

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

Approved at the
July 15, 2021
Board Meeting

BOARD OF DIRECTORS

Minutes of the June 17, 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
Lori Kinnear, City of Spokane
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Karen Stratton, City of Spokane
Kate Burke, City of Spokane
Hugh Severs, Small Cities Representative (Liberty Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

John Riseborough, Paine Hamblen
Tracey Christianson, WSTIP
Cedric Adams, WSTIP

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

Chairwoman Haley experienced technical difficulties joining the meeting at 1:30. Chair Pro Tempore, Chris Grover, called the meeting to order at 1:35 p.m. The Clerk conducted roll call.

Chairwoman Haley joined at 1:37 pm

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

None.

4. **PUBLIC HEARING**

A. **2022-2027 Transit Development Plan: Complete Draft Plan**

Mr. Otterstrom provided a detailed presentation of the 2022-2027 Transit Development Plan (TDP): Complete Draft Plan and noted this item would be coming back for decision in July.

He reviewed the overall TDP, gave background on the plan, and summarized the project timeline.

He provided an overview of the table of contents and spoke to each section of the plan including previous board guidance, the Service Improvement Program, recent requests for new service, the Capital Improvement Program, Programs of Projects to include Sections 5307, 5310, and 5339 and respective funding, the 2022-2027 Capital Improvement Program categories as of 6/2/2021, as well as the 2022-2027 TDP financial forecast and next steps.

Following the public hearing today, the Planning and Development Committee will provide a recommendation at the June 30, 2021 (July), meeting and final board action will occur at the July 15, 2021, STA Board meeting. Staff plan to deliver to SRTC in August 2021, and WSDOT in September 2021.

For reference, the final draft TDP is located here:

https://www.spokanetransit.com/files/content/draft_tdp_2022-2027.pdf

Following his presentation, Mr. Otterstrom offered to answer questions or hear comments from Board members.

Ms. Kinnear asked to be on the record saying that prior to providing service to Kootenai and Stevens counties, we need to serve all our rate payers and ensure those rate payers are not paying for expansion of service to outside areas.

There were no other board member comments.

Chairwoman Haley opened the Public Testimony portion of the meeting and called for public comments three times. There were none. The hearing was closed at 1:51 pm.

5. BOARD ACTION – CONSENT AGENDA

- A. Approve the Minutes of the May 20, 2021, Board Meeting – Corrections/Approval
- B. Approve the following vouchers and payroll for May 2021:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 612532 – 612907	\$ 7,118,221.81
Workers Comp Vouchers (May)	ACH – 2286	\$ 115,144.16
Payroll 05/07/2021	ACH – 05/07/2021	\$ 2,031,973.14
Payroll 05/21/2021	ACH – 05/21/2021	\$ 1,436,383.95
WA State – DOR (Use Tax) (May)	ACH – 1767	\$ 6,036.97
MAY TOTAL		\$ 10,707,760.03

- C. Adopt by resolution STA’s 2021-2024 Equal Employment Opportunity Program
- D. Approve a motion to accept the contract with Dardan Enterprises, Inc. for the Plaza 1st Floor Restroom Partition Replacement as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law
- E. Approve a motion to accept the contract with Wm. Winkler Company for the Plaza HPT Platforms – Phase 2 Riverside Avenue and Wall Street contract as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

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

6. BOARD DISCUSSION – OTHER

A. Strategic Planning Workshop Update

Ms. Meyer gave an update on the impending June 30, 2021, STA Board Strategic Planning Workshop. She noted this workshop represents the kick-off to planning the region's next 10-year strategic plan. She said the timeliness for starting the work on a strategic plan is apparent because of the confluence of three primary factors, 1) significant COVID-19 related federal funding from CARES ACT, CRRSAA, and the American Rescue Plan, 2) savings STA has accrued from prudent expense management, and 3) higher than budgeted revenue from local voter approved sales tax.

Ms. Meyer advised that 2021 represents the 5th year of the ten-year STA Moving Forward plan. The two dozen projects in the plan are completed, in-progress, or will be launched in 2021 and completed in 2026. The time is right.

At the June 30th workshop, staff will define the scale of opportunity and review the revenue forecast. STA should be in a position to advance some of the near-term priorities and develop a long-range plan for the region. She noted staff will consider current dynamics and focus on equity and social justice, diversity and inclusion, climate change, and the grant funding available for infrastructure transportation and transit. As the meetings concludes, we will agree on a framework and schedule for the planning process and the next steps.

7. BOARD REPORT – OTHER

A. 2020/2021 Triennial Report

Ms. Meyer provided a report on the recently completed 2020/2021 FTA Triennial Review. She reviewed the scope of the review, explained the sections that were reviewed, and the Triennial review timeline which began with a submission of initial packet of information from STA to the FTA consultants in December 2019, in advance of an on-site FTA review scheduled for June 2020. Due to the COVID-19 pandemic, the review was postponed and completed virtually. She noted the FTA issued a supplemental request for information in October 2020 and bi-weekly meetings were conducted virtually in the spring of 2021. The exit conference was held with her and the Directors on May 7, 2021.

The summary of preliminary findings was given, and Ms. Meyer noted that in traditionally deficient areas of Procurement and DBE, STA had no findings. STA was commended for its overall performance and compliance. There was one deficiency identified in Section 3 (Technical Capacity – Award Management) related to annual reporting. The FY19 & FY20 reports were submitted on time, but a process was not in place to ensure that financial and milestone information had been reconciled. She talked about the finding and noted it has been corrected. Additionally, the Planning and Finance staff have submitted a reconciliation procedure for FTA consideration.

Ms. Meyer showed the triennial review closeout dates and recognized specific staff members for their dedication, hard work, and cooperation.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Haley indicated she had nothing new to report at this time.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Ms. Mumm reported that she chaired Planning & Development in Mr. French's absence and advised of the items covered which had been approved under the Board Consent agenda. In addition, the committee approved Scopes of Work for the Division BRT: Design and Engineering Services and the City Line: Stations 13, 15, 17 – Riverside Avenue Construction.

Mr. French thanked Ms. Mumm for filling in and for providing the report.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover reported the PMER committee approved a Scope of Work for Diesel Underground Storage Tank (UST) Replacement and Grounds Landscaping, as well as hearing and referring to the Board Consent Agenda the 2021 EEO Plan, the Plaza 1st Floor Final Acceptance, and the Plaza HPT Platforms items which were approved earlier in the meeting. He thanked the Board for their approval of the items recommended by the PMER committee.

He said Mr. Rapez-Betty would provide a report.

- i. 2020 Community Perception Survey Mr. Rapez-Betty introduced the 2020 Community Perception Survey conducted by Critical Data Strategies, LLC. He noted this study followed ten similar studies. Methodology and demographics were reviewed, and a key finding was noted that STA's overall approval ratings are very similar to previous survey findings. He noted the agency received high marks regarding its response to the pandemic. He reviewed some of the specific statistical data and asked if anyone had questions. There were none.

11. CEO REPORT

CEO Meyer reported that month over month ridership in May 2021 vs. May 2020 saw an increase in Fixed Route ridership of 10.2%, Paratransit of 118.9%; and Vanpool of 8.7%. The year-to-date percentages are still showing a decrease when compared to prior year-to-date numbers. Ridership trends in 2021 are stable.

The May 2021 voter-approved sales tax revenue came in 56.3% above May 2020 actual (\$3.4M); 16.4% year-to-date above 2020 actual (\$5.7M); and 34.2% year-to-date above budget (\$10.2M).

Operating expenditures through April were 7.6% (\$2.1M) lower than budget at \$25.5M. Timing may cause this percentage to vary. Detail is available in Item 12C of the packet.

City Line update was provided to include finance and core construction recently completed at Maple & Pacific, Station 3 (Pacific & Hemlock), Station 5 (Pacific & Oak), Station 14 (Main & Bernard), as well as new construction underway at Station 11 (Wall & Sprague), Cincinnati & Mission Intersection Improvements, and Stations 19A&B (Spokane Falls Blvd @ WSU Campus). Additional core construction will begin in June on Station 20 (Cincinnati & Springfield) and July at Wall Street reconstruction and Station 28. Other activities on City Line include Amenities Installation contract as well as Riverside Westbound Stations 13, 15, and 17 out for bid, with contract awards scheduled for July.

Division Bus Rapid Transit (BRT): A pre-proposal conference was held for Design and Engineering, Statement of Qualifications. The FTA Transit Oriented Development (TOD) Planning Grant awarded to local communities to integrate land use and transportation planning with a new fixed guideway or core capacity improvement transit capital project – Division BRT

qualifies for this grant. In partnership STA, City of Spokane, and Spokane County are applying, the anticipated request is \$650,000 – minimum match is 20% and local match will be provided by the partners. If awarded, kick-off in 2022 with an 18–24-month schedule.

On June 11, 2021, FTA announced an award of \$5.75 million in American Rescue Plan (ARP) Act funds for the City Line. Ms. Meyer advised funding will be an offset against STA's local match \$20.2M - \$5.75M = \$14.45M.

STA Summer Pass program update shows that since June 15 (2 days) 1,307 passes were distributed to youth ages 6 to 18; a total of 339 rides were taken and Routes 4, 25, and 33 were the top performing routes. Ms. Meyer noted school is out next week on June 21st and STA staff are excited to see how this program performs.

12. BOARD INFORMATION

- A. Committee Minutes
- B. May 2021 Sales Tax Revenue
- C. April 2021 Financial Results Summary
- D. April 2021 Operating Indicators
- E. I-90 / Valley Corridor Update High Performance Transit Corridor Planning Update
- F. System Performance Report

13. NEW BUSINESS (None)

14. BOARD MEMBERS' EXPRESSIONS

Ms. Mumm offered kudos to Mr. Rapez-Betty and the Communications Team on the video for the Summer Youth Pass, saying it was so creative.

Ms. Kinnear asked if there were benchmarks to celebrate such as ribbon cuttings or something to show milestones being celebrated as we achieve progress on the City Line.

Mr. Hattenburg offered his appreciation to Mr. Rapez-Betty for the battery electric bus tour, saying it was very impressive. Chairwoman Haley agreed, saying she likes the new buses, too.

15. EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose(s) of:

- 1. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.

The STA Board of Directors will reconvene in open session at 2:50 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.


If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

The Chair reconvened the meeting at 2:50. No action was taken.

16. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:51 p.m.

Respectfully submitted,


Dana Infalt
Clerk of the Authority