements	Funded-NT	794,000	200,525	593,475	-	306,814	-	-	306,814	-	-	-	-	-	-	-	306,814
		950	East Fifth Avenue Bus Stop Accessibility & Improvements	Funded-NT	348,000	630	347,370	-	-	-	-	-	347,370	-	-	-	-	-	-	347,370
Near Term Investments Total					1,742,000	201,155	1,540,845	-	306,814	-	-	306,814	947,370	-	-	-	-	-	1,254,184	
Facilities - Passenger & Operational Total					69,980,928	5,225,589	64,755,339	-	16,520,740	4,224,764	-	20,745,504	11,320,774	6,351,099	9,534,894	3,898,258	4,486,313	56,336,842		
Technology	Business Systems Replacement	841	Enterprise Asset Management System Implementation	Funded	5,500,000	145,578	5,354,422	-	3,150,000	-	-	3,150,000	854,422	-	-	-	-	-	4,004,422	
		1183	Yard Management Software	Funded	1,500,000	-	1,500,000	-	1,000,000	-	-	1,000,000	100,000	100,000	100,000	100,000	100,000	-	-	1,500,000
	Business Systems Replacement Total					7,000,000	145,578	6,854,422	-	4,150,000	-	-	4,150,000	954,422	100,000	100,000	100,000	100,000	5,504,422	
	Communications Technology Upgrades	1068	2035: Small Real-Time Digital Signage Pilot	Funded-2035	80,000	3,753	76,247	-	36,247	-	-	36,247	-	-	-	-	-	-	-	36,247
		1100	Digital Signage Replacement	Funded	2,000,000	-	2,000,000	-	1,000,000	-	-	1,000,000	1,000,000	-	-	-	-	-	-	2,000,000
		1101	Motorola Two Way Radio Replacement consulting/duel diligence	Funded	300,000	-	300													

Program Category	Program Name	ID	Project Name	Financial Status	Budget Control	Expenditure PTD as of 12/31/2025	Remaining Budget	QTY	2027 - Local	2027 - State	2027 - Federal	2027 Total	2028 Total	2029 Total	2030 Total	2031 Total	2032 Total	2027-2032 Total CIP	
Technology	Fare Collection and Sales Technology	1128	Fare Ticket Vending Machine Replacement	Funded		227,250	-	227,250	-	-	-	-	-	-	227,250	-	-	227,250	
	Fare Collection and Sales Technology Total						227,250	-	227,250	-	-	-	-	-	-	227,250	-	-	227,250
	IS End User Equipment	1087	PC Refresh	Funded		653,000	-	653,000	-	428,000	-	428,000	225,000	-	-	-	-	653,000	
	IS End User Equipment Total						653,000	-	653,000	-	428,000	-	428,000	225,000	-	-	-	-	653,000
	IS Infrastructure and End User Equipment	336	Fiber Communications	Funded		895,055	547,155	347,900	-	115,900	-	115,900	119,400	-	-	-	-	235,300	
		936	Cyber Security Technologies	Funded		290,000	-	290,000	-	75,000	-	75,000	-	-	-	-	-	75,000	
		941	Desktop and Laptop Refresh	Funded		653,000	-	653,000	-	225,000	-	225,000	-	-	-	-	-	225,000	
		1071	Archival Storage	Funded		175,000	-	175,000	-	-	-	-	-	175,000	-	-	-	175,000	
		1075	Uninterruptible Power System-various racks	Funded		45,000	-	45,000	-	-	-	-	-	45,000	-	-	-	45,000	
		1077	Firewalls-Plaza Edge	Funded		29,000	-	29,000	-	-	-	-	29,000	-	-	-	-	29,000	
		1079	Network Switches	Funded		531,000	-	531,000	-	121,000	-	121,000	-	204,000	-	-	-	325,000	
		1080	Primary Storage	Funded		148,000	-	148,000	-	-	-	-	98,000	-	-	-	-	98,000	
		1081	Servers-Boone	Funded		382,520	152,065	230,455	-	-	-	-	-	225,000	-	-	-	225,000	
		1082	Servers-Plaza	Funded		322,000	-	322,000	-	-	-	-	-	-	179,000	-	-	179,000	
		1084	Wireless Controllers and AP's	Funded		153,000	44,357	108,643	-	-	-	-	42,643	-	66,000	-	-	108,643	
		1120	Firewalls-Edge 2031	Funded		103,500	-	103,500	-	-	-	-	-	-	-	103,500	-	103,500	
		1121	Firewalls-Internal 2031	Funded		83,657	-	83,657	-	-	-	-	-	-	-	83,657	-	83,657	
		1122	Storage - Flashblade 2031	Funded		250,000	-	250,000	-	-	-	-	-	-	-	250,000	-	250,000	
		1123	Mobile Routers-Non-Revenue Vehicles and Paratransit	Funded		501,146	-	501,146	-	-	-	-	-	-	-	501,146	-	501,146	
		1125	Network Access Control 2031	Funded		202,500	-	202,500	-	-	-	-	-	-	-	202,500	-	202,500	
		1126	Netwok Switches 2031	Funded		621,996	-	621,996	-	-	-	-	-	-	-	621,996	-	621,996	
		1127	Primary Storage 2031	Funded		112,571	-	112,571	-	-	-	-	-	-	-	112,571	-	112,571	
		1186	Core Switches-Boone/Plaza	Funded		400,000	-	400,000	-	-	-	-	-	-	-	-	400,000	400,000	
		1187	Datacenter Servers-Plaza	Funded		225,000	-	225,000	-	-	-	-	-	225,000	-	-	-	225,000	
		1188	Desktop and Laptop Replacement	Funded		250,000	-	250,000	-	-	-	-	250,000	-	-	-	-	250,000	
		1189	Edge Routers	Funded		181,000	-	181,000	-	-	-	-	-	81,000	-	-	100,000	181,000	
		1190	External Firewalls	Funded		250,000	-	250,000	-	-	-	-	250,000	-	-	-	-	250,000	
		1191	Internal Firewalls	Funded		175,000	-	175,000	-	-	-	-	-	175,000	-	-	-	175,000	
		1192	Network Swithes-various	Funded		100,000	-	100,000	-	100,000	-	100,000	-	-	-	-	-	100,000	
		1193	Plaza Conference Room AV	Funded		300,000	-	300,000	-	300,000	-	300,000	-	-	-	-	-	300,000	
		1194	Southside Conference Room AV	Funded		250,000	-	250,000	-	250,000	-	250,000	-	-	-	-	-	250,000	
		1196	Storage-Flashblade (Immutable)	Funded		250,000	-	250,000	-	250,000	-	250,000	-	-	-	-	-	250,000	
		1197	Storage-UCS Arrays	Funded		300,000	-	300,000	-	150,000	-	150,000	150,000	-	-	-	-	300,000	
		1198	TBD Conference Room 1	Funded		30,000	-	30,000	-	30,000	-	30,000	-	-	-	-	-	30,000	
		1199	TBD Conference Room 2	Funded		30,000	-	30,000	-	30,000	-	30,000	-	-	-	-	-	30,000	
		1200	Voice Gateway & SIP Router	Funded		25,000	-	25,000	-	-	-	-	-	-	-	-	25,000	25,000	
		1206	Sharepoint Intranet Implementation	Funded		208,750	-	208,750	-	150,000	-	150,000	11,750	11,750	11,750	11,750	11,750	208,750	
	IS Infrastructure and End User Equipment Total						8,473,695	743,577	7,730,118	-	1,796,900	-	1,796,900	950,793	1,141,750	256,750	1,887,120	536,750	6,570,063
	Operating & Customer Service Software	1038	Fare Collection System Upgrades - 2024-2028	Funded		1,000,000	200,636	799,364	-	275,000	-	275,000	274,364	-	-	-	-	549,364	
		1114	2035: Customer Relationship Management (CRM) Software	Funded-2035		610,000	-	610,000	-	150,000	-	150,000	90,000	90,000	90,000	90,000	90,000	510,000	
		1201	Data Loss Protection	Funded		725,000	-	725,000	-	350,000	-	350,000	75,000	75,000	75,000	75,000	75,000	725,000	
		1202	Interactive Voice Response Solution	Funded		525,000	-	525,000	-	150,000	-	150,000	75,000	75,000	75,000	75,000	75,000	525,000	
		1203	Security Information and Event Management (SIEM)	Funded		600,000	-	600,000	-	100,000	-	100,000	100,000	100,000	100,000	100,000	100,000	600,000	
	Operating & Customer Service Software Total						3,460,000	200,636	3,259,364	-	1,025,000	-	1,025,000	614,364	340,000	340,000	340,000	250,000	2,909,364
	Security and Access Technology	1088	Security Cameras/NVR-Boone	Funded		313,000	-	313,000	-	-	-	-	-	313,000	-	-	-	313,000	
		1089	Security Cameras/NVR-City Line BRT	Funded		300,000	-	300,000	-	-	-	-	300,000	-	-	-	-	300,000	
		1090	Security Cameras/NVR-Hastings P&R	Funded		90,000	-	90,000	-	-	-	-	-	90,000	-	-	-	90,000	
		1091	Security Cameras/NVR-Jefferson P&R	Funded		69,000	-	69,000	-	-	-	-	-	69,000	-	-	-	69,000	
		1092	Security Cameras/NVR-Liberty Lake P&R	Funded		108,000	-	108,000	-	-	-	-	-	-	108,000	-	-	108,000	
		1093	Security Cameras/NVR-Mirabeau P&R	Funded		147,000	50,072	96,928	-	-	-	-	-	-	82,000	-	-	82,000	
		1095	Security Cameras/NVR-Plaza	Funded		250,000	-	250,000	-	-	-	-	250,000	-	-	-	-	250,000	
		1096	Security Cameras/NVR-South Hill P&R	Funded		94,000	-	94,000	-	-	-	-	-	94,000	-	-	-	94,000	
		1097	Security Cameras/NVR-VTC	Funded		275,000	-	275,000	-	-	-	-	-	125,000	-	-	-	125,000	
		1098	Security Cameras/NVR-West Plains TC	Funded		147,000	-	147,000	-	-	-	-	-	-	82,000	-	-	82,000	
		1119	Security Cameras/NRV-Mirabeau P&R	Funded		81,250	-	81,250	-	-	-	-	-	-	-	81,250	-	81,250	
		1129	Onboard Surveillance System Replacement/Upgrade	Funded		3,065,036	-	3,065,036	-	905,012	-	905,012	905,012	905,012	-	-	-	2,715,036	
		1205	Security Cameras/NVR Moran Park & Ride	Funded		75,000	-	75,000	-	-	-	-	-	-	-	-	75,000	75,000	
	Security and Access Technology Total						5,014,286	50,072	4,964,214	-	905,012	-	905,012	1,455,012	1,596,012	272,000	81,250	75,000	4,384,286
Technology Total						38,091,231	1,143,617	36,947,613	-	10,241,159	-	10,241,159	6,299,591	6,580,762	6,976,000	2,408,370	961,750	-	33,467,632
High Performance Transit Implementation	Airway Heights High Performance Transit Corridor	1143	2035: Route 61 HPT - Highway 2 to Fairchild AFB - 60% Design & Land Acquisition	Funded-2035		850,000	-	850,000	-	-	-	-	-	-	300,000	550,000	-	850,000	
	Airway Heights High Performance Transit Corridor Total						850,000	-	850,000	-	-	-	-	-	300,000	550,000	-	850,000	
	Cheney Line	764	MF: Cheney Corridor Improvements	Funded-MF		4,490,000	3,941,335	548,665	-	398,665	-	398,665	-	-	-	-	-	398,665	
	Cheney Line Total						4,490,000	3,941,335	548,665	-	398,665	-	398,665	-	-	-	-	-	398,665
	I-90/Valley Line	955	2035: Argonne Station Park and Ride	Funded-2035		13,000,000	815,618	12,184,382	-	688,586	6,945,796	1,050,000	8,684,382	500,000	-	-	-	9,184,382	
		1020	1-90/Valley HPT, Route 7	Funded		6,150,000	1,052,524	5,097,476	-	549,010	600,990	-	1,150,000	2,500,000	447,476	-	-	4,097,476	
	I-90/Valley Line Total						19,150,000	1,868,142	17,281,858	-	1,237,596	7,546,786	1,050,000	9,834,382	3,000,000	447,476	-	-	13,281,858
	Monroe-Regal Line	479	MF: Monroe-Regal Shelter and Stop Enhancements	Funded-MF		5,810,798	4,861,127	949,671	-	243,671	-	243,671	-	-	-	-	-	243,671	
		897	Monroe-Regal Line HPT Branding	Funded		688,937	63,644	625,293	-	325,293	-	325,293	-	-	-	-	-	325,293	
	Monroe-Regal Line Total						6,499,735	4,924,771	1,574,964	-	568,964								

Program Category	Program Name	ID	Project Name	Financial Status	Budget Control	Expenditure PTD as of 12/31/2025	Remaining Budget	QTY	2027 - Local	2027 - State	2027 - Federal	2027 Total	2028 Total	2029 Total	2030 Total	2031 Total	2032 Total	2027-2032 Total CIP	
Implementation	Sprague Line	901	Sprague Line HPT Branding	Funded	1,207,607	247,607	960,000	-	794,931	-	-	794,931	165,069	-	-	-	-	960,000	
		1144	2035: A Line between Argonne Station & Appleway Station - Preliminary Design & Land Acquisition	Funded-2035	650,000	-	650,000	-	-	-	-	-	-	-	-	250,000	400,000	-	650,000
	Sprague Line Total					8,413,607	5,751,214	2,662,393	-	912,953	-	-	912,953	165,069	-	250,000	400,000	-	1,728,022
	BRT Fleet	1028	2035: BRT Fleet -2029	Funded-2035	39,497,438	-	39,497,438	-	12	-	-	-	-	-	19,748,719	19,548,719	200,000	-	39,497,438
		BRT Fleet Total					39,497,438	-	39,497,438	12	-	-	-	-	-	19,748,719	19,548,719	200,000	-
	Division Street BRT	895	2035: Division Line BRT: Project Development	Funded-2035	15,082,218	6,603,176	8,479,043	-	-	1,238,109	1,248,106	-	2,486,215	-	-	-	-	-	2,486,215
		956	2035: Division BRT Construction and Implementation	Funded-2035	111,925,344	-	111,925,344	-	-	300,000	2,250,000	-	2,550,000	25,500,000	39,800,000	39,525,344	2,800,000	-	110,175,344
		1145	2035: Division Street BRT Artwork	Funded-2035	500,000	-	500,000	-	-	300,000	-	-	300,000	-	-	-	-	-	300,000
		1160	2035: Ruby Street Pedestrian/Bicycle Facility	Funded-2035	15,000,000	-	15,000,000	-	-	-	-	-	-	-	-	-	5,000,000	10,000,000	15,000,000
	Division Street BRT Total					142,507,562	6,603,176	135,904,386	-	1,838,109	3,498,106	-	5,336,215	25,500,000	39,800,000	39,525,344	7,800,000	10,000,000	127,961,559
	Wellesley Line	1069	2035: Wellesley HPT Line Design and Construction	Funded-2035	9,675,000	584	9,674,416	-	-	400,000	-	-	400,000	1,500,000	4,000,000	3,000,000	574,416	-	9,474,416
		Wellesley Line Total					9,675,000	584	9,674,416	-	400,000	-	-	400,000	1,500,000	4,000,000	3,000,000	574,416	-
	West Broadway Line	952	West Broadway Line Improvements	Funded-NT	850,000	70,618	779,382	-	-	30,000	-	-	30,000	-	-	-	-	-	30,000
		West Broadway Line Total					850,000	70,618	779,382	-	30,000	-	-	30,000	-	-	-	-	-
High Performance Transit Implementation Total						231,933,342	23,159,839	208,773,503	12	5,386,287	11,044,892	1,050,000	17,481,179	30,165,069	63,996,195	62,624,063	9,524,416	10,000,000	193,790,922
Transit Oriented Development	Transit Oriented Development		1176	2035: TOD Pilot - Joint Development	Funded-2035	1,850,000	-	1,850,000	-	350,000	-	-	350,000	1,500,000	-	-	-	1,850,000	
	Transit Oriented Development Total					1,850,000	-	1,850,000	-	350,000	-	-	350,000	1,500,000	-	-	-	-	1,850,000
Transit Oriented Development Total						1,850,000	-	1,850,000	-	350,000	-	-	350,000	1,500,000	-	-	-	-	1,850,000
Grand Total						453,873,060	30,375,133	423,497,927	200	60,765,987	15,269,656	1,050,000	77,085,643	76,111,211	92,881,223	85,780,001	32,697,068	27,973,688	392,528,834

Allocation by Funding Source

Local	60,765,987	47,615,149	44,347,302	44,115,361	20,722,944	26,814,126	244,380,868
State	15,269,656	15,706,500	16,000,000	1,894,000	6,750,000	-	55,620,156
Federal	1,050,000	12,789,562	32,533,922	39,770,640	5,224,124	1,159,562	92,527,810
Total	77,085,643	76,111,211	92,881,223	85,780,001	32,697,068	27,973,688	392,528,834

Allocation by Financial Status

Status Quo	22,074,415	21,326,641	24,237,504	16,971,938	16,920,652	17,273,688	118,804,838
Moving Forward	760,358	-	-	-	-	-	760,358
Near Term Investments	336,814	947,370	-	-	-	-	1,284,184
Connect 2035	53,914,056	53,837,200	68,643,719	68,808,063	15,776,416	10,700,000	271,679,454
Total	77,085,643	76,111,211	92,881,223	85,780,001	32,697,068	27,973,688	392,528,834
New Projects Added in 2026 (INCLUDED IN TOTALS ABOVE)	26,771,561	26,274,078	9,958,237	927,303	859,435	12,657,282	77,447,896



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Chair Report
Meeting Date: May 21, 2026
Agenda Item: 10Aic

Presented To: Board of Directors
Referral Committee: Planning & Development Committee
Title: 2027-2032 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST
Submitted by: Robert Hamud, Chief Financial Officer
Emily S. Poole, Chief Planning & Development Officer

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: 2027-2032 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

SUMMARY: At the May 6, 2026, Planning & Development Committee meeting, staff provided an overview of the proposed financial forecast to be included in the draft Transit Development Plan (TDP): 2027-2032. At this time, staff will provide a summary of the information given to the Planning & Development Committee.

A major element of the state-required Transit Development Plan is the Operating and Financial Projections. The revenue and expenditure forecast assumptions to be included in the 2027-2032 Transit Development Plan were reviewed and discussed in early April with Board members, including members of the Planning & Development Committee. No concerns were raised with the assumptions presented and now summarized in the attached staff report. Subsequently, staff have developed a draft financial forecast incorporating these assumptions.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item 10Aic

Presented to: Board of Directors

SUBJECT: 2027-2032 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

SUMMARY: The following assumptions were presented to the Planning & Development Committee on April 2, 2026, as well as to the Board of Directors at a special Board workshop held on the previous same day. Along with the programs and projects within the Capital Improvements, they form the basis of the six-year financial forecast that will be incorporated into the 2027-2032 Transit Development Plan.

Revenue

- Sales Tax growth is assumed to be 2.2% for 2026 and 2.7% for 2027, then resuming an approximate 3.5% annual growth trend applied from the 2027 forecast annually through 2032.
- The two-tenths of a percent voter-approved sales tax increase sunsetting in 2028 will be renewed for 2029 and beyond.
- There are two planned 10% across-the-board fare increases during the 2027-2032 TDP period, one in 2028 and the other in 2031.
- FTA Section 5307 Urbanized Area Formula grant funds are used primarily for preventive maintenance. This is the third largest source of operating revenue and is forecasted to grow at a 1% rate from 2026 budgeted levels through 2032.
- State operating funding through the Paratransit/Special Needs formula grant will grow at 1% per year from the 2026 budgeted level. This formula grant was doubled beginning in 2023 through the Move Ahead Washington 16-Year Transportation Package (MAW) supported through the 2021 Washington Climate Commitment Act.
- State operating funds also reflect the MAW Transit Support grant at the full annual estimated amount of \$6.5 million through the TDP period, as part of STA's adoption of zero-fare for youth 18 years and under.
- Interest income on cash balances will decrease over the 2027-2032 TDP period due to budgeted spend-downs of reserves for the local share of Capital projects and vehicle purchases.

Expenditures

- The 2026 annual budget provides the baseline for operating expenses.
- STA Moving Forward service changes are completed in the current 2026 fiscal year, and service levels remain relatively stable, while addressing service optimizing efforts within Connect 2035.
- Operating expenses grow at 3.3 annually over the 2027-2032 TDP period, accounting for wage and benefit increases and inflation.
- The Capital Improvement Program is fully funded through the TDP period, utilizing local resources, and federal and state grants that have been programmed or secured.



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Chair Report

Meeting Date: May 21, 2026

Agenda Item: **11A**

Presented To: Board of Directors

Referral Committee: n/a

Title: PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
– CHAIR REPORT

Submitted by: Tim Hattenburg, Committee Chair

Purpose: For information.

Recommendation: n/a

Attachments and/or

Online Links: n/a

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



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CEO Report
Meeting Date: May 21, 2026
Agenda Item: 12

Presented To: Board of Directors
Referral Committee: n/a
Title: CEO REPORT
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: Receive report.
Recommendation: n/a
**Attachments and/or
Online Links:** n/a

SUMMARY: At this time, the CEO will report on topics of interest to the Board.



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Board Information
Meeting Date: May 21, 2026
Agenda Item: 13A

Presented To: Board of Directors

Referral Committee: n/a

Title: COMMITTEE MINUTES
 - Board Operations Committee
 - Planning & Development Committee
 - Performance Monitoring & External Relations Committee

Submitted by: Dana Infalt, Clerk of the Board

Purpose: For information.

Recommendation: n/a

Attachments and/or Online Links: APPROVED MINUTES OF COMMITTEE MEETINGS OUTLINED BELOW

SUMMARY: The April 8, 2026, minutes of the Board Operations Committee meeting were approved at the May 13, 2026, meeting and are attached.

The April 2, 2026, minutes of the Special Planning & Development Committee meeting were approved at the Planning & Development Committee meeting held May 6, 2026, and are attached.

The April 1, 2026, minutes of the Performance Monitoring & External Relations Committee meeting were approved at the May 6, 2026, meeting and are attached.

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the April 8, 2026, Meeting

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

MEMBERS PRESENT

Lance Speirs, Small Cities Representative,
(Medical Lake), *Chair*
Kitty Klitzke, City of Spokane
Al French, Spokane County
Tim Hattenburg, City of Spokane Valley
Karl Otterstrom, STA CEO, *Ex Officio*

STAFF PRESENT

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

STAFF ABSENT

Emily Poole, Chief Planning & Development Officer

PROVIDING LEGAL COUNSEL

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

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

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

2. **APPROVE COMMITTEE AGENDA**

The Executive Session was cancelled and removed from the agenda.

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

3. **CHAIR'S COMMENTS**

There were no questions or comments.

4. COMMITTEE ACTION/DISCUSSION

A. Minutes of the March 11, 2026, Committee Meeting

Ms. Klitzke moved to approve the March 11, 2026, Committee meeting minutes as submitted. Mr. Hattenburg seconded, and the motion passed unanimously.

5. APTA LEGISLATIVE CONFERENCE OVERVIEW

Mr. Otterstrom presented the APTA Legislative Conference Overview to the Committee, which is taking place in Washington, D.C., from April 12 – 14. Board and Executive attendance for the conference will be as follows: Chair Lance Speirs, Commissioner Al French, Deputy Mayor Tim Hattenburg, Council Member Kitty Klitzke, Karl Otterstrom, CEO, Robert Hamud, CFO, Emily Poole, CPDO, and Brandon Rapez-Betty, COO. The conference itinerary was presented covering the dates of Sunday, April 12 through Tuesday, April 14. Mr. French confirmed his attendance. Mr. Hamud added that the Legislative Committee meeting is at 3:15 pm Eastern on Sunday, April 12. Ms. Sherry Little and Mr. Jamie Harrell from Cardinal Infrastructure joined the meeting to share insights ahead of the Legislative Conference. Ms. Little shared her experience on Capitol Hill and work history supporting STA projects. Ms. Little briefed the Committee on a scheduled meeting with FTA staff and noted the recent departure of Mark Molinaro as FTA Administrator. Mr. Harrell briefed the Committee on anticipated meetings with members of congress and their staff and spoke of current and relevant legislative matters. Ms. Little encouraged STA to prepare information in advance related to local funding as those discussions arise, since project success greatly depends upon local funding. She shared that STA has a good reputation in D.C. as a transit agency that was able to deliver a CIG project that was on time and under budget.

6. SALES TAX RENEWAL AUTHORIZATION: RESOLUTION

Mr. Otterstrom presented a draft sales tax renewal authorization resolution to the Committee. The Committee discussed whether to move forward with a sales tax holiday, effectively phasing in one-tenth of a cent sales tax for up to two years, and the timing of the ballot proposition. Ms. Klitzke expressed concern that the option of a tax holiday has created confusion, and that it's not clear that this is simply a renewal instead of a new tax. She opined the Safe and Healthy Task Force's initiative may not be ready by November 2026. Ms. Klitzke shared that as Ms. Little stated, maintaining local funding is vital to STA's success with obtaining state and federal funding. Mr. Hattenburg stated that while he supported a sales tax holiday, he understands it is creating confusion with the community. Mr. French stated he does not support the current pursuit for a ballot measure for the sales tax renewal authorization because of his concerns with the Board. He confirmed his concern was not with staff or the agency's performance. He added that his concerns are primarily with the lack of accountability demonstrated by members of the Board. Mr. French noted the Safe and Healthy ballot measure does not yet have a definite scope, and he believes they will not be ready to make it to the ballot in November 2026. He thinks STA's ballot measure for the sales tax renewal will fail initially with voters, and a second ballot measure will be required, replicating what happened with STA's last sales tax ballot measure in 2015. Chair Speirs explained a recommendation is not required from the Board Operations Committee to the Board. He agreed the tax holiday idea is adding to confusion, and he believes much of the concern with the idea is that it would seemingly link STA's ballot measure with the Safe and Healthy Task Force's ballot measure. The Committee discussed the timing of the ballot measure and removing the tax holiday language. Chair Speirs shared he believes STA is ready to move forward with the ballot measure. He explained that if STA moves ahead with an August

ballot proposition, STA won't be in competition with the Safe and Healthy Task Force. In response to Committee member feedback, Mr. Otterstrom offered to work with Legal Counsel to remove section three of the draft language, which speaks to the tax phase-in ("sales tax holiday") language and edit the draft ballot title to reflect the removal of that provision. He further noted that fare increases were included within the STA Moving Forward plan, and fare collection remains an important policy, with fare increases incorporated into financial projections. Mr. Otterstrom suggested including language in the resolution to recognize the relationship of fares as part of STA's funding strategy as well as its alignment with adopted plans. While that would not prevent a future Board from making future changes to policy or fare structures, it could introduce added accountability. The Committee discussed how the subject of fares is impacting this ballot measure and potential draft language to address STA's fare commitments in the future. Ms. Clark confirmed with the Committee that the resolution language regarding the phase-in provisions and the related "Whereas" statements would be removed, and language would be added to address STA's commitment to the community through *Connect 2035* including STA's fare strategies.

7. COMMITTEE CHAIR REPORTS

A. Kitty Klitzke, Chair, Planning & Development (P&D)

Ms. Klitzke and Mr. Otterstrom shared the items presented at the Special Planning & Development Committee meeting on April 2, 2026. Ms. Klitzke expanded on that Committee's recommendation to adopt new fund designations that will help the community understand how STA's money is being spent.

B. Tim Hattenburg, Chair, Performance Monitoring & External Relations (PMER)

Mr. Hattenburg shared the items presented at the Performance Monitoring & External Relations Committee meeting on April 1, 2026.

8. BOARD OF DIRECTORS DRAFT AGENDA APRIL 16, 2026

The Committee reviewed the Board Draft Agenda for April 16, 2026. Chair Speirs noted the following additions: 6B. Henry Hanke, Preventive Maintenance Vehicle Technician, Retirement, 7B. Minutes of March 24, 2026, Special STA Board Meeting, and 7F. S. Union Roofing Repair & Replacement: Final Acceptance. Mr. Speirs also noted the removal of item 13L. 2027-2032 Transit Development Plan Tactical Framework. Ms. Clark noted item 14. Executive Session will change from RCW 42.30.110 (1)(b) to RCW 42.30.110(1)(i). Mr. Otterstrom explained the S. Union Roofing Repair & Replacement agenda item is in regards to the roof for the building on a recently acquired piece of property east of the Fleck Center in Spokane Valley. The approximate cost to repair the roof is around \$60,000, and the repair is required for the building to remain in operation for the near-term. The Committee discussed whether 20 minutes would be enough time to discuss item 8A. Sales Tax Renewal Authorization – Resolution. Mr. Otterstrom explained if additional information is needed after the discussion during the Board meeting on April 16, 2026, a Special Board meeting could be scheduled on April 28 or 29, 2026, to meet the May 1, 2026, deadline for submission of the ballot measure.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 13, 2026

The Committee reviewed the Board Operations Draft Agenda for May 13, 2026. Mr. Otterstrom noted this will be the first review of STA's Bylaws since 2018.

10. CEO REPORT

Mr. Otterstrom presented the CEO report, noting that sales tax revenue was 1.4% above budget YTD at \$0.4M, 2.1% above the March 2025 actuals at \$0.2M, and 4.5% above 2025 actuals at \$1.3M. He noted the potential impact of fuel costs and high vehicle purchase costs and interest rates on STA's sales tax amounts. Mr. Otterstrom explained employment rates and layoffs impact ridership in addition to the rising fuel and vehicle costs. Mr. French inquired about the Transit Oriented Development (TOD) pilot program, and Mr. Otterstrom confirmed that item is being brought before the Planning and Development Committee on May 6, 2026. The Committee discussed the upcoming APTA conference in Salt Lake City in May 2026 and the potential opportunity for attendees from STA to visit with Utah Transit Authority to learn more about their TOD program.

11. NEW BUSINESS

There was no new business.

12. EXECUTIVE SESSION

The Executive Session was cancelled.

13. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 2:38 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

SPECIAL PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the Thursday, April 2, 2026, Meeting

1:30 p.m. – 3:00 p.m.

Northside Conference Room

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option

MEMBERS PRESENT

Kitty Klitzke, City of Spokane - *Chair*
Pam Haley, City of Spokane Valley
Sarah Dixit, City of Spokane
Rhonda Bowers, Labor Representative
(*Non-voting*)
Karl Otterstrom, Chief Executive Officer

MEMBERS ABSENT

Al French, Spokane County
Elsa Martin, Small Cities (Cheney)
Ex-Officio
Dan Dunne, Small Cities (Liberty Lake)

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Megan Clark (remote) & Patrick Keefe (in-person),
Etter, McMahon, Lamberson, Van Wert &
Oreskovich, P.C.

GUESTS PRESENT

Tara Limon, Principal Transit Planner
Dan Wells, Director of Capital Development
Jessica Kelch, Senior Project Manager
Brian Jennings, Director of Community
Development

1. CALL TO ORDER AND ROLL CALL

Chair Kitty Klitzke called the meeting to order at 1:30 p.m. and Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

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

3. COMMITTEE ACTION

A. MINUTES OF THE MARCH 4, 2026, COMMITTEE MEETING

Ms. Pam Haley moved to approve the March 4, 2026, Planning & Development Committee meeting minutes. Ms. Kitty Klitzke seconded, and the motion passed unanimously.

4. COMMITTEE ACTION - RECOMMENDATION

A. BOARD ACTION - CONSENT AGENDA

1. CONNECT 2035 STRATEGIC PLAN: AMENDMENT ADOPTION (RESOLUTION)

Ms. Emily Poole presented proposed amendments to the timelines or descriptions of several *Connect 2035* projects identified based on Board and community input. At the March 2026 Planning & Development Committee meeting, staff reviewed the proposed revisions to plan initiative and one initiative addition, the Community Van Program, which had an edited description for more accuracy. A public hearing was held on March 19, 2026. Three comments were received—two written and one oral—all in support of the Community Van Program. One written comment also supported early implementation of mobility-on-demand pilots and alignment of planning and facility investments with outcomes. Ms. Poole reviewed the amendment timeline.

Ms. Pam Haley moved to approve, by resolution, the proposed amendments to *Connect 2035 Strategic Plan* as presented. Ms. Klitzke seconded, and the motion passed unanimously.

2. SPECIAL REVENUE & RESERVE FUND DESIGNATIONS (RESOLUTION)

Mr. Robert Hamud presented the Special Revenue & Reserve Fund Designations for decision. Board-approved reserves and capital activities currently reside in the General Fund; the proposed resolution would establish separate special revenue funds beginning with the 2027 budget adding increased transparency. The proposed fund structure includes an Operating Reserve Fund, Capital Projects Fund, Vehicle Replacement Fund, Technology Projects Fund, and Real Estate Acquisition Fund, while the General Fund would continue to support day-to-day operations. Risk management and workers' compensation reserves would remain within the General Fund. All funds would continue to be held in STA's existing cash accounts and tracked separately for financial reporting purposes.

Mrs. Rhonda Bowers asked how this change would impact reporting. Mr. Hamud responded that the amounts would be reported separately, making it easier to distinguish how money is being utilized. Mr. Karl Otterstrom added that the proposed fund designations helps with community communication, understanding, and transparency. Ms. Klitzke thanked STA for doing this and agreed that it has been difficult to communicate in the past, and that the proposed designations will indeed help with communication, understanding and transparency. Ms. Haley & Ms. Klitzke recommended that this agenda item be highlighted to the Board in the Chair Report.

Ms. Pam Haley moved to approve, by resolution, the Special Revenue & Reserve Fund Designations as presented, establishing six new revenue funds to be implemented beginning with the 2027 budget. Ms. Kitty Klitzke seconded, and the motion passed unanimously.

B. BOARD ACTION – OTHER/COMMITTEE RECOMMENDATION – *nothing presented*

5. REPORTS TO COMMITTEE

A. 2027-2032 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE & EXPENDITURE FORECAST ASSUMPTIONS

Mr. Robert Hamud presented a review of the Preliminary Revenue and Expenditure Forecast Assumptions for the 2027–2032 Transit Development Plan (TDP). It is an early step in developing the six-year TDP and is intended to confirm assumptions generally consistent with those approved by the Board in 2025. Mr. Hamud reviewed key revenue assumptions including: moderate sales tax growth,

renewal of the voter-approved sales tax beyond 2028, planned fare increases, modest growth in federal and state operating grants, and declining interest income as reserves are used for capital needs. He also reviewed expenditure assumptions, noting that the 2026 budget serves as the baseline, service levels remain relatively stable, operating costs grow at approximately 3.5 percent annually, and the Capital Improvement Program is assumed to be fully funded. Next steps include Board adoption at the July 16, 2026 Board meeting.

B. 2027-2032 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK

Ms. Poole presented the 2027–2032 Transit Development Plan (TDP) Tactical Framework which provides mid-range guidance to align the upcoming TDP with the goals of *Connect 2035*. This framework was revised based on feedback received at the March 2026 Committee meeting, including adding specificity to general guidance statements and adding clarity on continued efforts to gauge community sentiment of transit. Ms. Poole reviewed the revised framework, which is organized around three goals: elevating the customer experience; leading and collaborating with community partners; and strengthening STA’s capacity to respond to regional needs. Outreach efforts were also modified from Committee feedback adding the Spokane Homeless Coalition, Spokane Public Schools (SPS), and other school districts as key stakeholders.

C. WELLESLEY CORRIDOR DEVELOPMENT PLAN: ENGAGEMENT AND ANALYSIS UPDATE

Ms. Emily Poole presented an engagement and analysis update for the Wellesley Corridor Development Plan. Route 33 Wellesley is identified as a future High Performance Transit (HPT) corridor in *Connect Spokane* and *Connect 2035*; a corridor development plan is required for Board approval prior to implementation of HPT investments. The first round of community engagement includes outreach to neighborhood councils, City of Spokane planning staff, STA staff, and students. Staff summarized key themes from engagement, and including key destinations along the corridor. Ms. Poole outlined the proposed approach for evaluating and prioritizing transit stop infrastructure improvements and reviewed the project schedule, including the next round of engagement in preparation of a draft plan. Project next steps include Regional Mobility Grant application in June 2026 with Board adoption in November 2026.

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

Ms. Poole introduced Mr. Dan Wells, Director of Capital Development, to present a design and public outreach update for the Division Street Bus Rapid Transit (BRT) project. This project is in the project development phase and is planned as the second BRT corridor in the region, extending from Downtown Spokane to the Mead area. The project is on schedule. Mr. Wells reviewed the Board-approved Minimum Operable Segment, which is scheduled to begin revenue service in 2030 and includes construction of BRT stations to Hastings Park and Ride, left-side stations on Ruby Street, implementation of Business Access and Transit lanes through the couplet, and pursuit of a Federal Transit Administration (FTA) Capital Investment Grant. Mr. Wells reported on public outreach, noting continued presentations to neighborhood councils, coordination with property and business owners, updates to outreach materials, and initiation of the station artwork and neighborhood identification program. Project design activities are progressing, with 60 percent design packages being submitted for agency review, completion of architectural plans for station amenities, approval of the traffic impact analysis, and continued coordination with partner agencies and the FTA. Environmental review activities are progressing, with updates being made in response to federal comments. Completion of the environmental process is anticipated in May, after which property acquisition is expected to begin. A risk workshop is scheduled for early June. Recent updates to project materials are on the website

including the creation of station models and STA recently held a third Leadership Series event focused on fleet electrification. The contract with Spokane Arts has been executed while the survey has been issued to neighborhoods and the Spokane community to solicit feedback. Additionally, staff are preparing a prospectus and call for artists.

Ms. Klitzke asked whether the Division Street BRT buses would use a different color than the City Line. Mr. Wells explained the same color scheme will be used in order to not further fracture the fleet. Mr. Otterstrom noted that STA could provide a future presentation on the Division Street BRT branding strategy to highlight how it complements existing STA services.

Ms. Bowers expressed appreciation for the Central City Line station artwork but noted concerns about vandalism. Mr. Wells shared that lessons from City Line, improved manufacturing methods, and reduced access to the backs of shelters is expected to reduce vandalism.

E. FACILITIES MASTER PLAN UPDATE

Mr. Brandon Rapez-Betty introduced Ms. Jessica Kelch, Senior Project Manager for Facilities Master Planning & Implementation, to present the Facilities Master Plan (FMP) Update. In July 2025, the Board approved resolution 838-25 and Phase 1 of the FMP which authorized staff to advance near-term projects, complete Phase II of the master plan and acquire property. Facility projects were developed for the 2026–2031 Capital Improvement Plan, and adopted by the Board in July 2025, as part of the Transit Development Plan (TDP). Staff reviewed near-term actions underway to address operational needs, including temporary facilities operations arrangements, pursuit of additional maintenance capacity, and evaluation of leased administrative office space. Project refinements and updates in 2026 based on Phase 2 of the FMP included a training facility, a paratransit and rideshare operations base, a fixed-route operations center at the Boone Campus, STA Plaza public meeting and administrative space, and acquisition of property for a future Clean Energy Base. The Facilities Master Plan is being updated to reflect newly acquired properties, revised operational assumptions, zero-emission transition planning, and alignment with *Connect 2035* goals. Staff will provide another update in June, with final Facilities Master Plan approval anticipated in July 2026. Mr. Rapez-Betty highlighted the positive feedback from STA’s downtown partners, who strongly encouraged maximizing the number of permanent STA employees based at the Plaza. The partners view this presence as beneficial to downtown revitalization and potential activation of the skywalk system.

6. CEO REPORT

STA Plaza Smoking Section Pilot Closure – At the April 1, 2026, PMER Committee meeting, Kelly Williams, Director of Security, provided an update on the pilot project to temporarily close the smoking area at STA Plaza. Staff reviewed feedback on the pilot and recommended to the CEO that the smoking area be permanently closed; Mr. Otterstrom concurred with the recommendation. While paratransit access will not be immediately restored due to required construction, this change is intended to improve service for paratransit customers and increase operational flexibility on Post Street.

7. COMMITTEE INFORMATION – *nothing presented*

8. REVIEW MAY 6, 2026, COMMITTEE MEETING AGENDA

The Committee reviewed the draft agenda for the upcoming May 6, 2026, Planning & Development Committee meeting. No changes were suggested at this time.

9. NEW BUSINESS – *nothing presented*

10. COMMITTEE MEMBER EXPRESSIONS – *nothing expressed*

11. ADJOURN

With no further business to come before the Committee, Chair Klitzke adjourned the meeting at 2:14 p.m.

Respectfully submitted,

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

Vicki Clancy
Executive Assistant to the Chief Planning & Development Officer

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of April 1, 2026, Meeting
Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS' PRESENT

Tim Hattenburg, City of Spokane Valley*
Bill Campbell, City of Airway Heights (*Ex-Officio*)
Josh Kerns, Spokane County
Michael Cathcart, City of Spokane
Zack Zappone, City of Spokane
Karl Otterstrom, Chief Executive Officer

**Committee Chairman*

COMMITTEE MEMBERS' ABSENT

Dan Sander, City of Millwood (*Ex-Officio*)

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair Hattenburg called the meeting to order at 2:30 p.m. and roll call was conducted. The meeting start time was delayed due to a Special Board Workshop held immediately prior.

2. COMMITTEE CHAIR REPORT

Chair Hattenburg had no report at this time.

3. COMMITTEE APPROVAL

A. Minutes of March 4, 2026, Committee Meeting

Mr. Zappone moved to approve the March 4, 2026, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. Mobility on Demand Pilot Service Operations: Scope of Work Approval

Ms. Poole provided background on the scope of work approval for the Mobility on Demand (MOD) pilot service. She explained the shared-ride concept, which offers a mix of curbside trip options and flexible, on-demand transit service designed to complement existing fixed-route transit. She shared planning efforts focused on the development of five service zones which took into consideration population density, income levels, and proximity to existing or planned fixed-route transit service.

Ms. Poole noted that collaboration with local transit agencies has occurred throughout the development of the MOD pilot programs which are planned to begin in 2026 and conclude in 2030. The estimated total cost for the MOD pilot program ranges from approximately \$3.2

million to \$4.16 million. Costs for individual zones will vary based on service area, hours of operation, and days of service. \$1M has already been approved in the 2026 budget to support the initiative.

A committee member requested that Seven Mile and Five Mile be considered for potential inclusion following completion of the pilot program and in the event of future service expansion.

Mr. Zappone moved to approve, by motion, the general scope of work and authorize staff to advertise the Request for Proposals for Mobility on Demand Pilot Service Operations. Mr. Cathcart seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda (*none*)

5. REPORTS TO COMMITTEE

A. 2026-2027 Workforce Development Plan

This item was postponed due to time constraints.

B. Safety & Security/STA Security Direct App Update

Ms. Williams introduced Kelly Williams, Director of Security, who presented a Safety and Security update, including an overview of the Security Direct App. The app enables customers and employees to report concerns directly to Security staff, supports real-time response, and collects data used to inform security deployment decisions. The program aligns with the agency's mission and the Connect 2035 strategic plan to enhance safety and improve the customer experience.

Staff highlighted recent improvements, including increased security staffing levels, expanded Transit Ambassador coverage, annual incident analysis, and other operational changes. Security metrics indicated a reduction in serious incidents system-wide compared to the previous year. Transit Ambassadors continue to provide daily coverage across all routes, with deployment guided by data-driven analysis.

Committee members requested raw totals for assaults be provided, rather than the current method of data presentation.

C. STA Plaza Smoking Section Pilot Closure

Ms. Williams introduced Kelly Williams, Director of Security, to present an update on the STA Plaza Smoking Section Pilot closure. Mr. Williams highlighted the positive outcomes of the pilot closure, including improved accessibility, public health benefits, reduced crime and security concerns, and increased operational efficiency.

The timeline for the pilot closure was reviewed, noting that the final evaluation and recommendation period took place from March 20, 2026, through April 4, 2026. Continued collaboration with the Downtown Spokane Partnership and the Spokane Police Department was emphasized in support of outreach, monitoring, and evaluation efforts. Reporting measures and evaluation methods were outlined, including regular updates and trend analysis. A final consolidated report was submitted to Mr. Otterstrom with a recommendation for permanent closure of the STA Plaza smoking section.

6. CEO REPORT

Mr. Otterstrom indicated he intends to accept the recommendation to permanently close the STA Plaza smoking section.

7. MAY 5, 2026 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the committee, Chair Hattenburg adjourned the meeting at 3:22pm.

The next committee meeting will be held on Wednesday, May 6, 2026, at 1:30 p.m. in person with a virtual Teams joining option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer



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Board Information
Meeting Date: May 21, 2026
Agenda Item: 13B

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: APRIL 2026 SALES TAX REVENUE
Submitted by: Robert Hamud, Chief Financial Officer

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: APRIL 2026 SALES TAX REVENUE

SUMMARY: Attached is the April 2026 voter-approved sales tax revenue information which was presented to the Performance Monitoring & External Relations Committee on May 6, 2026.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item 13B

Presented to: Board of Directors

SUBJECT: APRIL 2026 SALES TAX REVENUE

SUMMARY: April sales tax revenue, which represents sales for February 2026, was:

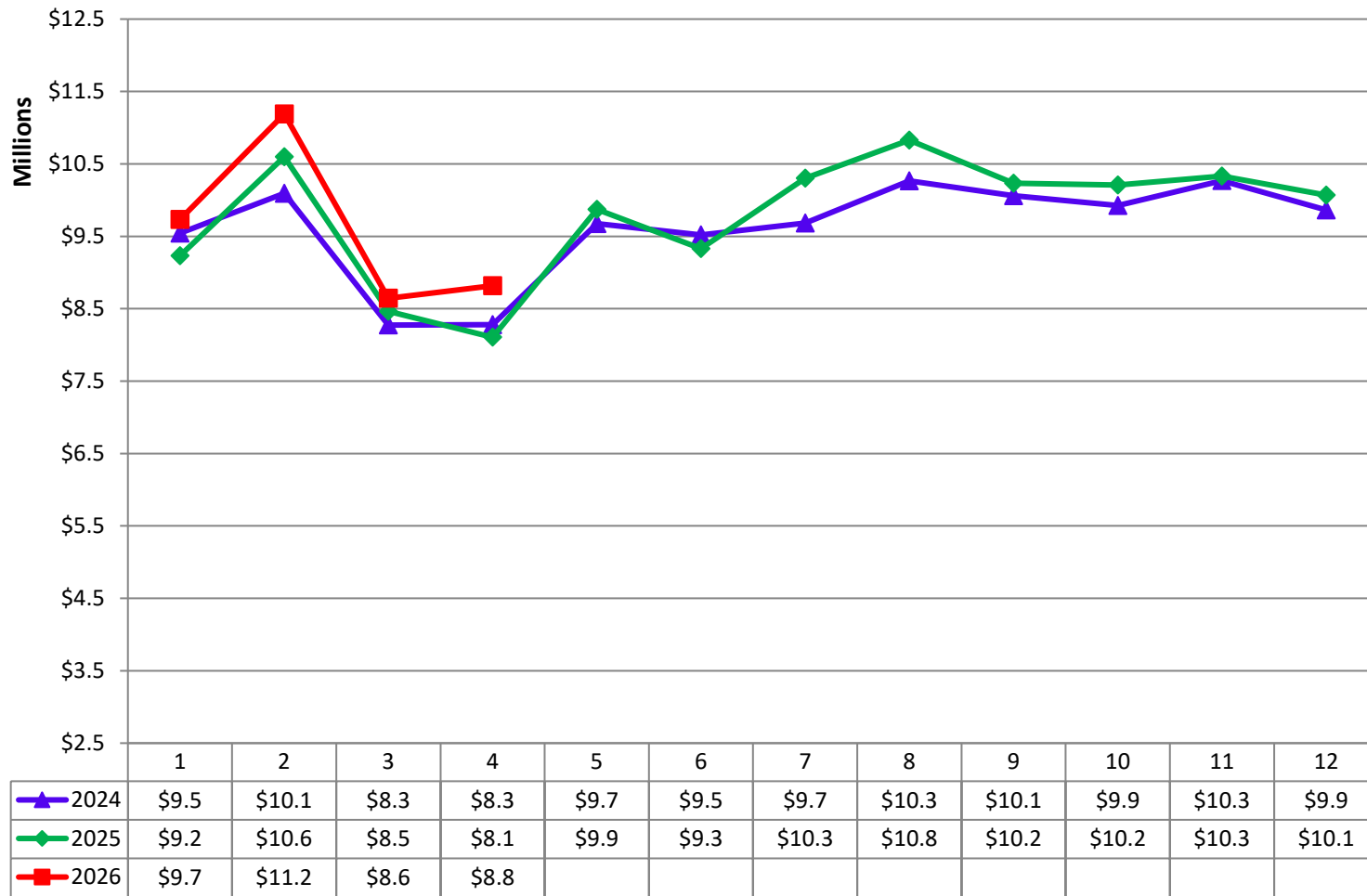
- 5.6% above 2026 budget
- 2.4% above YTD 2026 budget
- 8.8% above 2025 actual
- 5.4% above YTD 2025 actual

Total taxable sales for February were up 8.5% from February 2025. 2026 YTD sales are up 5.2% compared with February 2025 YTD.

Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

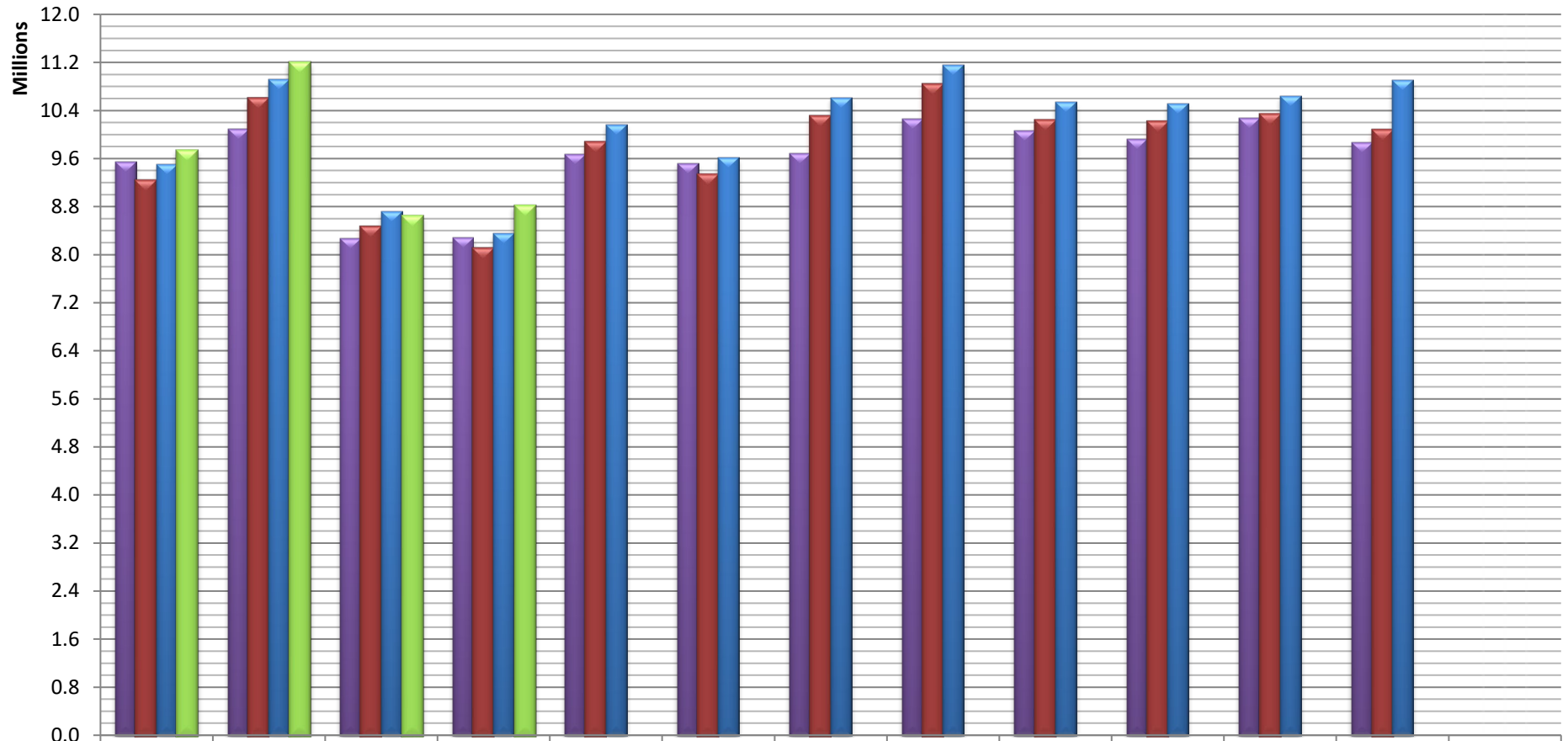
- Retail Trade increased by 4.8% or \$45.0M in February 2026 vs February 2025. Retail categories with the largest variances are as follows:
 - Building Material and Supplies Dealers increased 19.3% or \$14.0M February 2026 YTD over 2025 YTD
 - A key driver of the increases in this category was driven by prior period payments/adjustments
 - Other Misc. Retailers increased 7.8% or \$13.6M February 2026 YTD over 2025 YTD
 - Warehouse Clubs, Supercenters and Other General Merchandise Retailers increased 5.5% or \$6.9M February 2026 YTD over 2025 YTD
 - Automotive Parts, Accessories, and Tire Retailers increased 15.8% or \$5.8M February 2026 YTD over 2025 YTD
 - Used Merchandise Retailers increased 60.4% or \$3.0M February 2026 YTD over 2025 YTD
 - Furniture and Home Furnishings Retailers increased 12.3% or \$3.0M February 2026 YTD over 2025 YTD
 - Other Motor Vehicle Dealers increased 13.0% or \$2.9M February 2026 YTD over 2025 YTD
 - Jewelry, Luggage, and Leather Goods Retailers increased 28.8% or \$1.9M February 2026 YTD over 2025 YTD
 - Gasoline Stations decreased 6.9% or \$-1.9M February 2026 YTD over 2025 YTD
 - Electronics and Appliance Retailers decreased 6.2% or \$-4.5M February 2026 YTD over 2025 YTD
 - Automobile Dealers decreased 3.4% or \$-6.0M February 2026 YTD over 2025 YTD
- Construction decreased by 4.4% or \$-12.4M in February 2026 vs February 2025
- Accommodation and Food Services decreased by 0.2% or \$-0.3M in February 2026 vs February 2025

Sales Tax Revenue History-April 2026⁽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.

2024 - 2026 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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 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	10,329,837	10,070,143	117,568,461
2026 Budget	9,509,300	10,914,945	8,718,274	8,348,433	10,166,378	9,608,861	10,613,190	11,153,150	10,539,359	10,514,580	10,639,732	10,896,436	121,622,638
2026 Actual	9,731,538	11,189,775	8,643,680	8,815,879	-	-	-	-	-	-	-	-	-
\$ Mo. Var.	499,208	592,741	179,336	710,604	-	-	-	-	-	-	-	-	-
% Mo. Var.	5.4%	5.6%	2.1%	8.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
\$ YTD Var.	499,208	1,091,949	1,271,285	1,981,889	-	-	-	-	-	-	-	-	-
% YTD Var.	5.4%	5.5%	4.5%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% YTD Bud. Var.	2.3%	2.4%	1.4%	2.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	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.



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Board Information
Meeting Date: May 21, 2026
Agenda Item: 13C

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: MARCH 2026 FINANCIAL RESULTS SUMMARY
Submitted by: Robert Hamud, Chief Financial Officer

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: MARCH 2026 REVENUE & EXPENSE CHART

SUMMARY: Attached are the March 2026 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, March year-to-date revenue is 5.5% (\$2.2M) higher than budget impacted by the following:

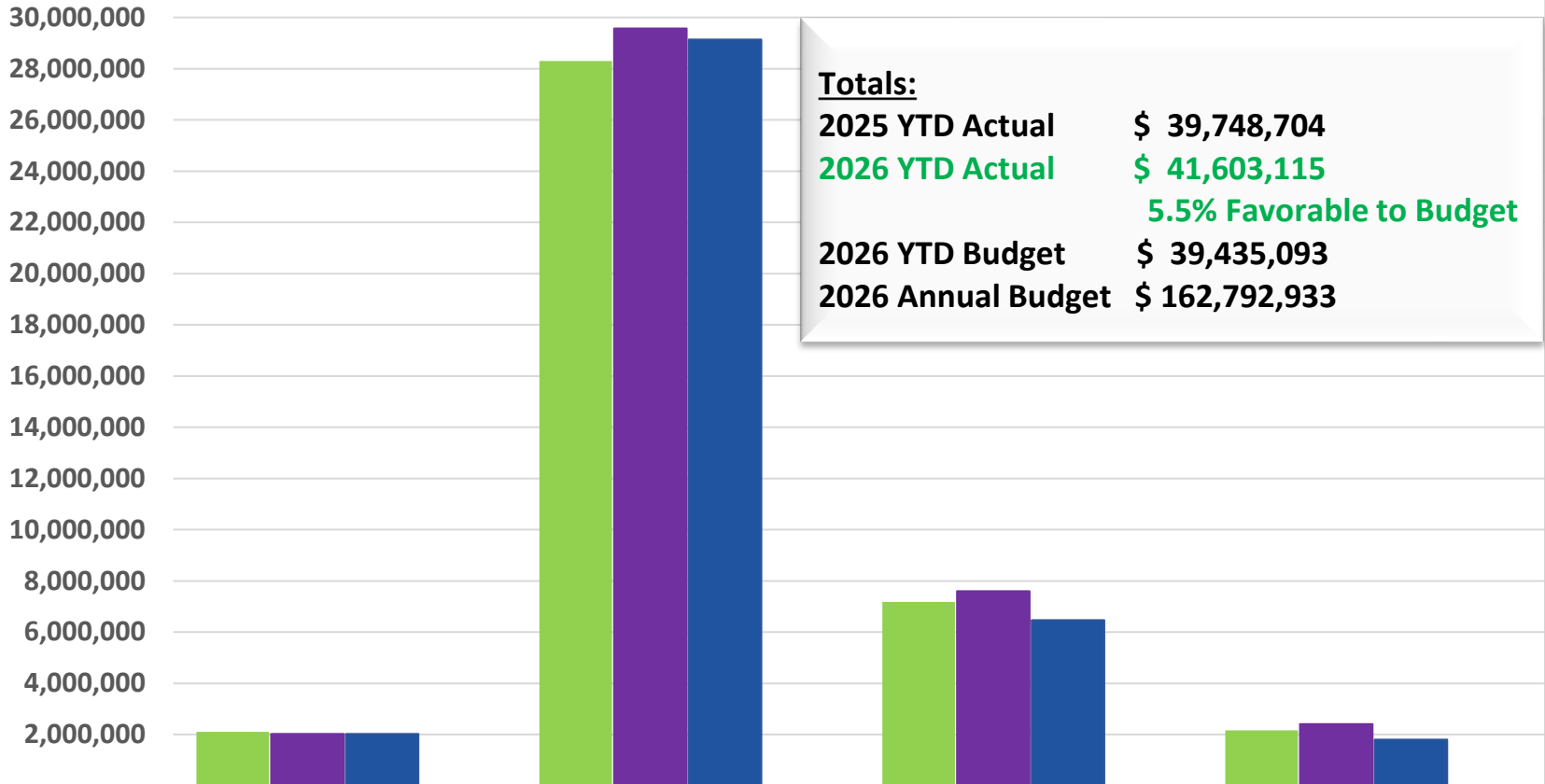
- Fares & Other Transit Revenue is 0.2% higher than budget
- Sales Tax Revenue is 1.4% higher than budget
- Federal & State Grant Revenue is 17.5% higher than budget
- Miscellaneous Revenue is 33.8% higher than budget

Operating Expenses

Overall, March year-to-date operating expenses are 6.2% (\$2.1M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 3.6% lower than budget
- Paratransit is 9.9% lower than budget
- Rideshare is 9.4% lower than budget
- Plaza is 32.3% lower than budget
- Administration is 7.7% lower than budget

Spokane Transit Revenues ⁽¹⁾ - March YTD 2026



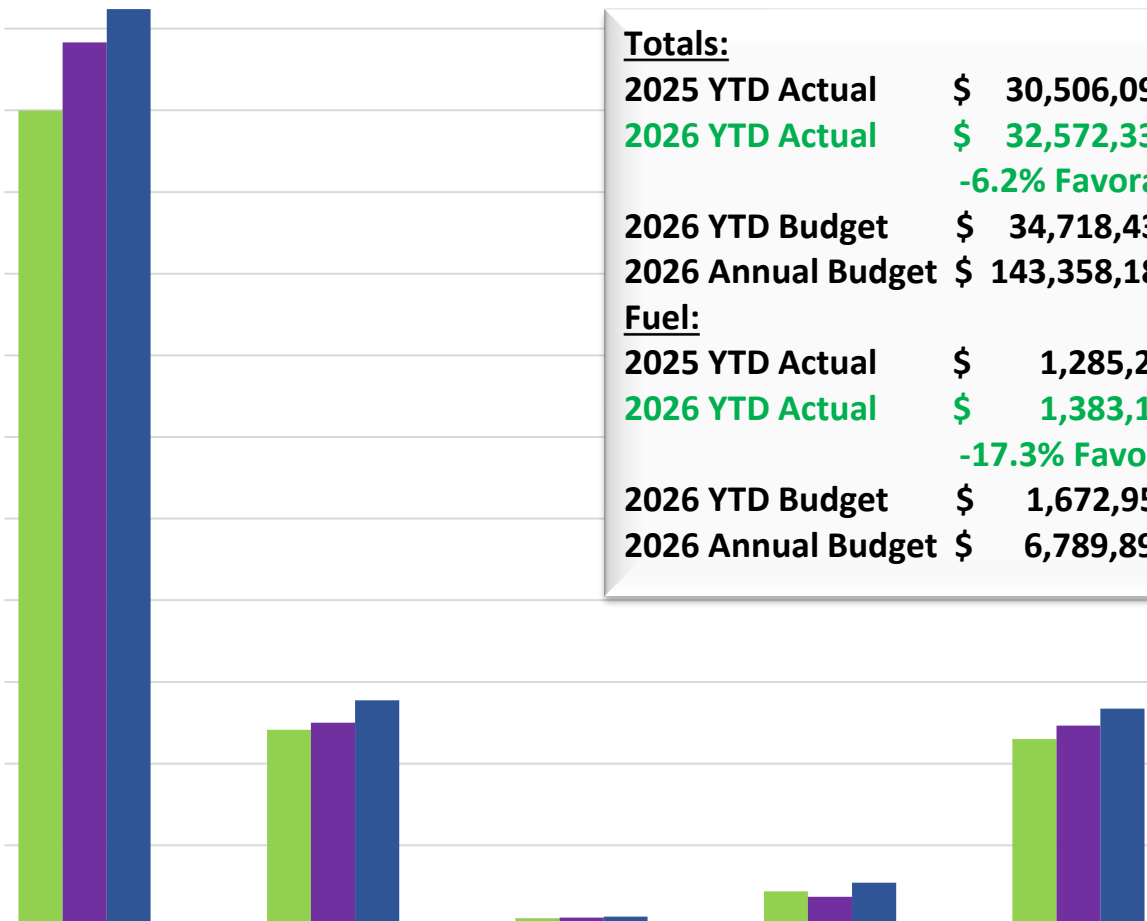
Totals:
2025 YTD Actual \$ 39,748,704
2026 YTD Actual \$ 41,603,115
5.5% Favorable to Budget
2026 YTD Budget \$ 39,435,093
2026 Annual Budget \$ 162,792,933

	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2025 YTD Actual	2,106,661	28,293,708	7,180,259	2,168,076
2026 YTD Actual	2,028,671	29,564,994	7,600,574	2,408,876
2026 YTD Budget	2,024,242	29,142,519	6,467,956	1,800,376
2026 YTD Budget Variance	0.2%	1.4%	17.5%	33.8%
2026 Annual Budget	8,096,969	121,622,638	25,871,822	7,201,504

(1) Above amounts exclude grants used for capital projects. Year-to-date March state capital grant reimbursements total \$796,965 and federal capital grant reimbursements total \$0.

Spokane Transit Operating Expenses⁽¹⁾ - March YTD 2026

24,000,000
22,000,000
20,000,000
18,000,000
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000



Totals:
2025 YTD Actual \$ 30,506,099
2026 YTD Actual \$ 32,572,336
-6.2% Favorable to Budget
2026 YTD Budget \$ 34,718,439
2026 Annual Budget \$ 143,358,181

Fuel:
2025 YTD Actual \$ 1,285,206
2026 YTD Actual \$ 1,383,184
-17.3% Favorable to Budget
2026 YTD Budget \$ 1,672,957
2026 Annual Budget \$ 6,789,899

	Fixed Route	Paratransit	Rideshare	Plaza	Administration	Mobility on Demand
■ 2025 YTD Actual	19,995,989	4,828,656	212,799	869,302	4,599,353	-
■ 2026 YTD Actual	21,667,768	5,004,564	230,111	736,035	4,933,858	-
■ 2026 YTD Budget	22,478,286	5,554,395	254,019	1,087,085	5,344,654	-
■ 2026 YTD Budget Variance	-3.6%	-9.9%	-9.4%	-32.3%	-7.7%	-
2026 Annual Budget	93,206,005	22,735,842	974,531	3,994,005	21,292,850	954,948

(1) Operating expenses exclude capital expenditures of \$2,908,067 and Cooperative/TOD projects of \$0 for year-to-date March 2026.



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Board Information
Meeting Date: May 21, 2026
Agenda Item: 13D

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: MARCH 2026 OPERATING INDICATORS
Submitted by: Brandon Rapez-Betty, Chief Operations Officer

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: MARCH 2026 OPERATING INDICATORS

SUMMARY: The attached Staff Report includes the summary of Operational Indicators for the month of March 2026.

SPOKANE TRANSIT AUTHORITY**Staff Report:** Agenda Item **13D****Presented to:** Board of Directors**SUBJECT:** MARCH 2026 OPERATING INDICATORS

There was one more number of weekdays in March 2026 compared to March 2025 (22 vs 21). On-time performance for Fixed Route was 92.0% and Paratransit 94.7%.

FIXED ROUTE

Ridership	March 2026	March 2025	Month/Month % Change	Year/Year % Change
Total Monthly Ridership	926,239	894,157	3.6%	1.6%
Average Daily Ridership	35,354	34,763	1.7%	1.6%
Adult Ridership	331,144	351,338	-5.7%	-9.3%
CCS Pass Ridership	31,956	35,189	-9.2%	-14.0%
Eagle Pass Ridership	21,696	23,193	-6.5%	-14.1%
Youth Ridership	217,967	189,977	14.7%	14.1%
% of Ridership by Youth	23.5%	21.2%	2.3%	2.5%
Reduced Fare / Paratransit Ridership	107,201	102,673	4.4%	2.7%

PARATRANSIT

Ridership	March 2026	March 2025	Month/Month % Change	Year/Year % Change
Combined	35,284	33,841	4.3%	1.4%
Directly Operated	19,993	17,977	11.2%	2.6%
Purchased Transportation	15,291	15,864	-3.6%	-0.1%
Special Use Van	1,250	1,211	3.2%	0.1%

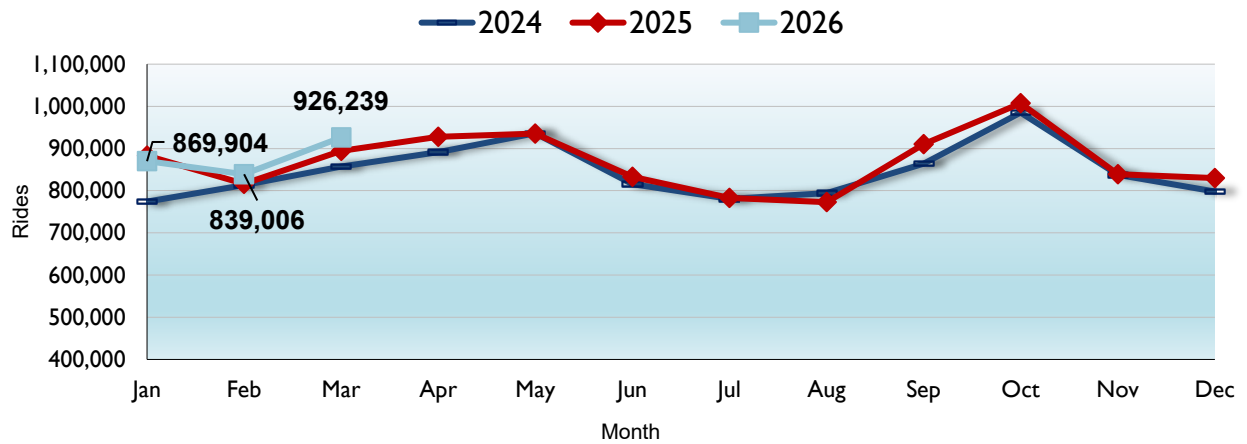
RIDESHARE

Ridership	March 2026	March 2025	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	9,683	8,523	13.6%	
Year to Date Customer Trips	27,277	24,903		9.5%
Monthly Active Groups	93	84	10.7%	
Unique Riders	433	397	9.1%	2.4%
Riders per Vehicle	4.66	4.73	-1.5%	0.2%

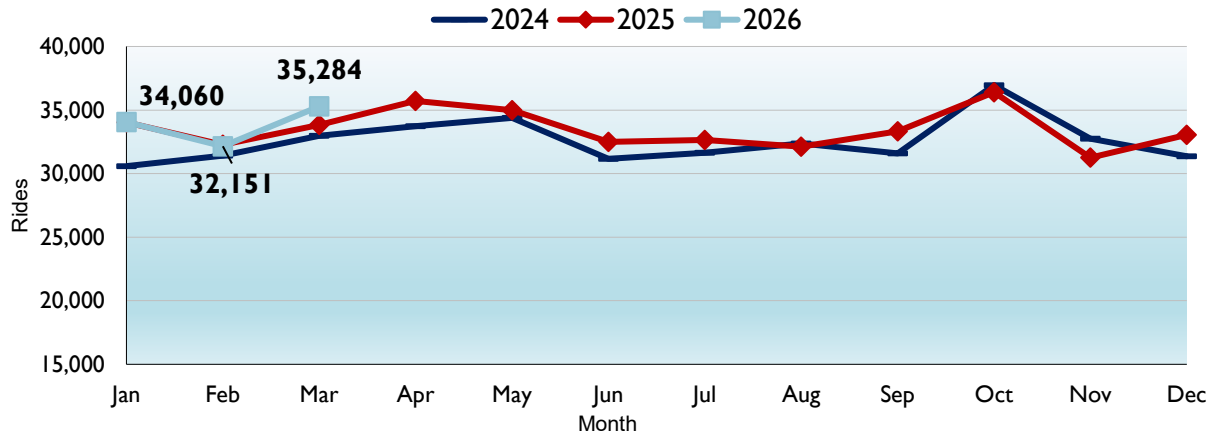
Group Formations and Folds
Four Groups added: Airway Heights Correction, Fairchild AFB, DSHS-Maple, Post Falls to Downtown
Two Groups Closed: Fairchild AFB due to shift changes, and Post Falls to Downtown due to lack of drivers

Key Takeaways

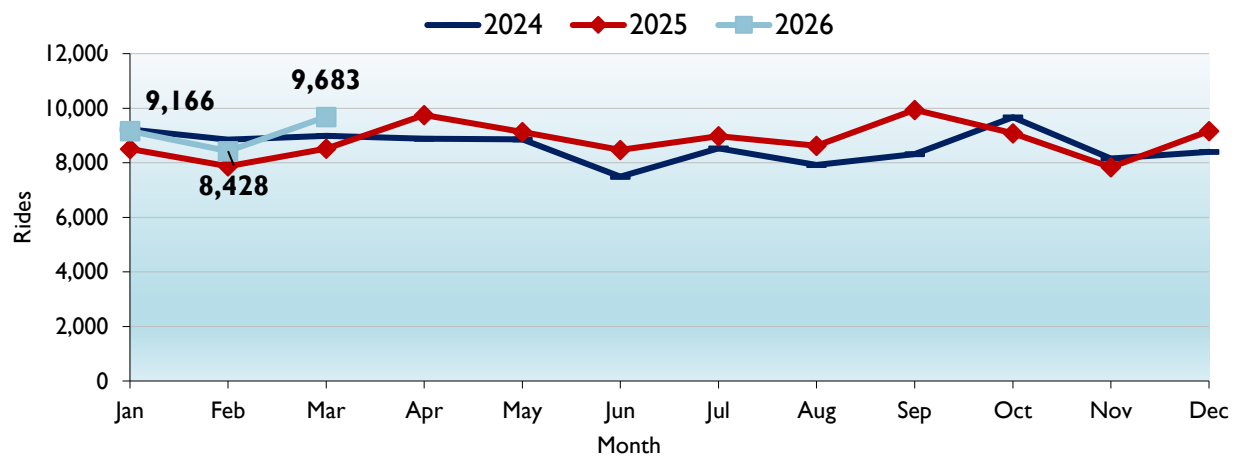
FIXED ROUTE RIDERSHIP



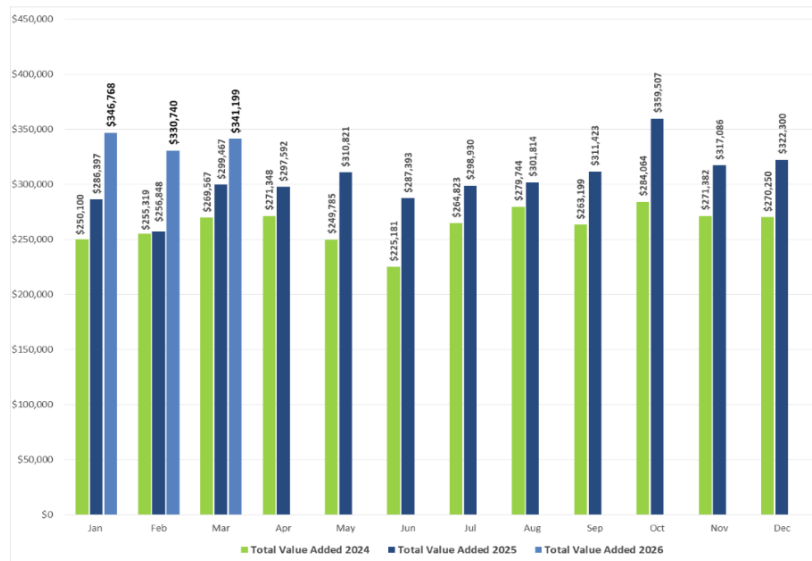
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

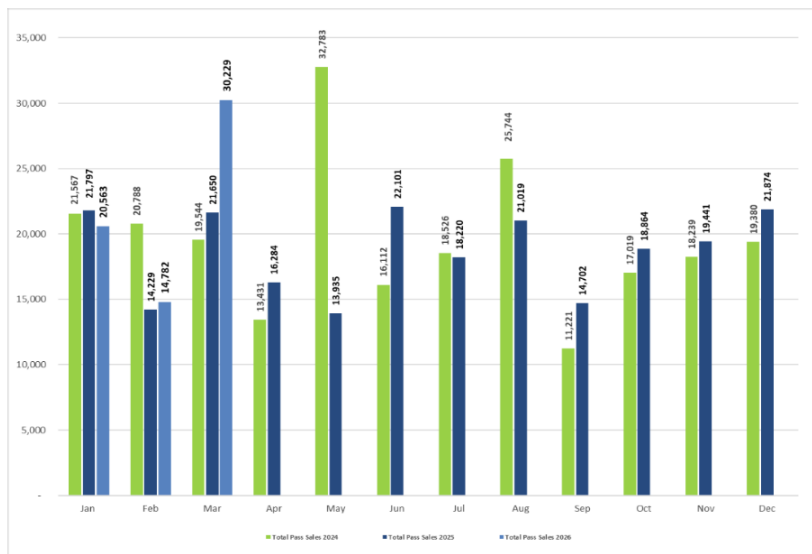


MONTHLY VALUE ADDED TO CONNECT CARDS



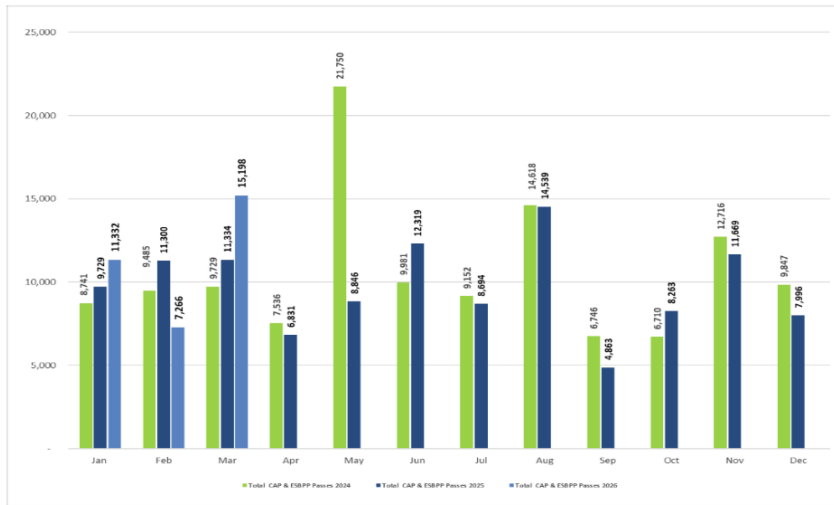
	2024 YTD	2025 YTD	2026 YTD	YTD % Change
Autoload	\$ 42,133	\$ 49,953	\$ 44,023	-11.9%
Call Center	\$ 22,243	\$ 23,025	\$ 25,128	9.1%
Customer Service Terminal	\$ 184,041	\$ 179,377	\$ 163,964	-8.6%
Customer Website	\$ 65,866	\$ 63,024	\$ 61,172	-2.9%
Mobile Ticketing	\$ 342,154	\$ 339,475	\$ 339,610	0.0%
Institutional Website	\$ 63,434	\$ 80,026	\$ 228,181	185.1%
Open Payments	\$ 44,010	\$ 97,404	\$ 143,428	47.3%
Retail	\$ 11,105	\$ 10,428	\$ 13,201	26.6%
Total	\$ 774,986	\$ 842,713	\$ 1,018,707	20.9%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



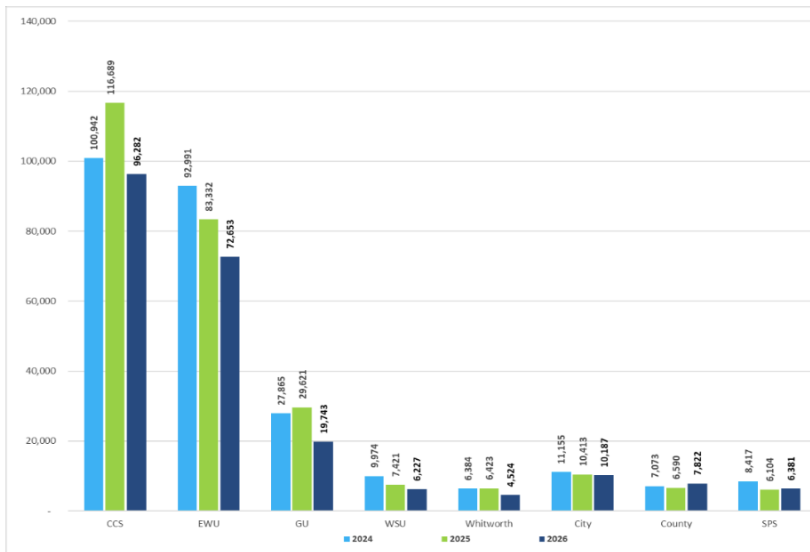
	2024 YTD	2025 YTD	2026 YTD	YTD % Change
1-Ride	21,586	19,985	24,005	20.1%
7-Day	1,165	1,089	1,050	-3.6%
Day Pass	35,241	32,674	36,957	13.1%
Stars & Stripes/Honored Rider	147	155	96	-38.1%
Opportunity Monthly			2	100.0%
Paratransit Monthly	116	123	94	-23.6%
Shuttle Park	384	221	213	-3.6%
31-Day Rolling	3,260	3,429	3,157	-7.9%
Total	61,899	57,676	65,574	13.7%

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



	2024 YTD	2025 YTD	2026 YTD	YTD % Change
1-Ride CAP	9,512	11,804	11,908	0.9%
Day Pass CAP	17,096	19,194	20,660	7.6%
Employer Sponsored Bus Pass	1,347	1,365	1,228	-10.0%
Total	27,955	32,363	33,796	4.4%

MARCH YTD UTAP RIDES



	2024 YTD	2025 YTD	2026 YTD	YTD % Change
CCS	100,942	116,689	96,282	-17.5%
EWU	92,991	83,332	72,653	-12.8%
GU	27,865	29,621	19,743	-33.3%
WSU	9,974	7,421	6,227	-16.1%
Whitworth	6,384	6,423	4,524	-29.6%
City	11,155	10,413	10,187	-2.2%
County	7,073	6,590	7,822	18.7%
Spokane Public Schools	8,417	6,104	6,381	4.5%
Total	264,801	266,593	223,819	-16.0%

Board Information
Meeting Date: May 21, 2026
Agenda Item: 13E

Presented To: Board of Directors

Referral Committee: Planning & Development Committee

Title: TRANSIT ORIENTED DEVELOPMENT: PILOT PROJECT UPDATE

Submitted by: Emily S. Poole, Chief Planning & Development Officer
 Brian Jennings, Director of Community Development

Purpose: For information.

Recommendation: n/a

Attachments and/or

Online Links: n/a

SUMMARY: Spokane Transit Authority’s (STA) Transit Oriented Development (TOD) Pilot project will advance development near transit infrastructure in the Public Transportation Benefit Area (PTBA), primarily in High Performance Transit (HPT) and high frequency corridors. At the February 4, 2026, Planning & Development Committee meeting, staff presented key tasks and a schedule and site for STA’s TOD Pilot project. Since then, staff have developed the scope of work and the independent cost estimate for the Request for Qualifications (RFQ) which include the following tasks:

1. **Market Analysis:** The consultant will conduct market analysis for the site to evaluate the value of property and viability of development projects as well as recommend the appropriate scale of development program.
2. **Transit Integration and Engineering:** Concurrent with Task 3, the consultant will craft schematic designs for public and private infrastructure facilities.
3. **Site Layout and Conceptual Design:** Based on the market analysis completed in Task 1 and the work underway in Task 2, in this step the consultant will focus on creating site layout alternatives that could realistically deliver a development constrained by market feasibility and transit integration.
4. **Cost Estimating:** Based on outcomes in the previous tasks, the consultant will deliver a cost estimate for the preferred conceptual site plan and development program.
5. **Financial Feasibility Analysis:** Based on the above information, the consultant will complete a basic feasibility analysis.

Once the RFQ for third-party services is completed, staff anticipate a timely completion of the analysis, bringing the findings back to the committee, and a formal recommendation to the Board. Throughout the feasibility study, staff will have touchpoints with the Planning & Development Committee providing updates and findings on progress.

Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	2027
<ul style="list-style-type: none"> • Identify Site • Begin draft Scope of Work for Consultants 	<ul style="list-style-type: none"> • Finalize Scope of Work, Cost Estimate • Start Solicitation Process • Consultant solicitation and selection process 	<ul style="list-style-type: none"> • Market Analysis • Development Program Alternatives and Test Fit • Cost Estimates • Economic Feasibility 	<ul style="list-style-type: none"> • Define Development Program • Develop Formal Recommendation 	<ul style="list-style-type: none"> • Board considers site and program for Joint Development and RFP • Joint Development RFP



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Board Information
Meeting Date: May 21, 2026
Agenda Item: 13F

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: 2026-2027 WORKFORCE DEVELOPMENT PLAN
Submitted by: Nancy Williams, Chief Human Resources Officer

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: n/a

SUMMARY:

Staff will provide an overview of the 2026-2027 workforce development plan priorities. These efforts are in support of Connect 2035 goal three: Strengthen Our Organizational Capacity.

- Work items scheduled for the 2026-2027 timeframe include:
- Accelerate: learning management system
 - Coach Operator Recruitment and Retention Task Force
 - Pathfinders: coach operator mentorship program
 - CliftonStrengths: continued integration and engagement



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Board Information
Meeting Date: May 21, 2026
Agenda Item: 13G

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: 2025 FIXED ROUTE SYSTEM PERFORMANCE REPORT
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Chad Johnson, Interim Service Development Manager

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: [2025 Annual Fixed Route Performance Report Document](#)

SUMMARY: Staff will provide an overview of the 2025 Fixed Route System Performance Report which is available online using the link above or at: www.spokanetransit.com/about-sta/projects-plans/#documents.

BACKGROUND: For Spokane Transit to ensure the reliability, consistency, and proper development of its transit services, it must continually evaluate and understand the strengths and weaknesses of the products offered. Annex 1.4 of the adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* calls for an annual report on the performance of each route based on established performance standards. This year marks the seventeenth year in which staff have prepared the annual Fixed Route System Performance Report to inform the public and Board of Directors of the performance of each route and the various route facilities.

The report includes:

- An overview of 2025 ridership
- Bus stop analysis for shelter candidacy
- Annualized ridership at Transit Centers and Park and Ride locations
- Individual route performance against three (3) established standards: Ridership, Equivalent Energy Consumption, and Fares
- Performance improvement concepts for routes not meeting standards
- Route indicators (length, capacity, revenue hours, revenue miles, etc.)
- Average daily ridership by stop
- Summary of 2025 passenger facilities and operational improvements
- Park and ride and bike locker utilization
- Universal Transit Access Pass (UTAP) rates
- Route profile sheets

Additionally, STA is providing digital downloads at the link above for geographic layers that depict routes and stops and stop-level ridership data. Making these resources available to the public enhances the usability of the report and the community's understanding of STA's Fixed Route system.



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Board Information
Meeting Date: May 21, 2026
AGENDA ITEM: 13H

Presented To: Board of Directors

Referral Committee: Performance Monitoring & External Relations Committee

Title: FIFA PLANNING

Submitted by: Carly Cortright, Chief Communications & Customer Service Officer
Emily S. Poole, Chief Planning & Development Officer

Purpose: For information.

Recommendation: n/a

Attachments and/or Online Links: spokanetransit.com/soccer

SUMMARY: In preparation for the FIFA World Cup events this summer, Spokane Transit has leveraged a state grant to promote ridership for the two Fan Zone events in addition to the community events planned for the Base Camp team. The grant supports marketing and educational efforts, security presence, and increased service. Outlined below are key activities to support FIFA World Cup activities in Spokane.

Increased Service

To support fans that may be in Spokane for the Summer of Soccer, in addition to locals wanting to utilize public transportation, service has been increased on select routes from June 1 through July 25. Route 1 City Line will offer 10-minute service on Saturdays. Route 7 Valley/Airport and Route 63 Geiger/Airport will have 30-minute frequency on weekends, bringing service to every 30 minutes all week.

Fan Zone Support

Spokane is hosting two Fan Zone days, June 19 and July 19, at the Pavilion in Riverfront Park. Supporting those events, Route 11 Downtown/North Bank Shuttle provides 20-minute service to Riverfront Park, with a stop in front of the Spokane Arena on Mallon. Marketing and Communications will be promoting the use of STA’s Park and Ride system and Youth Ride Free program to encourage the whole family to use transit to attend the festivities. Efforts will be aimed at promoting Transit App for trip planning and how to pay using contactless payment options. Grant funds will also support increased security presence, including transit ambassadors, to create a safe environment for all.

Promotion and Partnerships

Specially branded jerseys will be available for fixed route and paratransit operators and supervisors as well as customer service employees to help create an atmosphere of excitement. Spokane Transit has also partnered with Visit Spokane to help promote the SEA&WIN app. Limited edition Connect cards will be available at the Visit Spokane Visitor Information Center, and outreach staff will be present at the Visitor Information Center on Fan Zone days and other select outreach events.



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Committee Information
Meeting Date: May 21, 2026
Agenda Item: 131

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: 1ST QUARTER 2026 SERVICE PLANNING PUBLIC INPUT REPORT
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Brian Frampton, Associate Transit Planner

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: 2026 1ST QUARTER SERVICE PLANNING PUBLIC INPUT REPORT

SUMMARY: A total of 63 comments and feedback related to fixed Route service and stops were received by the Planning & Development Division during the first quarter of 2026. Of the comments received, 28 were requests for new service, 19 were related to existing service, and 16 were related to bus stops. The comments are summarized in the attached staff report.

BACKGROUND: The Planning & Development Division 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 obtain feedback from customers at public meetings, forwarded from the Customer Service Department, phone calls, letters, emails, voice messages, 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.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item 131

Presented to: Board of Directors

SUBJECT: 2026 1ST QUARTER SERVICE PLANNING PUBLIC INPUT REPORT

ADDITIONAL SERVICE REQUESTS

One request for service on East Upriver Drive.

Staff informed the citizen that additional stops are being considered for this area, but no service date is identified at this time.

One request for service at South Bowdish Road and South Dishman Mica Road.

Staff informed the citizen that service does not extend south of East 32nd Avenue at this time and that their feedback would be considered in future planning efforts.

One request for service to Deer Park.

Staff informed the citizen that Deer Park is not within the Public Transportation Benefit Area (PTBA) and provided a link to the PTBA map. Staff informed the citizen that their feedback would be considered in future planning efforts.

One request for additional service to align with Flix, Jefferson, Amtrak, and Northwest Trailways from the Spokane Intermodal Station to existing Spokane Transit Authority (STA) Park and Rides during arrival times.

Staff notified the citizen that STA bus service does not operate 24 hours a day and that their feedback would be considered in future planning efforts.

One request for service at Market Street and Magnesium.

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

One request for service to East Farwell Road and North Pittsburgh Street.

Staff notified the rider that STA has plans for future service to the Mead area through the Division Street BRT project and all comments are documented and used in future planning efforts.

Two requests for service to the Colbert area; one for Ridge at Midway Apartments on North Hatch Road between North Wandermere Road and East Tudor Lane, and one for the general Colbert area.

Staff informed the citizens that the Colbert area is outside the PTBA with the closest service at Hastings Park and Ride. Staff noted that the feedback would be considered in future planning efforts.

One request for service to Belle Terre Avenue to align Route 97 South Valley schedules with University High School bell times for afternoon class periods.

Staff are working on analysis of school bell schedules and Route 97 South Valley service schedules.

ADDITIONAL SERVICE REQUESTS

One request for service to North Hatch Road to expand the paratransit service area.

Staff informed the citizen of future planning efforts in the Mead through the Division Street BRT project, which will adjust the paratransit service area, and noted that their feedback would be considered in future planning efforts.

Sixteen requests for service to Chase Middle School.

Staff responded to all requests and noted that all comments will be considered in future planning efforts.

One request for service to West McFarlane Road in Airway Heights.

Staff informed the citizen about the Rideshare program and noted that their feedback would be considered in future planning efforts.

One comment requesting additional service to Eagle Point Apartments.

Staff made several attempts to contact the citizen without success. Currently, there are three bus stops serving Eagle Point Apartments.

EXISTING SERVICE COMMENTS

One comment about alighting at a bus stop at South Hayford Road and West 10th Avenue on Route 65 Airway Heights which lacked ADA accessibility.

Staff responded to the rider that the bus stop is ADA accessible. The information was relayed to Operations for further review.

One request to change the schedules for Route 9 Sprague and Route 95 Mid Valley to allow for better connections.

Staff responded that schedules would be reviewed and offered additional trip planning assistance.

One comment about a turning movement at the corner of West 11th Avenue and South Cedar Street on Route 14 South Adams/Napa.

Staff replied that bus tests were conducted for Route 14 South Adams/Napa at the intersection in question. The turn on West 11th Street was the operationally preferred bus maneuver from the other options.

One request for extended Route 7 Valley/Airport service to the Amazon Fulfillment Center on West Geiger Boulevard between 6:00 pm and 7:30 pm shift change.

Staff responded to the citizen that their feedback will be documented and studied in future service changes.

One comment requesting prioritized coordination between Route 68 Cheney Loop and Route 6 Cheney in the mornings.

Staff informed the customer that Routes 68 Cheney Loop and Route 6 Cheney are prioritized with 5-minute connection times in the morning and 13-minute connection times during the day. These ensure buses are at Eastern Washington University (EWU) 13 minutes prior to class start times.

EXISTING SERVICE COMMENTS

One comment regarding bus size on Route 663 EWU VTC Express from the Valley Transit Center (VTC) to EWU.

Staff responded to the citizen that Route 663 is scheduled to have a larger bus based on ridership however, at times due to bus availability, a smaller bus may be assigned to the route.

One comment about stop closures on Route 96 Pines/Sullivan.

Staff responded that the stop adjustments were due to an operational change to the end of line and layover location and provided alternatives to assist the rider to alight closer to the previous stop location.

One request for information pertaining to the ridership numbers in the Shadle Park area.

Staff provided a link to the 2024 Annual Fixed Route Performance Report.

One request for Route 94 East Central/Millwood to serve the VTC instead of requiring a transfer.

Staff was unsuccessful in attempts to contact the commenter and documented the feedback for future planning efforts.

One request to verify if the citizen's residence was in the PTBA.

Staff provided mapping verification of residence's location in the PTBA.

One request for smaller transfer windows between Route 4 Monroe-Regal and Route 9 Sprague at the Plaza to reduce wait time.

Staff responded that this request will be evaluated and informed the customer that their feedback will be consider for future planning efforts.

One request for Route 67 Swoop Loop to resume service or provide more peak Route 68 Cheney Loop trips.

Staff commented that Route 67 was discontinued due to consistent low ridership. Staff offered to assist with trip planning to make errands more efficient.

One citizen expressed frustration regarding changes to Route 32 Trent/Montgomery.

Staff responded that there are no changes or planned changes to Route 32 Trent/Montgomery.

One comment about 11:50 pm service on Route 28 Nevada being discontinued.

Staff made several attempts to reach the commenter but were unsuccessful. The latest trip for Route 28 Nevada departs at 11:20 pm.

One request for later service on Routes 173 VTC Express, Route 9 Sprague, and Route 4 Monroe-Regal.

Staff responded that their feedback will be consider for future planning efforts.

One comment requesting Route 96 Pines/Sullivan continue to the East Valley High School prior to the layover.

Staff informed the rider that this location is the end of line and scheduled layover for Route 96. Staff offered options for taking an earlier trip in order to arrive on time.

EXISTING SERVICE COMMENTS

One rider commented that buses on Route 9 Sprague consistently have no available seating and asked for larger buses to be placed on the route.

Staff responded that bus size assignments for Route 9 Sprague are limited and offered with 15-minute frequency, taking an earlier or later trip may meet their needs.

One comment requesting extending peak weekday frequency until 7:00 pm for Route 43 Lincoln/37th Avenue and Route 14 South Adams/Napa.

Staff informed the citizen that currently service is modified to one-hour frequency at 6:00 pm due to lower ridership demand and that their feedback would be considered for future planning efforts.

BUS STOP COMMENTS

One inquiry requesting information pertaining to trash can installation at multiple bus stops on South Perry Street:

Perry @ 8th: This stop has an average of 75 weekday boardings

Perry @ 9th: This stop has an average of 17 weekday boardings

Perry @ 11th: This stop has an average of 22 weekday boardings

Staff arranged for trash cans to be installed at all the bus stops requested.

One request for a shelter at East Mission Avenue and North Dakota Street on Route 28 Nevada.

This stop has an average of 25 weekday boardings. Staff informed the customer that this stop is currently planned for shelter installation in spring of 2027.

One comment expressing concern about the removal of the bus stop at 12718 East Indiana.

Staff shared the methodology for High Performance Transit (HPT) Route 7 Valley/Airport stop consolidation and offered additional trip planning assistance.

One request for a bus stop at the end of the cul-de-sac of West Elliott Street for Rising Strong clients.

Staff responded that STA is unable to have bus routes serve residential cul-de-sacs. Staff provided alternative options such as Rideshare and Paratransit.

One comment about the bus stop West 14th Avenue and South Adams Street where the adjacent resident placed trash receptacles blocking access to the stop.

This stop has an average of 3 weekday boardings. Staff responded to the citizen and suggested the customer contact City of Spokane 311 service.

One request for a stop near the Southside Community Center on South Ray Street.

Staff informed the customer that bus stops on East 29th Avenue and on South Freya Street are within 1,500 feet of the Southside Community Center.

One request for a trash can at North Maple Street and West Grace Avenue stop.

This stop has an average of 5 weekday boardings. Staff informed the citizen that 10 average weekday boardings are required for trash can installation. In lieu of the ridership threshold, photo verification of littering could be submitted to support trash can installation. Verification was not submitted.

BUS STOP COMMENTS

One request for shelter at the westbound East 57th Avenue and South Hailee Lane stop.

This stop has an average of 33 weekday boardings. Staff informed the customer that improvements for the bus stop, including a shelter, are currently in process.

One request for shelters at Sacred Heart Emergency Department and Saint Luke's rehabilitation centers.

Staff informed the customer of shelter placement criteria including 25 or more weekday boardings, a transfer between two or more routes, or being adjacent to a ridership generator with a high portion of riders with limited mobility are the criteria for shelters. Staff informed the customer that Shelter placement at Sacred Heart has not been feasible due to site constraints and planning for ADA improvements at Saint Luke's is ongoing; staff will include a shelter evaluation.

One request for a trash can at the westbound stop on South Assembly Road and West Sunset Boulevard.

This stop has an average of 24 weekday boardings. A trash can was installed and the customer was informed.

One person with multiple requests for a trash can at North Crestline Street and East Lacrosse Avenue.

This stop has an average of 3 weekday boardings. Photo verification of trash at the stop was provided and a trash can was installed.

One request to retain the bus stop at 6th Street and Elm Street in Cheney.

Staff shared the background of stop consolidation with implementation of HPT Route 6 Cheney and that all comments are documented and used for future planning efforts.

One request for trash can and lighting at South Deer Heights Road at US 2.

This stop has an average of 4 weekday boardings. Staff informed the citizen that 10 average weekday boardings are required for trash can installation. In lieu of the ridership threshold, photo verification of littering could be submitted to support trash can installation. STA does not currently have a stand-alone lighting program.

One request for a trash can to be replaced at North Standard Street and East Cozza Drive.

This stop has an average of 1 weekday boardings. Staff informed the citizen that the trash can was removed due to persistent excessive household trash in the receptacle.

One request to move Plaza Bay 9 to West Riverside Avenue or Sprague Avenue based on safety concerns with the bay by the Bank of America parking exit and pedestrian crossings.

Staff informed the citizen that marked crossings for pedestrians are available at North Wall Street and West Riverside Avenue, and North Wall Street and Sprague Avenue. All other Plaza bay locations are at capacity with current service.

One request to move stops at North Nettleton Street and West Mission Avenue on Route 21 West Broadway due to the sidewalk condition and ADA accessibility.

Staff informed the customer that these stops are planned for ADA improvements in Spring 2026.



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Executive Session
Meeting Date: May 21, 2026
Agenda Item: 14

Presented To: Board of Directors
Referral Committee: n/a
Title: EXECUTIVE SESSION
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: n/a

SUMMARY: At this time, the Board will adjourn to Executive Session, for the following:

- Pursuant to RCW 42.30.110(1)(i): to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*

The STA Board of Directors will reconvene in open session at approximately session at approximately ____ p.m. 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 meeting.