

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

Approved at the
March 18, 2021
Board Meeting

BOARD OF DIRECTORS

Minutes of the February 18, 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 Tem*
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
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 alt. for Hugh Severs, Small Cities Representative (Liberty Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Al French, Spokane County

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Fred Nelson, Chief Operations Officer (Interim)
Monique Liard, Chief Financial Officer
Brandon Rapez-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

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

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

2. **APPROVE BOARD AGENDA**

Mr. Grover moved to approve the agenda. Ms. Mumm seconded, and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Chairwoman Haley advised no-one had signed up for oral expressions or submitted written comments to be read at the meeting. She reminded there are forms on the STA website to complete and submit written expressions to be read at the meeting or to sign up to speak at an upcoming meeting. She also advised that oral public expressions would be accepted even if a person had not signed up prior to the meeting.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **4th Quarter Years of Service**

Ms. Williams recognized Years of Service of STA employees who have achieved 5, 15, 25 and 30-year milestones in their careers with Spokane Transit

B. 4th Quarter 2020 Employee Recognition Awards

Ms. Williams reminded that the Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve core objectives. Administered by an employee committee, the program has become very successful and is recognized by employees as a prestigious award. Fourth quarter winners included Tabitha Smith, Customer Service Representative, Tom Barber, System Security Specialist, and Jerry Leuck, Paratransit Dispatcher.

5. BOARD ACTION – CONSENT AGENDA

- A. Approval of the Minutes of the January 21, 2021, Board Meeting – Corrections/Approval
- B. Approval of the January 2021 Vouchers
- C. Spokane Falls Station Construction Final Acceptance
- D. Swiftly Software Contract Amendment
- E. IRS Environmental Acceptance of Contract as Complete
- F. Scope of Work & Budget Approval-Non-Diesel Underground Storage Tank Replacement

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

6. BOARD ACTION – OTHER

A. Confirmation of Board Member Appointed to 2021 Board Operations Committee

Ms. Haley advised the Board Member previously appointed to represent the City of Spokane is unable to serve during the 2021 year. Therefore, Chairwoman Haley is appointing Karen Stratton to represent the City of Spokane on Board Operations Committee.

Mr. Grover moved to approve the Board Chair's appointment to the Board Operations Committee. Ms. Mumm seconded, and the motion passed unanimously.

7. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chairwoman Haley informed they had a brief Board Operations Committee meeting with reports to committee included in this packet.

8. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

In Mr. French's absence, Mr. Otterstrom advised of the items discussed and forwarded to the Board during the Planning and Development Committee meeting.

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover advised of four the items discussed, approved, and forwarded to the Board for approval included in the Consent Agenda above. He thanked the members for their approval.

10. CEO REPORT

CEO Meyer provided an update on the following:

- Ridership decreased for the month of January 2021, consistent with ongoing pandemic related restrictions
 - Fixed Route declined 56.3% month over month
 - Paratransit was down 61.3% month over month
 - Vanpool decreased 59.7% month over month

- Ridership trends are tracking similarly to prior year but with lower overall ridership in Fixed Route and Paratransit. Paratransit has seen a gradual increase in ridership. Ms. Meyer discussed Rides for Seniors and the people being transported for Covid-19 vaccines
- Monthly Revenue by Service Type was presented for the prior 13 months
- Sales tax revenue on January sales came in at 2.0% above January 2020 actual (\$0.1M); 2.0% year-to-date above 2020 actual (\$0.1M); and 18.4% year-to-date above budget (\$1.2M). She noted that the budget expectations for 2021 were lower than prior years.
- Operating expenditures through year end 2020 are being finalized and will be presented next month.
- City Line budget was reviewed, including the amounts expensed, committed, forecasted, and the uncommitted remaining budget.
- City Line battery electric charging infrastructure installation is ongoing at Boone Northwest Garage, Spokane Community College, and Moran Station and is scheduled to be completed by the end of March. Core construction is half completed and will begin again March 1st.
- 2021 Annual Van Grant Program is underway. The background and program were discussed, and a website link was provided for additional information, along with an email and phone contact number. The 2020 Van Grant recipients were reviewed.
- Legislative update:
 - Fiscal and transportation bills cutoff date to move out of Committee is February 22, 2021, which will result in fewer bills to be reported on to the Board.
 - No additional information on House or Senate Transportation Revenue packages by Representative Fey and Senator Hobbs. A summary of the packages was provided, and both include funding for transit and Paratransit. The Senate version provides \$25M for STA's Division BRT project. Staff understands that Rep. Riccelli may make a request that the House package include \$25M for the Division BRT project.
 - Vanpool bill in response to Covid-19 reduces the requirement of the number of people needed to qualify as a vanpool. This has tax implications for the employer but only requires three people be traveling (including the driver) instead of the current five. It increases the participation hours outside the typical commute hours and eliminates the workplace requirement, allowing for educational use as well.
 - Additional information will follow the cutoff date for a variety of carbon related bills.
- Federal Update:
 - The third Covid-19 Relief Bill is in process which contains funding for transit. The amount is yet to be determined. It is allocated using the same formula as the previous two times.
 - In 2018 STA received a "Dear Colleague" letter explaining the administration's additional criteria for Small Starts Grants. Those that worked on City Line BRT will remember, there was a lot of pressure to bring more funding from the local level and additional criteria that were not statutory. STA recently received a letter from FTA advising the new administration rescinded that letter and are now relying strictly on the statutory requirements, which is to STA's advantage for a future BRT project.
 - \$180M funding opportunity has been announced in the Low-No Emission Grant Funding program and staff are looking into that now.
 - Democrats are considering "Congressionally Directed Spending" also known as "earmarks". They have signaled their intention to bring back earmarks limited to government and non-profit organizations, with a commitment to transparency and accountability. If run well and with transparency, it could be a positive for STA
- Covid-19 update – Masks are now required by federal law on all modes of public transportation and facilities. STA has put out additional signage and have had great compliance. STA is in the process of adding hand sanitizer on all buses.

Mr. Kennedy asked how STA handled multiple year requests from organizations for the Van Grant Program. Ms. Meyer advised that organizations may apply as many times as they like for the Van Grant program.

11. BOARD INFORMATION

- A. Committee Minutes
- B. January 2021 Sales Tax Revenue (*Monique Liard*)
- C. 2021 Planning & Development Committee Work Program (*Karl Otterstrom*)
- D. Transit Development Plan 2022-2027 Overview (*Karl Otterstrom*)
- E. December 2020 Operating Indicators (*Fred Nelson*)
- F. 4th Quarter 2020 Service Planning Public Input Report (*Karl Otterstrom*)
- G. DivisionConnects: Draft Alternatives for Public Input (*Karl Otterstrom*)
- H. Downtown Spokane Plan Development Update (*Karl Otterstrom*)

12. NEW BUSINESS (*None*)


13. BOARD MEMBERS' EXPRESSIONS

Ms. Mumm advised of the study session today at the Spokane City Council where they had a presentation on a Transit-Oriented Development study. It is a seven-month study due to be completed in the fall, addressing the needs of the nodes around the City Line. She asked the City's contractor to reach out to STA so they can make a presentation at the appropriate time to show all the work the City is doing to support the City Line. Ms. Meyer advised staff will work with them to schedule.

14. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 1:58 p.m.

Respectfully submitted,


Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of February 18, 2021 Board Meeting:

Saturday, February 20, 2021	4:00 p.m.
Monday, February 22, 2021	10:00 a.m.
Tuesday, February 23, 2021	8:00 p.m.

To view a video recording of the meeting, access via STA's website at:

<https://www.spokanetransit.com/about-sta/sta-board-of-directors-2021>

Next Committee Meetings (via Webex):

Planning & Development	March 3, 2021, 10:00 a.m.
Performance Monitoring & External Relations	March 3, 2021, 1:30 p.m.
Board Operations	March 11, 2021, 1:30 p.m.

Next Board Meeting: Thursday, March 18, 2020, 1:30 p.m. via Webex