

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 13, 2021 Meeting
Via Webex Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, Chair
Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair*

GUEST

Al French, Spokane County

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Fred Nelson, *Interim Chief Operations Officer*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications &
Customer Service*
Nancy Williams, *Director of Human Resources & Labor
Relations*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

Mr. Grover moved to approve the agenda, Chair Haley seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Haley welcomed everyone back for the New Year.

4. COMMITTEE ACTION/DISCUSSION

a. December 9, 2020 Committee Minutes

Mr. Grover moved to approve the December 9, 2020, committee meeting minutes as submitted, Chair Haley seconded and the motion passed unanimously.

5. BOARD MEMBER 2020 ATTENDANCE

The committee reviewed Board member attendance at Board and Committee meetings January through December 2020. The attendance record for 2020 was good.

6. 2021 ECONOMIC SITUATION UPDATE

During the Board Workshop in July 2020, staff presented information forecasting the possible impact of the pandemic on STA and its finances. STA expected the negative financial impact of the pandemic to be felt as early as 2020. As a result, with Board guidance, STA took a series of actions to address what was expected to be a potential loss of revenue for the next few years.

Fare revenue did experience a significant loss due to reduced ridership. However, actual sales tax collections exceeded 2020 budgeted levels. Additionally, Congress approved stimulus relief for transit agencies to mitigate the loss of ridership and local funding. In March 2020, STA was awarded \$23.4 million from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES funding combined with actual sales tax collected resulted in a favorable cash balance over the 2020 budget. Additionally, in late December 2020, Congress approved a second round of stimulus relief for transit agencies. STA will receive \$23.9 million in 2021 from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).

A review of national and regional economic, health, and operating indicators are mixed with some encouraging trends. However, conditions are too unstable to be able to make a strong prediction of the future economic climate for STA. Committee members discussed the possibility of using this surplus funding and agreed on a conservative approach until the broader environment is more certain. Board members suggested another discussion at the beginning of the second quarter (April). Mr. Grover would like to discuss the possibility of funding some of the *STA Moving Forward* projects that were recently delayed to perhaps bring them back to their original schedule, or at least sooner than the current plan.

Based on today's discussion, staff will develop a presentation for the full Board at the January 21, 2021, Board of Directors meeting.

7. APPROVAL FOR BOARD MEMBER TRAVEL TO 2021 APTA MEETINGS

The American Public Transportation Association (APTA) will hold the 2021 Legislative Conference and CEO's Seminar in Washington, DC, May 18 – 21, 2021. The Transform Conference and EXPO will be held in Anaheim, CA, September 1 – 3, 2021. STA has budgeted for eight board members to attend the conferences.

Mr. Grover moved to forward to the Board consent agenda a recommendation to approve travel for up to eight board members to attend APTA conferences in 2021. Chair Haley seconded the motion and the motion passed unanimously.

8. APPOINTMENT OF BOARD MEMBERS & CHAIRS TO P&D AND PMER COMMITTEES FOR 2021

The Board Chair appoints Board members to chair and serve on the Planning & Development Committee and the Performance Monitoring & External Relations Committee, subject to confirmation by the STA Board. Ms. Haley submitted the following appointments:

Planning & Development (P&D) Committee

1. Chair – Al French, Spokane County
2. Candace Mumm, City of Spokane
3. Karen Stratton, City of Spokane
4. Tim Hattenburg, City of Spokane Valley
5. Kevin Freeman, Small Cities (*Millwood*) (*Ex-Officio*)
6. Mike Kennedy, Small Cities (*Liberty Lake*) (*Ex-Officio*)
7. E. Susan Meyer, CEO (*Ex-Officio*)

Performance Monitoring & External Relations (PMER) Committee

1. Chair – Chris Grover, Small Cities (*Airway Heights*)
2. Josh Kerns, Spokane County
3. Kate Burke, City of Spokane
4. Lori Kinnear, City of Spokane
5. Veronica Messing, Small Cities (*Cheney*) (*Ex-Officio*)
6. Don Kennedy, Small Cities (*Medical Lake*) (*Ex-Officio*)
7. Rhonda Bowers (non-voting labor representative)
8. E. Susan Meyer, CEO (*Ex-Officio*)

Mr. Grover moved to recommend the Board confirm the above-referenced Chair and Board member appointments to the Planning & Development and Performance Monitoring & External Relations committees for 2021. Chair Haley seconded the motion and the motion passed unanimously.

9. BOARD OF DIRECTORS AGENDA JANUARY 21, 2021

Mr. Grover moved to approve the Board of Directors agenda as presented, Chair Haley seconded and the motion passed unanimously.

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 10, 2021

No changes.

11. CEO REPORT

December 2020 sales tax revenue, collected on October retail sales, was 2.4% above December 2019 (\$200,000). Sales tax revenue year-to-date is 2.1% above the 2020 budget (\$1.8 million).

The Washington State Department of Health published its criteria for Washington's COVID-19 Vaccine Phases. Public transit workers 50 years or older are included in Group B2, which is projected to become eligible for a vaccine in February 2021. Public transit workers under 50 years old are included in Group B4, which is projected to become eligible for a vaccine in April 2021. These timelines are projections only, and subject to vaccine availability. This information has been shared with staff.

Ms. Meyer reviewed the Governor's Healthy Washington – Roadmap to Recovery plan that began January 11. Remote work is strongly encouraged for Professional Services staff and there is no change between Phase 1 and Phase 2 requirements. STA's administrative staff will continue to telework either full- or part-time until the requirement changes.

The Washington State Legislative Session convened January 11, 2021. The regular 105 day session will end on April 25, 2021.

The City Line bus introduction is deferred to mid- to late-February.

12. NEW BUSINESS

None

13. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:34 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Chief Financial Officer