

## **BOARD OF DIRECTORS**

Minutes of the April 16, 2020, Board Meeting  
Via Conference Call

### **MEMBERS PRESENT**

Al French, Spokane County, *Chair*  
Candace Mumm, City of Spokane  
Betsy Wilkerson, City of Spokane  
Josh Kerns, Spokane County  
Lori Kinnear, City of Spokane  
Chris Grover, Small Cities Representative (Cheney)  
Kate Burke, City of Spokane  
Pamela Haley, City of Spokane Valley \*  
Tim Hattenburg, City of Spokane Valley  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*  
Veronica Messing, Small Cities Representative  
(Airway Heights) *Ex Officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Steve Blaska, Chief Operations Officer  
Monique Liard, Chief Financial Officer  
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

### **MEMBERS ABSENT**

\* *Chair Pro Tempore*

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***Clerk's notation:*** *This Board meeting was scheduled to be held via Webex platform. Immediately prior to the meeting start time, the Webex platform crashed and the Clerk instituted a conference line for Board members and staff to call in for the meeting. Public distribution of that number was inadvertently missed, therefore, pursuant to ch. 42.30 RCW, please see the minutes of the April 23, 2020 Special Board meeting for the record of formal action taken by the Board on these agenda items.*

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

Chair French called the meeting to order at 1:34 p.m. and the Clerk of the Authority, Dana Infalt, conducted roll call.

Chair French read the following statement: "Pursuant to the Governor's Proclamation 20-28, the Spokane Transit Authority Board of Directors is prohibited from conducting any meeting unless the meeting is not conducted in person and instead provides the public with the opportunity to attend through telephonic or other electronic means. All persons attending the meeting telephonically or electronically must have the ability to hear each other at the same time. In addition, while Proclamation 20-28 remains in effect, the STA Board of Directors is prohibited from taking action at any meeting 'unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 public health emergency.' All other action should be deferred until such time as the public can once again engage in regular public participation at Board meetings.

Accordingly, for today's STA Board meeting only 'necessary and routine' business will be considered for action under an abbreviated agenda. All non-essential business has been deferred until such time as the public can fully participate in our Board meetings."

He noted there was no public forum for this meeting. If the public wants to communicate to the STA Board, he recommends they do so in written form to CEO, E. Susan Meyer, and she can circulate it to the board members.

2. APPROVE BOARD AGENDA

Chair French asked for a motion to approve the agenda as submitted.

**Ms. Wilkerson moved to approve the agenda. Mr. Hattenburg seconded, and the motion passed unanimously.**

3. BOARD ACTION – CONSENT AGENDA

- A. Approval of the minutes of the March 19, 2020, Board Meeting
- B. Approval of the following vouchers and payroll for March 2020:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 607019 – 607428	\$ 4,489,173.33
Workers Comp Vouchers (March)	ACH – 2286	\$ 84,115.23
Payroll 03/13/2020	ACH – 03/13/2020	\$ 1,901,760.82
Payroll 03/27/2020	ACH – 03/27/2020	\$ 1,345,322.89
WA State – DOR (Use Tax) (March)	ACH – 1767	\$ 6,709.92
<b>MARCH TOTAL</b>		<b>\$ 7,827,082.19</b>

**Ms. Wilkerson moved to approve Consent Agenda items 3A and 3B. Mr. Hattenburg seconded, and the motion passed unanimously.**

4. BOARD ACTION – OTHER

C. City Line: Acquisition of Real Estate and Temporary Construction Easement

Mr. Otterstrom summarized that this item included a recommendation for two combined actions for the Acquisition of Real Estate and a Temporary Construction Easement adjacent to the Gonzaga University campus.

Pursuant to the May 16, 2019, Board authority to do all things required to purchase property, he advised that staff worked through STA’s Right of Way (ROW) Agent and Gonzaga to come to an agreed upon price for the ROW in the amount of \$212,855.59.

As STA constructs the cul-de-sac and landscaping, there will be a requirement for a temporary construction easement (TCE) of approximately 4700 square feet for an agreed upon price of \$14,809.

He read the full recommendation by staff to approve, by motion, the following two (2) actions, as listed.

1. The acquisition of a portion of parcel no. 35175.0410 along the west side of Cincinnati Street, north of Spokane Falls Boulevard and south of the Centennial Trail, owned by The Corporation of Gonzaga University for the amount of \$212,855.59, and authorize the CEO to execute all necessary documents on behalf of Spokane Transit Authority.
2. The acquisition of a Temporary Construction Easement on parcel no. 35175.0410 along the west side of Cincinnati Street, north of Spokane Falls Boulevard and south of the Centennial Trail, owned by The Corporation of Gonzaga University for the amount of \$14,809.00, and authorize the CEO to execute all necessary documents on behalf of Spokane Transit Authority.

*Ms. Haley joined the meeting.*

**Ms. Mumm moved to approve the two recommendations as presented. Ms. Burke seconded, and the motion passed unanimously.**

D. City Line: Award of Contract for Ten, 60' Battery Electric Buses

Mr. Blaska noted staff are seeking approval for an Award of Contract to purchase ten 60' signature coaches for the City Line, allowing for all door boarding and interior bike racks, funded within small starts project (Budget \$18,197,000). Staff are purchasing through existing Commonwealth of Virginia Contract E194-81688 which ensures competitive pricing and saves significant time over the development of specifications, release of a request for proposals, and the awarding of a contract

The decision to purchase the New Flyer Xcelsior Charge model is a result of the recommendation from the Center for Transportation and the Environment (CTE) modeling for the City Line service study. He advised of the scheduling of the buses purchase and delivery timeline expectation.

The delivered cost for the 2021- 60' Battery Electric Bus from New Flyer is \$1,261,683.46. He noted the price does not include charging equipment and that staff are also seeking a 10% contingency budget due to unknown costs of changes identified during pre-production including mid-door docking engineering costs. The contingency also allows for purchase of spare components which includes special tools as determined appropriate during ongoing coordination with New Flyer.

**Mr. Hattenburg moved to approve, by motion, the purchase of ten (10) 60-foot battery electric buses through the Commonwealth of Virginia Contract, from New Flyer Corporation, for the contract amount of \$13,878,518.06. Ms. Haley seconded, and the motion passed unanimously.**

E. Acceptance of Spokane County Easement for Moran Station Park and Ride

Mr. Otterstrom advised of the opening of the Park and Ride facility at 57<sup>th</sup> and Palouse Highway on March 27th. Staff worked closely with Spokane County Public Works on the Ben Burr Trail Right of Way Cooperative Design which allows STA to treat the county's property water and bring the county trail through STA property.

To obtain a finalized certificate of occupancy, the design requires the consummation of easement from the county for stormwater facilities. He noted the slides included an image of property and show an 80' swath of land to the right. The green rectangle represents the STA stormwater facility for the Park and Ride. He advised staff does not have the final language for the easement but anticipates it to have standard terms and conditions for this type of an easement.

The recommendation from staff is: By motion, authorize the CEO to accept executed Stormwater Easement Agreement from Spokane County.

**Mr. Grover moved to authorize the CEO to accept executed Stormwater Easement Agreement from Spokane County. Ms. Wilkerson seconded, and the motion passed unanimously.**

5. CEO REPORT

- Ms. Meyer reviewed the monthly ridership and finance figures:
  - For the month of March, Fixed Route ridership decreased 30.5%, Paratransit ridership decreased 44.1%, and Vanpool decreased 23.7%. Ridership numbers reflected include approximately half month of usual ridership and half month after Coronavirus.
  - Sales tax for March was 28.4% over 2019 and Operating Expenditures through February (16.7% of the year) were \$12.5M which represented 14.9% of budget. She reminded that timing of expenditures always has an effect.

- Coronavirus Update –Information on STA website regarding the Coronavirus tab is separated into the following sections:
  - **Rider Update** – communications with riders
  - **STA Employees** tab contains all the news and updates that have been provided to employees since February 28 and is also available to the public. Ms. Meyer highlighted:
    - March 26th – suspended fares on all modes to enable rear door boarding to allow all passengers (except people who needed the ramp) to bypass the front of the bus and not interact with the driver
  - **Rides for Seniors** –Paratransit vehicles open to seniors has been very successful
  - **STA Plaza** – updates of closures and businesses
  - **Updates** – ways to stay informed
  - **Emergency Team** – Incident Response Organizational Chart
  - **Stay Healthy** – ways to fight the spread
  - **Videos** – all the videos produced for Coronavirus in one place
- Ms. Meyer discussed the Fixed Route ridership trends since March 1<sup>st</sup>. She noted that since the stay home order went into effect, ridership has seen about a 70% decline. School is out, the Stay at home order is in place, and only essential trips are to be taken. STA is providing Level 3 service ridership now with 10,000 to 11,000 rides per day compared to 35,000 to 38,000 prior to Coronavirus. This level allows for social distancing.

Paratransit ridership dropped off right away due to the closure of many of the places they transport people. Most trips are transporting 1 customer at a time, including the seniors now riding.

Vanpool has 78 vans still in the program and 17 have more than 5 riders; 31 have less than 5 riders and 30 are temporarily parked.

- Ms. Meyer asked Monique Liard, CFO to provide an update on financial assessment estimates. Ms. Liard advised the assumptions STA has made with the most recent information as well as some forward-looking information. Staff have consulted with economic experts in the region, including Dr. Grant Forsyth.

STA’s May through December sales tax reduction is anticipated to be approximately 40%. The fare reduction from March through December, with fare collection anticipated to resume on July 1, 2020, for forecasting purposes, is expected to be down 60%. Combined, this results in an approximate \$35M impact. The CARES Act funding STA will receive is \$23.4M, which leaves a gap of about \$12M in revenue between impact and funding, calculations below:

\$111M	Budgeted Revenue
(35M)	Economic COVID impact
23M	CARES Transit Funding
\$99M	Revenue Forecast.

2020 Forecasted Cash Flow

\$ 84M	Operating Expenses
18M	Capital – Locally Funded
9M	Fleet Replacement Allocation
\$111M	Expenditure Forecast
\$ 99M	Forecasted Revenue
\$(12M)	Cash Flow Shortfall

Key takeaways and next steps show sufficient cash flow for 2020. STA expects to continue to maintain the service currently in place and be adaptable to respond to changes. Staff will continue to address and bridge the cashflow gap and will return with additional details at the May 21<sup>st</sup> Board meeting.

- Ms. Meyer advised that contractor Cameron Riley is expected to begin construction on the City Line on May 1 at Cincinnati and Sharp Avenue for the new roundabout as it is considered an essential construction project. There will be an online construction Open House on April 29<sup>th</sup> at 4:00 pm. Mailers are being sent to the neighborhood and the contractor's public liaison will work with Brandon and STA's communications team to actively speak with adjoining property owners.
- She informed of the construction work that will continue as essential construction and the projects being postponed during COVID-19.
- Ms. Meyer expressed her pride in STA staff, saying it has been an amazing month. She noted people are coming to work, taking their temperatures, employees are being provided masks and personal protective equipment (PPE), the buses are being cleaned throughout the day, the bulkhead sign is noting "Essential Trips Only". There have been 5800 meals on wheels delivered. She closed by saying STA a wonderful organization, operating during a tough time and the right team is on hand to handle what lies ahead.

6. BOARD INFORMATION

- A. March 2020 Sales Tax Revenue
- B. February 2020 Financial Results Summary
- C. February 2020 Operating Indicators
- D. May 2020 Service Change Summary

7. NEW BUSINESS - none

8. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:40 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

***Clerk's notation:*** Pursuant to 42.30 RCW, please see minutes of Special Board Meeting of April 23, 2020 for further action related to these Agenda items.

Cable 5 Broadcast Dates and Times of April 16, 2020 Board Meeting — no recording available

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	May 6, 2020, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	May 6, 2020, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	May 13, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 21, 2020, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.