

BOARD OF DIRECTORS

Minutes of the July 25, 2019, Board Meeting
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
Al French, Spokane County (via telephone)
Chris Grover, Small Cities Representative (Cheney)
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
Pamela Haley, City of Spokane Valley
Sam Wood, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Thomas Leighty, Alternate Labor Representative,
Non-Voting

MEMBERS ABSENT

Kate Burke, City of Spokane
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

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

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

- A. Joshua Heighler – Wants to see more investigation of low income bus pass program. He urged the Board to continue to investigate, get all the facts and all the information before making final decision.
- B. Tina Baldwin – Here to encourage and support what Mr. Heighler mentioned, a bus system for lower income is essential for the health of community.
- C. Lucy Lepinski, COO @ SNAP. SNAP has served on task force that has been reviewing low income passes for a few years. SNAP is looking to STA for leadership and guidance and to let the conversation continue for a reduced fare program for all families that show a need.
- D. Mark Haberman, Aging and Long Term Care of Eastern Washington (ALTCEW). Advised ALTCEW serves older adults and people with disabilities who stay at home and transportation is critical.

- E. Maricruz Monrreal. Came to speak regarding the Shelter / Stop to be set up in front of her home. She doesn't want a shelter in front of her house. She provided photographs. She believes her quality of life will be greatly affected. She proposed that the station be located at Chief Garry Park and urged STA to please take a second look.
- F. Julie Garcia, Jules Helping Hand. Spoke about need for low income bus passes and the people they help. She asked how people will get from downtown to the new shelter on Sprague as it is impossible to walk in winter from shelter to shelter.
- G. Jason Green, Jules Helping Hand. Talked about how Spokane is such a big city and still has full rate fares for everybody. He offered a few ideas for commuting and bus riding that he felt could impact thousands of lives.
- H. Barb Brock. Noted that providing ways for others to help themselves is key and that homelessness is extremely complicated. She proposed having a free zone – for instance to and from the Courthouse.
- I. Joe Sampson. Member of homeless community. Vancouver C-Tran partnered with Trimet in Portland to offer low income passes in partnership with Portland. He spoke about a bus pass reimbursement program, saying it helped a lot of people in the community.
- J. Fred Dent, VP Spokane. 1) Affordable passes for low income. In his program, they deal with adoptive parents and foster parents who struggle financially. Reduced fare would make their lives better. 2) People who have served time in prison that arrive with a 2 hour bus pass and \$40 in their pocket.
- K. Heather Schleigh, Director, House of Charity. Noted that she was here to affirm they want to see a reduced bus fare and asked what is the purpose of having public transportation if not to help everyone.
- L. Richard Dahl, on behalf of the homeless community in the City of Spokane, he spoke in favor of reduced bus passes. He noted the proposed new warming center is quite a few miles out of town on Sprague. Sidewalks with snow make it impossible to get from downtown to the shelter.

4. RECOGNITIONS AND PRESENTATIONS

- A. Fred Nelson, Senior Transportation Manager –recognized for his years of service and innovation with STA. Mr. Watkins noted Mr. Nelson's expertise, hard work, sense of humor, and genuine care of the operators and the mission will be greatly missed.
- B. Dave Pffner, Coach Operator –acknowledged for his 24 years of service, 22 years of safe driving, and congratulated him for receiving 12 Quality Counts! Awards.
- C. Doug Brown, Coach Operator – Mr. Watkins spoke of Mr. Brown's 30 years of service, receipt of Quality Counts! and Wall of Fame awards, as well as 19 years of safe driving and dedication to STA.
- D. Wayne Hansen, Coach Operator – Mr. Watkins also acknowledged Mr. Hansen's 30 year career with STA, noting he received 11 Quality Counts! Awards and celebrated 27 years of safe driving.

On behalf of STA, Mr. Watkins thanked them for their service wished them all the best in their retirement.

- E. Second Quarter 2019 Years of Service Awards – Ms. Williams read the names of employees for years of service recognition - 5 (John Rockwell), 10 (Greg Garrett and Tim Clinger), 20 (Johnnie Forland, Phil Ridenour, Tami Spangle, and Amy Weber), 30 (Doug Brown, Wayne Hansen, and Glen Poppe), and 35 (Ron Scouton and Darroll Woelk)
- F. Second Quarter 2019 Employee Recognition Winners - Ms. Williams read the names of those who received employee recognition awards for the second quarter of 2019. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work. Winners included Gail Quick, Kally Johnson, Kristi Rockwell, John Russell, David Harris, Gayvell Rhodes, Jessica Charlton, Greg Matthews, and Frank English.

5. BOARD ACTION – CONSENT AGENDA

Chair Mumm asked for comments or discussion on the Board Consent items.

Mr. Leighty offered comments on item 5D, Contracted Paratransit Service, acknowledging he had sent information to everyone on the Board. He said he felt bringing First Transit back (they were the provider before MV Transportation) wasn't going to solve the issue of staffing problems that MV Transportation had experienced. He also shared his opinion that bringing the contracted service in-house to manage would provide a more stable working environment for folks and be more effective. Chair Mumm thanked him for his input and asked for a motion.

Mr. Grover moved to approve the Consent agenda items 4A through 4I. Ms. Haley seconded and the motion passed unanimously.

- A. Approve the minutes of the June 20, 2019, Board meeting.
- B. Approve the following vouchers and payroll for June, 2019:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 603520 – 603908	\$ 4,197,598.35
Workers Comp Vouchers (June)	ACH – 2286	\$ 87,032.07
Payroll 06/07/19	ACH – 06/07/19	\$ 1,838,862.14
Payroll 06/21/19	ACH – 06/21/19	\$ 1,283,386.83
WA State – DOR (Use Tax) (June)	ACH – 1767	\$ 7,849.42
JUNE TOTAL		\$ 7,414,728.81

- C. Adopt, by resolution, the proposed 1.13% Disadvantaged Business Enterprise (DBE) goal for federal fiscal years 2020, 2021, and 2022.
- D. Approve award of contract for a 5-year contract, plus two 1-year options for renewal, for supplemental ADA Paratransit services to First Transit, Inc., to commence January 1, 2020.
- E. Adopt, by resolution, the 2019 Transit Development Plan
- F. Approve, by motion, the Central City Line Development Agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit.
- G. Approve, by motion, the City of Spokane Interlocal Agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit.
- H. Approve, by motion, a construction reimbursement agreement with Gonzaga University, in the form of the attached draft agreement, and for an amount not to exceed \$400,000.
- I. By motion, accept the West Plains Transit Center contract as complete and conditionally authorize release of the retainage bond to Halme Construction, Inc.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS - None

7. BOARD ACTION – OTHER

A. Central City Line – Resolution to Authorize Grant Acceptance

Mr. French joined via telephone.

Ms. Meyer advised item 7A is the Resolution to authorize acceptance of the Federal Transit Administration (FTA) \$53.425M Small Starts Grant for the Central City Line (CCL) and agree to full project funding.

For historical perspective, Ms. Meyer recapped that in 2011, the City of Spokane and STA adopted the initial route and vehicle type. She noted there has been a continuous and unmatched level of public outreach. Support for the six mile bus rapid transit (BRT) from Browne’s Addition to Spokane Community College by way of Downtown, the University District, and Gonzaga University, and the application for competitive Small Starts Grant, came from a dozen organizations across the region, local governments, the congressional delegation, and the state legislature.

Ms. Meyer informed that the project has been evaluated by the FTA at every point of development, including by their Project Management Oversight committee (PMOC), a large engineering firm who advises FTA on the readiness of the grant and the organization. Staff have benefitted from their expertise in projects that are much, much larger than the CCL. She noted that the hurdles have been crossed for this level of design, engineering, schedule, and budget, and staff are here today to report on these and the final requirements to receive the \$53.4M Small Starts Grant.

Ms. Meyer concluded saying, “I’m proud of the STA team for their commitment and amazing expertise on STA’s first capital investment grant project and thank the FTA for their continuing guidance and rigorous evaluation which has made the organization and the project better. I’d like to thank our consultants, whose additional expertise we rely on, the community, and the Board for their leadership and vision.” She turned it over to Mr. Otterstrom to fill in the rest of the story.

Mr. Otterstrom presented additional detail on the background of the project. He provided information on the community involvement, milestones, history of cost estimate, a cost estimate change comparison, and 90% design. He noted the Central City Line is a key component in the *STA Moving Forward* (STAMF) plan which voters approved in 2016.

Mr. Otterstrom thoroughly discussed the major outcomes of the risk review by the FTA and the PMOC. They recommended STA extend the project schedule completion date from September 2021 to July 2022 as well as increase contingency and costs associated with a longer construction duration.

He reviewed the history of the cost estimates beginning with the 2014 initial cost estimate of \$72M at the conceptual phase, through the 2017 30% Design which assumed a 2021 completion at \$72M, and the 2019 60% Design of \$85.7M which included a more advanced project phase and took into account two years of actual construction cost inflation rather than projection of cost inflation. That figure was provided to FTA and PMOC as part of their review and based on that risk review, the FTA/PMOC directed STA to use the 60% design estimate and new completion date and to increase the overall project cost to \$92.2M. Mr. Otterstrom offered a table of the cost estimate changes from 30% design, 60% design, up to the current FTA/PMOC guidance as of July 2019. He discussed the primary reasons for the 2017-2019 increases, the current project status, the grant agreement, and the FTA next steps for grant award.

Ms. Meyer reported on the recommended funding plan which includes the total funding required for the construction / capital portion of the project. She noted the federal funding allocation of \$53.425M (60% of the total cost) Congestion Mitigation and Air Quality (CMAQ) Grant of \$1.375M (2%); Connecting Washington Grant of \$15M (16%), Regional Mobility Grant of \$2.2M (2%) and the available Local Funding of \$20.2M (22%). She provided an update of the local funding which showed current funds available (after Board designated reserves) for Central City Line of \$25.8M and noted this allows sufficient funding for this match for all of STAMF, for all of the Board's designated reserves and capital projects, and STA continues to operate as a no debt agency.

Chair Mumm asked if there were any questions. Mr. Leighty asked for clarification of the federal and state grants and the amounts that will come from the agency. Ms. Meyer explained the previous match and the current requirement. There were no further questions.

Mr. Otterstrom reviewed the Draft Board Resolution to commit to the full funding of the project, authorize the CEO to execute the grant agreement with the FTA, and authorize continued implementation of all project activities pursuant to Board-adopted policies as well as state and federal law. He noted staff's recommendation was to approve the resolution as presented.

Chair Mumm thanked all staff for their hard work, noting it was an incredible day for all. She asked if there were any comments or questions. Mr. French commented about his support and appreciation for staff's hard work. He noted it was gratifying to have reached this point and take the next step to deliver this product to the community that voted in favor of the project, saying he was happy to support the effort and anxious to take next step to get this product delivered to the community. Chair Mumm asked if there was anyone else on the Board that wanted to comment or discuss the resolution. There were none. She commented on the project, cost, contingency and noted that the Board has worked hard with staff to put the reserves in place to make this project happen for Spokane. She thanked everyone for their support.

With no further questions, Chair Mumm asked for a motion.

Mr. Grover moved to approve Resolution 774-19 as presented. Ms. Haley seconded and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chair Mumm noted the committee held a discussion of the new financial information for Central City Line (CCL) to ensure Board members were educated and informed in advance.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. Grover reported the Interlocal Agreements for the Central City Line (CCL) were discussed. Gonzaga, Washington State University, and the City of Spokane – all approved under Consent Agenda today.

The road map going forward for CCL and requirements of the Board.

Shared Mobility Project Criteria were also discussed and noted Mr. Otterstrom will provide additional information on that later.

10. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Kinnear reported on the committee's discussion of the items approved in the Board Consent agenda. She noted the next meeting will be on September 4th and that there was no Performance Monitoring and External Relations meeting in August.

11. CEO REPORT

- Fixed Route ridership with one less day than last year is at a 1.9% decrease in average daily ridership and is down 2.0% year to date; down 2.5% June 2019 vs. June 2018.
- Paratransit ridership had a significant reduction in ridership of – down 8.1% June 2019 vs. June 2018; and decreased 7.9% year to date.
- Vanpool ridership experienced a 2.8% decrease June 2019 vs. June 2018; 0.7% decrease year to date.
- Non-Capital Revenue is on target. June 2019 actual sales tax revenue is 11.3% over June 2018. Expenditures are lagging a bit due to timing.
- Groundbreaking at the Moran Station Park and Ride occurred yesterday. The park and ride will feature electric charging infrastructure for battery electric buses and 100 parking spaces.
- Communications department hired a new manager - Nathan Mauger, a WSU graduate with a degree in communications. His most recent experience was with the Hong Kong stock exchange and he is happy to be home in Spokane.

12. BOARD INFORMATION

- A. Committee Minutes
- B. June 2019 Sales Tax Revenue Information
- C. May 2019 Financial Results Summary
- D. May 2019 Operating Indicators
- E. Shared Mobility Project Criteria

13. NEW BUSINESS

None

14. BOARD MEMBERS' EXPRESSIONS

Mayor Grover welcomed Nathan Mauger to the communications team at STA.

Councilmember Kinnear commented on the Moran Station Park and Ride groundbreaking event. She thanked Brandon for taking pictures.

Commissioner Kerns mentioned that he and his family attended the Bus Roadeo at the Jefferson Park and Ride after the last Board meeting and were able to watch the Paratransit vans. He commented that it was a great event.

15. ADJOURNED

With no further business to come before the Board, Chair Mumm adjourned the meeting at 2:50 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of July 25, 2019, Board Meeting:

Saturday, July 27, 2019	4:00 p.m.
Monday, July 29, 2019	10:00 a.m.
Tuesday, July 30, 2019	8:00 p.m.

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

Planning & Development	Sept. 4, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	Sept. 4, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	Sept. 11, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, September 19, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.