

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

Approved at the
January 16, 2020
Board Meeting

BOARD OF DIRECTORS

Minutes of the December 19, 2019, Board Meeting
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
Al French, Spokane County
Chris Grover, Small Cities Representative (Cheney)
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
Pamela Haley, City of Spokane Valley
Kate Burke, City of Spokane
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*

MEMBERS ABSENT

Karen Stratton, City of Spokane
Sam Wood, City of Spokane Valley

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair French called the meeting to order at 1:34 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

Chair Mumm called for public expressions three times. There were none.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **Mr. Steve Williams, Purchasing Buyer – Retirement**

Ms. Liard recognized Steve Williams for his 25 years of service and wished him well in his retirement.

B. **David Goodwin, Coach Operator – Retirement**

Mr. Watkins recognized Dave Goodwin for his 21 years of service, wished him well in his retirement, and presented him with a commemorative plaque.

5. BOARD ACTION – CONSENT AGENDA

Mr. French moved to approve the Consent Agenda items 5A through 5E. Ms. Haley seconded, and the motion passed unanimously.

A. Approve the minutes of the November 21, 2019, Board meeting.

B. Approve the following vouchers and payroll for November 2019

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (November)	Nos. 605498 – 605887	\$ 6,312,465.87
Workers Comp Vouchers (November)	ACH – 2286	\$ 110,052.60
Payroll 11/08/19	ACH – 11/08/19	\$ 1,854,569.95
Payroll 11/22/19	ACH – 11/22/19	\$ 1,329,720.48
WA State – DOR (Use Tax) (November)	ACH – 1767	\$ 7,579.01
NOVEMBER TOTAL		\$ 9,614,387.91

C. Approve the recommended 2020 Title VI Plan outreach strategies.

D. Approve the Spokane Police Department Interlocal Agreement.

E. Approve the 2020 Board & Committee meeting calendar.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS

Performance Monitoring & External Relations

A. Draft 2020 State Legislative Priorities

Mr. Rapez-Betty provided an overview of STA’s Legislative priorities for the upcoming 2020 session and noted the general focus is to monitor and provide information to the Washington State Legislature on proposed legislation.

Ms. Kinnear asked about I-976 impact on funding that has been awarded but not yet under contract. She commented there is no way to foresee what will be passed by the vote of the people and she wanted to convey to our legislature that this reasoning is unsound.

Ms. Meyer advised that STA does not obligate funding until there is a contract in place.

Chair Mumm asked what the Board could do to be more engaged to assist the agency and Ms. Meyer advised integrating STA’s impact when communicating the interests of your jurisdictions. Ms. Meyer also advised that the January GSI Legislative event is coming up. Discussion ensued.

Chair Mumm called for the vote.

Ms. Kinnear moved to approve the 2020 State Legislative Priorities. Mr. Grover seconded, and the motion passed unanimously.

7. BOARD ACTION – OTHER - None

8. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Mr. French said he had no news from Board Operations. He mentioned that as incoming Board Chair, he had spoken to the current Chairs of committees about continuing for 2020. He said the committee members will be decided in January and voted on at Board Operations and the Board meetings in January. He reminded that there would be no Planning and Development nor Performance Monitoring and External Relations committee meetings in January.

9. PLANNING AND DEVELOPMENT COMMITTEE:

A. Chair's Report

Mayor Grover reported the Planning and Development Committee approved the 2020 work program. He thanked Mr. Otterstrom and staff for all their hard work throughout the year and said there were some exciting approvals for Scopes of Work for the core construction and amenities for Central City Line. Mr. Grover also mentioned the Connect Spokane Scope of Work approval and said the committee members reviewed plans for 2020.

11. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE (PMER):

A. Chair's Report

Ms. Kinnear advised that PMER approved the 2020 Spokane Police Department (SPD) agreement renewal. The members were informed about the purchase of four 40' Battery Electric Buses as fixed route replacement coaches and she noted the Sales tax update.

12. CEO REPORT

- CEO Meyer reported on November ridership and on-time performance.
 - Fixed Route realized a decrease of 43.5% in November 2019 vs. 2018, and a 1.3% decrease in ridership year-to-date. Preliminary figures for December indicate ridership is up. On-time performance came in at 94%
 - Paratransit ridership saw an 11.7% decrease in November 2019 vs. 2018, and 7.4% decrease in ridership year-to-date. On-time performance was 94%. STA's objective is to maintain growth at no more than 1.5%. STA does not actively promote in order to grow and this is certainly a change.
 - Vanpool ridership declined 6.6% for November 2019 vs. 2018, and 1.8% year-to-date. Two additional vans in service for November.
- November Sales Tax Revenue (based on September Sales) was 23.4% (\$1.5M) over November 2018 actual; 16.6% (\$11M) year-to-date above 2018 actual; and 9.3% year-to-date above budget which equals \$6.5M.
- Operating expenditures through the month of October represents 83% of the year. At 61.6M, operating expenses are 77.4% of budget. Timing of expenditures can cause this percentage to vary. Staff expects to end the year at approximately 94% of budget.
- Construction Update:
 - Spokane Falls Transit Station put in service December 1st.
 - Spokane Community College Transit Center – final inspection and temporary occupancy for building December 5, 2019. Open on December 15, 2019.
 - Moran Station Park and Ride – Operations building construction is underway; current completion date anticipated March 2020.
 - Central City Line –
 - Core construction work ad set/bid packet received; project out to bid December 23rd; bid due date is January 30, 2020 (subject to revision) and anticipated Award of Contract by the Board in 2020.
 - Small Starts Grant Request of \$53.4M – financial evaluation and rating completed by FTA; STA grant was submitted in FTA grant management system on December 17, 2019 for interagency review and the grant award is anticipated in January 2020.

- Spokane Transit was selected as WTS Employer of the Year. WTS is Women advancing Women in Transportation and is an international organization. Spokane/Coeur d'Alene chapter advised that "Employer of the year is awarded to organizations with women in leadership and prominent positions that are leading major transportation initiatives. We specifically look for organizations with career development opportunities to help women and minorities to advance and that support the professional growth of their employees through education, professional organizations, internships, and other opportunities. STA is a standout in all these areas. Our awards committee is especially impressed with the leadership example set by STA's executive team." The event will be held on January 30th

13. BOARD INFORMATION

- A. Committee Minutes
- B. November 2019 Sales Tax Revenue
- C. October 2019 Financial Results Summary
- D. October 2019 Operating Indicators
- E. January 2020 Service Changes
- F. Connect Spokane Major Update: Review Draft Scope of Work Approval
- G. Finalize 2020 Planning & Development Committee Work Program Approval
- H. Central City Line: Approval of Scope of Work for Construction
- I. Central City Line: Approval of Scope of Work for Amenities Fabrication
- J. STA Holiday Service and Office Hours

Ms. Kinnear left at 2:35

14. EXECUTIVE SESSION

- A. At 2:35 p.m., Ms. Mumm announced that the Board would adjourn for an Executive Session for the following purpose:
 - 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.
 - 2. Reviewing the performance of a public employee

The STA Board of Directors will reconvene in open session at approximately 2:55 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

At 2:55, Ms. McAloon advised the Board will reconvene at 3:05.

At 3:05, Ms. McAloon advised the Board will reconvene at 3:15.

At 3:15, the Board of Directors reconvened.

Ms. Messing left at 3:15

Mr. French moved to ratify the filing of counterclaim for damages resulting from breach of contract by Ooh Media LLC in Cause No. 2:19-CV-335-SAB. Mr. Grover seconded, and the motion passed unanimously.

15. NEW BUSINESS

A. Election of 2020 Chair and Presentation of Gavel

Ms. Mumm asked for nominations of candidates from the County of Spokane.

Ms. Haley nominated Al French for the position of Board Chair in 2020. Mr. Kerns seconded, and the motion passed unanimously.

Ms. Mumm presented Mr. French, the new Chair for 2020, with the gavel.

Mr. French thanked Council Member Mumm for serving as Chair for 2019 and working through some significant challenges and said there are a lot of things to celebrate, including the grant for the Central City Line, new service and routes.

16. BOARD MEMBERS' EXPRESSIONS

A. Presentation of Commendation to Candace Mumm – Outgoing Board Chair

Mr. French presented Ms. Mumm with a commemorative plaque and again thanked her for serving as Board Chair for 2019. He recognized her for her leadership and dedication.

Ms. Mumm thanked Mr. French and said it has been a delight to serve as Chair for 2019.

17. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 3:19 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of December 19, 2019, Board Meeting:

Saturday, December 21, 2019	4:00 p.m.
Monday, December 23, 2019	10:00 a.m.
Tuesday, December 24, 2019	8:00 p.m.

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

Planning & Development	February 5, 2020, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	February 5, 2020, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	January. 8, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, January 16, 2020, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.