

## **BOARD OF DIRECTORS**

Minutes of the September 16, 2021, Board Meeting Via  
WebEx Video Conference

### **MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, *Chair*  
Betsy Wilkerson, City of Spokane  
*(Alternate for Candace Mumm)*  
Chris Grover, Small Cities Representative (for Airway  
Heights) *Chair Pro Tempore*  
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*  
Veronica Messing, Small Cities Representative (for  
Cheney) *Ex Officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **MEMBERS ABSENT**

Al French, Spokane County  
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

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

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

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

Chairwoman Haley called three times for public expressions. There were none.

4. **RECOMMENDATIONS AND PRESENTATIONS**

A. **Wall of Fame Nominations**

Ms. Williams provided background of the Washington State Department of Transportation (WSDOT) Wall of Fame Award Program. She recognized Matt Smith, Assistant Building Maintenance Specialist, and the Information Systems (IS) Team (John Rockwell, Michael Campbell, Ben Liebhaber, Trey Barnett, Jeff Dieterle, Tim Elmer, Kevin James, and Eric Meyer) as the 2021 Wall of Fame recipients. She read excerpts from the nomination forms and Chairwoman Haley congratulated all Wall of Fame honorees on behalf of the Board.

B. 2<sup>nd</sup> Quarter Years of Service Recognition

Ms. Williams read the names of employees with 5, 10, 15, and 25 years of service. Linda Hansen, Next Day Scheduler, James Norfolk, Building Maintenance Specialist, Matthew Smith Associate Building Maintenance Specialist, and Joan Tourtellotte, Customer Service Representative have all been with STA for 25 years. Chairwoman Haley thanked all the employees and said the Board was happy they work for this company.

C. 2<sup>nd</sup> Quarter Employee Recognition

Ms. Williams read the names of those nominated for employee recognition awards for the second quarter of 2021. The program was approved by the Board to acknowledge employees who go the extra mile in the course of their work. Employees are nominated by their peers to the Employee Recognition Committee for embodying and displaying STA’s core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained professionalism. Second quarter winner was Trever Ribic. On behalf of the Board, Chairwoman Haley congratulated Mr. Ribic.

5. BOARD ACTION – CONSENT AGENDA

- A. Approve of the Minutes of the July 15, 2021, Board Meeting as presented.
- B. Approve Minutes of the September 1, 2021, STA Strategic Planning Board Workshop as presented
- C. Approve the following July and August 2021 Vouchers:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (July)	Nos. 613261 – 613689	\$ 11,257,878.79
Workers Comp Vouchers (July)	ACH – 2286	\$ 91,211.50
Payroll 07/02/21	ACH – 07/02/21	\$ 1,380,112.36
Payroll 07/16/21	ACH – 07/16/21	\$ 2,419,678.64
Payroll 07/30/21	ACH – 07/30/21	\$ 1,480,388.02
WA State – DOR (Use Tax)	ACH – 1767	\$ 3,468.22
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 2,549.92
<b>JULY TOTAL</b>		<b>\$ 16,635,287.45</b>

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (August)	Nos. 613690 – 614009	\$ 3,809,703.67
Workers Comp Vouchers (August)	ACH – 2286	\$ 152,872.68
Payroll 08/13/21	ACH – 08/13/21	\$ 1,960,435.35
Payroll 08/27/21	ACH – 08/27/21	\$ 1,442,912.72
WA State – DOR (Use Tax)	ACH – 1767	\$ 4,928.00
<b>AUGUST TOTAL</b>		<b>\$ 7,370,852.42</b>

- D. Award Section 5310 funding and up to \$24,672 in STA local funds as listed in Exhibit A “Funding Recommendations 2021 FTA 5310 Call for Projects” and authorize staff to make administrative modifications to final grant awards as necessary to address project costs and schedule.
- E. Accept the contract with Schindler Elevator Corporation for the Boone Elevator Modernization project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law
- F. Approve Contract Renewal for Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) System Maintenance & Upgrade Services (*Monique Liard*)

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

6. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chairwoman Haley noted the committee approved a general Scope of Work for the Strategic Planning Services and authorized staff to release a Request for Proposal for Strategic Planning Services.

7. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

In Mr. French's absence, Mr. Otterstrom advised the committee recommended item 5D on the consent agenda which was approved today. He noted the committee also received reports on the Connect Spokane Major Update: Document Review and the Sprague High Performance Transit Planning Update.

8. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover thanked Ms. Kinnear for Chairing the PMER meeting. He noted items 5E and 5F approved on the consent agenda today were heard by the committee and recommended to the Board. He thanked the Board for their approval and noted the Boone Elevator Modernization came in \$64K under budget.

9. CEO REPORT

Ms. Meyer welcomed Board members back after the August break.

- Ridership for August saw an increase of 11% in Fixed Route month over month and 22% decrease year to date.  
Paratransit ridership is growing and reported an increase of 83% over August 2020, with a 3.8% year to date increase.  
Vanpool realized a 4.5% decrease in August and has seen a 30% decrease year-to-date. There were 63 vans in service, which was the same as last month.  
Ms. Meyer reminded that January and February of 2020 had "normal" ridership and the eight-month comparison included six months of pandemic constrained ridership. She shared graphs illustrating monthly ridership for 2019, 2020, and 2021 for Fixed Route, Paratransit, and Vanpool.
- Fare revenue received January 2020 through August 2021 was provided and a graph displayed Fixed Route, Paratransit, Vanpool fare revenue received. In January 2020, fare revenue was \$1.1M and in August 2021 was reported as \$580K. Ms. Meyer reminded of the temporary Covid-19 fare suspension period between April 2020 and July 2020.
- August sales tax revenue for sales tax collected on June retail sales showed \$9.6M, an 11% increase over August 2020, an increase of 20% (\$11.0M) year-to-date over 2020, and 37% (\$18.3M) above budget year-to-date.
- Expenditures at \$45M for August, were 6.7% lower than budget and staff expect timing is affecting those percentages. Fuel prices were higher than last year, but less than budget. Fuel expenses were \$1.3M in 2020 versus \$1.8M in 2021.
- Details of ridership, distribution, and routes were provided in the Summer Youth Pass Pilot update. The program ended September 15<sup>th</sup>
- STA is providing a Shuttle Bus to the Spokane County Fair through the 19<sup>th</sup>. Riders will receive a discount on fair admission when a pass is shown.

- City Line Financial Update was given, and Ms. Meyer reported the project continues to be approximately \$14.3M under the \$92.2M budget. She shared pictures of the core construction upcoming, ongoing, and completed.
- A Federal Update was offered on the Senate Bipartisan Infrastructure Bill which includes a reauthorization of the surface transportation bill (FAST act).

The House Transportation and Infrastructure Committee held a 15-hour markup of its Budget Reconciliation Bill before passing it out of the committee. She noted some of the items included in the bill and advised House Democratic leadership's goal continues to be to pass the bill later this month.

- Jobs recently filled at STA include 9 coach operators, an assistant transit planner, shipping and receiving clerk, and a vehicle cleaner. Ms. Meyer reviewed the job openings and referred anyone who is interested to visit [www.spokanetransit.com](http://www.spokanetransit.com) and submit an online application.
- Under the heading of Miscellaneous, Ms. Meyer noted that two 40' New Flyer Battery Electric Buses were planned for service on Route 4 on Sunday. However, staff are providing/receiving additional training and testing. She said a new launch date will be announced soon. She discussed the impact of the Administration's / OSHA vaccine mandate on STA as of today.
- Ms. Meyer advised STA will continue virtual Board and Committee meetings through December.

Ms. Burke said she had been enjoying watching the City Line stations being constructed but said there is a spot on the Centennial Trail in GU on Cincinnati where the curb on one of the ADA ramps cuts off the trail and she is worried that someone is going to hit that curb because it's in the trail for bikers. Ms. Burke had connectivity issues and couldn't be heard further. Mr. Otterstrom advised that the team is aware of this issue and are working to address it and it will be resolved. Ms. Meyer asked Ms. Burke to contact her directly if there were additional issues she wished to express.

10. BOARD INFORMATION

- A. Committee Minutes
- B. August 2021 Sales Tax Revenue (*Monique Liard*)
- C. July 2021 Financial Results Summary (*Monique Liard*)
- D. July 2021 Operating Indicators (*E. Susan Meyer*)
- E. Connect Spokane Major Update: Document Review (*Karl Otterstrom*)
- F. Sprague High Performance Transit Planning Update (*Karl Otterstrom*)
- G. June 2021 Semi-Annual Financial Reports (*Monique Liard*)

11. NEW BUSINESS (*None*)

12. BOARD MEMBERS' EXPRESSIONS (*None*)

13. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:04 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority