

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

Approved at the
March 19, 2020
Board Meeting

BOARD OF DIRECTORS

Minutes of the February 20, 2020, Board Meeting
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Candace Mumm, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Kate Burke, City of Spokane
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Mike Kennedy, Small Cities Representative
(Liberty Lake) *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 and Director
of Information Services
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources and
Labor Relations
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

MEMBERS ABSENT

None

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

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

2. **APPROVE BOARD AGENDA**

Chair French advised he would like to add an Executive Session to the Agenda and asked for a motion to approve the agenda with that addition.

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

Ms. Haley arrived at 1:35

3. **PUBLIC EXPRESSIONS**

David Tyvan

Advised he had made public expressions on previous occasions and had spoken to Mr. Watkins about his experiences riding the bus and the driving habits of some of the coach operators. He expressed his concerns that some drivers need additional training and offered examples of things he had observed to support his opinion. After his time expired for expression, Chair French thanked him and advised his concerns were being referred to Steve Blaska for follow up.

4. RECOGNITIONS AND PRESENTATIONS

Ms. Meyer introduced a short highlight video created from the January 21st FTA / City Line Grant Award event that was held in the Boone Northwest Garage where the FTA announced the award of the \$53.425M grant to the City Line project, the first bus rapid transit project in eastern Washington. This award completed the funding for the City Line project.

Mr. French thanked CEO Meyer and staff for all the work they have put into the project's success.

5. PUBLIC HEARING

A. 2020 Draft Title VI Program

Mr. Otterstrom introduced and reviewed the Title VI program and explained that it is a federal requirement to update this program every year. He informed about the overall requirements and noted it required Board adoption prior to March 23, 2020.

Mr. French opened the public hearing at 1:58 p.m.

Mr. French asked three times for comments from the public.

Hearing none, he closed the public hearing at 1:59 pm

6. BOARD ACTION – CONSENT AGENDA

A. Approve of the minutes of the January 16, 2020, Board Meeting

B. Approve the following vouchers and payroll for January 2020:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (January)	Nos. 606231 – 606655	\$ 7,279,488.47
Workers Comp Vouchers (January)	ACH – 2286	\$ 97,147.97
Payroll 01/03/2020	ACH – 01/03/2020	\$ 1,375,848.34
Payroll 01/17/2020	ACH – 01/17/2020	\$ 1,938,829.14
Payroll 01/31/2020	ACH – 01/31/2020	\$ 1,360,968.21
WA State – DOR (Use Tax) (January)	ACH – 1767	\$ 7,274.59
JANUARY TOTAL		\$ 12,059,556.72

C. Authorize contract negotiations between STA and KPFF for planning, design, and engineering services for the I-90/Valley HPT Corridor Improvements scope of work as issued on November 13, 2019; and, authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with Parametrix.

D. Authorize the CEO to execute the Jefferson Park and Ride Cooperative Agreement with the Washington State Department of Transportation.

E. Approve the 2020 Performance Measures as presented.

Ms. Mumm moved to approve Consent Agenda 6A through 6E. Mr. Hattenburg seconded, and the motion passed unanimously.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS

A. City Line Award of Contract – Core Construction Contract

Mr. Otterstrom acknowledged the contract documents still have the “Central City Line” name and advised it will continue to appear as staff works through the project and updates the title on new contracts. He proceeded to review the background, contracts, and general scope of work. He advised of the items scheduled for this year and the 2021 additional roadway stations. Mr. Otterstrom

discussed the bid process, the bids received, and noted that Cameron Reilly, LLC was the low bidder. Mr. Otterstrom reviewed the bidder qualifications, the contract budget that Board Operations Committee recommended, as well as the project schedule and management.

Discussion ensued.

Ms. Mumm moved to approve an award of contract for the Central City Line Core Construction contract with Cameron-Reilly, LLC, in the amount of \$12,300,000, plus any applicable sales tax, and authorize the allowance for 30% in contingency funding in the amount of \$3,690,000 be assigned to the contract budget. Mr. Grover seconded, and the motion passed unanimously.

8. BOARD ACTION – OTHER – none

9. REPORTS TO BOARD

A. Nonprofit Discount Pass Update

Mr. Blaska provided an update on the discount fare program. He reviewed the STA Board directive to establish the scope and eligibility requirements before going out to other agencies, and reminded of STA's existing fare policy. He reviewed existing discount programs. Following the update on other transit models, discussion ensued.

Mr. Blaska advised it will be difficult to meet the objective to not supplant or alter existing non-profit participation. He advised his opinion that there would be a degradation of the standard half-fare consumption if monthly passes were offered under this program.

The Board directed staff to continue to work on this project, to reach out to non-profits to find out if they are available partners. Staff were instructed to include monthly pass options in the discussion, along with the day pass and 2-hour pass options.

10. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French noted that all items which were covered by Board Operations were being presented here today. He did not have additional comments.

11. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. Grover thanked Ms. Mumm for chairing the Planning and Development Committee meeting in his absence. He noted that in addition to the Title VI Plan and the City Line Core Construction, they reviewed the 2020 Work Program for the year. He said that much of that is included in the Transit Development Plan (TDP) and the final will go to the Board in July. He advised the committee received an update on Downtown Spokane Development and Cheney High Performance Transit Center. There was an open house for the Four Lakes Plan last week – most of this month and next month will include outreach for Eagle Station.

12. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Kinnear noted everything covered in the committee had been reviewed except the 2021 Service Change. Mr. Otterstrom provided an update on the projected changes. He noted the *STA Moving*

Forward Implementation Plan, preliminary concepts, the different routes being affected. He showed the questions staff have been asking requesting feedback on some of the anticipated changes.

Ms. Kinnear left at 2:40

Discussion ensued and Mr. Otterstrom advised the next steps include coming back to Performance Monitoring and External Relations Committee in June.

13. CEO REPORT

- Ms. Meyer reviewed Fixed Route ridership which was down 1.5% for January. She assessed the different areas of decline and explained the colleges had additional days of holiday break that occurred in January. She talked about UTAP and City Ticket/Shuttle Park
- Paratransit ridership saw a decline of 3.2. The objective is to manage growth to no more than 1.5% growth. Mr. Blaska will share a report next month with details of Paratransit ridership. On-time performance was 94% which is above the 93% goal.
- Vanpool ridership decreased 6.3%. She discussed vans in service month over month and year over year and explained that our objective is grow ridership by 1%.
- Ms. Meyer reviewed sales tax for January 2020 which was 19.4% over January 2019 actual; and 4.4% year-to-date above budget.
- STA Feedback links – www.spokanetransit.com, click “Feedback” in upper righthand portion of screen and you will be taken to STA Questions and Comments page. She advised all items submitted through this portal are answered by STA staff.
- Update on Spokane Public Library at the Plaza 2nd floor – signage is up and their anticipated open date is March 2nd. The library will occupy this location for approximately 2 years during the main library renovation.
- Annual Capital Investment Grant (CIG) Report for Fiscal Year 2021 showed recommendations for funding of \$945 million for existing multi-year grant agreements. Of the projects, 33 are small starts and 15 are new starts or project development. A slide with the minimum, maximum, and average cost per mile was shown to clarify the difference between Bus Rapid Transit, Streetcar, and Light Rail.
- Ms. Meyer provided an update on the final City Line Small Starts Rating which was changed from Medium to Medium-High based on increase of non-Capital Improvement Grant match (local funding) and improved financial capacity estimates and assumptions.
- 2021-2022 Service Revisions: Preliminary Proposal. Ms. Meyer provided a link to SpokaneTransit.com/Survey for members to provide their input. She said the survey would be open until March 2, 2020.
- 4th Quarter public input is included in the Board Information item 14H.

14. BOARD INFORMATION

- A. Committee Minutes
- B. January 2020 Sales Tax Summary (*Monique Liard*)
- C. 2019 State Audit Timeline (*Monique Liard*)
- D. December 2020 Operating Indicators (*Steve Blaska*)
- E. 2020 Planning and Development Committee Work Program (*Karl Otterstrom*)
- F. 2020 Transit Development Plan Overview (*Karl Otterstrom*)
- G. Cheney High Performance Transit Line Public Outreach Update (*Karl Otterstrom*)
- H. Fourth Quarter Service Planning Public Input Report (*Karl Otterstrom*)
- I. Downtown Spokane Plan Development-Update (*Karl Otterstrom*)

15. NEW BUSINESS - *None*

16. BOARD MEMBERS' EXPRESSIONS - *none*

17. EXECUTIVE SESSION

At 3:10 p.m., Ms. McAloon announced that the STA Board of Directors will adjourn to an executive session for the following purpose:

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
2. To discuss with legal counsel litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The STA Board of Directors will reconvene in open session at approximately 3:30 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 3:30 the Board reconvened and Chair French declared the meeting back in public session.

18. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 3:30 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of February 20, 2020 Board Meeting:

Saturday, February 22, 2020	4:00 p.m.
Monday, February 24, 2020	10:00 a.m.
Tuesday, February 25, 2020	8:00 p.m.

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

Planning & Development	March 4, 2020, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 4, 2020, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 11, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 19, 2020, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.