

## **BOARD OF DIRECTORS**

Minutes of the May 20, 2021, Board Meeting Via  
WebEx Video Conference

### **MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, *Chair*  
Breean Beggs, Alternate for City of Spokane  
Chris Grover, Small Cities Representative (Airway  
Heights) *Chair Pro Tempore*  
Al French, Spokane County  
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*  
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**

Candace Mumm, City of Spokane

### **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 &  
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

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

#### 3. **PUBLIC EXPRESSIONS**

None

#### 4. **RECOGNITIONS AND PRESENTATIONS**

##### A. 1<sup>st</sup> Quarter Years of Service.

Ms. Williams presented the first quarter 2021 years of service, naming employees who had achieved 5, 10, 15, 20, and 30 years of service with STA. Ms. Williams thanked and congratulated the employees for their accomplishments and service to STA.

B. 1<sup>st</sup> Quarter Employee Recognition.

Ms. Williams advised this program allows employees to nominate their coworkers for recognition and is considered an honor to receive an award. During the first quarter of 2021, employee recognition awards were received by Transit Officer Chris Jones, Fixed Route Operator Kristi Parham, and two employees tied for an award, Fixed Route Coach Operator James Hagins and Database Administrator Jeff Dieterle.

5. BOARD ACTION – CONSENT AGENDA

A. Approval of the Minutes of the April 15, 2021, Board Meeting

B. Approve the following April 2021 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 612083 – 612531	\$ 15,142,045.01
Workers Comp Vouchers (April)	ACH – 2286	\$ 144,107.92
Payroll 04/09/2021	ACH – 04/09/2021	\$ 1,971,850.92
Payroll 04/23/2021	ACH – 04/23/2021	\$ 1,427,842.69
WA State – DOR (Use Tax) (April)	ACH – 1767	\$ 3,769.09
<b>APRIL TOTAL</b>		<b>\$ 18,689,615.63</b>

C. Approve, by resolution, the proposed 2021 Spokane Regional Transportation Council (SRTC) Interlocal Agreement

D. Approve the recommended Division BRT Corridor Development Plan.

E. Approve an Award of Contract for the Wall Street Reconstruction, and Station 28 project to Cameron Reilly for \$1,932,878 including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

F. Authorize the CEO to execute a contract for the Vanpool and Special Transportation Needs Rideshare program fuel card use agreement with WEX under DES contract 00819.

G. Approve the award of contract for the Non-Diesel UST Replacement project to Granite Petroleum for \$1,337,710, plus applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

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

6. BOARD ACTION – OTHER

A. 2022 Service Revisions: Final Recommendation

Mr. Otterstrom advised this item was brought forward from the Performance Monitoring and External Relations Committee due to the changes made to the Draft Recommendations. He said staff wanted to ensure the Board was fully briefed on the item.

He recapped that service change objectives are timed to implement planning STA Moving Forward service improvements to include City Line, City Line related route changes, improve routes & frequency to Northeast Spokane, and improve system performance, and respond to community input. The timeline of service revision planning and outreach was reviewed.

Changes since the draft recommendation include:

- Changes to Route 36 in North Central for an east-west connection north of the river. Staff are finalizing alignment through ongoing analysis and feedback.
- Route 35 at Francis/Market has been revised to interline with the new route 36 at Garland / Market.
- Crestline Route 27 revised to operate on North Foothills Drive rather than Mission Avenue. This provides new service on North Washington and North Foothills Drive, connecting to grocery that was not previously served and provides more east/west connections.

- South Hill network include changes to Routes 34, 43, and 46 as proposed in the draft. Route 42 South Adams still recommended to be replaced with new Route 14.

Mr. Otterstrom shared the final recommendation of service changes in North Spokane and noted there were no changes in the West Plains, Spokane Valley, Millwood, or Liberty Lake draft recommendations.

Title VI Analysis requirements and results were reviewed. He noted the Findings have not changed and there was no disparate impact on minority or low-income populations.

Paratransit impacts encompass new areas in Northeast Spokane, Northwood, and small expansions of service in southeast Spokane, Spokane Valley, Liberty Lake, and around Airway Heights.

Budget impacts and committee recommendation were reviewed and included current Fixed Route network, the final recommendation for the Fixed Route network and percentage of increase in annual revenue hours and peak service.

A full final recommendation report was provided as a link in the packet.

**Mr. Hattenburg moved to approve as 2022 Service Revisions Final Recommendation as presented. Mr. Grover seconded, and the motion passed unanimously.**

7. 2021 LEGISLATIVE SESSION REPORT

Ms. Meyer provided a detailed report on the 2021 Legislative which ended on time April 25th. The biennial budgets are established for operating, capital and transportation during this long session. In spite the restrictions, the legislature passed all three budgets.

The 2021-2023 Transportation budget, House Bill 1091, Senate Bill 5126 were reviewed. Ms. Meyer also reviewed House Bill 1514 and House Bill 1287 and provided detail of impacts and potential impacts to STA.

She discussed long term care insurance which applies to all public and private employers, except federal employers, self-employed organizations, and the tribes which are considered optional.

A new Health Emergency Labor Standards Act (HELISA) establishes requirements for an infectious or contagious disease like COVID-19 during a declared health emergency. Among other requirements, it states that frontline workers, as defined in the law, who contract an infectious or contagious disease are entitled to workers' compensation wage replacement and medical benefits under a rebuttable presumption that exposure to disease occurred on the job.

Staff watched police reform bills throughout the legislature as anything that applies to a peace officer includes STA's limited commissioned officers. STA Transit officers have received limited commissions from the Chief of Police and the Sheriff.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Haley mentioned the consent agenda items that were discussed by members at the Board Operations meeting.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French said Mr. Otterstrom would provide the report. Mr. Otterstrom noted the City Line Award of Contract was recommended and will go out to bid next month. Division Street BRT Corridor Development Plan was also recommended for acceptance by the Board. He said the

committee spent much of their time on the Transit Development Plan for the period of 2022 through 2027 and included reviewing the draft mid-range planning guidance, major activities, draft capital improvement program, and the draft proposed service improvements between 2022 and 2024.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover mentioned the action items that were undertaken at the Committee and the discussion and service recommendations for May 2022. He then asked Mr. Nelson to speak about the 2021 Van Grant Recipients Award,

- i. 2021 Van Grant Recipients Award: Mr. Nelson reported that each year up to ten vans are available to be granted to individual human service organizations. There were 23 applicants this year. A panel of eight employees reviewed the packets and independently scored them. They then met for a final score consolidation and made a recommendation to the CEO.

The 2021 awardees include: Adult & Teen Challenge Pacific Northwest, Armstrong Adult Family Home, Excelsior, Liberty Baptist Church, Mid-City Concerns, Inc., New Horizon Care Centers/Isabella House, Peak 7 Adventures, Transitions, Veterans First Organization, and Youth Build Spokane/NEWESD 101. He mentioned that since 2012, 86 vans have been awarded.

- ii. Summer Youth Pass Pilot Program Update: Mr. Rapez-Betty updated on the status of the Summer Pass Pilot Program as approved by the Board on April 15, 2021. Staff have worked to make the program a reality as of June 15<sup>th</sup>. The marketing rollout began on Monday and included representatives from all the jurisdictions and school districts in STA's service area. The five fun, summer-themed card designs were shown which will be distributed from the libraries. Cards are expected to be ready late. He talked about where to go on the website for information on the program ([stasummerpass.com](http://stasummerpass.com) or [spokanetransit.com/stasummerpass](http://spokanetransit.com/stasummerpass)).

Marketing included a digital toolkit sent to the jurisdictions and the school districts and libraries as well as posters, table tents, and a kid's map. Video was shared on social media. He talked about the radio ad spots on I-Heart Radio and KISS 98.1. Mr. Rapez-Betty shared a video with the Board.

Ms. Bowers asked if STA was prepared for the big increase in ridership. Mr. Rapez-Betty advised STA ordered 6,000 cards last time and 5,400 cards were used. He said they will communicate with Coach Operators exactly how many they expect to see throughout the region this year. Staff have ordered 15,000 cards for the full region. Ms. Bowers thanked Mr. Rapez-Betty for his reply.

Mr. Grover thanked Mr. Rapez-Betty for his report and noted that it was a great video and he had shared it on Facebook today to get the word out as much as possible.

11. CEO REPORT

CEO Meyer thanked the Board for approving the Summer Youth Pass Pilot Program.

She discussed Ridership which has increased over a year ago at this time.

- Fixed route increased 34% year over year
- Paratransit increased two and a half fold – up to as many as 850 rides per day

- Vanpool ridership was down but three new groups were added this month (STA, EWU, Fairchild AFB).

Ridership trends were shown that demonstrated 2019, 2020, and 2021 current.

April 2021 Voter Approved Sales Tax Revenue (sales collected on retail sales in February) was almost 20% above April 2020, 8% above 2020 year-to-date, and 25% year-to-date above budget. As a reminder, she mentioned sales tax, fares, and federal funding are STA's three sources of funding.

Operating expenditures were almost \$19M, about 10% lower than budget which is not unusual due to timing of expenditures.

City Line Bus Rapid Transit is going into service in 2022 and has a budget of \$92.2M. She reviewed the budget numbers and the City Line construction completed and upcoming as follows:

- SCC and Moran Station charging infrastructure is installed and has been tested. The garage is due to be done by the end of the month.
- Updates on construction progress of various stations were discussed.
- Core construction begins at WSU in June.
- Cincinnati and Springfield construction will also begin in late June.
- Wall Street reconstruction and Station 28 will begin in late June after the Wall Street Vault work is completed by Avista.
- Amenities installation contract is the last piece of the Stations and their components, including shelters, markers, etc., and we are currently out to bid to come back to the Board for Award of Contract in July.
- Westbound Riverside Stations (13, 15, 17) are in plan review at the City and we are planning to advertise for bid in June for Award of Contract in July.

STA made infrastructure requests to our federal delegation. The first was with Senator Murray seeking input on prospective projects for funding in future infrastructure bill or surface transportation reauthorization.

Staff made a request to Congresswoman McMorris Rodgers, Senator Murray, and will submit to Senator Cantwell on June 1st, for Division BRT and Fleet Electrification. STA was fortunate to receive letters of support from the City, County, and GSI.

STA won a 2021 AdWheel Award with American Public Transportation Association (APTA), the lead advocacy organization in the United States for transit and public transportation. APTA recognizes excellence in marketing and communication. It is a very sought-after award among transit peers, with thousands of entries every year across the country. There were 27 awards in multiple categories and STA won 4 first place awards. This year APTA added a new category "Best Marketing & Communications of the COVID-19 Pandemic", and STA took first place for a Shoestring Tactic for the Coronavirus Response website. She shared pictures of the website and mentioned the work was all performed in-house.

STA won 1<sup>st</sup> Place in Best Marketing and Communications Educational Initiative, a Shoestring Tactic for the "Your Cougar Card is your Bus Pass" video as well as 1<sup>st</sup> Place in Best Marketing and Communications Educational Initiative in the Electronic Media category for the "City Line Construction begins this Summer" video. Both videos were shared with the Board.

The final 1<sup>st</sup> Place Award was received in Marketing and Communications on the COVID-19 Pandemic, Electronic Materials category, for the "Community Essentials Staff Profile" series. Featured profiles were completed for 41 consecutive weeks to highlight the work that all STA employees are doing to maintain safe public transit during the pandemic. All work was completed in-house.

Ms. Meyer recognized the Communications Team, Brandon Rapez-Betty, Chris Tohm, Nathan Mauger, Delana Combs, Marc Morris, Peggy McManus, Dustin Hall, and Stacia Bowers, saying congratulations to all.

Ms. Kinnear mentioned her admiration of the STA Communications Team and wondered if there had been thought given to promoting completion of City Line construction. She asked if there was an opportunity to look at Browne's Addition, Downtown, Chief Garry, or Gonzaga as we finish some of those areas, to do mini-celebrations of benchmarks – like “we’ve come this far” and bring people together so it is constantly on their mind that this is moving forward. She said she was just looking for opportunities to celebrate and bring excitement going along for City Line. Discussions about upcoming potential for celebrations ensued.

Ms. Meyer thanked Fred Nelson for serving as our Interim Chief Operations Officer since August 2020. Fred retired as Fixed Route Senior Manager and he agreed to come back and help while STA searches for a Chief Operations Officer. She wished him a happy re-retirement and expressed her appreciation for all he has contributed.

Ms. Haley expressed her appreciation to Mr. Nelson for returning and all his service.

12. BOARD INFORMATION

- A. Committee Minutes
- B. April 2021 Sales Tax Revenue
- C. March 2021 Financial Results Summary
- D. March 2021 Operating Indicators
- E. 2022-2027 Transit Development Plan: Mid-range Planning Guidance
- F. 2022-2027 Transit Development Plan: Major Activities
- G. 2022-2027 Transit Development Plan: 2022-2027 Capital Improvement Program
- H. 2022-2027 Transit Development Plan: Proposed 2022-2024 Service Improvements
- I. 1<sup>st</sup> Quarter 2021 Service Planning Input Report
- J. 1<sup>st</sup> Quarter Performance Measures

13. NEW BUSINESS – *None*

14. BOARD MEMBERS' EXPRESSIONS


- A. Mr. Grover congratulated Mr. Nelson and thanked him for his service. He also congratulated all employees for their yearly milestone awards and gave a shout out to STA employee and his fellow Cheney resident and friend, Jim Hagens, for his Employee Recognition Award. He commended the Communications Team on the well-deserved awards from APTA.
- B. Mr. French acknowledged the great work the Communications Team has done. He talked about seeing STA's work as it compares to other agencies and noted his pride in the quality of work STA puts out. He offered thanks and congratulations to Mr. Rapez-Betty and the Communications Team on the APTA awards.
- C. Mr. Hattenburg thanked STA for the opportunity to attend the recent APTA Legislative Conference. He said the sessions he was able to attend were very good.
- D. Chairwoman Haley echoed Mr. French's comments, saying she is so impressed with the Communications Team's work.

E.

15. ADJOURNED

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

Respectfully submitted,

  
Dana Infalt  
Clerk of the Authority