

BOARD OF DIRECTORS

Minutes of the October 21, 2021, Board Meeting
Via WebEx Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Candace Mumm, City of Spokane
Chris Grover, Small Cities Representative (Airway Heights) *Chair Pro Tempore*
Al French, Spokane County
Josh Kerns, Spokane County
Kate Burke, City of Spokane
Lori Kinnear, City of Spokane
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Mike Kennedy, Small Cities Representative (Liberty Lake) *Ex Officio*
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*

MEMBERS ABSENT

Karen Stratton, City of Spokane
Rhonda Bowers, Labor Representative, *Non-Voting*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Monique Liard, Chief Financial Officer
Brandon Ropez-Betty, Director of Communications and Customer Service
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources and Labor Relations
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

Sherry Little, Partner, Cardinal Infrastructure
Bennett Resnik, Deputy Counsel & Director of Government Relations, Cardinal Infrastructure

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

Chairwoman Haley called the meeting to order at 1:32 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

Mr. Grover moved to approve the agenda. Tim Hattenburg seconded, and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Chairwoman Haley called for public expression. There were none.

4. **RECOGNITIONS AND PRESENTATIONS**

Ms. Williams presented the third quarter 2021 years of service, naming employees who had achieved 5, 15, 20, 25 and 30 years of service with STA. Ms. Williams thanked and congratulated the employees for their dedication and service to STA. Chairwoman Haley echoed the Board's appreciation of their years of service.

5. BOARD ACTION – CONSENT AGENDA

Mr. Hattenburg moved to approve Consent Agenda items 5A through 5G. Mr. Grover seconded, and the motion passed unanimously.

- A. Approve the Minutes of the September 16, 2021, Board meeting.
- B. Approve the following September 2021 vouchers and payroll:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 614010 – 614381	\$ 4,476,605.28
Workers Comp Vouchers (September)	ACH – 2286	\$ 208,834.88
Payroll 09/10/2021	ACH – 09/10/2021	\$ 1,937,002.74
Payroll 09/24/2021	ACH – 09/24/2021	\$ 1,500,526.74
WA State – DOR (Use Tax) (September)	ACH – 1767	\$ 3,934.07
SEPTEMBER TOTAL		\$ 8,126,903.71

- C. Approve, by motion, the contract negotiations between STA and Parametrix for design and engineering services for the Division BRT project consistent with the scope of work as issued on June 6, 2021; and authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with HDR.
- D. Approve, by motion, contract negotiations between STA and Daktronics for maximum 5-year term for the provision of Passenger Information Digital Displays at an estimated contract value of \$1.6 million, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.
- E. Authorize the CEO to negotiate and execute a contract amendment with Future Systems US, Inc. to adjust the unit prices of the shelter and amenities to accommodate material price escalations and design-driven material quantity adjustments for an amount not to exceed \$1.4 million.
- F. By motion, accept the contract, made by DES on behalf of STA, with McKinstry Essention, LLC for the Fleck Service Center Energy Savings Project as complete subject to receipt of such certificates and releases as required by law.
- G. Approve, by motion, the Community Access Pass Program as a permanent discounted fare program.

6. REPORTS TO BOARD

A. Near Term Project Opportunities-Assessment Process

Mr. Otterstrom provided a follow-up presentation to the September Workshop where Strategic Planning was discussed. He presented the background and noted an opportunity to augment current planned improvements and continue the implementation of existing plans. He recapped the STA Moving Forward 10-year plan projects currently underway and provided an overview of investment concepts developed from the Board input in September. He provided a list of other key initiatives and discussed the Board engagement steps noting the step we are currently working on is to validate evaluation criteria.

Mr. Otterstrom reviewed the 24 investment concepts drafted based upon Board input, organized by investment category, which was provided to the Board members prior to the meeting. Mr. Otterstrom asked for questions.

Discussion regarding the prospective projects ensued and Mr. Otterstrom then introduced Monique Liard to discuss the investment perspective.

Ms. Liard presented an evaluation of the investment perspective of the near-term projects and noted the focus was on recurring funding sources within control of STA. She said the proposal recommendation is to use the favorable expenditure savings from 2017-2020 of up to \$19 million. She offered to answer questions. None were forthcoming.

Mr. Otterstrom continued with the proposed process for defining, screening, evaluating and packaging projects based on evaluation criteria, and asked for concurrence on a proposed level of funding to be made available to deliver these near-term projects. He explained it starts with the initial screening followed by evaluation and then proposed bringing in packages for the Board to review. He asked for questions or comments on the affirmation of criteria and scoring.

Discussion ensued. Ms. Mumm mentioned partnering with another to help leverage funding and buy in from city, county, etc. Mr. Otterstrom said he could add that to the criterion in the mix. Chairwoman asked if there were any objections to adding that to the mix. There were no objections.

Mr. Otterstrom noted next steps included staff continuing work on the process by further defining the concepts, conducting an initial screening, and sharing those results at the November Board meeting. There will be continued review at the Board workshop in December, with the goal being to have action at the December Board meeting.

7. BOARD ACTION – OTHER - None

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Haley noted the Board Operations Committee had a very short meeting and she didn't have anything substantial to report at this time. She welcomed Bennett Resnik and Sherry Little to the meeting.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French reviewed the items discussed at the Planning & Development Committee.

i. Draft 2022 Action Plan

Mr. Otterstrom reviewed the Proposed 2022 Action Plan included in the board packet. He listed the goal and reviewed the four action areas. Next Steps were reiterated.

ii. Draft Operating Budget

Ms. Liard provided a review of the presentation that was included in the packet. After she reviewed the Next Steps, Ms. Liard welcomed questions or comments. Brief discussion ensued.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover thanked the Board for their approval of the consent agenda items reviewed and referred by PMER and said the committee approved a new member for the Citizen Advisory Committee and also two scopes of work.

11. CEO REPORT

Ms. Meyer welcomed Mr. Dan Sander from Millwood and advised that Mayor Freeman will continue as an alternate.

Ms. Meyer said that Mr. Resnik would provide a federal update at the end of the CEO Report.

Ridership, on-time performance, and revenue by service type were reviewed for Fixed Route, Paratransit, and Vanpool.

Sales tax for September details were provided. Operating Expenditures were also reviewed.

An update on the City Line was provided. The new City Line Launch date is July 2023. Due to COVID, supply chain shortages have impacted station shelters' schedule. The budget remains on track and is projected to be \$11.05M under budget at this stage of the project. Ms. Meyer talked about the station shelters and showed a rendering of the shelter. The project schedule was reviewed and showed the Spring 2020 and the revised Fall 2021 dates. Also provided was the construction update. Ms. Meyer mentioned and thanked the City Line Steering Committee members.

Ms. Meyer advised she would answer any questions and then turn over to Mr. Bennett Resnik for a Federal update. There were no questions at this time.

Mr. Resnik presented a detailed federal update which addressed the aspects of the FAST act extension of October 1st. He reviewed the impacts of the budget reconciliation framework and the FY 2022 Transportation Appropriations which were released a couple days ago. Mr. Resnik provided insight on other updates of interest to STA. He briefly touched on the Amendment to Coronavirus Relief Fund and State and Local Fiscal Recovery Fund, White House Supply Chain Disruption Task Force, OSHA Emergency Temporary Standard, the Request for Information concerning the Capital Investment Grants Program and the Request for Information on Transit Worker Safety (currently pending), as well as the National Environmental Policy Act Implementing regulations revisions.

12. BOARD INFORMATION

- A. Committee Minutes
- B. September 2021 Sales Tax Revenue
- C. August 2021 Financial Results Summary
- D. August 2021 Operating Indicators
- E. Second Quarter Performance Measures

13. NEW BUSINESS (None)

14. BOARD MEMBERS' EXPRESSIONS (None)

15. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:52 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority