

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, October 15, 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 9th DAY OF OCTOBER 2026.



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

Optional joining link:

<https://spokanetransit.webex.com/spokanetransit/j.php?MTID=mf8402a12221cb475a3cbaf8688bdd5e0>

Webinar number: 2492 020 6303

Board Member password: 2026 | Guest password: Guest

Join by video system Dial [24920206303@spokanetransit.webex.com](https://spokanetransit.webex.com/j.php?MTID=mf8402a12221cb475a3cbaf8688bdd5e0)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone +1-408-418-9388 United States Toll

Access code: 249 202 06303

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: October 15, 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: OCTOBER 15, 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, October 15, 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 Hearing: *15 minutes*
 - A. Wellesley Corridor Development Plan: Complete Draft (*Emily Poole*)
Comments may be addressed to Emily Poole at epoole@spokanetransit.com (Action at the November 19, 2026, STA Board meeting)
6. Public Expressions
7. Recognitions and Presentations: *5 minutes*
 - A. Employee Recognition Awards – 3Q 2026 (*Nancy Williams*)
 - B. Years of Service Recognition – 3Q 2026 (*Nancy Williams*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of September 17, 2026, STA Meeting– Corrections/Approval
 - B. Approval of September 2026 Vouchers (Robert Hamud)
 - C. Public Works Contracts Under \$35,000: Final Acceptance (Jordan Hayes-Horton)
 - D. Enterprise Asset Management Software & Implementation Services: Award of Contract (*Brandon Rapez-Betty*)
 - E. Enterprise Asset Management Implementation Advisory & Change Management Support Services: Award of Contract (*Brandon Rapez-Betty*)
 - F. Board Bylaws Adoption: (Resolution) (*Karl Otterstrom*)
 - G. Paratransit & Rideshare Operations Base: Design & Engineering Task Order Approval (*Brandon Rapez-Betty*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Speirs*)
10. Planning & Development Committee: *15 minutes*
 - A. Chair Report (*Kitty Klitzke*)
 - i. Draft 2027 Budget (*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. September 2026 Sales Tax Revenue (*Robert Hamud*)
 - C. August 2026 Financial Results Summary (*Robert Hamud*)
 - D. August 2026 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Division Street BRT: Schedule and Cost Update (*Emily Poole*)
 - F. Division Street BRT: Public Outreach Update (*Emily Poole*)
 - G. 5 Mile Mobility Hub Update (*Emily Poole*)
 - H. City Line Budget Reallocation to Division Street Bus Rapid Transit Construction and Implementation (*Emily Poole*)
 - I. Employee Engagement Survey Results (*Carly Cortright*)
 - J. Fare Structure Review: Project Scoping (*Robert Hamud*)
 - K. Bus Wrap Discussion (*Brandon Rapez-Betty*)
14. Executive Session - none
15. New Business
16. Board Member Expressions
17. Adjourn (*Chair*)

Virtual Joining link:	Click this link to join virtually via Webex	
Password:	Board Members: 2026	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2492 020 6303

Cable 5 Broadcast Dates and Times of October 15, 2026, Board Meeting:

Saturday, October 17, 2026	4:00 p.m.
Monday, October 19, 2026	10:00 a.m.
Tuesday, October 20, 2026	8:00 p.m.

November Committee Meetings, Wednesday:

Planning & Development, November 4, 2026	10:00 a.m.
Performance Monitoring & External Relations, November 4, 2026	1:30 p.m.
Board Operations, November 11, 2026	1:30 p.m.

November Board Meeting:

Thursday, November 19, 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 Hearing

Meeting Date: October 15, 2026

Agenda Item: **5A**

Presented To: Board of Directors
Referral Committee: Planning & Development Committee
Title: WELLESLEY CORRIDOR DEVELOPMENT PLAN: COMPLETE DRAFT
(Public Hearing at the October 15, 2026, Board meeting)
Submitted by: Dana Infalt, Clerk of the Board

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: [Wellesley Corridor Development Plan Website](http://www.spokanetransit.com/projects/wellesley-corridor-development-plan/)
<https://www.spokanetransit.com/projects/wellesley-corridor-development-plan/>
Wellesley Corridor Development Plan: Complete Draft Summary

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

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



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Public Hearing

Meeting Date: October 15, 2026

Agenda Item: **5A**

Presented To: Board of Directors

Referral Committee: Planning & Development Committee

Title: WELLESLEY CORRIDOR DEVELOPMENT PLAN: COMPLETE DRAFT
(Public Hearing at the October 15, 2026, Board meeting)

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

Submitted by: Mike Tresidder, Associate Transit Planner

Purpose: Receive report.

Recommendation: n/a

Attachments and/or Online Links: [Wellesley Corridor Development Plan Website](#)
<https://www.spokanetransit.com/projects/wellesley-corridor-development-plan/>
Wellesley Corridor Development Plan: Complete Draft Summary

SUMMARY: Route 33 Wellesley has been identified as a future High Performance Transit (HPT) investment in both *Connect Spokane* (STA's comprehensive plan) and *Connect 2035* (STA's strategic plan). The first step in recognizing Route 33 Wellesley as an HPT route is to complete a Corridor Development Plan (CDP) for approval by the STA Board of Directors. Staff presented an overview of the preliminary draft at the September 2, 2026 Planning and Development Committee meeting.

Staff have met with several neighborhood councils to provide an overview of the preliminary plan, presented at the City of Spokane Pedestrian, Transportation and Traffic Committee (PeTT), added an assessment of pedestrian crossings and access to stops, and identified strategies for reaching out to out-of-state national corporations that are landowners along the corridor. Supplemental to the accompanying staff report, staff presented an overview of edits and additions to the public hearing draft CDP to the Planning and Development Committee on September 30, 2026, including any feedback from the neighborhood engagement. The complete draft of the CDP is available online for review at the link as of September 30, 2026.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item 5A

Presented to: Board of Directors

SUBJECT: WELLESLEY CORRIDOR DEVELOPMENT PLAN: COMPLETE DRAFT SUMMARY

Route 33 Wellesley has been identified as a future High Performance Transit (HPT) investment in both *Connect Spokane* and *Connect 2035*. *Connect Spokane* identifies Route 33 as a future HPT route in policy HP 4.0 *High Performance Transit Network map*, which is the foundation, framework, and basis for future service improvements. In *Connect 2035*, the upgrade of Route 33 Wellesley to a High Performance Transit Line was identified as an initiative under Goal 1 – Elevate the Customer Experience.

Route 33 Wellesley is an important cross-town route traveling from Spokane Falls Community College (SFCC) to Spokane Community College (SCC) and passing through several diverse neighborhoods and commercial corridors. The first step in recognizing Route 33 Wellesley as an HPT line is to complete a corridor development plan for approval by the Board. STA was awarded \$630,000 in CMAQ grant funds from the Spokane Regional Transportation Council (SRTC). These funds are for planning, engineering, and design activities for the Wellesley Corridor Development Plan (CDP).

Engagement - Multiple rounds of community engagement with the following groups have occurred to date:

- Northwest Neighborhood Council
- Nevada Heights Neighborhood Council
- Hillyard Neighborhood Council
- Whitman Neighborhood Council
- Bemiss Neighborhood Council
- North Hill Neighborhood Council
- Minnehaha Neighborhood Council
- Rogers High School Leadership class

In addition, planning sessions and presentations were conducted with STA Planning & Development staff, City of Spokane planning staff, and the City of Spokane Plan Commission. Taken together, the feedback received was used to develop and draft the corridor development plan.

The first round of engagement focused on identifying what High Performance Transit is as defined by STA and identifying barriers and obstacles to transit use and implementation of transit amenities in the corridor. The second round of engagement with the neighborhoods focused on the results of the initial analysis and evaluation of stops for infrastructure improvements. Discussion was positive, with supportive feedback on the proposed improvements. The third round of engagement focused on an overview of the draft preliminary plan and how to submit formal comments for the public hearing. The draft preliminary plan was well-received, with little discussion. Additional outreach to key property owners at Northtown Mall has been initiated and is ongoing for feedback regarding stops in the vicinity of Wellesley Avenue and Division Street, a key activity center with Northtown Mall and transfer

between Route 33 Wellesley and Route 25 Division designated as the future Division Street Bus Rapid Transit line. Additional demographic information for the corridor has been added to the complete draft.

Based on the analysis, community engagement, and policies set forth by *Connect Spokane*, the anticipated improvements along the corridor are shown in Table 1. After reviewing analysis from pedestrian crossings along the corridor and the impact on stop accessibility and spacing, two stop pairs are recommended for retention compared to the preliminary plan. The proposed stop actions are subject to further refinement, review, and/or approval from the City of Spokane

Table 1-Wellesley CDP Proposed Improvements

Stop Action	Total Stops
Construct HPT & Install Station Improvements	7
Construct Enhanced Stop with Shelter	10
Install New Shelter	11
Consolidate / Close Stop	12

The project schedule for the Wellesley CDP follows in Table 2 below.

Table 2-Wellesley CDP Schedule

Timeframe	Activities	Audience
November 2025	Introduced project, corridor development planning process, and engagement plan	P&D Committee
November 2025 – January 2026	Write background and existing conditions sections; develop engagement materials	N/A
February 2026	Brief on existing conditions and scheduled engagement activities	P&D Committee
February/March 2026	Engagement Round 1: Focus on existing conditions, desired outcome from transit and transit stops, and potential trade-offs	Neighborhood groups Trip generators City of Spokane staff
April 2026	Update on Engagement Round 1 to date Preview of infrastructure analysis method	P&D Committee
April 2026 – May 2026	Continued Round 1 engagement Develop concepts for stops and stop locations	Neighborhood groups
June 2026	Engagement Round 2: Focus on potential concepts and trade-offs	Same as Engagement Round 1
June 2026	Apply for Regional Mobility Grant	N/A
July 2026	Update on Engagement Round 2	P&D Committee
July-August 2026	Finish draft plan	N/A
September 2026	Review draft plan	P&D Committee
September 2026	Engagement Round 3: Review recommendations	Neighborhood groups
October 2026	Public Hearing Draft Plan	P&D Committee
October 2026	Public Hearing	STA Board
November 2026	Final Draft Plan Recommendation for adoption	P&D Committee
November 2026	Adoption	STA Board

Bolded items are upcoming activities

After adoption of Wellesley Corridor Development Plan, this initiative will move into the design and engineering phase as identified in the draft 2027 Action Plan.



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Public Expressions

Meeting Date: October 15, 2026

Agenda Item: **6**

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

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

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

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



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Recognitions & Presentations

Meeting Date: October 15, 2026

Agenda Item: **7A**

Presented To: Board of Directors
Referral Committee: n/a
Title: EMPLOYEE RECOGNITION AWARDS Q3 2026
Submitted by: Nancy Williams, Chief Human Resources Officer

Purpose: For recognition.

Recommendation: n/a

Attachments and/or

Online Links: n/a

SUMMARY: The Employee Recognition Committee (ERC) reviews peer-submitted nominations recognizing employees who exemplify STA's core values of Teamwork, Respect, Accountability, Neighborliness, Service, Innovation, and Trained. Nominations provide specific examples of how employees demonstrate these values through their daily work, interactions with colleagues and customers, and contributions to organizational success.

The committee also considers additional qualities reflected in each nomination, including communication, leadership, safety, effort, problem-solving skills, creativity, and helpfulness. The quarterly award recipients represent employees whose dedication, professionalism, and commitment to STA's values have made a meaningful impact on the organization, their coworkers, and the community we serve.

The employees selected to receive ERC recognition for the quarter are listed below.

<u>July</u>	<u>August</u>	<u>September</u>
1 st - Mark Green (Transit Officer)	1 st – Josh Martindale (F/R Supervisor)	1 st – Don Schmauder (Coach Operator)
2 nd – Malik Benane (Transit Officer)	2 nd – Alex Henry (Van Operator)	2 nd – Molly Fricano (Exec. Assistant Operations)
3 rd – Jose Campos (General Repair Tech.)	3 rd – Angela Brown (Paratransit Supervisor)	3 rd – Kristi Rockwell (Accounting Manager)



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Recognitions & Presentations

Meeting Date: October 15, 2026

Agenda Item: **7B**

Presented To: Board of Directors
Referral Committee: n/a
Title: YEARS OF SERVICE Q3 2026
Submitted by: Nancy Williams, Chief Human Resources Officer

Purpose: For recognition.

Recommendation: n/a

Attachments and/or

Online Links: n/a

SUMMARY: On a quarterly basis, Spokane Transit Authority recognizes employees who have reached significant years-of-service milestones in their careers. The employees listed below have achieved these milestones through their dedicated service and commitment to STA's mission, values, and the community we serve. STA and the Board of Directors sincerely thank them for their contributions and congratulate them on their years-of-service achievements.

5 Years

Director Vehicle Maintenance
Josh Stoddard

Training & Workforce
Development Manager
Kate Kelly

Fixed Route Supervisor
Michael Coleman

Network Technician
Mike Zappone

Vehicle Maintenance Foreperson
Paul Schott

Facilities Leadperson
William Reece

General Repair Technician
Andrew McKay

5 Years

Fixed Route Operator
Christopher Anderson
Scott Gooch

Jennifer Kenworthy
Melanie Kern
Rodrigo Milantoni
Heather Reinbolt
Steven Winecoff

Paratransit Reservationist
William Kane
Hailey McClain

Facilities Laborer
Brandon Francis

10 Years
Timekeeping Specialist
Janet Luib

Fixed Route Operator
Terrance Montano

20 Years

Accounting Manager
Kristi Rockwell

Customer Service
Representative
Sandra Olfson

25 Years
Fixed Route Operator
Robert Peters

Transit Officer
Joseph Elison

30 Years
Fixed Route Operator
Traci Lawson

45 Years
Vehicle Maintenance Foreperson
Mark Thompson



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Board Action-Consent Agenda
Meeting Date: October 15, 2026
Agenda Item: 8A

Presented To: Board of Directors
Referral Committee: n/a
Title: MINUTES OF SEPTEMBER 17, 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: SEPTEMBER STA BOARD MEETING MINUTES

SUMMARY: The minutes of the September 17, 2026, STA Board meeting are attached for corrections and/or approval.

STA BOARD MEETING

DRAFT Minutes of September 17, 2026, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Lance Speirs, Small Cities Medical Lake, *Chair*
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
Zack Zappone, 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*

MEMBERS ABSENT

Al French, Spokane County
Tim Hattenburg, City of Spokane Valley

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, Lamberson, Van Wert and Oreskovich, P.C.

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1. Call to Order and Roll Call - Chair Speirs call the meeting to order at 1:31 PM and the Clerk conducted roll call.
 2. Pledge of Allegiance - Board members, staff, and guests stood for the Pledge of Allegiance.
 3. Excused Absences – There were no excused absences requested
 4. Approve Board Agenda

Council Member Haley moved to approve the Board Agenda. Council Member Klitzke seconded, and the motion passed unanimously.

5. Public Expressions

A written public expression was received from Liam Taylor. The Chair noted for the record that It was distributed to all Board Members. In person expressions were received from Ms. Julia Trostel concerning her experiences with contracted Paratransit service and Mr. Erik Lowe speaking in regard to National Week Without Driving, October 1-8, 2026.

6. Recognitions and Presentations

A. 2025 State Audit Exit Report

Ms. Arielle White, SAO Auditor, and Mr. Weston Fink, SAO Assistant Audit Manager, reported on the most recent State Auditor's Office audit of Spokane Transit, noting no findings and a clean audit. When the presentation concluded, they offered to answer questions. Mr. Otterstrom asked Mr. Fink to report on the SAO investigation into an inquiry received through the SAO hotline related to STA's use of funds from the 2016 ballot measure. Mr. Fink reviewed the general nature of the inquiry, the scope of investigation, and the SAO conclusion that there were no concerns identified. He also noted that some of the matters requested were outside SAO authority.

B. Washington State Department of Transportation: Wall of Fame Honorees - Recognition

Ms. Nancy Williams presented background on the Wall of Fame program and read excerpts from the nominations for each of the awardees. The program awards two individuals and one team award. STA 2026 award winners included Justin Marshall, Fixed Route Supervisor, Michelle Beach, Fixed Route Coach Operator, and the team of Transit Ambassadors. Staff and the Board congratulated award winners.

7. Board Action - Consent Agenda

Council Member Haley moved to approve the Board Consent Agenda items 7A through 7H. Council Member Klitzke seconded and the motion passed unanimously

- A. Minutes of July 8, 2026, STA Board Workshop – Corrections/Approval
- B. Minutes of July 16, 2026, STA Board Meeting – Corrections/Approval
- C. Approval of July & August 2026 Vouchers listed below:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (July)	Nos. 638547 – 639068	\$8,631,103.62
Worker's Comp Vouchers (July)	ACH – 2286	\$165,815.58
Wire Payments (July)	ACH – 2286	\$5,746,793.35
Payroll 07/10/2026	ACH – 07/10/2026	\$3,261,827.95
Payroll 07/24/2026	ACH – 07/24/2026	\$2,457,695.23
WA State – DOR (Excise Tax)	ACH – 1767	\$4,601.47
WA State – DOR (Leasehold Tax)	ACH – 1767	\$2,110.07
JULY TOTAL		\$20,269,947.27

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (August)	Nos. 639069 – 639490	\$17,335,056.19
Worker's Comp Vouchers (August)	ACH – 2286	\$148,485.68
Payroll 08/07/2026	ACH – 08/07/2026	\$3,091,789.13
Payroll 08/21/2026	ACH – 08/21/2026	\$2,495,407.37
WA State – DOR (Excise Tax)	ACH – 1767	\$3,010.51
WA State – DOR (Leasehold Tax)	ACH – 1767	\$6,235.22
AUGUST TOTAL		\$23,079,984.10

D. Public Works Contracts Under \$35,000: Final Acceptance:

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20250703	Whitworth Comfort Station	Everon, LLC	\$9,013.33	12/23/2025
20252444	Plaza Restroom Door	Marlin Windows,	\$3,914.51	1/14/2026
20260086	Riverside ADA Door Repair	Marlin Windows,	\$2,513.53	3/3/2026
20260085	ADA Door Repair	Marlin Windows,	\$2,303.88	6/30/2026
20261457	Plaza Water Softener	Salt of the Earth,	\$18,758.86	7/14/2026
20261332	1212 W Sharp Cameras	Everon, LLC	\$8,120.25	7/21/2026
20261844	Bank of America Internet	Arctic Lighting &	\$2,923.88	8/3/2026
20261630	P107 Door Replacement	Elite Entry Systems,	\$736.43	8/6/2026
20261970	Empty Oil/Water Separator	Big Sky Industrial	\$7,225.69	8/13/2026
20262020	2 nd Floor Restroom	Elite Entry Systems,	\$1,678.30	8/26/2026
20261524	Wall St Fence & Gate	Moran Fence 1, LLC	\$13,932.05	8/27/2026
20261344	New Print Shop Cameras	Everon, LLC	\$18,455.74	8/29/2026
20261968	Rotunda Dimming Switch	Arctic Lighting &	\$2,454.75	9/2/2026

- E. Plaza Fire Panel Replacement: Final Acceptance - Approved, by motion, to accept the contract with Everon, LLC for the Plaza Fire Panel Replacement contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. Monroe-Regal Phase 3.1: Final Acceptance - Approved, by motion, to accept the contract with Go Green Concrete, LLC for the Monroe Regal Phase 3.1 contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law
- G. Division Street Bus Rapid Transit: Work Order #7 Approval – Authorized the CEO to execute Work Order No. 7 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$4,002,800 and provide 10% contingency for unforeseen additional requirements or services
- H. Division Street Bus Rapid Transit Property Acquisition (Resolution) - Adopted, by Resolution 866-26, providing for the acquisition of real property for the Division Street Bus Rapid Transit Project

8. Board Discussion

A. Board Composition – Discussion

Mr. Otterstrom provided background regarding the Board Operations' Committees' review and consideration of adding up to two non-elected transit riders to the Board (consistent with RCW 36.57A.050(3)(b), as amended during the 2025 Washington State Legislative session), noting there was no formal decision or recommendation at this time.

He advised the Committee members generally concurred with the following approach:

- Legal Counsel will prepare a draft analysis of the statutory framework, including options and considerations related to adding transit riders to the Board

- With assistance from Counsel and staff, the Chair will prepare a memo to accompany the analysis directed at Board members to gather input from their respective jurisdictions. The memo would be disseminated no later than mid-November
- Once input is gathered, the Board Operations committee may formulate a recommended course of action, propose a Board workshop, and/or seek additional feedback

Discussion ensued. Ms. Clark explained that the current composition of the Board is established by the PTIC Conference held every four years, but that membership is capped at nine voting members, excluding a potential transit rider or other representative of the citizenry.

9. Board Action – Committee Recommendation

A. Spokane Chiefs Partnership

Dr. Cortright advised this item was presented at the Performance Monitoring & External Relations (PMER) Committee on 9/2/2026. They recommended approval by the Board but the committee requested a presentation to the full Board.

Dr. Cortright noted The Spokane Chiefs Hockey Club proposed a one-year partnership agreement with Spokane Transit to promote a “Chiefs Fans Ride Free” initiative. The partnership will be a pilot designed to attract more ridership and reduce parking and traffic congestion for the Chiefs’ games. The agreement allows STA to evaluate event ticket use on the Connect fare validation system. She noted that a *Connect 2035* initiative under Goal 2 is to “Work with event organizers to integrate transit fare into event tickets”.

Dr. Cortright provided details of the 2026-2027 hockey season agreement. Chiefs fans will ride STA Free on game days by showing their ticket. Spokane Chiefs will reimburse STA for \$1.03 per ride, up to \$10,000. In addition, STA will provide a fill bus for both directions of Route 4 after the home games.

She noted that Spokane Transit will purchase a sponsorship package with the Chiefs which includes In-game announcements on video wall and digital ribbon; Concourse Table Space (3x); Chiefs’ social media and website presence; and mascot and/or player availability for STA marketing opportunities.

Discussion ensued.

Council Member Zappone moved to approve the Spokane Chiefs Partnership as presented. Council Member Klitzke seconded and the motion passed unanimously.

10. Board Operations Committee

- A. Chair Report - Chair Speirs provided an overview of the Board Operations Committee meeting and reminded everyone that the October Board Operations Committee meeting is being canceled to allow for attendance at the APTA Conference.

i. Board Bylaws Adoption (Resolution) (for October action)

Mr. Otterstrom provided background on the review of the Bylaws and the draft previously presented to the Board. He noted all additional feedback had been directed to legal counsel and incorporated in the final draft Bylaws. An updated draft was presented to the Board Operations Committee in September, and they reviewed the final redlined draft. The committee made a recommendation to adopt it but the Bylaws call for a two-week review period by the full Board before any action and, as such, the draft Bylaws are presented today for discussion and scheduled to be acted upon by the Board in October.

Ms. Clark noted that there was one substantive change since the Board reviewed the Bylaws in July and that was the additional delegation of authority to the CEO related to public records and STA's public records policies. She clarified the Board approves by resolution the appointment of a public records officer and that will not change. This update allows the CEO to administer STA policies related to public records and retention and ensure any changes that need to be made can be made in a timely manner. She explained that if, for example, the public records officer left and STA needed to appoint someone until such time as the Board can convene to officially appoint a Public Records Officer, the CEO would have a delegation of authority to do that.

The Chair asked if anyone had questions. None were forthcoming. The Chair requested any additional feedback be directed to legal counsel.

11. Planning & Development Committee

A. Chair Report

Ms. Klitzke reviewed the items presented to the Planning & Development Committee at the September 2nd meeting.

12. Performance Monitoring & External Relations Committee

A. Chair Report

In Deputy Mayor Hattenburg's absence, Mr. Rapez-Betty provided an overview of the Performance Monitoring & External Relations committee meeting.

13. CEO Report

Mr. Otterstrom advised Fixed Route Ridership was up 2.9% year-to-date and 5.5% August 2026 vs. 2025. Zero Fare Youth ridership was up 13.4% year-to-date and 14.4% August 2026/2025. The average weekday ridership increased 6.8% in August. Paratransit saw a slight decrease but was effectively steady for the year. He noted the strong growth of ridership during the post pandemic years and commented STA will likely see smaller increases going forward. Rideshare is doing well overall at a 7.6% increase August 2026 vs. 2025 and 7.1% year-to-date.

Voter approved sales tax for August on revenue collected in June was above budget by 5.2% or just over \$576,000. Year-to-date sales tax is 2.8% above budget. Comparing to actual for the month of August, it is 8.3% above August 2025.

The monthly fare revenue by service type, which is up over last month, was shared.

Mr. Otterstrom reflected on the Spokane Complex Fires, noting STA participated in the response the day of and in the subsequent weeks. He shared a list of the services STA provided the community. Brandon Rapez-Betty, COO, was STA's incident commander and in constant contact with dispatch, collaborating with police and fire to marshal resources to help with evacuation. Stephanie Crawford, Director of Safety & Loss, was the point of contact with the Spokane County Emergency Operations Center throughout the incident. He expressed his appreciation to both of them for a job well done. Services provided after the first day to support the disaster assistance center included relocating people from shelters back to their homes and to other facilities. He recognized an outstanding job by the team overall, including STA's contractor, TransDev, who are the primary providers of Paratransit transportation on the weekends.

STA employees directly affected by the fires included four employees who lost their homes and roughly eighty-eight who were evacuated or had evacuees staying with them. STA offered temporary emergency assistance programs and promoted the emergency assistance program (EAP). Additionally, STA provided a uniform allowance stipend to replace necessary uniforms or clothing. Mr. Otterstrom recognized the first responders from the city, county, and across the west, who came and supported the community during this difficult time.

Mr. Otterstrom reported the election was held on the heels of the fire and the voters authorized the continuance of the 2/10 of a cent sales tax through 2048. The ballot measure was approved with 51.5% of voters supporting. This reauthorization allows STA to continue implementing Connect 2035 and maintain the services delivered as part of STA Moving Forward.

The Connect 2035 website is live and has been updated to include a dashboard which was a key part of the Connect 2035 plan to ensure STA's tracking & reporting of progress. The dashboard takes the three Connect 2035 goals and tracks the performance of the investments, ridership, and satisfaction among customers, among other metrics. Mr. Otterstrom shared a screenshot of the Power BI dashboard for Goal #1 and acknowledged Michael Ketterer, STA Business and Data Performance Analyst, Austin Reed, Business Intelligence Analyst, and others throughout the organization who supported the effort.

A Special Event Route 342 has been in service since last Friday and will be running throughout the duration of the Spokane County Fair. The service is part of STA's Event Pass Program. A \$2.00 fare is valid for the entire day and the county generously offered a \$5.00 discount on admission if a person shows their bus pass. He noted parking at Spokane Community College is free for the duration of the special service.

Brandon Rapez-Betty, STA COO, has been selected for the 29th class the American Public Transportation Association program, APTA Leadership. Similar to Leadership Spokane, transit agency employees throughout the nation apply and up to thirty-five individuals are selected after a rigorous application process for the program. He expressed that this is emblematic of Brandon's commitment to leadership and desire to progress in the transit industry.

STA Link will begin service next week. The first two zones include Latah Valley and north Spokane Valley. Individuals will be able to book a multimodal trip with STA Link for part of their trip and then extend it by bus for the rest of the trip. Riders will be able to use an app to see when the van or car is coming. The Connect system is used to ride STA Link, and the "STA Go App" has been uploaded to the Android and iOS stores so users can register an account. Mr. Otterstrom noted a celebratory ribbon cutting event launching the service and encouraged everyone to come out to Mirabeau Transit Center on Tuesday, September 22nd. He recognized and congratulated Emily Poole for her excellent job leading this project and noted it's another milestone of Connect 2035.

STA is hosting the ZEBRA Fall 2026 Roundtable for the Zero-Emission Bus Resource Alliance, an organization providing professional advancement of zero emission buses in the industry. This event will be held at the Davenport Hotel on September 23rd and 24th. He noted Christian Bigger, STA's Zero Emissions Fleet and Facilities Manager, has been key in organizing and bringing this event to Spokane, noting Christian is one of eight people on the executive council for the ZEBRA organization and is recognized as a leader in the zero-emission transit industry.

A new Route 307 Flora Loop to provide service to “The Course” in Spokane Valley was presented. Mr. Otterstrom mentioned a few of the upcoming events being held there, and advised the service operates between the Mirabeau Transit Center and The Course.

The American Public Transportation Associations’ annual TRANSform conference, along with the tri-annual Expo, will be held in Chicago is October 4-7. He thanked Board members for taking the time to attend.

14. Board Information

- A. Committee Minutes
- B. August 2026 Sales Tax Revenue (Robert Hamud)
- C. July 2026 Financial Results Summary (Robert Hamud)
- D. July 2026 Operating Indicators (Brandon Rapez-Betty)
- E. June 2026 Semiannual Financial Reports (Robert Hamud)
- F. Federal Transit Administration Section 5310: Call for Project Preliminary Update (Emily Poole)
- G. Wellesley Corridor Development Plan: Preliminary Draft (Emily Poole)
- H. 2026 2nd Quarter Year-to-Date Performance Measures (Brandon Rapez-Betty)
- I. Opportunity Fare Program Update (Carly Cortright)
- J. 2026 Community Engagement Events (Carly Cortright)
- K. Transit Oriented Development: Supportive Actions and Policies Memo
- L. 2nd Quarter 2026 Service Planning Input Report (Emily Poole)
- M. September 2026 Service Change (Emily Poole)
- N. STA Link Launch Update (*Emily Poole*)

15. Executive Session

Ms. Clark advised the Board would adjourn to Executive session pursuant to the following:

- A. RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- B. RCW 42.30.110(1)(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

Chair Speirs reported no action would result from Executive Session and asked if there were any Board Member Expressions prior to adjourning to Executive Session. Mr. Sander shared an experience (noted below).

Chair Speirs informed that the Board meeting would adjourn at the end of the Executive Session, with no action and would not return. They went into executive session at 2:38 for 30 minutes. If additional time were needed, the Clerk would be advised.

- At 3:08, the Board requested an additional 20 minutes
- At 3:28, the Board requested an additional 5 minutes
- At 3:33, the Board exited executive session and the meeting was adjourned

16. New Business – None

17. Board Member Expressions

Mr. Sander expressed his gratitude for the STA Link and shared a story about someone who came up to him during the fair to say how disappointed she was that transit was leaving north of the river. Mr. Sander was able to introduce her to the STA Link and she was so happy. He shared how much it was going to help her not to have to walk so far. He was grateful for the flyers at the fair and mentioned the STA booth was well populated, too.

18. Adjourn

With there being no further business to come before the Board, the meeting was adjourned at 3:33 pm.

Respectfully submitted,

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

Dana Infalt
Clerk of the Authority



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

Board Action-Consent Agenda

Meeting Date: October 15, 2026

Agenda Item: **8B**

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

Purpose: For decision.
Recommendation: Approve claims as listed below.
**Attachments and/or
Online Links:** SEPTEMBER 2026 VOUCHERS

SUMMARY: The following warrants and ACH transfers for the period of September 1 through September 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.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **8B**

Presented to: Board of Directors

SUBJECT: SEPTEMBER 2026 VOUCHERS

SUMMARY

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 639491 – 639927	\$ 6,534,642.05
Worker's Comp Vouchers (September)	ACH – 2286	\$ 133,136.51
Payroll 09/04/2026	ACH – 09/04/2026	\$ 3,111,768.46
Payroll 09/18/2026	ACH – 09/18/2026	\$ 2,617,640.87
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,205.83
SEPTEMBER TOTAL		\$ 12,402,389.72

Certified:

Signature: Tammy Johnston
Tammy Johnston (Oct 5, 2026 11:42:11 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 - September 2026

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
08/28/2026	639411/VOID	CITY OF SPOKANE VALLEY	1614	(100.00)
05/22/2026	638032/VOID	STEPHEN L. DECKER	2798	(14.73)
06/18/2026	638431/VOID	BRP CUMULUS LLC	2256	(1,547.92)
09/04/2026	639491	ASH & ROWAN HARDWARE LLC	2278	21.57
09/04/2026	639492	JANT GROUP II	2263	32.54
09/04/2026	639493	SOUTH HILL ACE HARDWARE	2263	53.99
09/04/2026	639494	AFSCME	1328	656.96
09/04/2026	639495	AFSCME	1328	96.00
09/04/2026	639496	ALL-STAR AUTO GLASS LLC	2983	316.51
09/04/2026	639497	AMAZON CAPITAL SERVICES INC	2098	3,056.50
09/04/2026	639498	AMERICAN LOCK & KEY LLC	3119	28.91
09/04/2026	639499	APS INC	1841	157.10
09/04/2026	639500	THE ARC OF SPOKANE	2361	6,739.15
09/04/2026	639501	ASAP TRANSLATION SERVICES LLC	2918	1,850.00
09/04/2026	639502	AMALG TRANSIT UNION #1015	1055	27,107.40
09/04/2026	639503	AMALG TRANSIT UNION #1598	1056	1,173.89
09/04/2026	639504	AVISTA CORPORATION	1081	14,362.88
09/04/2026	639505	AVISTA UTILITIES	1081	52,897.15
09/04/2026	639506	AVISTA UTILITIES	1081	3,659.99
09/04/2026	639507	CONTINENTAL BATTERY COMPANY	2915	38.08
09/04/2026	639508	BOSTON CONSULTING INC	2607	3,212.45
09/04/2026	639509	BECKWITH & KUFFEL, INC	2919	1,034.89
09/04/2026	639510	ROCHELL CONSTRUCTION SERVICES INC	2876	6,232.24
09/04/2026	639511	BRAND BOOST PRINTS	3105	125.78
09/04/2026	639512	BUDINGER & ASSOCIATES INC	2149	990.04
09/04/2026	639513	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,620.90
09/04/2026	639514	CANON FINANCIAL SERVICES INC	1154	2,311.92
09/04/2026	639515	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	33.49
09/04/2026	639516	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT	2335	6,766.74
09/04/2026	639517	CHEMETALL US, INC	3027	1,387.75
09/04/2026	639518	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
09/04/2026	639519	CITY OF SPOKANE	1601	2,520.00
09/04/2026	639520	CITY OF SPOKANE	1601	16,887.60
09/04/2026	639521	COFFMAN ENGINEERS INC	1162	139,300.99
09/04/2026	639522	COLEMAN OIL COMPANY LLC.	2683	303,963.33
09/04/2026	639523	COMCAST	1170	2,049.81
09/04/2026	639524	COMMERCIAL TIRE	2451	1,235.04
09/04/2026	639525	COMPLETE OFFICE LLC	2202	9.47
09/04/2026	639526	CONSEAL CONTAINERS LLC	1176	398.15
09/04/2026	639527	CONSOLIDATED IRRIGATION	1177	291.85
09/04/2026	639528	CONTRACT LAND STAFF LLC	3004	481.25
09/04/2026	639529	CUMMINS INC	1027	6,178.21
09/04/2026	639530	DEVRIES BUSINESS RECORDS MANAGEMENT INC	1766	1,275.50
09/04/2026	639531	DRIVENTIC LLC	3051	6,070.23
09/04/2026	639532	EMPLOYEE ADVISORY COUNCIL	1236	829.50
09/04/2026	639533	EDEN ADVANCED PEST TECHNOLOGIES	2428	190.93
09/04/2026	639534	EDGE CONSTRUCTION SUPPLY INC	1224	390.52
09/04/2026	639535	EL JAY OIL CO INC	1003	18,879.50
09/04/2026	639536	ELECTRICAL SERVICE PRODUCTS INC	1230	49.10
09/04/2026	639537	ELITE ENTRY SYSTEMS LLC	2632	1,447.55
09/04/2026	639538	ESCO INSTITUTE LTD	1881	180.00
09/04/2026	639539	EVERON, LLC	2951	3,617.76
09/04/2026	639540	FASTENAL COMPANY	1249	491.45
09/04/2026	639541	FISERV-FIRST DATA MERCHANT SERVICES CORPORATION	1257	11,037.47
09/04/2026	639542	FLEET EFORCE INC	2970	426.15
09/04/2026	639543	FRANK BEZEMER	3106	500.00
09/04/2026	639544	BUSINESS INTERIORS OF IDAHO	2715	133,310.17
09/04/2026	639545	FEDEX	1808	933.92
09/04/2026	639546	GORDON TRUCK CENTERS INC	1018	2,630.60
09/04/2026	639547	GALLS PARENT HOLDINGS LLC	1271	5,160.31
09/04/2026	639548	GILLIG LLC	1279	4,441.18
09/04/2026	639549	W.W. GRAINGER INC	1285	24.05
09/04/2026	639550	HOGAN MFG INC	1008	437.84
09/04/2026	639551	HORIZON DISTRIBUTORS INC	1321	2,108.15
09/04/2026	639552	HUMANIX CORP	1329	1,197.02
09/04/2026	639553	ID DEPT OF HEALTH AND WELFARE	3101	342.70
09/04/2026	639554	INIT INNOVATIONS IN TRANSPORTATION INC	2392	470,884.56
09/04/2026	639555	INTEGRATED TRANSIT PARTNERS LLC	3127	3,183.50
09/04/2026	639556	JARMS HARDWARE INC	2548	197.01
09/04/2026	639557	G-A-P SUPPLY CORP	1363	1,788.62
09/04/2026	639558	KENWORTH SALES CO INC	1373	1,065.20
09/04/2026	639559	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,539.46
09/04/2026	639560	KIRK'S AUTOMOTIVE INC	1007	4,877.13
09/04/2026	639561	LANDAU ASSOCIATES INC	3000	2,056.25
09/04/2026	639562	LEARNUPON LIMITED	2976	16,596.76
09/04/2026	639563	LOOMIS ARMORED US LLC	1408	4,881.94
09/04/2026	639564	LOWE'S COMPANIES, INC	2913	1,562.84
09/04/2026	639565	MAGALDI & MAGALDI INC	1416	295.72
09/04/2026	639566	KATHLEEN MCCALLISTER	3140	495.00

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/04/2026	639567	MCGUIRE BEARING COMPANY	1010	2,033.62
09/04/2026	639568	MICHELIN NORTH AMERICA INC	2325	10,972.56
09/04/2026	639569	NEALTON INC	2896	511.83
09/04/2026	639570	Q49 SOLUTIONS LLC	2594	125.47
09/04/2026	639571	MODERN ELECTRIC WATER CO INC	1439	2,138.04
09/04/2026	639572	MOHAWK MANUFACTURING & SUPPLY CO	1011	848.33
09/04/2026	639573	MOTION AUTO SUPPLY INC	1012	2,407.35
09/04/2026	639574	MOTOROLA SOLUTIONS INC	1448	2,144.15
09/04/2026	639575	MUNCIE RECLAMATION AND SUPPLY CO	1013	3,118.72
09/04/2026	639576	NAPA AUTO PARTS INC	1014	1,745.31
09/04/2026	639577	LEGEND INVESTMENTS INC	1454	1,052.94
09/04/2026	639578	NATIONAL COLOR GRAPHICS INC	1455	561.87
09/04/2026	639579	THE AFTERMARKET PARTS COMPANY LLC	1015	12,500.00
09/04/2026	639580	NEW PIG CORPORATION	1462	1,754.16
09/04/2026	639581	NORLIFT INC	1470	716.18
09/04/2026	639582	CSWW INC	1102	1,459.07
09/04/2026	639583	OFFICE DEPOT INC	1483	943.64
09/04/2026	639584	ONYX GRAPHICS INC	3054	1,712.87
09/04/2026	639585	OREILLY AUTO ENTERPRISES LLC	3011	600.24
09/04/2026	639586	AARON FREDERICK	901	50.00
09/04/2026	639587	AMY MAYTHER	901	98.00
09/04/2026	639588	AMERIDIAN INDUSTRIES LLC	2997	210.66
09/04/2026	639589	BARCODES ACQUISITIONS INC	2892	1,010.27
09/04/2026	639590	NEWS RADIO 920	2318	1,650.00
09/04/2026	639591	92.9 ZZU	2318	900.00
09/04/2026	639592	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	282.57
09/04/2026	639593	REDSTONE HOLDINGS INC	3149	200.00
09/04/2026	639594	REFRIGERATION SUPPLY DIST	1541	153.19
09/04/2026	639595	S T A - WELL	1557	609.50
09/04/2026	639596	BECKI B COACHING, LLC	2982	4,750.00
09/04/2026	639597	SITEONE LANDSCAPE SUPPLY LLC	2557	22.07
09/04/2026	639598	THE SPOKANE CLUB	3152	350.00
09/04/2026	639599	SPOKANE HOUSE OF HOSE INC	1605	314.50
09/04/2026	639600	SPOKANE POWER TOOL	1608	79.59
09/04/2026	639601	SPORTWORKS GLOBAL LLC	1617	6,801.13
09/04/2026	639602	STONEWAY ELECTRIC SUPPLY CO	1633	252.21
09/04/2026	639603	SUMMIT LAW GROUP PLLC	1637	30,280.16
09/04/2026	639604	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	315.70
09/04/2026	639605	SUN SUPPLY INC.	2710	521.35
09/04/2026	639606	SUNBELT RENTALS INC	3052	1,346.99
09/04/2026	639607	TACOMA SCREW PRODUCTS INC.	2708	171.88
09/04/2026	639608	THERMO KING NORTHWEST	1650	8,597.26
09/04/2026	639609	TOOLE DESIGN GROUP LLC	1944	8,881.40
09/04/2026	639610	TOOLE DESIGN GROUP LLC	1944	12,866.52
09/04/2026	639611	UNIFIRST CORPORATION	2868	4,024.84
09/04/2026	639612	URM STORES INC	1677	1,349.55
09/04/2026	639613	US BANK	1678	56,823.04
09/04/2026	639614	VALLEY EMPIRE COLLECTION	1688	462.22
09/04/2026	639615	CARACAL ENTERPRISES LLC	2419	17.13
09/04/2026	639616	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,563.10
09/04/2026	639617	WALTER E NELSON CO	1721	8,115.67
09/04/2026	639618	WENDLE MOTORS INCORPORATED	1021	1,079.04
09/04/2026	639619	WESCO GROUP LLC	2368	28.16
09/04/2026	639620	WEX BANK	2642	23,909.14
09/04/2026	639621	WILBUR-ELLIS COMPANY	1747	702.07
09/08/2026	639622	CITY OF SPOKANE	1601	2,940.00
09/11/2026	639623	A TO Z RENTALS LLC	2849	146.63
09/11/2026	639624	AMAZON CAPITAL SERVICES INC	2098	851.79
09/11/2026	639625	NORTHWEST INDUSTRIAL SERVICES LLC	1058	476.90
09/11/2026	639626	ARCTIC LIGHTING & ELECTRIC LLC	2100	2,117.25
09/11/2026	639627	NORTHWEST CENTER SERVICES	2271	52,795.64
09/11/2026	639628	NAF FAIRCHILD AFB	1466	39.00
09/11/2026	639629	APPLEWAY CHEVROLET INC	1068	661.56
09/11/2026	639630	AVISTA UTILITIES	1081	6,205.78
09/11/2026	639631	CONTINENTAL BATTERY COMPANY	2915	250.23
09/11/2026	639632	BRAND BOOST PRINTS	3105	978.62
09/11/2026	639633	BROADWAY INDUSTRIAL SUPPLY CO LLC	1120	62.73
09/11/2026	639634	CANON FINANCIAL SERVICES INC	1154	135.23
09/11/2026	639635	QWEST CORPORATION	1148	165.74
09/11/2026	639636	CITY OF CHENEY - UTILITY	1158	1,235.67
09/11/2026	639637	CITY OF SPOKANE	1601	1,691.83
09/11/2026	639638	COFFMAN ENGINEERS INC	1162	44,681.73
09/11/2026	639639	COLEMAN OIL COMPANY LLC.	2683	176,425.26
09/11/2026	639640	COMPLETE OFFICE LLC	2202	65.20
09/11/2026	639641	COMPUNET INC	1166	42,198.97
09/11/2026	639642	CREATIVE PLANNING HOLDCO. LLC	3155	37,500.00
09/11/2026	639643	CORPORATE TRANSLATION SERVICES INC	2158	70.79
09/11/2026	639644	CUMMINS INC	1027	8,455.56
09/11/2026	639645	DRIVENTIC LLC	3051	156.52
09/11/2026	639646	EAGLE HILL CONSULTING LLC	3103	69,620.64
09/11/2026	639647	EDEN ADVANCED PEST TECHNOLOGIES	2428	136.38
09/11/2026	639648	EVERON, LLC	2951	22,922.10

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/11/2026	639649	FASTENAL COMPANY	1249	2,451.92
09/11/2026	639650	FIRST DIGITAL TELECOM	2730	1,444.30
09/11/2026	639651	V02 COLLECTION INC.	2860	1,399.84
09/11/2026	639652	FRANK BEZEMER	3106	500.00
09/11/2026	639653	GORDON TRUCK CENTERS INC	1018	6,816.95
09/11/2026	639654	GALLS PARENT HOLDINGS LLC	1271	2,092.30
09/11/2026	639655	GENFARE LLC	1268	624.12
09/11/2026	639656	GILLIG LLC	1279	3,572.27
09/11/2026	639657	H & H BUSINESS SYSTEMS	1298	1,611.90
09/11/2026	639658	HORIZON DISTRIBUTORS INC	1321	182.55
09/11/2026	639659	LEVEL 3 FINANCING, INC	3047	1,688.66
09/11/2026	639660	MICHELIN NORTH AMERICA INC	2325	56,844.86
09/11/2026	639661	MILLWOOD COMMUNITY ASSOCIATION	3156	25.00
09/11/2026	639662	CREATIVE BUS SALES INC	1233	35.40
09/11/2026	639663	BLACK REALTY MANAGEMENT INC	1658	53,484.30
09/11/2026	639664	NAPA AUTO PARTS INC	1014	193.53
09/11/2026	639665	NATIONAL COLOR GRAPHICS INC	1455	572.78
09/11/2026	639666	THE AFTERMARKET PARTS COMPANY LLC	1015	19,366.25
09/11/2026	639667	NORTHWEST FENCE COMPANY INC	1473	117.83
09/11/2026	639668	NORTHWEST LIFT & EQUIPMENT LLC	1952	21,376.09
09/11/2026	639669	PACIFIC PLUMBING SUPPLY COMPANY LLC	3150	194.60
09/11/2026	639670	AMERIDIAN INDUSTRIES LLC	2997	639.80
09/11/2026	639671	PARAMETRIX INC	2062	20,540.80
09/11/2026	639672	PATRIOT FIRE PROTECTION INC	2436	1,220.48
09/11/2026	639673	REHN & ASSOCIATES	2395	263.00
09/11/2026	639674	SBA TOWERS II LLC	1569	2,712.62
09/11/2026	639675	SECURITAS TECHNOLOGY CORP	2967	347.43
09/11/2026	639676	SITEONE LANDSCAPE SUPPLY LLC	2557	138.02
09/11/2026	639677	SIX ROBBLEES INC	1017	283.14
09/11/2026	639678	SPECIAL MOBILITY SERVICES	2122	40,110.48
09/11/2026	639679	WICK ENTERPRIZES LLC	2008	1,512.00
09/11/2026	639680	SPOKANE ARTS FUND	2287	1,650.00
09/11/2026	639681	SPOKANE COUNTY SOLID WASTE	1603	83.78
09/11/2026	639682	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	440.12
09/11/2026	639683	SPOKANE HOUSE OF HOSE INC	1605	2,000.50
09/11/2026	639684	EMERALD CITY STATEWIDE FENCE RENTAL	2886	1,092.31
09/11/2026	639685	STONEWAY ELECTRIC SUPPLY CO	1633	1,730.97
09/11/2026	639686	TACOMA SCREW PRODUCTS INC.	2708	840.69
09/11/2026	639687	TERMINAL SUPPLY INC	1648	29.13
09/11/2026	639688	THERMO KING NORTHWEST	1650	1,279.04
09/11/2026	639689	TRAPEZE SOFTWARE GROUP	1669	188,888.11
09/11/2026	639690	UNIFIRST CORPORATION	2868	2,271.12
09/11/2026	639691	VEHICLE MAINTENANCE PROGRAM	2867	920.20
09/11/2026	639692	WASTE MANAGEMENT SPOKANE	1702	450.44
09/11/2026	639693	WENDLE MOTORS INCORPORATED	1021	176.04
09/11/2026	639694	WESCO GROUP LLC	2368	3,886.05
09/11/2026	639695	WHITES BOOTS INC	1744	314.20
09/11/2026	639696	WASHINGTON STATE TRANSIT ASSOC	1715	2,500.00
09/11/2026	639697	ZAYO GROUP HOLDINGS INC	2321	41,561.63
09/18/2026	639698	ASH & ROWAN HARDWARE LLC	2278	125.62
09/18/2026	639699	JANT GROUP II	2263	21.57
09/18/2026	639700	AFSCME	1328	690.90
09/18/2026	639701	AFSCME	1328	100.00
09/18/2026	639702	AIRGAS, INC	3063	1,120.81
09/18/2026	639703	ALL-STAR AUTO GLASS LLC	2983	566.64
09/18/2026	639704	AMAZON CAPITAL SERVICES INC	2098	4,440.92
09/18/2026	639705	AMERICAN LOCK & KEY LLC	3119	32.73
09/18/2026	639706	AMALG TRANSIT UNION #1015	1055	27,027.17
09/18/2026	639707	AMALG TRANSIT UNION #1598	1056	1,173.89
09/18/2026	639708	AMALGAMATED TRANSIT UNION	1057	280.44
09/18/2026	639709	AVISTA UTILITIES	1081	2,839.18
09/18/2026	639710	AVISTA UTILITIES	1081	13,553.90
09/18/2026	639711	CONTINENTAL BATTERY COMPANY	2915	707.72
09/18/2026	639712	BDI	1022	496.03
09/18/2026	639713	CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES	1130	1,620.90
09/18/2026	639714	LITHIA MOTORS SUPPORT SERVICES	1024	94.86
09/18/2026	639715	CANON FINANCIAL SERVICES INC	1154	577.26
09/18/2026	639716	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	568.18
09/18/2026	639717	CHILD SUPPORT ENFORCEMENT AGENCY	1825	392.30
09/18/2026	639718	CITY OF MEDICAL LAKE	1424	132.15
09/18/2026	639719	COFFMAN ENGINEERS INC	1162	5,052.31
09/18/2026	639720	COLEMAN OIL COMPANY LLC.	2683	66,889.01
09/18/2026	639721	COMPUNET INC	1166	150.01
09/18/2026	639722	CONSOLIDATED SUPPLY CO	2956	519.69
09/18/2026	639723	CUMMINS INC	1027	2,688.48
09/18/2026	639724	DOW JONES & COMPANY	2698	210.56
09/18/2026	639725	EMPLOYEE ADVISORY COUNCIL	1236	831.00
09/18/2026	639726	ETC INSTITUTE	2792	7,825.00
09/18/2026	639727	FASTENAL COMPANY	1249	192.75
09/18/2026	639728	FLEET EFORCE INC	2970	2,926.07
09/18/2026	639729	BUSINESS INTERIORS OF IDAHO	2715	850.94
09/18/2026	639730	FEDEX	1808	79.55

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
09/18/2026	639731	GORDON TRUCK CENTERS INC	1018	4,780.73
09/18/2026	639732	GALLAGHER HEALTHINVEST FSA	3084	378.00
09/18/2026	639733	GILLIG LLC	1279	12,748.12
09/18/2026	639734	GO GREEN CONCRETE	3083	33,513.19
09/18/2026	639735	W W GRAINGER INC	1285	182.52
09/18/2026	639736	W.W. GRAINGER INC	1285	2,074.46
09/18/2026	639737	H & H BUSINESS SYSTEMS	1298	433.94
09/18/2026	639738	THE HILLER COMPANIES LLC	2888	6,481.15
09/18/2026	639739	HORIZON DISTRIBUTORS INC	1321	93.59
09/18/2026	639740	HOTSY OF SPOKANE LLC	2370	1,227.38
09/18/2026	639741	ID DEPT OF HEALTH AND WELFARE	3101	342.70
09/18/2026	639742	H & M RETAIL INC	3159	111.73
09/18/2026	639743	JENNIFER ZIEGLER PUBLIC AFFAIRS CONSULTING	3072	6,500.00
09/18/2026	639744	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	480,146.16
09/18/2026	639745	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	1296	115,139.79
09/18/2026	639746	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	22,722.54
09/18/2026	639747	KAISER FOUNDATION HEALTH PLAN OF WA OPTIONS INC	1295	47,256.23
09/18/2026	639748	KIRK'S AUTOMOTIVE INC	1007	3,126.90
09/18/2026	639749	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	552.34
09/18/2026	639750	LOWE'S COMPANIES, INC	2913	246.10
09/18/2026	639751	KATHLEEN MCCALLISTER	3140	495.00
09/18/2026	639752	MOHAWK MANUFACTURING & SUPPLY CO	1011	736.20
09/18/2026	639753	MOUSER ELECTRONICS INC	1449	4.00
09/18/2026	639754	NAPA AUTO PARTS INC	1014	12,475.41
09/18/2026	639755	LEGEND INVESTMENTS INC	1454	1,052.94
09/18/2026	639756	THE AFTERMARKET PARTS COMPANY LLC	1015	15,152.77
09/18/2026	639757	NORTHWEST LIFT & EQUIPMENT LLC	1952	199.07
09/18/2026	639758	NORTHWEST BUSINESS STAMP INC	1472	145.65
09/18/2026	639759	O'REILLY AUTO ENTERPRISES LLC	3011	143.92
09/18/2026	639760	OVERTON SAFETY TRAINING INC	2565	9,640.55
09/18/2026	639761	GRID MARK SIGNS, INC	3160	14.73
09/18/2026	639762	PACIFIC OFFICE SOLUTIONS	2288	1,070.93
09/18/2026	639763	PACIFIC PLUMBING SUPPLY COMPANY LLC	3150	172.87
09/18/2026	639764	ROMAINE ELECTRIC CORPORATION	1548	682.75
09/18/2026	639765	S T A - WELL	1557	610.00
09/18/2026	639766	BECKI B COACHING, LLC	2982	11,007.40
09/18/2026	639767	SCHINDLER ELEVATOR CORPORATION	1930	8,626.40
09/18/2026	639768	SITEONE LANDSCAPE SUPPLY LLC	2557	34.98
09/18/2026	639769	SPOKANE COUNTY ENVIRONMENTAL SERVICES	1603	865.44
09/18/2026	639770	SPOKANE HOUSE OF HOSE INC	1605	4,190.15
09/18/2026	639771	BPR CUMULUS LLC	2256	1,547.92
09/18/2026	639772	SPOKANE POWER TOOL	1608	65.44
09/18/2026	639773	DGT ENTERPRISES LLC	2670	9,286.90
09/18/2026	639774	SPORTWORKS GLOBAL LLC	1617	148.47
09/18/2026	639775	STONEWAY ELECTRIC SUPPLY CO	1633	120.35
09/18/2026	639776	SUMMIT REHABILITATION ASSOCIATES PLLC	1638	180.40
09/18/2026	639777	TACOMA SCREW PRODUCTS INC.	2708	40.29
09/18/2026	639778	TERMINAL SUPPLY INC	1648	2,926.60
09/18/2026	639779	THERMO KING NORTHWEST	1650	1,197.68
09/18/2026	639780	ULINE INC	2401	640.06
09/18/2026	639781	UNIFIRST CORPORATION	2868	6,194.62
09/18/2026	639782	AMERICAN FEDERATION OF STATE COUNTY 2 WA COUNCIL	1705	1,586.64
09/18/2026	639783	STATE OF WASHINGTON DEPARTMENT OF REVENUE	1767	281.29
09/18/2026	639784	WALTER E NELSON CO	1721	440.11
09/18/2026	639785	WASTE MANAGEMENT SPOKANE	1702	496.91
09/18/2026	639786	WASTE MANAGEMENT RECYCLE AMERICA	1702	241.46
09/18/2026	639787	WENDLE MOTORS INCORPORATED	1021	1,022.52
09/18/2026	639788	WESCO GROUP LLC	2368	599.22
09/18/2026	639789	WEST PLAINS CHAMBER OF COMMERCE	1739	45.00
09/18/2026	639790	WHITWORTH WATER DISTRICT	1746	452.49
09/18/2026	639791	THE W.W. WILLIAMS COMPANY	2870	9.63
09/18/2026	639792	ZIPLINE COMMUNICATIONS INC	2492	3,350.46
09/17/2026	639793	D-MCP CONSTRUCTION LLC	2536	78,517.27
09/17/2026	639794	PARAMETRIX INC	2062	309,836.99
09/25/2026	639795	CITY OF AIRWAY HEIGHTS	2772	812,294.17
09/25/2026	639796	ASH & ROWAN HARDWARE LLC	2278	162.91
09/25/2026	639797	FRANCIS AVENUE HARDWARE	2279	21.80
09/25/2026	639798	JANT GROUP II	2263	116.85
09/25/2026	639799	CBS REPORTING INC	1035	319.66
09/25/2026	639800	CONTINENTAL AMERICAN INSURANCE COMPANY	2682	4,094.64
09/25/2026	639801	AIRGAS, INC	3063	758.69
09/25/2026	639802	UNIVERSAL PROTECTION SERVICE LP	2338	121,710.33
09/25/2026	639803	AMAZON CAPITAL SERVICES INC	2098	5,078.18
09/25/2026	639804	CW PRODUCTS INC	3154	1,646.75
09/25/2026	639805	ARCTIC LIGHTING & ELECTRIC LLC	2100	739.50
09/25/2026	639806	AUTOMOTIVE & INDUSTRIAL DISTRIBUTORS OF BILLINGS	3033	246.76
09/25/2026	639807	AVISTA UTILITIES	1081	11,357.74
09/25/2026	639808	AVISTA UTILITIES	1081	15,059.50
09/25/2026	639809	BOSTON CONSULTING INC	2607	6,026.81
09/25/2026	639810	ROCHELL CONSTRUCTION SERVICES INC	2876	993.45
09/25/2026	639811	BL BEST	1083	102.83
09/25/2026	639812	BRAND BOOST PRINTS	3105	1,186.69

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09/25/2026	639813	THE BRAUN CORPORATION	1117	599.61
09/25/2026	639814	BUDINGER & ASSOCIATES INC	2149	4,661.17
09/25/2026	639815	LITHIA MOTORS SUPPORT SERVICES	1024	78.68
09/25/2026	639816	CANON FINANCIAL SERVICES INC	1154	3,274.48
09/25/2026	639817	CARDINAL INFRASTRUCTURE LLC	2059	14,500.00
09/25/2026	639818	CONSOLIDATED ELECTRICAL DISTRIBUTORS	1133	1,037.82
09/25/2026	639819	QWEST CORPORATION	1148	296.72
09/25/2026	639820	NCH CORPORATION	2853	2,097.45
09/25/2026	639821	CITY OF SPOKANE	1601	476.00
09/25/2026	639822	CITY OF SPOKANE	1601	544.36
09/25/2026	639823	KELLY S SMITH JOHNSTON	2946	500.00
09/25/2026	639824	COFFMAN ENGINEERS INC	1162	73,740.53
09/25/2026	639825	COLEMAN OIL COMPANY LLC.	2683	467,933.86
09/25/2026	639826	COMMERCIAL TIRE	2451	2,399.49
09/25/2026	639827	COMPLETE OFFICE LLC	2202	131.83
09/25/2026	639828	COMPUNET INC	1166	728.00
09/25/2026	639829	CONNECTPOINT, INC	3053	3,750.00
09/25/2026	639830	CONSOLIDATED SUPPLY CO	2956	840.14
09/25/2026	639831	COSTAR REALTY INFORMATION INC.	2851	1,078.94
09/25/2026	639832	CROWN CASTLE INTERNATIONAL CORP.	2733	2,370.02
09/25/2026	639833	CUMMINS INC	1027	21,129.12
09/25/2026	639834	DELTA DENTAL OF WASHINGTON	1726	76,976.68
09/25/2026	639835	DOWNTOWN SPOKANE DEVELOPMENT ASSOCIATION	1217	182.00
09/25/2026	639836	EARTHWORKS RECYCLING INC.	2816	215.00
09/25/2026	639837	EL JAY OIL CO INC	1003	2,634.30
09/25/2026	639838	ELITE ENTRY SYSTEMS LLC	2632	967.18
09/25/2026	639839	ETTER MCMAHON LAMBERSON VAN WERT & ORESKOVICH P.C.	2737	17,466.00
09/25/2026	639840	FASTENAL COMPANY	1249	4,756.96
09/25/2026	639841	FEDEX FREIGHT	2346	555.64
09/25/2026	639842	FISERV-FIRST DATA MERCHANT SERVICES CORPORATION	1257	9,904.42
09/25/2026	639843	FLEET EFORCE INC	2970	282.22
09/25/2026	639844	FRANCOTYP-POSTALIA INC	1878	171.80
09/25/2026	639845	FP MAILING SOLUTIONS	1878	2,000.00
09/25/2026	639846	FRANK BEZEMER	3106	500.00
09/25/2026	639847	FEDEX	1808	105.09
09/25/2026	639848	GORDON TRUCK CENTERS INC	1018	5,378.63
09/25/2026	639849	GALLS PARENT HOLDINGS LLC	1271	2,959.84
09/25/2026	639850	GAYLORD BROS, INC	3098	9,087.62
09/25/2026	639851	THE GENERAL STORE	1956	361.88
09/25/2026	639852	LIBERTY LAKE ACE	1956	58.12
09/25/2026	639853	GEOFF MCLACHLAN	3161	2,727.50
09/25/2026	639854	GILLIG LLC	1279	12,424.58
09/25/2026	639855	GO GREEN CONCRETE	3083	2,883.22
09/25/2026	639856	W.W. GRAINGER INC	1285	24,081.73
09/25/2026	639857	GRIMCO INC	2696	1,286.40
09/25/2026	639858	H & H BUSINESS SYSTEMS	1298	339.94
09/25/2026	639859	HDR ENGINEERING, INC.	2953	10,801.23
09/25/2026	639860	HORIZON DISTRIBUTORS INC	1321	76.75
09/25/2026	639861	ICCU, C/O BLACK REALTY MANAGEMENT, INC	3102	4,209.00
09/25/2026	639862	IDAHO STATE TAX COMMISSION	2504	7,632.75
09/25/2026	639863	INLAND FIRST AID AND SAFETY	2895	755.90
09/25/2026	639864	KEYSTONE PEER REVIEW ORGANIZATION LLC	2840	1,560.47
09/25/2026	639865	KIRK'S AUTOMOTIVE INC	1007	784.76
09/25/2026	639866	KPFF INC	2510	81,709.13
09/25/2026	639867	L&E PARK LLC	2391	4,612.03
09/25/2026	639868	LANDAU ASSOCIATES INC	3000	6,123.25
09/25/2026	639869	LIBERTY LAKE SEWER AND WATER DISTRICT	1396	82.50
09/25/2026	639870	LOWE'S COMPANIES, INC	2913	51.20
09/25/2026	639871	LPM SUPPLY INC	1382	365.05
09/25/2026	639872	MAGALDI & MAGALDI INC	1416	1,445.43
09/25/2026	639873	MAINTENANCE SOLUTIONS	1418	2,448.22
09/25/2026	639874	MARLIN WINDOWS INC	2924	3,187.66
09/25/2026	639875	MICHELIN NORTH AMERICA INC	2325	54,287.21
09/25/2026	639876	MINUTEPRESS CORP	3157	143.73
09/25/2026	639877	MOHAWK MANUFACTURING & SUPPLY CO	1011	92.13
09/25/2026	639878	JUDD VANDENDRIESSCHE	3077	13,932.05
09/25/2026	639879	MOTION AUTO SUPPLY INC	1012	274.83
09/25/2026	639880	MOUSER ELECTRONICS INC	1449	23.67
09/25/2026	639881	MUNCIE RECLAMATION AND SUPPLY CO	1013	1,361.98
09/25/2026	639882	NAPA AUTO PARTS INC	1014	6,997.88
09/25/2026	639883	NATIONAL COLOR GRAPHICS INC	1455	15,975.08
09/25/2026	639884	NATIONWIDE	2592	2,237.96
09/25/2026	639885	THE AFTERMARKET PARTS COMPANY LLC	1015	23,973.73
09/25/2026	639886	NORLIFT INC	1470	82.75
09/25/2026	639887	CSWW INC	1102	2.61
09/25/2026	639888	NORTHWEST FENCE COMPANY INC	1473	235.66
09/25/2026	639889	OREILLY AUTO ENTERPRISES LLC	3011	295.30
09/25/2026	639890	PACIFIC PLUMBING SUPPLY COMPANY LLC	3150	608.60
09/25/2026	639891	PENSER NORTH AMERICA, INC	1502	6,437.50
09/25/2026	639892	PREMERA BLUE CROSS	1521	454,107.45
09/25/2026	639893	PURE FILTRATION PRODUCTS INC	1531	2,349.32
09/25/2026	639894	MULTI SERVICE TECHNOLOGY SOLUTIONS INC	2146	647.44

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09/25/2026	639895	REDSTONE HOLDINGS INC	3149	162.64
09/25/2026	639896	ROMAINE ELECTRIC CORPORATION	1548	130.71
09/25/2026	639897	SAFETY-KLEEN SYSTEMS INC	1564	24,167.83
09/25/2026	639898	BECKI B COACHING, LLC	2982	12,117.65
09/25/2026	639899	KRIS KREUTZER	2907	2,579.13
09/25/2026	639900	THE SHERWIN-WILLIAMS CO	1580	88.41
09/25/2026	639901	EXCEL CONTROLS INC	3162	684.00
09/25/2026	639902	SITEONE LANDSCAPE SUPPLY LLC	2557	141.48
09/25/2026	639903	SPOKANE NEIGHBORHOOD ACTION PARTNERS	2571	3,083.70
09/25/2026	639904	SPOKANE PUBLIC FACILITIES DISTRICT	1941	1,274.00
09/25/2026	639905	SPOKANE HOUSE OF HOSE INC	1605	421.60
09/25/2026	639906	SPOKANE RESTAURANT EQUIPMENT	2031	5,998.57
09/25/2026	639907	STONEWAY ELECTRIC SUPPLY CO	1633	2,756.95
09/25/2026	639908	SUN SUPPLY INC.	2710	10,553.04
09/25/2026	639909	TACOMA SCREW PRODUCTS INC.	2708	1,295.98
09/25/2026	639910	TERMINAL SUPPLY INC	1648	965.40
09/25/2026	639911	THERMO KING NORTHWEST	1650	2,470.75
09/25/2026	639912	TRANSMACHINE MTT INC	2899	99.00
09/25/2026	639913	TRAPEZE SOFTWARE GROUP	1669	22,662.00
09/25/2026	639914	TWILIO INC	2994	1,396.40
09/25/2026	639915	ULINE INC	2401	1,851.28
09/25/2026	639916	UNIFIRST CORPORATION	2868	988.92
09/25/2026	639917	USABLE	2988	32,276.64
09/25/2026	639918	UTILITIES PLUS	2606	516.00
09/25/2026	639919	JEFFREY OIEN	2155	435.31
09/25/2026	639920	VERIZON WIRELESS LLC	1686	25,462.42
09/25/2026	639921	APRIL WALLACE	3046	170.40
09/25/2026	639922	WALTER E NELSON CO	1721	8,845.85
09/25/2026	639923	WCP SOLUTIONS	1737	97.64
09/25/2026	639924	WESCO GROUP LLC	2368	11,852.83
09/25/2026	639925	BORCHERS GROUP LLC	3060	9,117.20
09/25/2026	639926	WASHINGTON STATE TRANSIT ASSOC	1715	2,500.00
09/25/2026	639927	WASHINGTON STATE TRANSIT INSURANCE POOL	1703	781.57
TOTAL SEPTEMBER ACCOUNTS PAYABLE				6,534,642.05
09/01/2026-09/30/2026	ACH	WORKER'S COMPENSATION	2286	133,136.51
TOTAL SEPTEMBER WORKER'S COMPENSATION DISBURSEMENTS				133,136.51
09/04/2026	731875-731894/731988	PAYROLL AND TAXES PR 18, 2026	VARIES	3,111,764.46
09/18/2026	731989-732003	PAYROLL AND TAXES PR 19, 2026	VARIES	2,617,640.87
TOTAL SEPTEMBER PAYROLL AND TAXES				5,729,405.33
09/23/2026	ACH	WA STATE - DOR (EXCISE TAX)	1767	5,205.83
TOTAL SEPTEMBER EXCISE AND LEASEHOLD TAX DISBURSEMENT				5,205.83
TOTAL SEPTEMBER DISBURSEMENTS FROM TO1 ACCOUNTS				12,402,389.72
TOTAL SEPTEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT				0.00
TOTAL SEPTEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS				12,402,389.72



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Board Action-Consent Agenda

Meeting Date: October 15, 2026

Agenda Item: **8C**

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
20261548	Shop Curtain Door Replacement	Continental Door Co, LLC	\$9,981.82	8/10/2026
20261578	Window Tinting - Plaza Security	Window Genie of Spokane	\$12,635.78	9/15/2026

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: October 15, 2026

Agenda Item: **8D**

Presented To: Board of Directors

Referral Committee: Performance Monitoring & External Relations Committee

Title: ENTERPRISE ASSET MANAGEMENT SOFTWARE & IMPLEMENTATION SERVICES:
AWARD OF CONTRACT

Submitted by: Brandon Rapez-Betty, Chief Operations Officer

Purpose: For decision.

Recommendation: Approve, by motion, the award of contract for Enterprise Asset Management Software & Implementation Services and authorize the CEO to execute a ten-year contract as presented for an estimated cost of \$7,845,867.74.

Attachments and/or Online Links: ENTERPRISE ASSET MANAGEMENT SOFTWARE & IMPLEMENTATION SERVICES:
AWARD OF CONTRACT

SUMMARY: In alignment with the initiatives of *Connect 2035* and in accordance with Spokane Transit's procurement policy, staff are seeking Board approval to award a contract for Enterprise Asset Management Software & Implementation Services. The proposed contract would be for a period of ten years with an estimated capital and operating combined cost of \$7,845,867.74 and will provide software that will support STA's optimization, management, monitoring, and maintenance of physical assets.

The accompanying staff report provides background on the software scope of work requirements, an overview of the competitive procurement process, and additional information regarding the estimated cost of the contract.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **8D**

Presented to: Board of Directors

SUBJECT: ENTERPRISE ASSET MANAGEMENT SOFTWARE & IMPLEMENTATION SERVICES:
AWARD OF CONTRACT

In support of *Connect 2035* Goal 1: Elevate the Customer Experience and Goal 3: Strengthen Organizational Capacity, the Enterprise Asset Management replacement project aims to modernize asset management, streamline maintenance, and enhance operational efficiency to ensure long-term sustainability and exceptional transit service.

Scope of Work Approval:

On September 3, 2025, the Performance Monitoring & External Relations Committee approved the scope of work to seek a vendor to provide Enterprise Asset Management Software & Implementation Services.

Procurement Summary:

On November 6, 2025, Request for Proposals (RFP) 2025-11109 for Enterprise Asset Management Software & Implementation Services was advertised on the STA website and on Washington's Electronic Business Solution (WEBS) platform. A pre-proposal conference was held on November 12, 2025, and proposals were due on December 31, 2025. Four (4) responsive proposals were received from responsible proposers.

The evaluation committee met on February 3, 2026, and was comprised of voting members from multiple divisions within STA. The proposals were evaluated on the following criteria: 1) Fit of Software Solution; 2) Proposer Experience, Qualifications, and Financial Stability; 3) Project Management, Schedule, and Delivery Approach; 4) Software License, and Operations & Maintenance Agreements; and 5) Cost.

Initial Proposal Evaluation Scores:

Proposer	Evaluation Score (Max 100)
COSOL Americas, Inc.	85.13
Guidehouse, Inc.	72.74
MaintStar, Inc.	71.19
Trapeze Software Group, Inc.	71.31

Based on initial evaluation, all four (4) proposers were invited to participate in onsite demonstrations to validate solution capabilities. These demonstrations took place March 2 through March 6, 2026.

Demonstration Evaluation Scores:

Proposer	Evaluation Score (Max 100)
COSOL Americas, Inc.	79.00
Guidehouse, Inc.	67.18
MaintStar, Inc.	66.38
Trapeze Software Group, Inc.	76.63

Following demonstrations, the evaluation committee determined that COSOL Americas, Inc., and Trapeze Software Group, Inc. were the two (2) proposers in the competitive range and invited both firms to participate in a Best and Final Offer (BAFO) process. The proposers participated in an additional round of onsite demonstrations and submitted final proposed costs. These demonstrations took place on May 11, 2026, and May 12, 2026.

Final BAFO Evaluation Scores:

Proposer	Evaluation Score (Max 100)
COSOL Americas, Inc.	81.71
Trapeze Software Group, Inc.	72.83

The evaluation committee determined COSOL Americas, Inc. received the highest evaluation score and is a qualified firm offering the best value for Enterprise Asset Management Software & Implementation Services.

Cost:

The proposed contract award to COSOL Americas, Inc. includes both one-time implementation services and ongoing licensing and hosting costs over the ten-year contract term. The total value of the contract is \$7,845,867.74, consisting of \$2,536,800.00 in capital costs and \$5,309,067.74 in operating costs.

The contract award is within the anticipated \$10M project budget and aligns with pricing received through the competitive procurement process. Capital expenses will be charged to CIP 841 Enterprise Asset Management (EAM) Software, while ongoing licensing and hosting costs will be funded through annually approved operating budgets.

Proposed COSOL Americas, Inc. Contract Award:

The table below summarizes the costs associated with the contract award presented for Board approval.

Proposed Contract Award	Cost
COSOL Implementation Services Contract	\$2,536,800.00
COSOL Licensing & Hosting Costs	\$5,309,067.74
Total Contract Award	\$7,845,867.74

Approved Capital Project: CIP 841 Enterprise Asset Management (EAM) Software:

The table below shows how the proposed implementation contract, together with the planned advisory and change management contract, will be funded within the approved capital project budget.

Total Planned Capital Expenses	Cost
Project Budget	\$5,500,000.00
COSOL Implementation Services Contract	\$2,536,800.00
Advisory & Change Management Services*	\$642,568.30
Total Capital Costs	\$3,179,368.30
Remaining Capital Budget	\$2,320,631.70

**Includes previous encumbrances of \$144,519.30 and proposed contract with HDR Engineering, Inc. for CIP 841 pending Board approval.*

Annual Operating Costs (Licensing & Hosting):

Following implementation, annual licensing and hosting costs will be funded through STA's operating budget. The table below reflects projected costs over the ten-year contract term.

Contract Year	Operating Cost
Year 1	\$179,515.00
Year 2	\$366,813.00
Year 3	\$505,329.00
Year 4	\$528,721.00
Year 5	\$553,212.00
Year 6	\$578,847.70
Year 7	\$605,684.39
Year 8	\$633,776.75
Year 9	\$663,189.34
Year 10	\$693,979.56
Total Operating Costs	\$5,309,067.74

Total 10-Year Project Cost:

The total estimated cost of the EAM software project includes both capital expenditures funded through CIP 841 and operating expenditures for software licensing and hosting over the ten-year contract term.

10-Year Combined Expenses	10-Year Cost
Capital	\$3,179,368.30
Operating	\$5,309,067.74
Total Project Cost	\$8,488,436.04



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Board Action-Consent Agenda

Meeting Date: October 15, 2026

Agenda Item: **8E**

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: ENTERPRISE ASSET MANAGEMENT IMPLEMENTATION ADVISORY & CHANGE MANAGEMENT SUPPORT SERVICES: AWARD OF CONTRACT
Submitted by: Brandon Rapez-Betty, Chief Operations Officer

Purpose: For decision.
Recommendation: Approve, by motion, the sole source award of contract for Enterprise Asset Management Implementation Advisory & Change Management Support Services and authorize the CEO to execute a contract with HDR Engineering, Inc. for a total estimated cost of \$498,049.
Attachments and/or Online Links: ENTERPRISE ASSET MANAGEMENT IMPLEMENTATION ADVISORY & CHANGE MANAGEMENT SERVICES: AWARD OF CONTRACT

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff are seeking Board approval to award a sole source contract for Enterprise Asset Management Implementation Advisory & Change Management Support Services. The proposed contract would be for a period of approximately two years with an estimated cost of \$498,049 and will provide independent owner-advisor services throughout software implementation and go-live.

The accompanying staff report provides background on the evolution of the Enterprise Asset Management replacement project, the scope of work, and an overview of how this work will support the success of this project.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **8E**

Presented to: Board of Directors

SUBJECT: ENTERPRISE ASSET MANAGEMENT IMPLEMENTATION ADVISORY & CHANGE
MANAGEMENT SUPPORT SERVICES: AWARD OF CONTRACT

STA is preparing to implement a new Enterprise Asset Management (EAM) Software solution, pending Board approval of an award of contract to COSOL Americas, Inc.

The EAM project began with an initiative in 2020 to evaluate STA's current EAM and business processes. STA hired consultant WSP USA, Inc., in early 2021 to perform this work, which was led by their project manager, Keyur Shah. Mr. Shah was the expert responsible for documenting and evaluating asset and maintenance processes, developing business requirements and asset data inputs, and assessing software options. This work determined STA's need for a more robust EAM solution.

In 2024, STA began preparing a scope of work for a new EAM solution and engaged HDR Engineering, Inc. (HDR) to support STA through procurement, vendor evaluation, contract negotiations, asset hierarchy planning, and organizational change management. This work was again led by Mr. Shah, who joined HDR after the completion of STA's 2021 initiative.

Under the proposed contract, HDR will support STA as an independent advisor throughout the new EAM software implementation. HDR, and specifically Mr. Shah, are uniquely positioned to provide these services due to multiple years of in-depth knowledge and experience with STA's EAM requirements as well as extensive industry and application experience. Mr. Shah is a nationally recognized asset management and digital transformation advisor with more than twenty years of experience helping public agencies improve asset management, technology, and business processes. Mr. Shah is also a principal author of the Federal Transit Administration's *Transit Asset Management Guide* and has advised more than eighty public agencies on asset management strategy, software procurement, implementation oversight, and organizational change management.

Services will include targeted review of vendor expectations, deliverables, project reports, business processes, technical artifacts, data conversion and integrations; advice at testing, training, deployment, go-live, and production-handover checkpoints; review of proposed project changes and observed risks; and Prosci-based change management coaching, readiness assessments, resistance-management guidance, and reinforcement recommendations.

STA will continue to manage the project, direct COSOL Americas, Inc., lead change management, and retain all approval and acceptance authority. These services will provide earlier visibility into material gaps, dependencies, and vendor risk; informed advice at testing, training, deployment, and go-live decisions; sponsor coaching and readiness support to strengthen system process adoptions; and safeguard the overall success of this significant investment of time and monetary resources.



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Board Action-Consent Agenda

Meeting Date: October 15, 2026

Agenda Item: **8F**

Presented To: Board of Directors
Referral Committee: Board Operations Committee
Title: STA BYLAWS UPDATE: ADOPTION
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For decision.
Recommendation: Adopt, by Resolution 867-26, the final proposed updated Bylaws as presented in September.
Attachments and/or Online Links: FINAL PROPOSED UPDATED BYLAWS (FINAL & REDLINED VERSIONS)
APPENDIX A
RESOLUTION 867-26

SUMMARY: As outlined in the Board Operations Committee Workplan, the committee reviewed the Bylaws and provided comments and suggestions at the June 10, 2026, July 8, 2026, and September 9, 2026, Board Operations meetings. Those recommendations were subsequently presented to the full Board in July and again on September 17, 2026.

Pursuant to the current Bylaws requirement of allowing Board members at least two weeks to review, members have been provided additional time to review prior to approval at this October 15, 2026, Board meeting.

The attached final version of the Bylaws reflects all recommended changes submitted by Board members and are being presented by the Board Operations Committee to the Board of Directors for consideration and approval.

BYLAWS
OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

ARTICLE I. - POWERS, PURPOSE AND RESPONSIBILITIES

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to the laws of the State of Washington shall be "SPOKANE TRANSIT AUTHORITY" (STA) hereinafter referred to as the "Corporation". The offices of the Corporation shall be in the Administration Building at 1230 West Boone Avenue, Spokane, Washington.

Sec. 1.2 Powers, Purpose and Responsibilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the constitution and laws of this State.

Sec. 1.3 Interpretation. These Bylaws are not intended to limit the powers granted to a public transportation benefit area, and, therefore, should be liberally construed to carry out the intent of any grant of power thereto.

ARTICLE II - THE GOVERNING BODY - BOARD COMPOSITION

Sec. 2.1 Board Composition. The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board" and shall consist of a Board of nine (9) voting members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities located within the corporation and Spokane

County and one (1) non-voting member selected by and serving at the pleasure of the labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit ("Directors").

Pursuant to RCW 36.57A.055, the voting membership of the Board shall be proportional to the population of the component cities and the unincorporated County located within the boundaries of the Authority. Accordingly, the voting membership of the Board shall consist of the following:

(a) One (1) elected official serving on behalf of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood in a continuing rotation for two (2) consecutive years according to the order stated below:

City of Cheney
City of Airway Heights
City of Liberty Lake
City of Medical Lake
City of Millwood

These cities are authorized to amend the rotation schedule by Interlocal Agreement filed with the Clerk of the Authority, but, together are limited to no more than one elected official as a voting member of the Board unless the proportionate population of the component cities and unincorporated area of the County within the boundaries of the Corporation requires a change.

(b) Four (4) elected officials selected by and serving at the pleasure of the City of Spokane.

(c) Two (2) elected officials selected by and serving at the pleasure of the City of Spokane Valley.

(d) Two (2) elected County Commissioners selected by and serving at the pleasure of the Board of County Commissioners of Spokane County.

Sec. 2.2 Alternates.

(a) The cities of Spokane and Spokane Valley, the Board of County Commissioners of Spokane County, and the labor organizations may appoint alternate members whose name(s) shall be forwarded to and kept on file with STA.

(b) For the voting member selected pursuant to Section 2.1(a), alternate members shall be an Ex-officio Director pursuant to Section 2.3 and delegated by the absent voting member.

(c) For cities whose members are selected pursuant to Section 2.1(a), alternates shall only be appointed from the elected officials representing the cities listed under Section 2.1(a).

Sec. 2.3 Ex-officio Directors. Jurisdictions not serving a voting term shall be entitled to appoint an *ex officio* Director to the Board and shall notify the Clerk of the Authority of the appointment in writing. *Ex officio* Directors shall participate in all Board meetings and discussions but are prohibited from voting by state law.

Sec. 2.4 Term. Each voting and non-voting Director shall be appointed for a term of one year in January of each year; provided, the voting Director appointed pursuant to Section 2.1(a) shall be appointed for a term of two years.

Sec. 2.5 Vacancy. In the event of a vacancy the appointing jurisdiction shall promptly appoint a new Director and the newly appointed Director shall serve the unexpired term of the Director he or she replaces.

Sec. 2.6 Succession. Each member of the Board shall hold office until their successor has been selected, unless such person is legally ineligible to hold such position. (e.g. expiration of the elected term, resignation, etc.)

Sec. 2.7 New City. If a city or town is created within the boundaries of the Corporation, then the public transportation improvement conference, consisting of an elected representative selected by the legislative body of each city within the county and by the county commissioners, shall meet to provide for the selection of a new governing body of the Corporation in the manner provided by law.

ARTICLE III - DUTIES OF THE BOARD AND BOARD MEETING

Sec. 3.1 Duties of the Board. The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board may create such committees or advisory boards as it finds necessary to assist and advise the Board.

The Corporation acting through the Board shall have the power to:

(a) Prepare, adopt and carry out a general comprehensive plan for public transportation service, which will best serve the residents of the Corporation and to amend said plan from time to time to meet changed conditions and requirements; and

(b) Acquire by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Corporation or the state, including systems of surface, underground or overhead railways, tramways, buses, or any other means of local transportation, except taxis, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from such people-moving systems, terminal and parking facilities and properties, together with all lands, rights of way, property, equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city, may be acquired or used by the Corporation only with the consent of the city council of the city owning such facilities. Cities are hereby authorized to convey or lease such facilities to a public transportation benefit area authority or to contract for their joint use on such terms as may be

fixed by agreement between the city council of such city and the public transportation benefit area authority, without submitting the matter to the voters of such city. The facilities and properties of the Corporation's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and

(c) Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and

(d) Employ legal counsel; and

(e) Prepare and adopt a budget; and

(f) Audit the Corporation's administrative affairs; and

(g) Approve travel requests of members; and

(h) Authorize committees to act on their behalf; and

(i) Issue general obligation bonds for public transportation capital purposes, subject to limitations of indebtedness imposed by law, and pledge any taxes authorized to be levied and pledged by law; and

(j) Levy taxes as authorized by law; and

(k) To participate in and support research, demonstration, testing, and development of public transportation systems; and

(l) Issue revenue bonds; and

(m) Have all other powers that are necessary to carry out the purposes of the Corporation as defined by law as it presently exists or as it may be hereinafter amended.

Sec. 3.2 Meetings and Meeting Notice.

(a) Regular Meetings. The time and place of regular meetings of the Board shall be established and adopted by the Board and may specify the appropriate notification of such meetings.

(b) Special Meetings. Special meetings may be set at any time by the Chairperson or by a majority of the total voting membership of the Board.

(c) Notice of all Board meetings shall be in conformance with the Open Public Meetings law (Chapter 42.30 RCW) now and as thereafter amended.

(d) Executive Sessions. The Board may hold executive sessions if such sessions are not otherwise prohibited by state statutes.

Sec. 3.3 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business, provided, a Director may participate in a meeting of the Board via a remote connection and such Director shall be deemed present in determining the existence of a quorum and for voting purposes. A majority of those voting members present is necessary to take action on any item coming before the Board. Provided, however, that the following enumerated actions shall take an affirmative vote of a majority of the total voting membership of the Board;

- (a) Adoption, alteration or modification of the budget; and
- (b) Adoption, alteration or modification of a general comprehensive plan for public transportation service; and
- (c) Adoption, alteration or modification of rates, tolls, fares and charges for the use of the Corporation's facilities; and
- (d) Establishment of routes and classes of service; and
- (e) Revision or amendment of the Bylaws; and
- (f) Selection of Chairperson and Chairperson Pro Tempore; and
- (g) Appointment of qualified electors to committees.; and
- (h) Removal of a member of a committee other than a Board member.

Sec. 3.4 Parliamentary Procedure. Unless otherwise governed by the provisions of these Bylaws or laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chairperson or his/her designee shall be the Parliamentarian.

Sec. 3.5 Board Acting as a Body. The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Sec. 3.6 Records of Board Meetings. Minutes. The proceedings of the Board meetings shall be recorded and maintained in the offices of the Corporation. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Directors prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Sec. 3.7 Committees. The Chairperson, from time to time, may nominate Directors to serve on committees.

(a) All committees created by resolution of the Board may be composed of Directors, other elected representatives of cities requesting and designating representatives not directly appointed as members of the Board, and qualified electors.

(b) All electors shall be qualified electors as defined by the election laws of the State of Washington and shall remain so throughout the term to which appointed and shall reside within the Spokane Transit Authority boundaries.

(c) The Corporation has established three Standing Committees: (1) Board Operations, (2) Planning and Development, and (3) Performance Monitoring and External

Relations, adopted and governed by Resolution Nos. 771-19 and 767-19, as amended (the "Standing Committees").

(d) All Directors, including ex-officio Directors, shall be appointed to the Standing Committees annually after the election of the Chairperson. Nominations shall be by the Chairperson and approved by the Board. The Chief Executive Officer shall be an ex-officio, non-voting member of each committee. The Chairperson may appoint, with the approval of the Board, alternates to each committee to act in the absence of any regularly appointed member. Directors shall be appointed to all committees to serve a one-year term. The Director sitting on the Board pursuant to Section 2.1(a) shall occupy a seat on the Board Operations Committee, or its successor committee, at all times.

(e) For all other committees or advisory boards, other than the Standing Committees, the Board shall select the members by majority vote.

(f) Committee members will continue to serve until a successor is appointed.

(g) All meetings of the Committees shall be subject to the Open Public Meetings Act of 1971, as amended (Chapter 42.30 RCW).

Sec. 3.8 Secretary of Board. The Chief Executive Officer or his/her designee, as provided for in Article V, shall be the Secretary of the Board.

ARTICLE IV. - SELECTION AND DUTIES OF THE CHAIRPERSON AND CHAIRPERSON PRO TEMPORE

Sec. 4.1 The Board shall select a Chairperson and a Chairperson Pro Tempore from among its voting members. The Chairperson shall hold office until the first day of January of each year. The office of the Chairperson shall rotate on a yearly basis among the following representative categories and in the following sequence: (1) towns and cities, excluding the Cities of Spokane and Spokane Valley; (2) City of Spokane; (3) County of Spokane; and (4) City

of Spokane Valley. In any year, the rotation of the office of the Chairperson may be altered with the approval of six of the voting members of the Board, voting on the terms of such rotation in a regular or special meeting of the Board.

Sec. 4.2 The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Chairperson Pro Tempore shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Chairperson Pro Tempore is selected as the new Chairperson, then a new Chairperson Pro Tempore shall be selected for the remainder of the vacated Chairperson Pro Tempore's term.

Sec. 4.3 The Chairperson may act as spokesperson for the Corporation and may act as its representative at meetings with other organizations, committees and other such activities, unless another representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any Director the duty of being a spokesperson or representative, and such person shall make no pronouncements that will obligate or commit the Corporation, except pursuant to prior authorization of the Board.

Sec. 4.4 The Chairperson shall be the chief executive and administrative officer of the Corporation until a Chief Executive Officer or Acting Chief Executive Officer is selected by and approved by the Board or when the Corporation is without a Chief Executive Officer or Acting Chief Executive Officer. When the Chairperson is acting as the chief executive and administrator of the Corporation, all persons employed or contracting service with the Corporation will be selected or discharged by the Chairperson, subject to the approval of the Board. The Chairperson when acting as the chief executive and administrator of the Corporation shall receive such remuneration as approved by the Board, in accordance with the law.

ARTICLE V. - CHIEF EXECUTIVE OFFICER

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint a Chief Executive Officer. The Chief Executive Officer shall serve at the pleasure of the Board and shall perform such duties as may be designated from time to time by the Board.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

(a) To have general supervision over the administrative and operational affairs of the Corporation, including the authority to organize and direct the work force within an approved budget and to act as a spokesperson or representative of the Corporation, provided he or she may not obligate or commit the Corporation, except pursuant to prior authorization of the Board.

(b) To appoint and remove at any time any employee of the Corporation;

(c) To attend all meetings of the Board at which his/her attendance may be required by that body;

(d) To recommend for adoption by the Board such measures as he/she may deem necessary or expedient;

(e) To prepare and timely submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to that Board;

(f) To keep the Board fully advised of the financial condition of the Corporation and its future needs;

(g) To prepare and submit to the Board yearly a proposed budget and to be responsible for its administrative adoption;

(h) To approve and sign all vouchers for the payment of any items authorized in the approved budget;

(i) To approve all travel requests of employees of the Corporation and travel related expenses for job candidates, subject to the approved budget;

(j) To procure for periods not to exceed 45 days liability, physical damage, directors and officers, and other insurance coverages which have lapsed, been cancelled, or for other reason been terminated on an emergency basis until the Board of Directors can meet and give direction on insurance coverages;

(k) To manage and approve the leasing or short-term rental of real property owned by the Corporation to third parties;

(l) Designate and appoint a Public Records Officer, subject to Board approval by resolution, and, except where applicable law requires Board approval, administer the agency's public records and records retention functions, including establishing and implementing related policies and procedures and delegating administrative duties as necessary to ensure compliance.

(m) To act in any manner, in an emergency or disaster, as defined in RCW 38.52.010(13)(a), as amended, to ensure the safety and security of the system, customers, and employees of the Corporation, provided the Board is notified of any such actions taken as soon as reasonably practicable.

(n) To perform such other duties as may be directed by the Board. The Chief Executive Officer may employ and designate others to assist in carrying out these duties.

(o) To carry out the powers, authority, and duties set forth in the Resolutions set forth in Appendix A, attached hereto and incorporated herein by this reference, as Appendix A may be amended from time to time by Board resolution without further amendment to these Bylaws.

ARTICLE VI. - SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VII. - SERVICE OF PROCESS

The Chief Executive Officer, or his/her designated representative in writing, shall receive, on behalf of the STA, all pleadings commencing an action against the STA. Service upon the Chief Executive Officer shall constitute service on the STA.

ARTICLE VIII. - INDEMNIFICATION

Sec. 8.1 General. The Corporation, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as hereafter amended, shall indemnify any person who was or is an elected or appointed director, officer, (including committee members), or employee of the Corporation, and is threatened to be or has been made a party to an action, claim, or other proceeding by a third party.

Sec. 8.2 Scope of Indemnification. The Corporation shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgments, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding, within the standard of conduct referred to in paragraph 8.3 herein, and for which notice has been given pursuant to state law and these Bylaws: The Board shall be the sole judge of the reasonable and necessary expenses to be borne by the Corporation. Indemnification shall not extend to any claim, action, or other proceeding against the Corporation, either for indemnification or for other cause.

Sec. 8.3 Standard of Conduct. Indemnification shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed Director, officer, or employee, and arising out of such person's performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Corporation.

Sec. 8.4 Determination of Conduct.

(a) Unless ordered or adjudged by a court of competent jurisdiction, indemnification may be authorized only as follows:

(l) To the extent that the person has been successful on the merits, or otherwise in defense, such person shall be indemnified.

(2) With respect to any other determination of conduct, a majority vote of all the voting Directors not interested in or a party to the action, claim, or other proceeding. In the event a majority vote cannot be obtained because of disqualification of Directors, then the alternate or alternates of those disqualified shall be permitted to vote.

(b) Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule, or regulation punishable by fine, imprisonment, or both, or for any claim or action against the Corporation.

(c) Every Director, officer, or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the Chief Executive Officer of his or her interest to seek indemnification before incurring any costs, disbursements, or attorneys' fees for which indemnification is sought, and provide a copy of any and all claims, pleadings, reports, or other written statements regarding the allegations.

Sec. 8.5 Expenses Prior to Determination. Expenses actually incurred in defending any action, claim, or other proceeding may be paid as incurred, and prior to a final determination of conduct, if the action, claim, or other proceedings makes no assertion that the person named acted outside the scope of his or her employment or authority, and that the

Corporation makes no claim that the person's acts or failure to act were outside the scope of the person's employment or authority.

Sec. 8.6 Interpretation. This Article of the Bylaws is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes, and laws as hereafter amended, and interpretative case law. The failure of the Corporation to obtain insurance for any claim, action, or other proceedings against the Corporation shall not be construed to limit this indemnification.

ARTICLE IX. - AMENDMENTS

These Bylaws, as adopted by the Board of the Spokane Transit Authority, may be revised or amended at any regular or special meeting of the Board, with the provision that Directors receive copies of the proposed change(s) at least two weeks prior to that meeting, unless such notice is otherwise waived by a majority of the Board.

These Bylaws of the Spokane Transit Authority, have been adopted and approved by the majority of the total Board on the 15th day of October, 2026.

Lance Speirs
Chair, Spokane Transit Authority

ATTEST:

Dana Infalt
Clerk of the Authority

APPENDIX A

Year Adopted	Resolution No.	Description	Authority
1984	231-84	Adoption of a salary and compensation policy for administrative non-contract personnel of the STA and other matters	Authorizes and instructs the CEO to implement the policies and procedures and establish such salary schedule as outlined and contained within the STA salary and compensation policy.
2006	614-06	Federal Transportation Assistance authorized by 49 USC Chapter 53	Authorizes the CEO to execute and file grant applications with the FTA, along with other certifications, assurances, and agreements.
2009, 2010	651-09, 660-10	Rules of Conduct	Establishes applicable rules of conduct for STA's transit system. Authorizes the CEO to implement the and effectuate the rules of conduct.
2015	734-15	Americans with Disabilities Act compliance	Authorizes CEO to administer operational decisions related to public transportation to ensure compliance with the Americans with Disabilities Act.
2015	738-15	Formation of the Citizens Advisory Committee	Authorizes the CEO and the Performance Monitoring and External Relations Committee to take all actions necessary in establishing the Committee.
2017	752-17	Board policy on use of credit cards for official agency purchases and travel.	Authorizes the CEO to implement and administer the policy regarding use of credit cards for official agency purposes and travel; authorizes the CEO to develop commensurate administrative procedures.
2022	801-22, amended in 2026 (865-26)	Tariff/fare policy and procedures for Fixed Route and Paratransit.	Authorizes the CEO to implement the effective date of the rates, tolls, and fares adopted for Fixed Route and Paratransit Fares, as of October 1, 2022.
2025	842-25	Procurement	Authorizes the CEO to procure materials, supplies, work, or services subject to certain restrictions and within specific monetary parameters.
20225	844-25	Small Starts Grant Application	Authorizes the CEO to submit a grant application to the FTA for Division Street Bus Rapid Transit project.
2026	852-26	Comprehensive Plan adoption	Establishes agency policies related to planning and implementation of plans, delegating authority in policy.
2026	854-26	Resolution -Amending Connect 2035 Strategic Plan	Authorizes the CEO to effectuate and finalize these amendments and take all other necessary and proper action to administer the Connect 2035 Plan.
2026	862-26	Facilities Master Plan	Authorizes the CEO to initiate real property acquisition and action necessary to properly carry out the Facilities Master Plan, and to ensure the plan is reviewed and updated on a five year basis.

APPENDIX A

Year Adopted	Resolution No.	Description	Authority
2026	865-26	Tariff/fare policy and procedure for Fixed Route, Paratransit, and STA Link	Authorizes the CEO to implement the effective date of the rates, tolls, and fares adopted for Fixed Route and Paratransit Fares, as of July 16, 2026.
Year Adopted	Policy No.	Description	Authority
	02-003	Benefits	The STA Board authorizes the Chief Executive Officer (CEO) to negotiate insurance plans and to complete other arrangements needed to implement employee benefits. The CEO is also authorized to develop and administer procedures for continued compliance of this policy and with any changes in applicable state and federal laws.

RESOLUTION NO. 867-26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SPOKANE TRANSIT AUTHORITY
AMENDING THE BYLAWS OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT
AUTHORITY; REPEALING RESOLUTION NO. 765-18 IN ITS ENTIRETY; AND OTHER MATTERS
PROPERLY RELATED THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

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

WHEREAS, the STA Board of Directors has adopted Bylaws to establish rules and procedures governing the conduct of Board business and the administration of the Authority; and

WHEREAS, the Board of Directors periodically reviews its Bylaws to ensure they remain consistent with applicable laws, governance best practices, and the operational needs of the Authority; and

WHEREAS, the Board of Directors has conducted a comprehensive review of the STA Bylaws and determined that certain provisions would benefit from clarification, modernization, and updates to reflect current Board practices and procedures; and

WHEREAS, the proposed amendments are intended to improve the administration of the Authority by clarifying Board governance, committee structure, officer responsibilities, statutory compliance, and administrative procedures while preserving the overall purpose and intent of the existing Bylaws; and

WHEREAS, the proposed revisions do not materially alter the powers or duties of the Board, and are primarily intended to improve the readability, clarity, and administration of the Bylaws;

WHEREAS, the proposed amendments include the incorporation of a Resolution Table as Appendix A, allowing certain Board-authorized delegations and administrative authorities to be maintained and updated by resolution without requiring future amendments to the Bylaws;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Spokane Transit Authority as follows:

Section 1. The Board of Directors hereby approves and adopts the Spokane Transit Authority Bylaws attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Upon adoption of this Resolution, the Bylaws attached as Exhibit A shall supersede and replace all prior versions of the Spokane Transit Authority Bylaws and amendments thereto.

Section 3. The Board acknowledges that Article V, Section 5.2(o) authorizes the Chief Executive Officer to exercise the powers, authority, and duties established by Board Resolutions identified in Appendix A. The Board further acknowledges that Appendix A may be amended from time to time by Board resolution as provided in the Bylaws, without requiring a subsequent amendment to the Bylaws themselves.

Section 4. The Chief Executive Officer and Clerk of the Authority are authorized to make non-substantive corrections to Appendix A and the adopted Bylaws, including formatting, numbering, cross-references, typographical errors, and other administrative revisions necessary to accurately reflect the action approved by the Board, provided such revisions do not alter the intent, meaning, or effect of any provision approved by the Board.

Section 5. The Clerk of the Authority is directed to maintain Exhibit A as the official Bylaws of Spokane Transit Authority and to incorporate any future amendments adopted by the Board.

Section 6. This Resolution shall take effect immediately upon adoption.

ADOPTED by STA at a regular meeting thereof held on the 15th day of October 2026.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

BYLAWS
OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

ARTICLE I. - POWERS, PURPOSE AND RESPONSIBILITIES

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to the laws of the State of Washington shall be "SPOKANE TRANSIT AUTHORITY" (STA) hereinafter referred to as the "Corporation". The offices of the Corporation shall be in the Administration Building at ~~West 1230~~1230 West Boone Avenue, Spokane, Washington.

Sec. 1.2 Powers, Purpose and Responsibilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the constitution and laws of this State.

Sec. 1.3 Interpretation. These Bylaws are not intended to limit the powers granted to a public transportation benefit area, and, therefore, should be liberally construed to carry out the intent of any grant of power thereto.

ARTICLE II - THE GOVERNING BODY - BOARD COMPOSITION

Sec. 2.1 Board Composition. The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board" and shall consist of a Board of nine (9) voting members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities located within the corporation and Spokane County and one (1) non-voting member selected by and serving at the pleasure of the labor

organizations representing Spokane Transit Authority employees who are members of a bargaining unit ("Directors").

~~There shall be one (1) non-voting member, as required by state law, selected by and serving at the pleasure of the labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit.~~

Pursuant to RCW 36.57A.055, the voting membership of the Board shall be proportional to the population of the component cities and the unincorporated County located within the boundaries of the Authority. Accordingly, the voting membership of the Board shall consist of the following:

(a) One (1) elected official ~~selected by and~~ serving ~~at the pleasure of~~ behalf of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood in a continuing rotation for two (2) consecutive years according to the order stated below ~~and effective January 1, 2019.;~~

City of Cheney
City of Airway Heights
City of Liberty Lake
City of Medical Lake
City of Millwood

These cities are authorized to amend the rotation schedule by Interlocal Agreement filed with the Clerk of the Authority, but, together are limited to no more than one elected official as a voting member of the Board unless the proportionate population of the component cities and unincorporated area of the County within the boundaries of the Corporation require a change.

(b) Four (4) elected officials selected by and serving at the pleasure of the City of Spokane.

(c) Two (2) elected officials selected by and serving at the pleasure of the City of Spokane Valley.

(d) Two (2) elected County Commissioners selected by and serving at the pleasure of the Board of County Commissioners of Spokane County.

Sec. 2.2 Alternates.

(a) The cities of Spokane and Spokane Valley, the Board of County Commissioners of Spokane County, and the labor organizations may appoint alternate members whose name(s) shall be forwarded to and kept on file with STA.

(b) For ~~cities whose~~the voting members ~~s-are~~ selected pursuant to Section 2.1(a), alternate members shall be an Ex-officio Director pursuant to Section 2.3 and appointed delegated by the absent voting membership ~~which is a voting member of the Board, whose name shall be forwarded to and kept on file with STA.~~

(c) For cities whose members are selected pursuant to Section 2.1(a), alternates shall only be appointed from the elected officials representing the cities listed under Section 2.1(a).

Sec. 2.3 Ex-officio Directors. Jurisdictions not serving a voting term shall be entitled to appoint an *ex officio* Director to the Board and shall notify the Clerk of the Authority of the appointment in writing. *Ex officio* Directors shall participate in all Board meetings and discussions but are prohibited from voting by state law.

Sec. 2.4 Term. Each voting and non-voting Director shall be appointed for a term of one year in January of each year; provided, the voting Director appointed pursuant to Section 2.1(a) shall be appointed for a term of two years.

Sec. 2.5 Vacancy. In the event of a vacancy the appointing jurisdiction shall promptly appoint a new Director and the newly appointed Director shall serve the unexpired term of the Director he or she replaces.

Sec. 2.6 Succession. Each member of the Board shall hold office until their successor has been selected, unless such person is legally ineligible to hold such position. (e.g. expiration of the elected term, resignation, etc.)

Sec. 2.7 New City. If a city or town is created within the boundaries of the Corporation, then the public transportation improvement conference, consisting of an elected representative selected by the legislative body of each city within the county and by the county commissioners, shall meet to provide for the selection of a new governing body of the Corporation in the manner provided by law.

ARTICLE III - DUTIES OF THE BOARD AND BOARD MEETING

Sec. 3.1 Duties of the Board. The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board may create such ~~departments, offices or~~committees or advisory boards as it finds necessary ~~or advisable and may determine the powers and duties of each department or officer to~~ assist and advise the Board.

The Corporation acting through the Board shall have the power to:

(a) Prepare, adopt and carry out a general comprehensive plan for public transportation service, which will best serve the residents of the Corporation and to amend said plan from time to time to meet changed conditions and requirements; and

(b) Acquire by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Corporation or the state, including systems of surface, underground or overhead railways, tramways, buses, or any other means of local transportation, except taxis, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from

such people-moving systems, terminal and parking facilities and properties, together with all lands, rights of way, property, equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city, may be acquired or used by the Corporation only with the consent of the city council of the city owning such facilities. Cities are hereby authorized to convey or lease such facilities to a public transportation benefit area authority or to contract for their joint use on such terms as may be fixed by agreement between the city council of such city and the public transportation benefit area authority, without submitting the matter to the voters of such city. The facilities and properties of the Corporation's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and

(c) Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and

(d) Employ legal counsel; and

(e) Prepare and adopt a budget; and

(f) Audit the Corporation's administrative affairs; and

(g) Approve travel requests of members; and

(h) Authorize committees to act on their behalf; and

(i) Issue general obligation bonds for public transportation capital purposes, subject to limitations of indebtedness imposed by law, and pledge any taxes authorized to be levied and pledged by law; and

(j) Levy taxes as authorized by law; and

(k) To participate in and support research, demonstration, testing, and development of public transportation systems; and

(l) Issue revenue bonds; and

(m) Have all other powers that are necessary to carry out the purposes of the Corporation as defined by law as it presently exists or as it may be hereinafter amended.

Sec. 3.2 Meetings and Meeting Notice.

(a) Regular Meetings. The time and place of regular meetings of the Board shall be established and adopted by ~~a resolution of~~ the Board. ~~Such resolution may also and may~~ specify the appropriate notification of such meetings.

(b) Special Meetings. Special meetings may be ~~called~~ set at any time by the Chairperson or by ~~a majority of the~~ whole total voting membership of the Board.

(c) Notice of all Board meetings shall be in conformance with the Open Public Meetings law (Chapter 42.30 RCW) now and as thereafter amended.

(d) Executive Sessions. The Board may hold executive sessions if such sessions are not otherwise prohibited by state statutes.

Sec. 3.3 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business, provided, a Director may participate in a meeting of the Board via ~~an amplified telephone connection~~ a remote connection and such Director shall be deemed present in determining the existence of a quorum and for voting purposes. A majority of those voting members present is necessary to take action on any item coming before the Board. Provided, however, that the following enumerated actions shall take an affirmative vote of a majority of the total voting membership of the Board;

- (a) Adoption, alteration or modification of the budget; and
- (b) Adoption, alteration or modification of a general comprehensive plan for public transportation service; and
- (c) Adoption, alteration or modification of rates, tolls, fares and charges for the use of the Corporation's facilities; and
- (d) Establishment of routes and classes of service; and
- (e) Revision or amendment of the Bylaws; and

- (f) Selection of Chairperson and Chairperson Pro Tempore; and
- (g) Appointment of qualified electors to committees.; and
- (h) Removal of a member of a committee other than a Board member.

Sec. 3.4 Parliamentary Procedure. Unless otherwise governed by the provisions of these Bylaws or laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chairperson or his/her designee shall be the Parliamentarian.

Sec. 3.5 Board Acting as a Body. The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Sec. 3.6 Records of Board Meetings. Minutes. The proceedings of the Board meetings shall be recorded and maintained in the offices of the Corporation. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Directors prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Sec. 3.7 Committees. The Chairperson, from time to time, may nominate Directors to serve on committees.

(a) All committees created by resolution of the Board may be composed of Directors, other elected representatives of cities requesting and designating representatives not directly appointed as members of the Board, and qualified electors.

(b) All electors shall be qualified electors as defined by the election laws of the State of Washington and shall remain so throughout the term to which appointed and shall reside within the Spokane Transit Authority boundaries.

(c) The Corporation has established three Standing Committees: (1) Board Operations, (2) Planning and Development, and (3) Performance Monitoring and External Relations, adopted and governed by Resolution Nos. 771-19 and 767-19, as amended (the "Standing Committees").

(d) All Directors, including *ex-officio* Directors, shall be appointed to the Standing Committees annually after the election of the Chairperson. Nominations shall be by the Chairperson and approved by the Board. ~~and the~~ The Chief Executive Officer shall be an ~~ex-~~officio, non-voting member of each committee. The Chairperson may appoint, with the approval of the Board, alternates to each committee to act in the absence of any regularly appointed member. Elected Directors shall be appointed to all committees to serve a one-year term. The Director sitting on the Board pursuant to Section 2.1(a) shall occupy a seat on the Board Operations Committee, or its successor committee, at all times. ~~Elected shall be appointed to all committees by the Chairperson to serve two-year terms. Terms of electeds shall be staggered in such a manner so that at least one elected is appointed each year.~~

(e) For all other committees or advisory boards established by the Board, other than the Standing Committees, the Board shall select the members and establish and define any other terms and conditions of the committee or advisory board by majority vote.

(f) Committee members will continue to serve until a successor is appointed.

(g) All meetings of the Committees of the Board shall be subject to the Open Public Meetings Act of 1971, as amended (Chapter 42.30 RCW).

Sec. 3.8 Secretary of Board. The Chief Executive Officer or his/her designee, as provided for in Article V, shall be the Secretary of the Board.

ARTICLE IV. - SELECTION AND DUTIES OF THE CHAIRPERSON AND CHAIRPERSON PRO TEMPORE

Sec. 4.1 The Board shall select a Chairperson and a Chairperson Pro Tempore from among its voting members. The Chairperson shall hold office until the first day of January of each year. The office of the Chairperson shall rotate on a yearly basis among the following representative categories and in the following sequence: (1) towns and cities, excluding the Cities of Spokane and Spokane Valley; (2) City of Spokane; (3) County of Spokane; and (4) City of Spokane Valley. In any year, the rotation of the office of the Chairperson may be altered with the approval of six of the voting members of the Board, voting on the terms of such rotation in a regular or special meeting of the Board.

Sec. 4.2 The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Chairperson Pro Tempore shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Chairperson Pro Tempore is selected as the new Chairperson, then a new Chairperson Pro Tempore shall be selected for the remainder of the vacated Chairperson Pro Tempore's term.

Sec. 4.3 The Chairperson may act as spokesperson for the Corporation and may act as its representative at meetings with other organizations, committees and other such activities, unless another representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any Director the duty of being a spokesperson or representative, and such person shall make no pronouncements that will obligate or commit the Corporation, except pursuant to prior authorization of the Board.

Sec. 4.4 The Chairperson shall be the chief executive and administrative officer of the Corporation until a Chief Executive Officer or Acting Chief Executive Officer is selected by and approved by the Board or when the Corporation is without a Chief Executive Officer or Acting Chief Executive Officer. When the Chairperson is acting as the chief executive and

administrator of the Corporation, all persons employed or contracting service with the Corporation will be selected or discharged by the Chairperson, subject to the approval of the Board. The Chairperson when acting as the chief executive and administrator of the Corporation shall receive such remuneration as approved by the Board, in accordance with the law.

ARTICLE V. - CHIEF EXECUTIVE OFFICER

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint a Chief Executive Officer. The Chief Executive Officer shall serve at the pleasure of the Board and shall perform such duties as may be designated from time to time by the Board.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

(a) To have general supervision over the administrative and operational affairs of the Corporation, including the authority to organize and direct the work force within an approved budget and to act as a spokesperson or representative of the Corporation, provided he or she may not obligate or commit the Corporation, except pursuant to prior authorization of the Board.

(b) To appoint and remove at any time any employee of the Corporation;

(c) To attend all meetings of the Board at which his/her attendance may be required by that body;

(d) To recommend for adoption by the Board such measures as he/she may deem necessary or expedient;

(e) To prepare and timely submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to that Board;

(f) To keep the Board fully advised of the financial condition of the Corporation and its future needs;

(g) To prepare and submit to the Board yearly a proposed budget and to be responsible for its administrative adoption;

(h) To approve and sign all vouchers for the payment of any items authorized in the approved budget;

(i) To approve all travel requests of employees of the Corporation and travel related expenses for job candidates, subject to the approved budget;

(j) To procure for periods not to exceed 45 days liability, physical damage, directors and officers, and other insurance coverages which have lapsed, been cancelled, or for other reason been terminated on an emergency basis until the Board of Directors can meet and give direction on insurance coverages;

(k) To manage and approve the leasing or short- term rental of real property owned by the Corporation to third parties;

(l) Designate and appoint a Public Records Officer, subject to Board approval by resolution, and, except where applicable law requires Board approval, administer the agency's public records and records retention functions, including establishing and implementing related policies and procedures and delegating administrative duties as necessary to ensure compliance.

~~(k)~~(m) To act in any manner, in an emergency or disaster, as defined in RCW 38.52.010(13)(a), as amended, to ensure the safety and security of the system, customers, and employees of the Corporation, provided the Board is notified of any such actions taken as soon as reasonably practicable.

(n) To perform such other duties as may be directed by the Board. The Chief Executive Officer may employ and designate ~~such assistants or~~ others to assist in carrying out these duties.

~~(l)~~(o) Resolution Table To carry out the powers, authority, and duties set forth in the Resolutions listed set forth in Appendix A, attached hereto and incorporated herein by this reference, as Appendix A may be amended updated from time to time by Board resolution without further amendment to these Bylaws.

ARTICLE VI. - SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VII. - SERVICE OF PROCESS

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(b) Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule, or regulation punishable by fine, imprisonment, or both, or for any claim or action against the Corporation.

(c) Every Director, officer, or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the Chief Executive Officer of his or her interest to seek indemnification before incurring any costs, disbursements, or attorneys' fees for which indemnification is sought, and provide a copy of any and all claims, pleadings, reports, or other written statements regarding the allegations.

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Corporation makes no claim that the person's acts or failure to act were outside the scope of the person's employment or authority.

Sec. 8.6 Interpretation. This Article of the Bylaws is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes, and laws as hereafter amended, and interpretative case law. The failure of the Corporation to obtain insurance for any claim, action, or other proceedings against the Corporation shall not be construed to limit this indemnification.

ARTICLE IX. - AMENDMENTS

These Bylaws, as adopted by the Board of the Spokane Transit Authority, may be revised or amended at any regular or special meeting of the Board, with the provision that ~~members~~Directors receive copies of the proposed change(s) at least two weeks prior to that meeting, unless such notice is otherwise waived by a majority of the Board.

These Bylaws of the Spokane Transit Authority, have been adopted and approved by the majority of the total Board on the ~~15th~~ ____ day of ~~November, 2018~~ 2026.

~~Kevin Freeman~~Lance Speirs
Chair, Spokane Transit Authority

ATTEST:

~~Janet Watson~~Dana Infalt
Clerk of the Authority



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

Board Action-Consent Agenda

Meeting Date: October 15, 2026

Agenda Item: **8G**

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: PARATRANSIT & RIDESHARE OPERATIONS BASE: DESIGN AND ENGINEERING TASK ORDER APPROVAL
Submitted by: Brandon Rapez-Betty, Chief Operations Officer
Jessica Kelch, Senior Facilities manager

Purpose: For decision.
Recommendation: Approve, by motion, the award of a Task Order contract with Coffman Engineers, Inc. for design and engineering services for the Paratransit & Rideshare Operations Base project in the amount of \$1,645,416.14 and authorize the CEO to apply 10% contingency funds for unforeseen additional requirements or services.
Attachments and/or Online Links: PARATRANSIT & RIDESHARE OPERATIONS BASE: DESIGN AND ENGINEERING TASK ORDER SUMMARY

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff are seeking approval of a task order with the existing architectural and engineering services contract with Coffman Engineers, Inc. for the Paratransit & Rideshare Operations Base project.

The task order will advance the project toward final design and is critical to the implementation of this essential support facility as identified in *Connect 2035* and a near term project in the Facilities Master Plan. Per STA’s procurement resolution, work orders exceeding \$1 million require Board approval,

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **8G**

Presented to: Board of Directors

SUBJECT: PARATRANSIT & RIDESHARE OPERATIONS BASE: DESIGN AND ENGINEERING
TASK ORDER SUMMARY

Connect 2035 recognizes the need for essential support facilities to achieve STA's strategic goals. The Board-approved Facilities Master Plan (FMP) identified a new Paratransit and Rideshare Operations Base as a near-term project. Following that action, the project was included in both the Capital Improvement Program (CIP#1208) and the Transit Development Plan with an overall budget of \$30,000,000 dollars. Staff recently applied for a Washington State Buses and Bus Facilities Grant and will soon submit an application for a Federal Buses and Bus Facilities Grant in hopes of offsetting the local share of the project cost. The design process is now required to meet STA's operational target timeframe of 2029-2030.

Through an existing competitively procured and Board approved five year on-call engineering and architectural services contract (2022-10692) having a scope of work that includes but is not limited to all aspects of engineering and architectural services for various projects such as new operations and maintenance facilities, industrial and administrative office space, tenant improvements, remodels, etc. STA has tasked Coffman Engineers and its subconsultants ALSC Architects, SPVV Landscape Architects, and DKS Associates (traffic engineers) to provide a proposal for necessary A&E services for this project.

General A&E Scope of work for this Task Order:

- Assist STA with the Federal Environmental review (NEPA)
- Project Administration
 - Coordination of design and engineering work by all necessary disciplines
 - Regular meetings with STA
 - Coordination with STA's Geotechnical and Environmental on-call consulting firm
- Design and Engineering for conversion of the existing Fleck Service Center into a maintenance garage dedicated to Paratransit maintenance while not eliminating the ability to accommodate a standard 40 ft coach, demolition of three existing structures, construction of new buildings and site facilities in support of Paratransit and Rideshare Operations and Administrative functions.
- Lead coordination with jurisdictional authorities throughout design
- Lead coordination with utility owners
- Development of design and engineering documents for review by STA at 30%, 60% milestones
- Prepare opinion of construction cost estimates at 60% and 95% design milestones
- Develop plans and specifications for building & demolition permit submittal
 - Lead the application and plan review process with the jurisdictional authorities
 - Assist STA as needed with the SEPA/DAHP portion of the permit requirement
 - Create the SWPPP as required for permitting.

- Assist STA during bidding with addenda, RFI's, requests for approved equals, etc.

Coffman Engineers and its team of subconsultants provided a proposal, for the above general scope of work, in the amount of **\$1,645,416.14**. Significant effort will be required for this project given the complexity of phasing that must be accounted for in the design, the expected effort to finalize preferred layouts and programming, as well as the number of A&E services needed for a full site redevelopment. The cost analysis completed by staff determined the proposed cost to be fair and reasonable based on the value being comparable to the independent cost estimate range of \$1,600,000 to \$1,800,000, and within reason of OFM guidelines of A&E fees of approximately \$1,300,000 on a \$20,000,000 construction cost. Staff are recommending a reserve of an additional 10%, or approximately \$164,500, in contingency if necessary.

Additionally, the project timeline identifies returning to the Board in the Spring of 2027 for review of the 30% design and cost estimate and to request Board endorsement to advance the project to final design.



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Chair Report

Meeting Date: October 15, 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: October 15, 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: October 15, 2026

Agenda Item: **10Ai**

Presented To: Board of Directors
Referral Committee: Planning & Development Committee
Title: DRAFT 2027 BUDGET
Submitted by: Robert Hamud, Chief Financial Officer

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

SUMMARY: In accordance with STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

Staff reviewed the draft 2027 Budget at the September 30, 2026, Planning & Development Committee meeting, including the draft 2027 action plan and the draft 2027 operating and capital budgets. Presentation materials for the meeting will be posted on the STA website by the end of day, September 29, 2026, at this link:

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

With committee input and review, it has been forwarded to the Board for review. There will be a subsequent review with the Committee on November 4, 2026, and a public hearing with the Board on November 19, 2026. The final 2027 Budget is proposed to be adopted in December 2026.



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

Chair Report

Meeting Date: October 15, 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.



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

CEO Report

Meeting Date: October 15, 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.



1230 W. Boone Avenue, Spokane, WA 99201
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Board Information
Meeting Date: October 15, 2026
Agenda Item: 13A

Presented To: Board of Directors
Referral Committee: n/a
Title: COMMITTEE MINUTES
- 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

SUMMARY: The September minutes of the Planning & Development Committee and the Performance Monitoring & External Relations Committee meetings were approved at the September 30, 2026, (October) meetings and are attached.

There was no Board Operations Committee meeting held in October and, as such, the September minutes for Board Operations will be presented in November for approval.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Approved Minutes of the Wednesday, September 2, 2026, Meeting
10:00 a.m. – 11:30 a.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*
Al French, Spokane County
Pam Haley, City of Spokane Valley
Sarah Dixit, City of Spokane
Elsa Martin, Small Cities (Cheney)
(Ex-Officio)
Rhonda Bowers, Labor Representative
(Non-voting)
Karl Otterstrom, Chief Executive Officer

MEMBERS ABSENT

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
Tammy Johnston, Director of Financial Services
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

LEGAL COUNSEL

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

MEMBERS ABSENT

Robert Hamud, Chief Financial Officer

GUESTS PRESENT

Dan Wells, Director of Capital Development
Brian Jennings, Director of Community
Development

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

At the request of Chair Kitty Klitzke, Al French called the meeting to order at 10:00 a.m., and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT**

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

3. **COMMITTEE ACTION**

A. **MINUTES OF THE July 1, 2026, COMMITTEE MEETING**

Ms. Pam Haley moved to approve the July 1, 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. DIVISION STREET BUS RAPID TRANSIT: WORK ORDER #7 APPROVAL

Ms. Emily Poole introduced Mr. Dan Wells, Director of Capital Development, who presented Work Order #7 for approval. The Division Street Bus Rapid Transit (BRT) project has advanced through several phases of planning, environmental review, design, public outreach, and grant development since 2022 and is now ready to advance from 60% design to 90% design while continuing efforts to secure federal funding. The proposed cost was reviewed and found to be fair and reasonable. By the end of Work Order #7 the 90% design package will be completed, the 90% cost estimate will be available, all stations will be completed and uploaded to the interactive map for public viewing. Staff will meet with the public this fall to discuss impacts with adjacent property owners. The consultant work outlined in the work order will help to move the project toward the Single Year Grant Agreement expected in 2027. While the total contract value exceeds the current project budget of \$15,082,218 by \$2,306,663, staff identified savings from Work Orders 3, 4 and 6 to offset costs and remain under the project budget. The work is expected to begin in October 2026 and continue through October 2027.

Ms. Pam Haley moved to recommend the Board of Directors authorize the CEO to execute Work Order No. 7 for the Division Street Bus Rapid Transit project with Parametrix, Inc. Under existing contract #2021-10610 for an amount not to exceed \$4,002,800 and provide 10% contingency for unforeseen additional requirements or services. Ms. Sarah Dixit seconded, and the motion passed unanimously.

B. BOARD ACTION – OTHER / COMMITTEE RECOMMENDATION - none

5. REPORTS TO COMMITTEE

A. WELLESLEY CORRIDOR DEVELOPMENT PLAN: PRELIMINARY DRAFT

Ms. Emily Poole presented the preliminary draft of the Wellesley Corridor Development Plan (CDP). Route 33 Wellesley has been identified as a future High Performance Transit (HPT) route, and the corridor development plan is the first step toward future transit improvements along the corridor. Route 33 Wellesley connects Spokane Falls Community College and Spokane Community College and serves several neighborhoods and business districts. Planning for the project is being funded through a \$630,000 CMAQ grant. Staff reviewed demographic information along the corridor, current conditions, and the outreach completed to date with neighborhood councils, community groups, and City staff. Feedback from these efforts helped shape the draft plan and proposed corridor improvements.

Mr. French asked whether the demographic analysis included identifying single-parent households within the study area. He also noted that higher land costs along the Wellesley Corridor may make multifamily development more challenging compared to other areas of the city.

Proposed improvements include new and upgraded transit stops, additional shelters, and the consolidation of some existing stops. Ms. Poole noted that additional community outreach will occur this fall before the plan is finalized.

Councilmember Dixit asked for clarification regarding the various types of HPT stops. Ms. Poole reviewed the different stop types and amenities. Ms. Dixit also inquired regarding the planning and collaborative efforts regarding bus stops and City of Spokane projects. Ms. Poole responded that through meetings with the City of Spokane Integrated Capital Management Department staff identify opportunities to work on mutual project efficiencies. Mr. French asked about outreach efforts with the owners of Northtown Mall. Mr. Brian Jennings, Directory of Community Development, stated that staff have communicated with mall management regarding potential use of space with as it relates to the Division BRT project only at this time and will connect with the General Manager of Northtown Mall as recommended.

B. TRANSIT-ORIENTED DEVELOPMENT: SUPPORTIVE ACTIONS AND POLICIES MEMO

Ms. Emily Poole introduced Mr. Brian Jennings, Director of Community Development, who presented an informational report on Transit-Oriented Development (TOD) efforts in the City of Spokane. The report summarized planning projects, policy changes, and zoning updates that support development near transit services. TOD encourages housing, jobs, and services near transit routes, making it easier for people to use transit and other transportation options. Staff reviewed several planning initiatives completed over the past decade and noted that they resulted in code changes that support additional housing, higher-density development, and reduced parking requirements near transit corridors. Staff also provided an update on the PlanSpokane 2046 comprehensive plan update and the BUILDSpokane code update, which are intended to guide future growth and promote transit-supportive development.

Ms. Dixit and Mr. French asked about potential future projects and potential sites for larger scale projects within the system. Mr. French cited the possible use of the South Hill Park & Ride and Valley Transit Center as TOD projects which could give way to larger scale system changes with regards to TOD. Discussion ensued.

6. CEO REPORT

Route 342 Fairgrounds Shuttle - Mr. Otterstrom, Chief Executive Officer presented information on the shuttle from the Spokane Community College (SCC) Transit Center to the County Fair and Expo Center. Fair attendees can purchase a \$2 pass on board, per Board-approved special event fares and park for free at SCC. Shuttle riders also receive \$5 dollars off fair admission.

Possible Service to The Course – Mr. Otterstrom reported that staff are exploring options for possible service from Mirabeau Transit Center to The Course in the City of Spokane Valley beginning in September as events are expected to draw over 10,000. Further information and action will be provided on this effort at the Board of Directors meeting on September 17, 2026.

Division Bus Rapid Transit - Mr. Otterstrom reported that on September 1, 2026, STA received a confirmation letter from the Federal Transit Administration (FTA) that Division BRT is categorically excluded from the full NEPA analysis. This allows processes to move forward regarding acquisition of properties and completion of the 60 % project design phase.

7. COMMITTEE INFORMATION-- *nothing presented*

8. REVIEW SEPTEMBER 30, 2026, (OCTOBER) COMMITTEE MEETING AGENDA

The Committee reviewed the draft agenda for the upcoming September 30, 2026, (October) Planning & Development Committee meeting. No changes were suggested at this time.

9. NEW BUSINESS -- *nothing presented*

10. COMMITTEE MEMBER EXPRESSIONS

Ms. Dixit expressed appreciation for the passage of the ballot measure. She acknowledged the hard work of the staff ahead of its passage. Ms. Haley also expressed gratitude for the hard work that Ms. Dixit and Ms. Klitzke put in for the measure's passage.

11. ADJOURN

With no further business to come before the Committee, Mr. French adjourned the meeting at 10:58 a.m.

Respectfully submitted,

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

Vicki Clancy
Executive Assistant to the Chief Planning & Development Officer

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Approved Minutes of the Wednesday, September 2, 2026, Meeting
10:00 a.m. – 11:30 a.m.

Northside Conference Room

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

w/Virtual Public Viewing Option

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Al French, Spokane County
Pam Haley, City of Spokane Valley
Sarah Dixit, City of Spokane
Elsa Martin, Small Cities (Cheney)
(Ex-Officio)
Rhonda Bowers, Labor Representative
(Non-voting)
Karl Otterstrom, Chief Executive Officer

MEMBERS ABSENT

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
Tammy Johnston, Director of Financial Services
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

LEGAL COUNSEL

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

MEMBERS ABSENT

Robert Hamud, Chief Financial Officer

GUESTS PRESENT

Dan Wells, Director of Capital Development
Brian Jennings, Director of Community
Development

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

At the request of Chair Kitty Klitzke, Al French called the meeting to order at 10:00 a.m., and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT**

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

3. **COMMITTEE ACTION**

A. **MINUTES OF THE July 1, 2026, COMMITTEE MEETING**

Ms. Pam Haley moved to approve the July 1, 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. DIVISION STREET BUS RAPID TRANSIT: WORK ORDER #7 APPROVAL

Ms. Emily Poole introduced Mr. Dan Wells, Director of Capital Development, who presented Work Order #7 for approval. The Division Street Bus Rapid Transit (BRT) project has advanced through several phases of planning, environmental review, design, public outreach, and grant development since 2022 and is now ready to advance from 60% design to 90% design while continuing efforts to secure federal funding. The proposed cost was reviewed and found to be fair and reasonable. By the end of Work Order #7 the 90% design package will be completed, the 90% cost estimate will be available, all stations will be completed and uploaded to the interactive map for public viewing. Staff will meet with the public this fall to discuss impacts with adjacent property owners. The consultant work outlined in the work order will help to move the project toward the Single Year Grant Agreement expected in 2027. While the total contract value exceeds the current project budget of \$15,082,218 by \$2,306,663, staff identified savings from Work Orders 3, 4 and 6 to offset costs and remain under the project budget. The work is expected to begin in October 2026 and continue through October 2027.

Ms. Pam Haley moved to recommend the Board of Directors authorize the CEO to execute Work Order No. 7 for the Division Street Bus Rapid Transit project with Parametrix, Inc. Under existing contract #2021-10610 for an amount not to exceed \$4,002,800 and provide 10% contingency for unforeseen additional requirements or services. Ms. Sarah Dixit seconded, and the motion passed unanimously.

B. BOARD ACTION – OTHER / COMMITTEE RECOMMENDATION - none

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A. WELLESLEY CORRIDOR DEVELOPMENT PLAN: PRELIMINARY DRAFT

Ms. Emily Poole presented the preliminary draft of the Wellesley Corridor Development Plan (CDP). Route 33 Wellesley has been identified as a future High Performance Transit (HPT) route, and the corridor development plan is the first step toward future transit improvements along the corridor. Route 33 Wellesley connects Spokane Falls Community College and Spokane Community College and serves several neighborhoods and business districts. Planning for the project is being funded through a \$630,000 CMAQ grant. Staff reviewed demographic information along the corridor, current conditions, and the outreach completed to date with neighborhood councils, community groups, and City staff. Feedback from these efforts helped shape the draft plan and proposed corridor improvements.

Mr. French asked whether the demographic analysis included identifying single-parent households within the study area. He also noted that higher land costs along the Wellesley Corridor may make multifamily development more challenging compared to other areas of the city.

Proposed improvements include new and upgraded transit stops, additional shelters, and the consolidation of some existing stops. Ms. Poole noted that additional community outreach will occur this fall before the plan is finalized.

Councilmember Dixit asked for clarification regarding the various types of HPT stops. Ms. Poole reviewed the different stop types and amenities. Ms. Dixit also inquired regarding the planning and collaborative efforts regarding bus stops and City of Spokane projects. Ms. Poole responded that through meetings with the City of Spokane Integrated Capital Management Department staff identify opportunities to work on mutual project efficiencies. Mr. French asked about outreach efforts with the owners of Northtown Mall. Mr. Brian Jennings, Directory of Community Development, stated that staff have communicated with mall management regarding potential use of space with as it relates to the Division BRT project only at this time and will connect with the General Manager of Northtown Mall as recommended.

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Ms. Emily Poole introduced Mr. Brian Jennings, Director of Community Development, who presented an informational report on Transit-Oriented Development (TOD) efforts in the City of Spokane. The report summarized planning projects, policy changes, and zoning updates that support development near transit services. TOD encourages housing, jobs, and services near transit routes, making it easier for people to use transit and other transportation options. Staff reviewed several planning initiatives completed over the past decade and noted that they resulted in code changes that support additional housing, higher-density development, and reduced parking requirements near transit corridors. Staff also provided an update on the PlanSpokane 2046 comprehensive plan update and the BUILDSpokane code update, which are intended to guide future growth and promote transit-supportive development.

Ms. Dixit and Mr. French asked about potential future projects and potential sites for larger scale projects within the system. Mr. French cited the possible use of the South Hill Park & Ride and Valley Transit Center as TOD projects which could give way to larger scale system changes with regards to TOD. Discussion ensued.

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7. COMMITTEE INFORMATION-- *nothing presented*

8. REVIEW SEPTEMBER 30, 2026, (OCTOBER) COMMITTEE MEETING AGENDA

The Committee reviewed the draft agenda for the upcoming September 30, 2026, (October) Planning & Development Committee meeting. No changes were suggested at this time.

9. NEW BUSINESS -- *nothing presented*

10. COMMITTEE MEMBER EXPRESSIONS

Ms. Dixit expressed appreciation for the passage of the ballot measure. She acknowledged the hard work of the staff ahead of its passage. Ms. Haley also expressed gratitude for the hard work that Ms. Dixit and Ms. Klitzke put in for the measure's passage.

11. ADJOURN

With no further business to come before the Committee, Mr. French adjourned the meeting at 10:58 a.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

Approved Minutes of September 2, 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
Tammy Johnston, Director of Financial Services
Molly Fricano, Executive Assistant to the COO

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

Robert Hamud, Chief Financial Officer

-
1. **CALL TO ORDER AND ROLL CALL**
Chair Hattenburg called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Hattenburg had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of July 1, 2026, Committee Meeting**
Mr. Zappone moved to approve the July 1, 2026, committee meeting minutes. Mr. Hattenburg seconded, and the motion passed unanimously.
 - B. **Downtown Charging & Layover Facility Design and Engineering Services: Scope of Work Approval**
Ms. Poole introduced Mr. Dan Wells, Director of Capital Development, to present the proposed scope of work for the Downtown Charging and Layover Facility Design and Engineering Services project. Mr. Wells explained the need for additional charging infrastructure to support the agency's growing electric bus fleet and noted that multiple downtown locations are under evaluation.
Mr. Wells reviewed the general scope of work, including design, engineering, and other professional services necessary to advance the project. The committee reviewed the project

budget of approximately \$10.45 million and discussed the anticipated project timeline, project milestones, and next steps.

Committee members discussed site selection and operational considerations for the proposed facility and requested that future mixed-use development opportunities be considered during the design process.

Mr. Zappone moved to approve, by motion, the general scope of work and authorize staff to release the request for qualifications for the Downtown Charging & Layover Facility. Mr. Hattenburg seconded, and the motion passed unanimously.

C. Argonne Station Park & Ride: Scope of Work Approval

Ms. Poole introduced Mr. Dan Wells, Director of Capital Development, to present the scope of work for the Argonne Station Park & Ride project. Mr. Wells provided an overview of the project and its role in the I-90/Valley High Performance Transit Corridor. He reviewed the proposed scope of work and key project elements necessary to construct the new transit station and park-and-ride facility. Mr. Wells also reviewed the project budget of approximately \$13 million, including estimated project costs of \$12.3 million, and discussed the anticipated project timeline and key milestones.

Discussion ensued about the proposed 20-year lease with WSDOT for the project site and raised questions regarding property ownership and long-term investment in leased property. Staff explained that leasing is the only option available and that future lease valuation, rather than site control, represents the primary long-term risk.

Mr. Zappone moved to approve, by motion, the general scope of work and authorize staff to release an Invitation for Bid for the Argonne Station Park & Ride project. Mr. Cathcart seconded, and the motion passed unanimously.

D. Diesel, Renewable Diesel & Unleaded Fuel: Scope of Work Approval

Mr. Rapez-Betty presented an overview of the fuel services contract and scope of work for the supply of diesel, renewable diesel, and unleaded fuel used to support STA's internal combustion fleet. He emphasized that renewable diesel is the preferred fuel option when available at a comparable cost. Mr. Rapez-Betty reviewed the estimated five-year contract value of approximately \$37 million and discussed the planned contract term beginning February 1, 2027.

Mr. Cathcart moved to approve, by motion, the general scope of work for Diesel, Renewable Diesel & Unleaded Fuel. Mr. Zappone seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Spokane Chiefs Partnership

Dr. Cortright presented an overview of the proposed partnership between Spokane Transit and the Spokane Chiefs Hockey Club to pilot a "Chiefs Fans Ride Free" initiative during the 2026-2027 hockey season. She reviewed the proposed agreement, including free transit access for game ticket holders, reimbursement terms, and operational support for Route 4 service during home games. Dr. Cortright also discussed the associated sponsorship package, anticipated ridership and revenue impacts, and the opportunity to pilot event ticket integration with the Connect fare system.

There was discussion about implementation of the pilot program, including ridership tracking, ticket access parameters, and opportunities for future event-based partnerships.

Mr. Zappone moved to approve, by motion, the partnership agreement with the Spokane Chiefs Hockey Club and to take it to the September Board meeting as a Board Action item. Mr. Cathcart seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. 2026 Second Quarter Year-to-Date Performance Measures

Mr. Rapez-Betty presented the 2026 Second Quarter Year-to-Date Performance Measures Summary and advised the full presentation is on the STA website. Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

Mr. Rapez-Betty noted that construction-related traffic impacts contributed to lower on-time performance and higher preventable accident rates during the quarter. He also reported that telematics data show improvements in driving behavior, including reductions in speeding, harsh braking, and distracted driving. He also stated that implementation of the INIT system has increased the complexity of some paratransit reservation calls, impacting call center performance measures and prompting staff to monitor the service levels closely.

B. STA Link (Mobility on Demand) Launch Update

Ms. Poole presented the launch of STA Link, a mobility-on-demand pilot program being implemented as part of the Connect 2035 initiative. She provided an overview of the initial pilot service areas in Latah Valley and North Spokane Valley and noted that major project milestones had been completed. Ms. Poole reviewed upcoming activities and key milestones leading to the launch of service as part of the September 2026 service change.

C. Opportunity Fare Program Update

Dr. Cortright provided an update on the Opportunity Fare Program, including participation, ridership, costs, and overall program performance. She reported that 510 customers had enrolled in the program as of August 15, 2026, and reviewed ongoing outreach efforts and performance metrics. Dr. Cortright also provided an overview of pilot costs and discussed the addition of Washington Apple Health as an accepted method of eligibility verification, effective September 1, 2026.

Discussion ensued about enrollment levels, potential participation barriers, the addition of Apple Health as an eligibility verification method, and outreach opportunities through community partners. Staff also agreed to explore additional data and survey questions to better understand why eligible individuals may not enroll in the program.

6. CEO REPORT

Mr. Otterstrom reported on the following topics:

- Mr. Otterstrom provided an overview of Route 342 fair shuttle service, noting its operation during the Interstate Fair, frequent service schedule, free park-and-ride access at Spokane Community College, and discounted fair admission for transit riders.
- Mr. Otterstrom reported on ongoing discussions with Spokane Valley regarding transit support for The Course and upcoming regional cross-country events. He noted potential partnerships to provide shuttle service and park-and-ride accommodations, consistent with Connect 2035 goals of improving access to community events and supporting regional economic activity.

7. SEPTEMBER 30, 2026 (OCTOBER MEETING) – COMMITTEE MEETING DRAFT AGENDA REVIEW

There were questions and comments from committee members about what the focus of the discussion will be on the Bus Wrap Discussion agenda item at the October PMER meeting.

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the committee, Chair Hattenburg adjourned the meeting at 3:17pm.

The next committee meeting will be held on Wednesday, September 30, 2026, at 1:30 p.m. in person with a virtual Teams joining option. This is the October meeting.

Respectfully submitted,

Molly Fricano

Molly Fricano
Executive Assistant to the Chief Operations Officer



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Board Information
Meeting Date: October 15, 2026
Agenda Item: 13B

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

Purpose: For information.

Recommendation: n/a

Attachments and/or

Online Links: STAFF REPORT: SEPTEMBER 2026 SALES TAX REVENUE

SUMMARY: Attached is the September 2026 voter-approved sales tax revenue information.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **13B**

Presented to: Board of Directors

SUBJECT: SEPTEMBER 2026 SALES TAX REVENUE

SUMMARY: September sales tax revenue, which represents sales for July 2026, was:

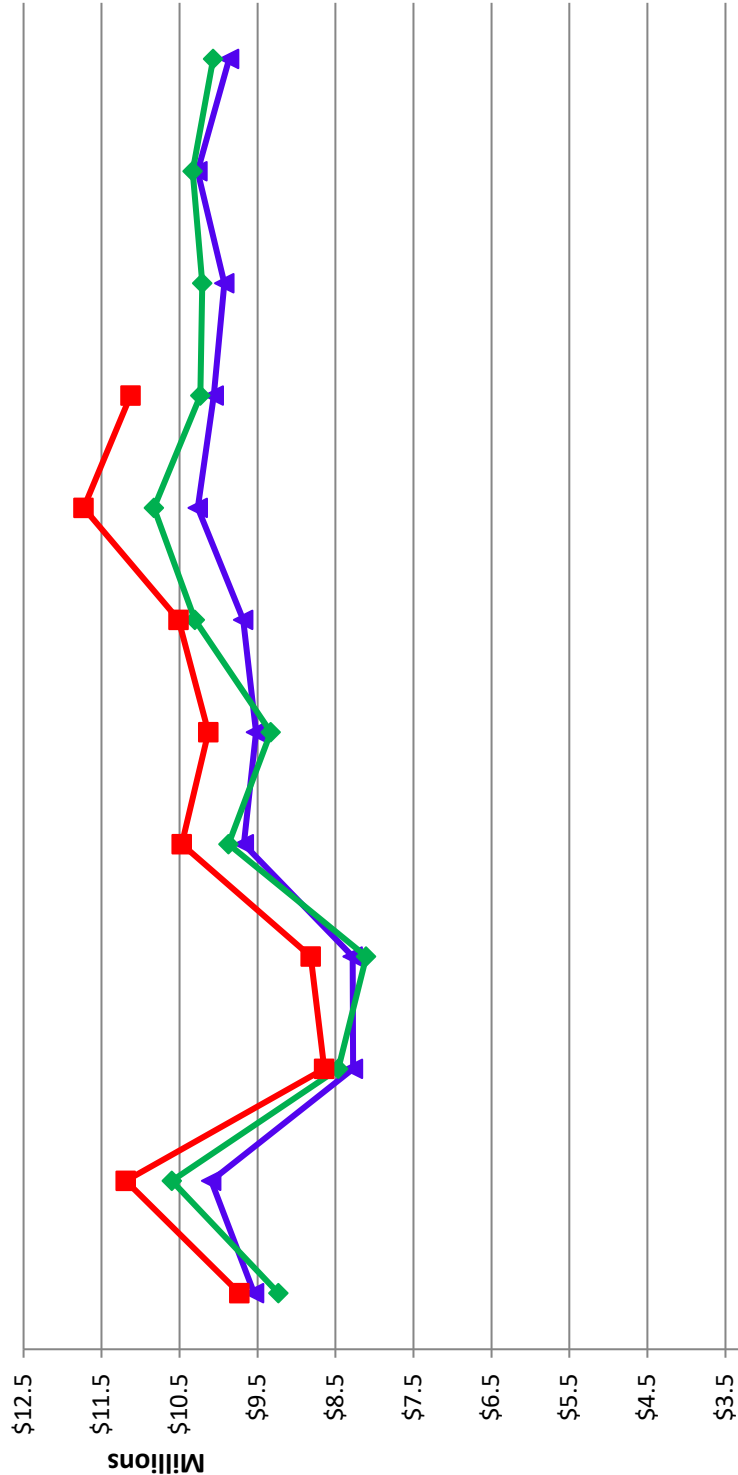
- 5.6% above 2026 budget
- 3.1% above YTD 2026 budget
- 8.8% above 2025 actual
- 6.2% above YTD 2025 actual

Total taxable sales for July were up 7.7% from July 2025. 2026 YTD sales are up 6.2% compared with July 2025 YTD.

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

- Retail Trade increased by 5.8% or \$34.5M in July 2026 vs July 2025 and is up 3.3% \$125.4M 2026 YTD vs 2025 YTD. Retail categories with the largest variances are as follows:
 - Other Misc. Retailers increased 7.9% or \$53.5M July 2026 YTD over 2025 YTD
 - Warehouse Clubs, Supercenters and Other General Merchandise Retailers increased 3.4% or \$18.2M July 2026 YTD over 2025
 - Electronics and Appliance Retailers increased 4.7% or \$11.3M July 2026 YTD over 2025 YTD
 - Building Material and Supplies Dealers increased 3.0% or \$10.7M July 2026 YTD over 2025 YTD
 - Used Merchandise Retailers increased 47.2% or \$9.9M July 2026 YTD over 2025 YTD
 - Beer, Wine, and Liquor Retailers increased 54.9% or \$8.9M July 2026 YTD over 2025 YTD
 - Furniture and Home Furnishings Retailers increased 6.6% or \$6.1M July 2026 YTD over 2025 YTD
 - Clothing and Clothing Accessories Retailers increased 3.8% or \$5.7M July 2026 YTD over 2025 YTD
 - Lawn and Garden Equipment and Supplies Retailers increased 21.0% or \$5.4M July 2026 YTD over 2025 YTD
 - Sporting Goods, Hobby, and Musical Instrument Retailers increased 3.5% or \$4.8M July 2026 YTD over 2025 YTD
 - Jewelry, Luggage, and Leather Goods Retailers increased 14.7% or \$3.7M July 2026 YTD over 2025 YTD
 - Grocery and Convenience Retailers decreased -1.0% or (\$-2.2M) July 2026 YTD over 2025 YTD
 - Automotive Parts, Accessories, and Tire Retailers decreased -2.4% or (\$-4.1M) July 2026 YTD over 2025 YTD
 - Automobile Dealers decreased -1.7% or (\$-12.1M) July 2026 YTD over 2025 YTD
- Construction increased by 9.7% or \$17.6M in July 2026 vs July 2025 and is up 4.4% \$52.1M 2026 YTD vs 2025 YTD
- Accommodation and Food Services decreased by -3.8% or \$5.0M in July 2026 vs July 2025 and is up 0.3% \$2.4M 2026 YTD vs 2025 YTD

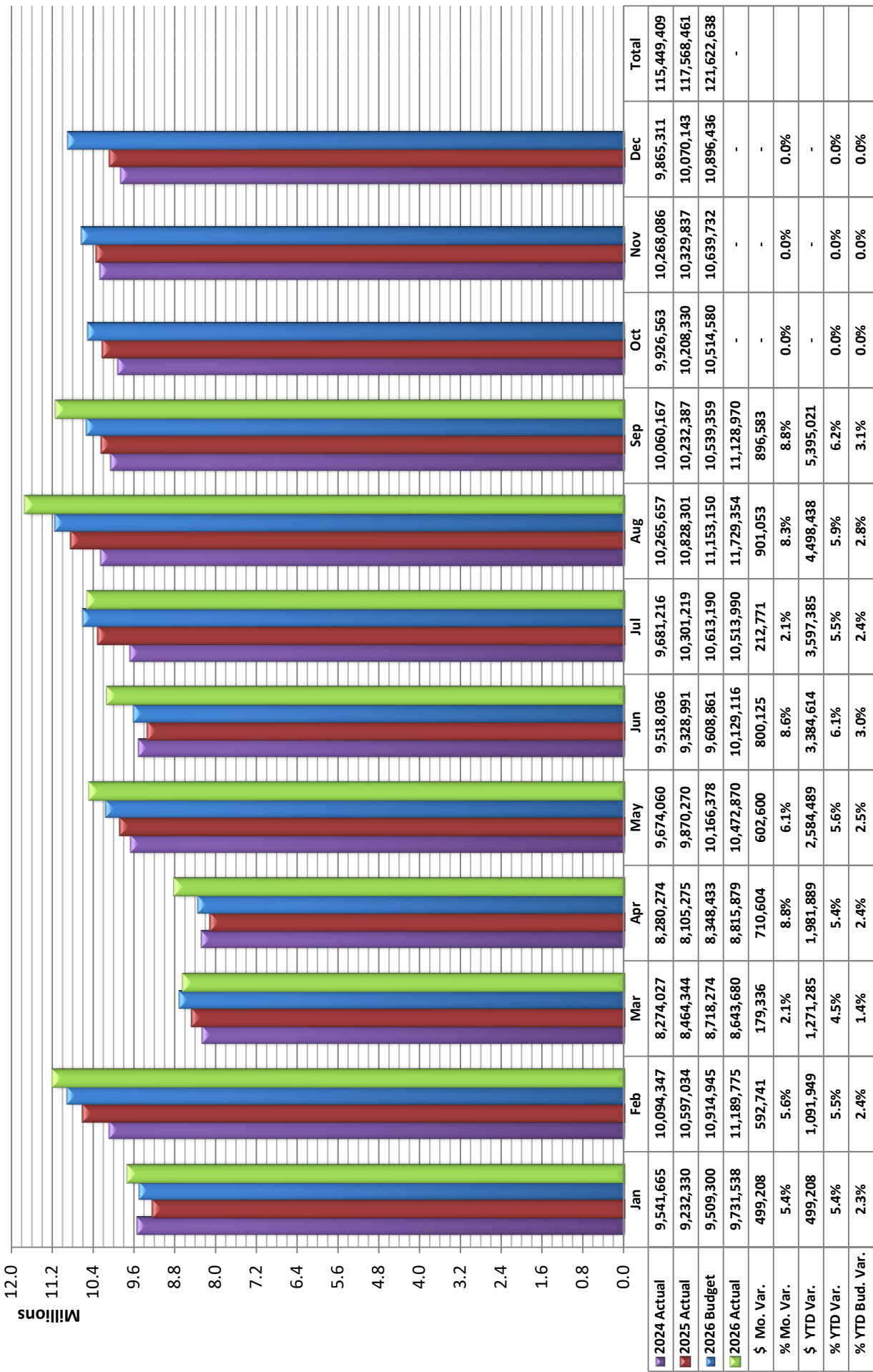
Sales Tax Revenue History-September 2026⁽¹⁾



	1	2	3	4	5	6	7	8	9	10	11	12
2024	\$9.5	\$10.1	\$8.3	\$8.3	\$9.7	\$9.5	\$9.7	\$10.3	\$10.1	\$9.9	\$10.3	\$9.9
2025	\$9.2	\$10.6	\$8.5	\$8.1	\$9.9	\$9.3	\$10.3	\$10.8	\$10.2	\$10.2	\$10.3	\$10.1
2026	\$9.7	\$11.2	\$8.6	\$8.8	\$10.5	\$10.1	\$10.5	\$11.7	\$11.1			

(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⁾



⁽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: October 15, 2026

Agenda Item: **13C**

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

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

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

Revenue

Overall, August year-to-date revenue is 5.0% (\$5.4M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 0.7% higher than budget
- Sales Tax Revenue is 2.8% higher than budget
- Federal & State Grant Revenue is 8.3% higher than budget
- Miscellaneous Revenue is 33.7% higher than budget

Operating Expenses

Overall, August year-to-date operating expenses are 5.1% (\$4.8M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 2.2% lower than budget
- Paratransit is 7.8% lower than budget
- Rideshare is 1.0% lower than budget
- Plaza is 26.5% lower than budget
- Administration is 6.9% lower than budget
- Mobility on Demand is 100.0% lower than budget

Spokane Transit Revenues ⁽¹⁾ - August YTD 2026



(1) Above amounts exclude grants used for capital projects. Year-to-date August state capital grant reimbursements total \$6,682,205 and federal capital grant reimbursements total \$0.

Spokane Transit Operating Expenses⁽¹⁾ - August YTD 2026



(1) Operating expenses exclude capital expenditures of \$21,200,980 and Cooperative/TOD projects of \$0 for year-to-date August 2026.



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Board Information
Meeting Date: October 15, 2026
Agenda Item: 13D

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

Purpose: For information.

Recommendation: n/a

Attachments and/or

Online Links: AUGUST 2026 OPERATING INDICATORS

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

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **13D**

Presented to: Board of Directors

SUBJECT: August 2026 Operating Indicators

SUMMARY: There was the same number of weekdays in August 2026 compared to August 2025 (21 vs 21). On-time performance for Fixed Route was 88.8% and Paratransit 91.1%.

FIXED ROUTE

Ridership	August 2026	August 2025	% Change	YTD 2026
Total Monthly Ridership	814,991	772,767	5.5%	7,044,579
Average Daily Ridership	31,089	29,236	6.3%	34,503
Adult Ridership	284,035	298,720	-4.9%	2,507,339
CCS Pass Ridership	24,068	17,009	41.5%	186,985
Eagle Pass Ridership	13,751	4,485	206.6%	139,586
Youth Ridership	150,450	131,569	14.4%	1,544,413
% of Ridership by Youth	18.5%	17.0%	1.4%	21.9%
Reduced Fare / Paratransit Ridership	116,470	117,154	-0.6%	907,626

Fixed Route ridership experienced a 5.5% increase in August 2026 over August 2025. Ridership continues to trend positively in 2026 over 2025 when evaluating ridership by Passengers Per Revenue Hour (PPH) or by weekday averages. STA provided only 1.5% more revenue hours in August 2026 vs August 2025 (45,169.72 vs 44,501.47). That results in STA moving 18.0pph in August 2026, compared to August 2025 at 17.4pph. This represents a 3.9% increase in ridership regardless of revenue hours provided. This is further supported by the fact that the average weekday, Saturday and Sunday ridership increased across the board as well.

PARATRANSIT

Ridership	August 2026	August 2025	Month/Month % Change	Year/Year % Change
Combined	32,226	32,446	-0.7%	0.1%
Directly Operated	16,976	16,687	1.7%	2.6%
Purchased Transportation	15,250	15,759	-3.2%	-2.8%
SUV	*1,450	*1,344	*7.9%	*9.2%

2026 ridership is essentially flat YTD vs. 2025, with directly operated growth offset by purchased transportation declines. Combined YTD trips are down 0.3%, with August down 0.7%. On-time performance is improving compared to recent months. Combined service improved from 88.5% in June, to 89.2% in July and 91.1% in August, with Directly Operated service reaching 92.3%, just shy of goal (93%). Challenging operating conditions, including construction and new Operators, continue to improve. Productivity dipped in August 2026 compared to July 2026 at 2.40 passengers-per-hour (PPH) and 2.53 PPH respectively for combined services. Although, this is consistent with figures from 2025 as combined services moved 2.40 PPH in August 2025 and 2.46 PPH in July 2025.

*SUV figures were not available for August 2026, and July 2026 figures are shown instead.

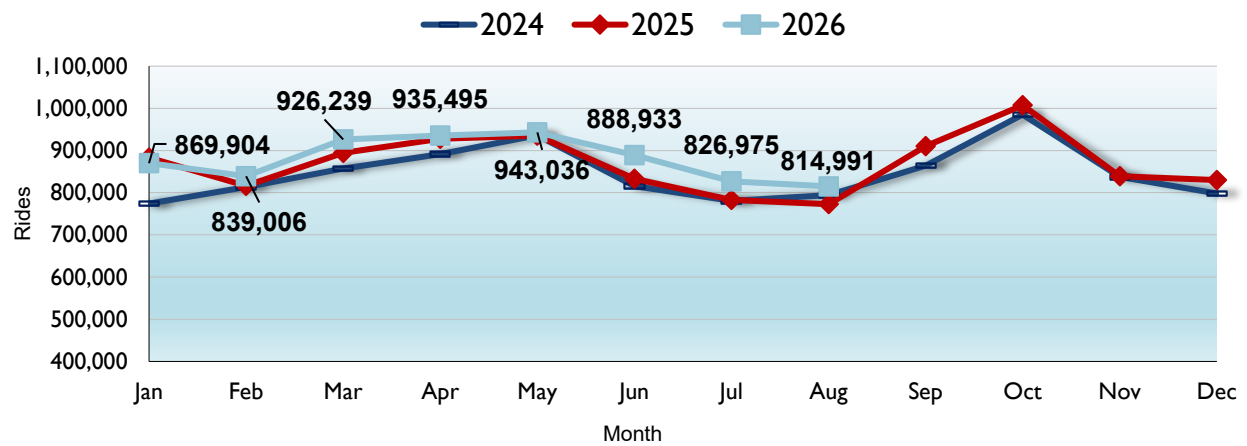
RIDESHARE

Ridership	August 2026	August 2025	Month to Month %Change	Year to Year %Change
Monthly Customer Trips	9,274	8,622	7.6%	
Year to Date Customer Trips	74,795	69,853		7.1%
Monthly Active Groups	93	87	6.9%	7.0%
Unique Riders	435	402	8.2%	6.1%
Riders per Vehicle	4.68	4.62	1.3%	-0.8%

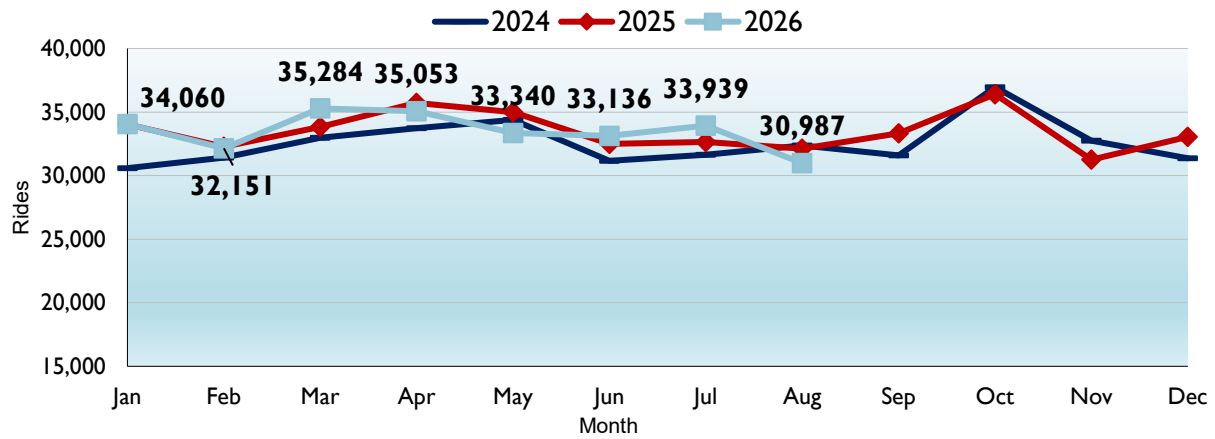
Group Formations and Folds
A group going to STA started and a Group going to Fairchild closed.

Rideshare ridership continues to grow month-to-month and year-to-date primarily as a result of having more vans in service. August 2026 also saw a higher rider per vehicle count (4.68), compared to August 2025 (4.62), further contributing to increased ridership.

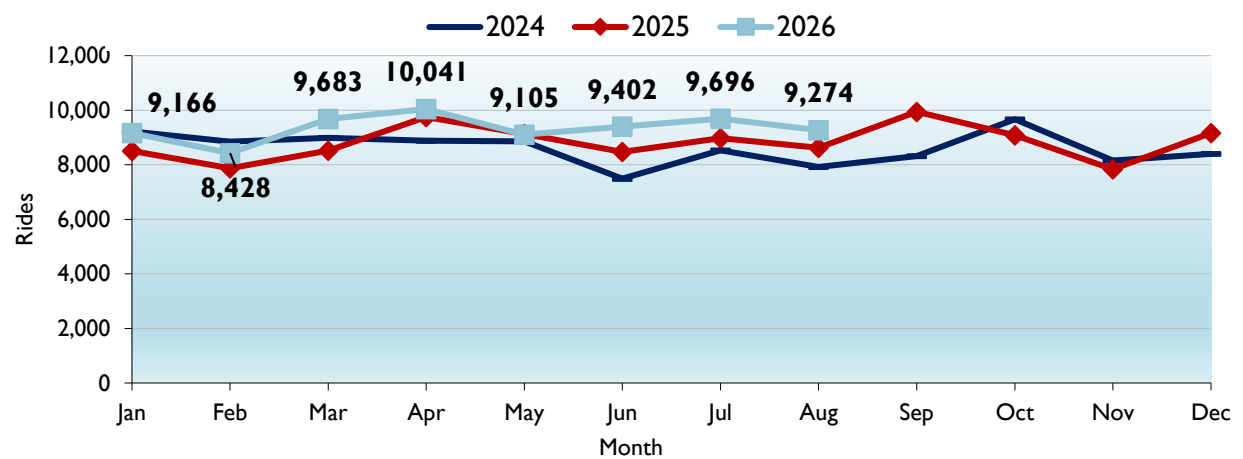
FIXED ROUTE RIDERSHIP



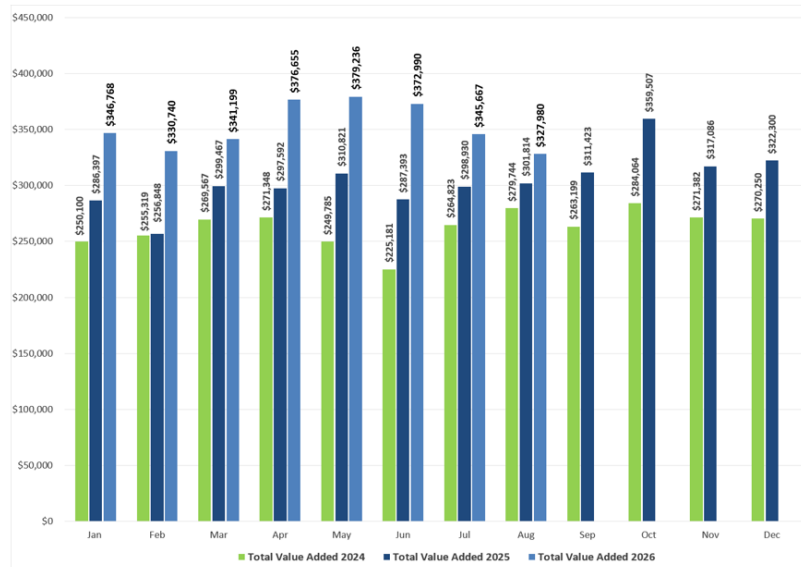
PARATRANSIT RIDERSHIP



RIDESHARE RIDERSHIP

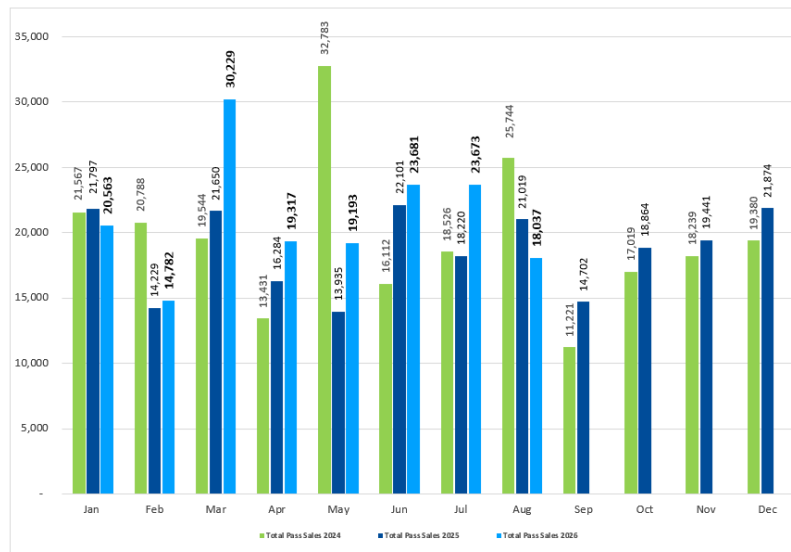


MONTHLY VALUE ADDED TO CONNECT CARDS



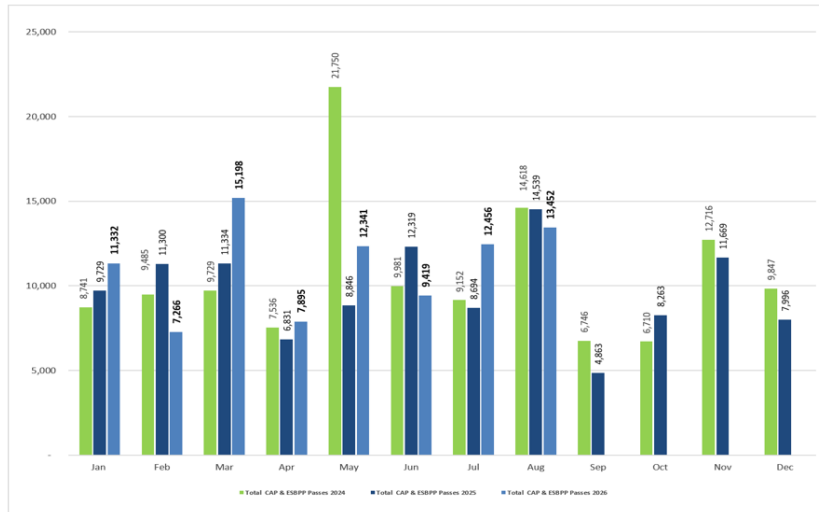
	2024 YTD	2025 YTD	2026 YTD	YTD % Change
Autoload	\$ 116,139	\$ 133,936	\$ 114,573	-14.5%
Call Center	\$ 59,767	\$ 58,452	\$ 72,806	24.6%
Customer Service Terminal	\$ 505,661	\$ 487,937	\$ 456,258	-6.5%
Customer Website	\$ 167,725	\$ 174,521	\$ 168,711	-3.3%
Mobile Ticketing	\$ 884,963	\$ 933,232	\$ 918,973	-1.5%
Institutional Website	\$ 163,957	\$ 226,610	\$ 641,919	183.3%
Open Payments	\$ 135,650	\$ 294,058	\$ 413,902	40.8%
Retail	\$ 32,005	\$ 30,517	\$ 34,091	11.7%
Total	\$ 2,065,866	\$ 2,339,263	\$ 2,821,234	20.6%

MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



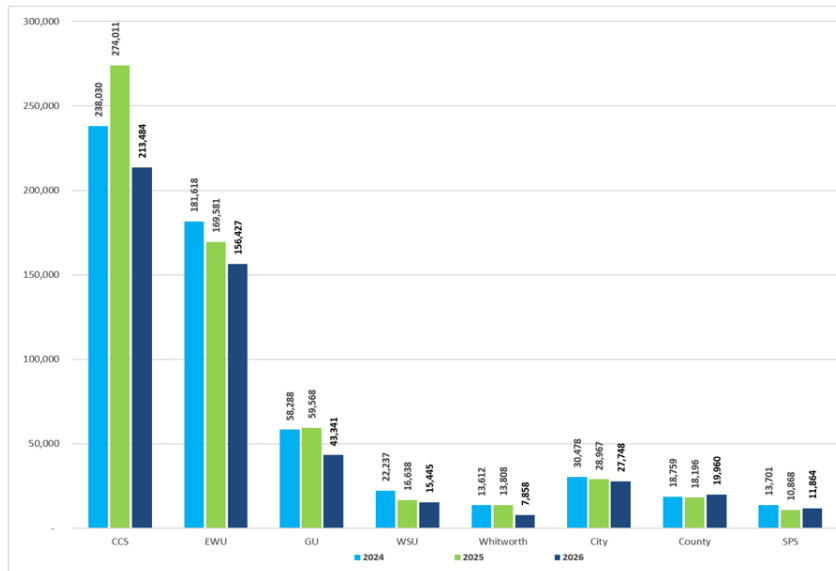
	2024 YTD	2025 YTD	2026 YTD	YTD % Change
1-Ride	58,370	51,284	65,872	28.4%
7-Day	3,007	3,564	3,391	-4.9%
Day Pass	96,600	83,887	90,161	7.5%
Stars & Stripes/ Honored Rider	389	320	240	-25.0%
Opportunity Monthly			8	100.0%
Paratransit Monthly	305	252	254	0.8%
Shuttle Park	941	622	626	0.6%
31-Day Rolling	8,883	9,306	8,923	-4.1%
Total	168,495	149,235	169,475	13.6%

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



	2024 YTD	2025 YTD	2026 YTD	YTD % Change
1-Ride CAP	30,547	28,075	30,468	8.5%
Day Pass CAP	56,958	52,099	55,758	7.0%
Employer Sponsored Bus Pass	3,487	3,418	3,133	-8.3%
Total	90,992	83,592	89,359	6.9%

AUGUST YTD UTAP RIDES



	2024 YTD	2025 YTD	2026 YTD	YTD % Change
CCS	238,030	274,011	213,484	-22.1%
EWU	181,618	169,581	156,427	-7.8%
GU	58,288	59,568	43,341	-27.2%
WSU	22,237	16,638	15,445	-7.2%
Whitworth	13,612	13,808	7,858	-43.1%
City	30,478	28,967	27,748	-4.2%
County	18,759	18,196	19,960	9.7%
Spokane Public Schools	13,701	10,868	11,864	9.2%
Total	576,723	591,637	496,127	-16.1%



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Board Information

Meeting Date: October 15, 2026

Agenda Item: **13E**

Presented To: Board of Directors
Referral Committee: Planning & Development Committee
Title: DIVISION STREET BUS RAPID TRANSIT: SCHEDULE AND COST ESTIMATE UPDATE
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: DIVISION STREET BUS RAPID TRANSIT: SCHEDULE AND COST ESTIMATE UPDATE REPORT

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase of the Federal Transit Administration's (FTA) Capital Investment Grant Small Starts grant process. The purpose of the report provided to the Planning and Development Committee on September 30, 2026 is to highlight recent activities and outcomes of the risk and readiness review process that staff have completed. This work is necessary for the Risk and Readiness Review Workshop with the FTA scheduled for October 22 and 23, 2026.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **13E**

Presented to: Board of Directors

SUBJECT: DIVISION STREET BUS RAPID TRANSIT: SCHEDULE AND COST ESTIMATE UPDATE REPORT

Since the last Committee and Board update in July 2026, the project team has continued design efforts towards the 60% design milestone. Sixty percent design is complete for most of the stations, NEPA environmental review is complete and the project cost estimate and schedule have been updated.

60% Design Cost Estimate:

The cost estimate for the project at the 60% milestone has remained the same at \$166.5 million. While construction and vehicle costs have been reduced, rather than remove that amount from the total project cost, those funds were moved to unallocated contingency to account for project unknowns and meet contingency requirements by FTA (further discussion below). All costs are based on year of expenditure with annual inflation/escalation included. Below is a comparison between the 30% and 60% cost estimates.

		30% Design Cost Estimate		60% Design Cost Estimate	
SCC Code	Cost Category	Base Year (\$X,000)	YOE (\$X,000)	Base Year (\$X,000)	YOE (\$X,000)
10	Guideway/Track Elements	\$283	\$363	\$409	\$498
20	Stations, Stops, Terminals, Inter.	\$36,774	\$44,763	\$30,925	\$35,548
30	Support Facilities: Yards, Shops	\$0	\$0	\$0	\$0
40	Site Work & Special Conditions	\$17,426	\$21,104	\$19,485	\$22,406
50	Systems	\$8,647	\$10,524	\$3,761	\$4,401
60	ROW, Land Existing Improvements	\$2,405	\$2,514	\$2,761	\$2,937
70	Vehicles	\$31,538	\$39,497	\$31,583	\$35,698
80	Professional Services	\$28,482	\$32,049	\$28,997	\$31,501
90	Unallocated Contingency	\$12,556	\$15,691	\$28,208	\$33,516
100	Finance Charges	\$0	\$0	\$0	\$0
	TOTAL		\$166,505		\$166,505

Note: YOE = Years of expenditures

60% Project Schedule:

The project schedule has also been updated. The 30% milestone schedule anticipated a revenue service date of September 2030 based on the status of the project at that time. As part of the 60% milestone completion, the schedule has been updated based on the status of the project. The current revenue service date is May 2031. There are several factors that have adjusted the revenue service date. These include: additional time needed for station design at the north end of the alignment, stations which required a change in location due to unforeseen impacts or direction from the authority having jurisdiction, several agency review timelines were identified as longer than originally anticipated, building permit issuance timelines have been refined, delays in external approvals of design documents,

extension of NEPA environmental approval due to added requirements, and extending anticipated testing requirements.

Risk and Readiness Review:

In September 2023, the Federal Transit Administration (FTA) approved STA's written request to enter the Project Development phase of FTA's Capital Investment Grant (CIG) Small Starts grant program for the project. The project is currently in the risk and readiness phase of Project Development. During this phase, FTA's Project Management Oversight Consultant (PMOC) has been reviewing the vast amount of information that has been prepared for the project, primarily focused on risk management, scope, schedule, and cost with the goal of determining the level of risk to the project's cost and schedule, and whether STA has the staff capacity to complete the project. On October 22-23, 2026, FTA, PMOC and the project team will conduct a workshop for the purposes of an in-depth review of all of the information related to scope, schedule, budget, and risk in order for FTA to develop a risk profile for the project and to establish the final cost and revenue service date for the project. The FTA and PMOC will also determine whether STA has the expertise and management capacity to construct the project.

One major component of this process is to determine the level of risk to the project. The project team has prepared a risk register which documents project risks that may impact the scope, schedule, and budget. The risk register is then used to perform an in-depth risk analysis by the PMOC to determine the appropriate level of cost and schedule contingency that should be added to the project, based on FTA guidelines. Parametrix, STA's prime design and engineering consultant for the project, completed a cost and schedule risk analysis in June 2026 for the purposes of anticipating what levels of contingency FTA may require for the project.

Based on the risks identified at that time, the risk analysis concluded that an additional \$9.4 million in contingency should be added to the total project cost consistent with FTA's suggested confidence level (P65 – 65% chance the project is completed at or below the identified budget) at the 60% design milestone. Based on the updated cost estimate and the increase of approximately \$17 million in contingency costs, this additional risk adjusted amount is included in the total project cost so no increase to the overall project budget is necessary at this time.

The cost and risk analysis performed by Parametrix also concluded that an additional 10-13 months was needed in the project schedule to account for project risk based on the 30% design level, September 2030 revenue service date. Using the updated project schedule and the adjusted revenue service date of May 2031, an additional 12-months of schedule contingency has been added, with a new revenue service date in May 2032. This is a risk adjusted schedule not the managed schedule. The project will continue forward assuming May 2031 is the revenue service date.

Anticipated Next Steps:

It is important to note, a goal of the risk and readiness review process and workshop is for FTA to conduct their own risk analysis for the project and develop a risk adjusted cost estimate and schedule which will become the basis for the total cost and assumed revenue service date to be incorporated into the Small Starts Single Year Grant Agreement. As such, the final cost estimate and revenue service date may change upon the conclusion of the October 2026 workshop. Staff anticipate a final determination by FTA in February 2027.



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Board Information
Meeting Date: October 15, 2026
Agenda Item: 13F

Presented To: Board of Directors
Referral Committee: Planning & Development Committee
Title: DIVISION STREET BUS RAPID TRANSIT: PUBLIC OUTREACH UPDATE
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

Purpose: For information.

Recommendation: n/a

Attachments and/or

Online Links: n/a

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

Since the last Committee and Board update in July 2026, the project team continued public outreach efforts and contacted individual property owners as needed to discuss specific design items. The project team is preparing to attend neighborhood council meetings in November 2026 through January 2027 to provide a project update and obtain feedback on the current station designs.

STA has contracted with Spokane Arts to create artwork for the project; the prospectus is complete and the artists were chosen. Each of the selected artists will be meeting with the neighborhood councils during the upcoming outreach to begin collaboration on the artwork.



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Board Information

Meeting Date: October 15, 2026

Agenda Item: **13G**

Presented To: Board of Directors
Referral Committee: Planning & Development Committee
Title: FIVE MILE MOBILITY HUB UPDATE
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Brian Jennings, Director of Community Development
Dylan Jouliot, Associate Transit Planner

Purpose: For information.

Recommendation: n/a

Attachments and/or [FIVE MILE MOBILITY HUB STUDY WEBSITE](https://www.spokanetransit.com/projects/five-mile-mobility-hub-study/)

Online Links: [HTTPS://WWW.SPOKANETRANSIT.COM/PROJECTS/FIVE-MILE-MOBILITY-HUB-STUDY/](https://www.spokanetransit.com/projects/five-mile-mobility-hub-study/)

SUMMARY: Spokane Transit Authority (STA) has contracted with Toole Design Group to complete a study evaluating the potential for a mobility hub network within the Public Transportation Benefit Area (PTBA), as well as assessing and determining alternatives for implementation for a pilot mobility hub at the Five Mile Park & Ride site. This project began in February 2026 with updates previously provided to the Planning & Development Committee on March 4, 2026, June 3, 2026, and September 30, 2026.

Since the last update to the Planning & Development Committee on June 3, 2026, the following work has been completed:

Activity	Description
Technical Advisory Committee (TAC) Meeting	The second TAC meeting was held on July 29, 2026, as an in-person workshop. The TAC reviewed the mobility hub typology and kit of parts identified for STA mobility hubs. TAC members walked through an exercise applying these components to example hub sites within the PTBA, including the Five Mile Park & Ride pilot site.
STA Mobility Hubs Network Analysis	Toole Design Group used STA and publicly available data to perform a network analysis, identifying locations and transit facilities within the PTBA with high potential for mobility hub siting. The siting criteria include multimodal connections, land use, equity considerations, and overall network effects. The analysis and results were summarized in a network planning memo by the consultant team.
Five Mile Park & Ride Site Analysis	Toole Design Group and STA staff are working with subcontractor KPFF Engineering to perform a site assessment of the pilot site at Five Mile Park & Ride. This includes site visits, identification of existing infrastructure, including electricity, plumbing, lighting, and landscaping, and preparation of a base plan of the site.



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Board Information

Meeting Date: October 15, 2026

Agenda Item: **13H**

Presented To: Board of Directors

Referral Committee: Planning & Development Committee

Title: CITY LINE BUDGET REALLOCATION TO DIVISION STREET BUS RAPID TRANSIT
CONSTRUCTION AND IMPLEMENTATION

Submitted by: Emily S. Poole, Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

Purpose: For information.

Recommendation: n/a

**Attachments and/or
Online Links:** CITY LINE BUDGET REALLOCATION TO DIVISION STREET BUS RAPID TRANSIT
CONSTRUCTION AND IMPLEMENTATION REPORT

SUMMARY: The City Line Bus Rapid Transit (BRT) was the region's first BRT project. City Line extends six miles between Browne's Addition and Spokane Community College. Construction began in April 2020 and was substantially complete in May 2023. Service launched on July 15, 2023.

The City Line BRT project is now complete and currently in the close out process, which will be concluded by the end of September 2026. Pursuant to Resolution No. 811-23, remaining local funds are to be reallocated to the Division Street BRT project's construction and implementation phase. At the September 30, 2026, Planning & Development Committee meeting, staff provided a final accounting of the project and identify the remaining local funds amount to be reallocated.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item 13H

Presented to: Board of Directors

SUBJECT: CITY LINE BUDGET REALLOCATION TO DIVISION STREET BUS RAPID TRANSIT
CONSTRUCTION AND IMPLEMENTATION REPORT

SUMMARY: The City Line Bus Rapid Transit (BRT) opened for service on July 15, 2023. Since that time, staff have been working on several outstanding tasks to close out the project: implementation of transit signal priority, prevailing wage closeout with Avista and the delivery and acceptance of the 12th City Line vehicle.

Transit Signal Priority

STA staff and the consultant team worked with the City of Spokane to implement transit signal priority (TSP) along Mission Avenue at Cincinnati Street, Hamilton Street, Napa Street and Sycamore Street at Spokane Community College. In June of this year, the final adjustments were made to the city traffic signal infrastructure, TSP was implemented successfully, and work by the consultant team was complete.

Avista Prevailing Wage Closeout

The construction management team, Coffman Engineers and Hill International, worked with Avista, the Washington State Department of Labor & Industries (L&I) and the US Department of Labor (DOL) to address outstanding prevailing wage issues for work performed on the project. With prevailing wage issues resolved, final payments will be made to Avista using the local share of the City Line project savings. Estimated final payments are anticipated to total approximately \$107,000, pending submittal of final invoices from Avista.

12th City Line Vehicle

STA staff identified the need to purchase an additional vehicle due to the experience gained in operating, charging, and maintaining the highly specific sub-fleet and to maintain service reliability. On September 19, 2024, the STA Board approved the purchase of a 12th City Line vehicle using local and grant project funds. After STA Board approval, the FTA determined the 12th vehicle was not an allowable purchase using project grant funds. On December 19, 2024, the STA Board authorized the use of anticipated savings of the local share commitment to the project. Shortly after STA Board approval, the 12th vehicle was ordered. The vehicle was delivered on June 26, 2026, accepted on July 9, 2026, and put into service shortly after.

The FTA has informed STA that the Capital Investment Grant (CIG) Small Starts grant must be closed in September 2026. Although all final invoices and encumbrances have been paid to the design consultants and contractors, and all other miscellaneous purchases are complete, final invoices from Avista are outstanding. While it's preferable to seek reimbursements from the CIG Small Starts grant, prevailing wage issues will not be resolved prior to FTA's September closeout deadline. Final payment(s) will be made to Avista using remaining STA local project funds.

The total budget for the project was \$92,231,000, which included \$14,271,199 in STA local funds, \$17,405,054 in State funds and \$60,554,747 in Federal funds. A variety of State and Federal grants were obtained for the project as shown in the table below.

Funding Summary

Agency	Source	Amount	Expenditures	Balance
STA	Local Funds	\$14,271,199	\$ 9,479,041	\$ 4,792,158
State	Regional Mobility Grant (GCB1513)	\$17,200,000	\$17,200,000	\$ 0
State	Regional Mobility Grant (GCB2842)	\$ 205,054	\$ 205,054	\$ 0
Federal	Congestion Mitigation and Air Quality	\$ 1,375,000	\$ 1,375,000	\$ 0
Federal	American Rescue Plan Act	\$ 5,754,747	\$ 5,754,747	\$ 0
Federal	CIG Small Starts	\$53,425,000	\$41,715,928	\$11,709,072
	TOTAL	\$92,231,000	\$75,729,770	\$16,501,230

The final construction cost of the project is \$38,579,855. The cost of vehicles is \$17,450,836; right-of-way acquisitions are \$807,842 and professional services and other miscellaneous costs are \$18,891,237. The final cost of the project, excluding final payment of the Avista invoices, is \$75,729,770, which is approximately 18% under budget.

Detailed Expenditures

Activity (Standard Cost Categories)	Final Cost
SCC 20 – Stations	\$16,659,609
SCC 40 – Sitework/Street Improvements	\$12,618,388
SCC 50 – Systems/Signals/Communications	\$ 9,301,858
Construction Subtotal (SCC 20-50)	\$38,579,855
SCC 60 – Right-of-Way	\$ 807,842
SCC 70 – Vehicles	\$17,450,836
SCC 80 – Professional Services	\$18,891,237
SCC 90 – Unallocated Contingency	\$ 0
Non-Construction Expenses (SCC 60-90)	\$37,149,915
TOTAL	\$75,729,770
Project Budget	\$92,231,000
Project Savings	\$16,501,230
	(18% under budget)

In July 2023, the STA Board of Directors approved Resolution No. 811-23 declaring the STA Board of Directors' intent to commit and reallocate the local share of the City Line project savings to the Division Street BRT project Construction and Implementation phase. Further, Section 2 of Resolution No. 811-23 directs staff to report to the STA Board of Directors the final local share of project savings to be allocated to the Division Street BRT project and to ensure the local funding commitment remains a component of the Division Street BRT project budget. Based on the information above, \$4,792,158 is remaining in local funds, which will be reallocated to the construction and implementation phase of the Division Street BRT project.



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Board Information
Meeting Date: October 15, 2026
Agenda Item: 131

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: 2026 EMPLOYEE ENGAGEMENT SURVEY RESULTS SUMMARY
Submitted by: Nancy Williams, Chief Human Resources Officer
Kate Kelly, Manager of Training & Workforce Development

Purpose: For information.

Recommendation: n/a

**Attachments and/or
Online Links:** [2026 EMPLOYEE ENGAGEMENT SURVEY REPORT](#)

SUMMARY: In June 2026, ETC Institute conducted an employee engagement survey. The intended purpose was for Spokane Transit to gain a better understanding of employee satisfaction in areas such as communication, engagement, equipment and resources, psychological safety, working environment, and more.

A link to complete the survey was emailed to each employee with an email address on June 8, 2026. For employees without an email address, ETC Institute representatives provided hard copy surveys at each All-Employee Meeting on June 16, 2026. Additionally, ETC representatives were on-site from June 17-21, 2026, in drivers' rooms, breakrooms, and maintenance shops spanning all hours of the day to provide employees on each shift with the opportunity to complete a survey. By the deadline of June 25, 2026, 419 employees, or 53% of employees, had completed the survey. The last employee engagement survey was conducted in June 2026. Key results from the survey will be shared during the meeting.



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Board Information
Meeting Date: October 15, 2026
Agenda Item: 13J

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: FARE STRUCTURE REVIEW: PROJECT SCOPING
Submitted by: Robert Hamud, Chief Financial Officer

Purpose: For information.

Recommendation: n/a

Attachments and/or

Online Links: n/a

SUMMARY: The 2026 Action Plan approved by the Board in December 2025 included beginning a “review of fare programs, enforcement, and related practices and frameworks for recommendations in 2027.” Staff will initiate this effort with the PMER Committee by introducing a proposed scope and timeline for committee input.

STA’s Comprehensive Plan, *Connect Spokane*, establishes principles and policies related to fares and other agency revenues. It establishes the importance of fares and their role in funding transit and contributing to STA’s pro-ridership philosophy. The policies also establish opportunities for discounted fare programs, such as with businesses and institutions, as well as eligibility-based programs, including federally required discounted fares for seniors and individuals with disabilities.

The last significant overhaul of STA’s fare structure was implemented in 2022 with the advent of the Connect fare system. The Connect system introduced account-based fare cards, fare capping and tap-to-pay options. Despite these new elements, the implementation did not include an evaluation of the overall fare structure and pass programs offered to institutions and businesses. With several years of experience with Connect, staff believe a thorough review and possible revisions are timely.

Staff presented additional details on the proposed scope of this review at the September 30, 2026, Committee meeting. The presentation included a review of existing conditions, exploration of new or revised fare categories, public outreach, analysis, and implementation actions. A Title VI Equity Analysis may be required. Importantly, staff are not planning to propose any increases to the base fare as part of this work, unless directed by the Board. Staff will also propose engaging the Citizen Advisory Committee in developing recommendations to the PMER Committee and the Board.

The project timeline is expected to have actions ready for Board consideration in April and/or May 2027, targeting July 1, 2027, for implementation of any changes.



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Board Information
Meeting Date: October 15, 2026
Agenda Item: 13K

Presented To: Board of Directors
Referral Committee: Performance Monitoring & External Relations Committee
Title: BUS WRAP DISCUSSION
Submitted by: Carly Cortright, Chief Communications & Customer Service Officer
Brandon Rapez-Betty, Chief Operations Officer

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: BUS WRAPS STAFF REPORT: POTENTIAL POLICY DEVELOPMENT FOR IMPLEMENTING PUBLIC TRANSIT BUS WRAPS

SUMMARY: At the request of the Performance Monitoring & External Relations (PMER) Committee, staff updated and presented the prior analysis completed in 2024 regarding a bus wrap program. The attached staff report includes the considerations presented at the September 2, 2026, committee meeting.

Following discussion, the committee directed staff to return to PMER committee later this year with a recommendation for Board consideration.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **13K**
Presented to: Board of Directors
SUBJECT: BUS WRAPS STAFF REPORT

SUMMARY: In 2024, staff composed a white paper on bus wraps for the Performance Monitoring & External Relations Committee (see following attachment: Potential Policy Development for Implementing Public Transit Bus Wraps). A summary of that white paper follows outlining the operational, financial, and legal considerations of a bus wrap program.

- Operational Considerations: Designing bus wraps requires extensive time commitment on behalf of graphic designers in the communications department, requiring a reprioritization of work aimed at communicating essential information for customers regarding accessing services. Once design is complete, print production is less time-consuming, but depending on complexity of design, can be multiple days and consumes the availability of the print production specialist on that one task, impacting other print needs. Post-production, the maintenance department is responsible for installation of the wraps. A full bus wrap requires 2-3 mechanics and can take up to three days, impacting high-priority repair and maintenance work.
- Financial Considerations: Estimated 2024 labor costs were approximately \$10,000 per bus. With that consideration, it would be optimal for wraps to remain installed for at least 12 months, while also noting that wraps fade over time by the sun or may incur other damage, and cost to repair was not included in cost estimate.
- Legal Considerations: As a public agency, STA must navigate First Amendment law when implementing bus wraps. Public agencies must respect the First Amendment rights of individuals and organizations by maintaining viewpoint neutrality. This can be managed through policy which would need to be very clear and specific to avoid potential legal challenges. Further policy mitigation of First Amendment violation risks can be achieved by definitively excluding third-party paid advertising and entirely differentiating that practice from agency communication via bus wraps.

In the two years subsequent to this white paper, the same considerations exist regarding the impact of a bus wrap program to the maintenance department and the higher-priority body-shop work to repair damaged vehicles as well as the staff time to develop wraps. Legal considerations also remain the same; the Committee also inquired about the possibility of re-establishing a third-party paid advertising program. The legal risks of an advertisement program, plus its limited revenue stream (when STA had such a program, the annual gross revenue averaged just under \$190,000, which doesn't account for staff time to manage the program) would be inadvisable.

Additional considerations include the customer feedback received regarding the visibility impact of bus wraps. While improvements have been made to include perforation in wraps to be able to see out the window, wraps still greatly diminish visibility which is worsened in dark and/or inclement conditions. For some customers this creates a claustrophobic environment while for others it creates insecurity regarding knowing their physical location and proximity to stop.

Should the Board desire to move forward with a bus wrap program, staff have updated the policy recommendations made in the 2024 white paper; new recommendations are bolded.

1. Internal Review:

- Conduct an internal review involving key stakeholders, including the Board of Directors, legal counsel, branding experts, and operational staff, to draft a policy framework.
- **No more than 5% of the active fixed route fleet be wrapped to minimize brand conflict.**
- **Limit these wraps to partial wraps, addressing both staff resource availability and customer feedback.**
- **Include the restriction wraps must be in place for a period no shorter than 12 months.**

2. Drafting the Policy:

- **The policy should expressly state that agency communications bus wraps are distinct from third-party advertising. Agency-selected wraps constitute agency communications and are governed by this policy, while any third-party advertising is governed separately under the agency's advertising policy. This distinction is intended to prevent confusion regarding content ownership, approval authority, and applicable legal standards.**
- Develop a clear and detailed policy outlining the types of content permitted on bus wraps, the approval process, and the roles and responsibilities of agency staff.
 - **It is recommended that policy includes a provision wraps will only be installed based on available resources**
- The policy should specify that only the transit agency has the authority to decide on bus wrap themes and content, excluding external parties from this decision-making process.
 - **It is recommended that the agency solicit community proposals on potential themes to be approved by the Citizen Advisory Committee. Staff would design wrap based on approved themes which would ultimately be approved by the CEO or their designee.**

3. Legal Review:

- Ensure the policy is reviewed by legal counsel to confirm that it complies with First Amendment requirements, other agency policies, as well as other applicable regulations.

4. Public Comment Period:

- The agency may consider a public comment period where stakeholders and community members can provide feedback on the proposed policy. This step may increase transparency, establish expectations, and community buy-in. It may also alleviate community misperceptions about third-party advertising and the exclusion of external messaging requests.

5. Finalization and Implementation:

- After incorporating feedback, finalize the policy and establish a clear process for its implementation, including training for relevant staff and ongoing monitoring of compliance.

Potential Policy Development for Implementing Public Transit Bus Wraps (Originally Prepared October 2024)

Introduction

This white paper outlines the operational, financial, labor resources, communication, and legal considerations for a transit agency exploring the implementation of public transit bus wraps. The document provides a detailed overview of the labor required for the design, production, and installation of wraps, examines the First Amendment implications, discusses the impact on brand identity and potential message confusion, and recommends a policy development process to ensure the agency retains control over bus wrap themes and content if the Board directs the CEO to implement a new bus wrap program.

An important consideration in review of this document is the potential impact on higher-priority body-shop work to repair damaged vehicles, as well as other priority maintenance work to ensure daily pullout. The maintenance department continues to have lasting pandemic era challenges including the need to maintain vehicles older than 15 years due to the manufacturing backlogs, buses down longer due to supply chain shortages, and limited staffing resources.

Operational Elements

Design, Production, and Installation of Bus Wraps

The implementation of bus wraps on public transit buses involves a multi-step process that requires careful coordination among design, production, and installation teams. The operational workflow includes:

1. **Design:**
 - **Team Composition:** Graphic designers, communication specialists, maintenance personnel, and the Executive Team.
 - **Time Commitment:** The design phase per bus may take 1-2 weeks, depending on the complexity of the wrap and the number of design iterations required.
 - **Responsibilities:** Ensuring the design aligns with the agency's branding guidelines and the specific messaging goals of the campaign.
2. **Production:**
 - **Team Composition:** Print production specialists, installation by maintenance personnel, and quality control inspections by communication specialists.
 - **Time Commitment:** Material preparation and printing of the vinyl wraps typically takes 2-3 days per bus, depending on the size and complexity of the design. It is important to note this process consumes the entirety of the Printing Specialists work for the duration of the task and has the potential to impact other print needs.
 - **Responsibilities:** Printing the design on high-quality vinyl material, ensuring color accuracy, and preparing the material for installation.
3. **Installation:**
 - **Team Composition:** Print production specialist, maintenance personnel, communication specialists.
 - **Time Commitment:** Each bus wrap installation requires three employees to work 8-hour

shifts over a three-day period for a total labor commitment of approximately 72 hours. If a wrap program were to be implemented, installation must be deprioritized when risk to service delivery is imminent. With existing resources and conditions, as well as other high-level maintenance priorities, staff estimates having the capacity to produce one bus wrap every 2-3 at most. months.

- **Responsibilities:** Cleaning the bus surface, applying the vinyl wrap, and ensuring proper alignment and adhesion. Post-installation inspections are also necessary to identify and correct any imperfections.
- **Total Cost:** All together, including time, labor, materials, and ongoing maintenance, each wrap is estimated to cost \$10,000. As an example, a jurisdictional wrap program for the 7 cities and county (8 buses) would cost approximately \$80k.

4. **Wrap Duration & Maintenance:**

- Considering the total cost described above, it is optimal for wraps to remain installed for at least 12 months.
- Wraps also require maintenance over time as they become damaged or faded by the sun. These costs are not included in the estimated \$10K cost per bus.

Legal Considerations: First Amendment and Viewpoint Neutrality

As a public agency, the transit authority must navigate the complexities of First Amendment law when implementing bus wraps. The key considerations include:

1. **First Amendment Protections:**

- **Forum Analysis & Viewpoint Neutrality:** Public agencies must respect the First Amendment rights of individuals and organizations by maintaining viewpoint neutrality. However, transit agencies may develop thoughtfully crafted policies to guide the selection and scope of public and non-public forums. Bus wrap theme and content is not intended to constitute a public forum.
- **Operational Function:** Policies should be clear and specific about the operational control of bus wrap theme and content within the decision-making authority of agency staff. Doing so will aid in avoiding potential legal challenges.
- **Risk Mitigation:** Further policy mitigation of First Amendment violation risks can be achieved by definitively excluding third-party paid advertising and differentiating that practice from agency communication via bus wraps.

Pros and Cons of Bus Wraps: Brand Identity and Message Confusion

The use of wraps on public transit buses can have both positive and negative impacts on the agency's brand identity and the clarity of its messaging.

Potential Policy Development Recommendations

To ensure that the transit agency maintains control over bus wraps content and mitigates potential legal and brand-related risks, the following steps are recommended for policy development:

1. **Internal Review:**
 - Conduct an internal review involving key stakeholders, including the Board of Directors, legal counsel, branding experts, and operational staff, to draft a policy framework.
2. **Drafting the Policy:**
 - Develop a clear and detailed policy outlining the types of content permitted on bus wraps, the approval process, and the roles and responsibilities of agency staff.
 - The policy should specify that only the transit agency has the authority to decide on bus wrap themes and content, excluding external parties from this decision-making process.
3. **Legal Review:**
 - Ensure the policy is reviewed by legal counsel to confirm that it complies with First Amendment requirements, other agency policies, as well as other applicable regulations.
4. **Public Comment Period:**
 - The agency may consider a public comment period where stakeholders and community members can provide feedback on the proposed policy. This step may increase transparency, establish expectations, and community buy-in. It may also alleviate community misperceptions about third-party advertising and the exclusion of external messaging requests.
5. **Finalization and Implementation:**
 - After incorporating feedback, finalize the policy and establish a clear process for its implementation, including training for relevant staff and ongoing monitoring of compliance.

Conclusion

The implementation of bus wraps on public transit buses presents both opportunities and challenges. There are risks to service delivery to consider as service disruptions may outweigh community perception benefits from wrap design and content. If the Board were to move forward, it is important that a well-considered policy address operational, legal, and brand-related concerns. Additionally, maintaining control over the content and ensuring viewpoint neutrality will be crucial for maintaining public trust and protecting the agency's brand identity.