

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

Approved at the
July 16, 2020
Board Meeting

BOARD OF DIRECTORS

Minutes of the June 18, 2020, Board Meeting Via
Video Conference

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Candace Mumm, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Lori Kinnear, City of Spokane
Pamela Haley, City of Spokane Valley
Tim Hattenburg, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) *alternate for Chris Grover*
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

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

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Director of Communications
& Customer Service
Karl Otterstrom, Director of Planning & Development
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Steve Blaska, Chief Operations Officer
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 1:30 p.m. and Dana Infalt conducted roll call. It was noted that Kevin Freeman would act as Chris Grover's alternate for voting purposes.

2. APPROVE BOARD AGENDA

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

3. RECOGNITIONS AND PRESENTATIONS

1. First Quarter 2020 Years of Service Awards

Ms. Williams acknowledged employees who have reached milestone years of service through the first quarter of 2020. She read the names of employees with 5, 10, 15, 25 years of service. Employees with 30 years of service included Michael Hogue, Ginger Jacobsen, Donna Graff, and Frank English.

2. First Quarter 2020 Employee Recognition

Ms. Williams celebrated employees who have gone above and beyond and received recognition in January (Adam Peterson, Sam Harris, Kevin Franklin, and Jim Lehrman) and February (Jeremy Goss, Trish Gainer, Lisa Duffin).

Josh Kerns joined the meeting.

4. BOARD ACTION – CONSENT AGENDA

Mr. Freeman moved to approve the Consent Agenda items 4A through 4D. Ms. Kinnear seconded, and the motion passed unanimously.

- A. Approve the minutes of the May 21, 2020, Board meeting.
- B. Approve the following May 2020 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 607780 – 608195	\$ 4,212,222.54
Workers Comp Vouchers (May)	ACH – 2286	\$ 64,487.35
Payroll 05/08/2020	ACH – 05/08/2020	\$ 1,890,398.78
Payroll 05/22/2020	ACH – 05/22/2020	\$ 1,299,391.01
WA State – DOR (Use Tax) (May)	ACH – 1767	\$ 276.75
MAY TOTAL		\$ 7,466,776.43

- C. Approve the ratification of the City Line: Temporary Construction Easement previously acquired on parcel no. 35171.2504 at the southeast corner of Cincinnati Street and Sharp Avenue between The Corporation of Gonzaga University and the Spokane Transit Authority for \$4,200.
- D. Approve budgetary changes for three CIP projects: 1) Four Lakes Station for an increase of \$589,500 2) 2020 Vanpool Replacement for an increase of \$52,788 and 3) Phone System replacement for an increase of \$33,635 in accordance with Resolution No. 702-13.

5. BOARD ACTION – OTHER

A. Lighted Pit Repair Project – Award of Contract and Approval of Budget

Mr. Blaska noted this was originally anticipated to be an operational repair and explained that spalling of concrete and cracking of welds was observed in the three lighted maintenance pits. The bids for the work came in higher than anticipated and it is now a capital project that requires board approval. He noted the lowest responsive bidder was D-McP Construction and advised staff are seeking a 20% contingency, for a total project of \$380,000.

Ms. Kinnear moved to approve the overall project budget of \$380,000 as outlined and award contract #2020-10472 to D-McP Construction, LLC for the Lighted Pit Repair project. Ms. Stratton seconded, and the motion passed unanimously.

B. Money Processing Services Award of Contract

Ms. Liard provided a review of the Armored Transport Services agreement which expires June 30, 2020. She noted that staff recommends leveraging the current relationship with Loomis to enter into a sole source agreement for money processing services (which DES does not offer). STA will contract with Loomis for a duration that coincides with the expiration date of the DES contract, currently set to expire May 22, 2024. The cost summary reflected a four-year contract for money processing services of approximately \$65,000 per year (estimated total of \$260,000) which requires Board approval in accordance with Resolution 702-13. The amount will be included in the operating budget for each year of the contract.

Ms. Stratton moved to approve the award of contract #2020-10451 to Loomis Armored US, LLC in the amount of \$260,000 for money processing services effective July 1, 2020, through May 22, 2024. Ms. Mumm seconded, and the motion passed unanimously.

6. BOARD OPERATIONS COMMITTEE

A. Chair Report

Mr. French expressed his great appreciation to staff, drivers, and leadership of STA in dealing with COVID-19 conditions. He noted we are starting to stabilize and come out of the restrictions and, as of July 1st will reinstitute fare collection. He also noted the protests that had occurred in the past few weeks. STA modified service to be responsive to law enforcement and provide a safe environment for the protestors.

Ms. Meyer introduced Ms. Liard to provide an update on the upcoming Board Workshop agenda on July 1, 2020, Response to COVID-19 Conditions Board Workshop.

Ms. Liard shared the Agenda and provided details on the situational overview, an economic recovery assessment, staff's validation of core assumptions, the process timeline, and the Board Workshop agenda.

The situational overview noted the significant drop in forecasted sales tax and fare revenue stemming from the pandemic and the financial challenge it will likely entail. She noted a required modification to current plans and a magnitude of impact estimated to be a combined and cumulative revenue loss of between \$78.3 and \$126.3M for the 2021-2026 forecast period when compared to the 2019 Small Starts scenario.

The assessment of economic recovery included multiple scenarios. She advised staff will work with Scenarios 1 and 2 to bookend a 6 year and 3-year recovery period.

She remarked the validation of core assumptions by the Board Operations Committee included ensuring financial resilience, maintaining service quality and state of good repair, and delivering STA Moving Forward. She provided detail of each of the core assumptions as well as the Board Resolution 742-16 and STA Moving Forward.

The process timeline was presented, and it was mentioned the assumptions will go before the Board at the Workshop for guidance.

Ms. Liard reviewed the Workshop agenda.

Rhonda Bowers asked about the meeting on the 1st and if she can bring questions forward about the impact of COVID on STA's financials going forward as well as some of the things that concern her about City Line. Mr. French confirmed the workshop would be a place to discuss the budget process.

Ms. Meyer advised that any Board Member who has questions or concerns can send them to her prior to the Board Workshop.

7. CEO REPORT

Ms. Meyer reported on ridership for Fixed Route, Paratransit, and Vanpool. All monthly ridership numbers show decreases but they are lower decreases than the prior month. She showed the ridership trends since March 2020 which show a comparison between 2019 and 2020. She noted that, from the low point in March, ridership shows consistent increases in Fixed Route.

Sales Tax update (March sales) was reported at -2.2% under May 2019 actual; 15.7% YTD above 2019 actual and 1.3% YTD above budget. The numbers are expected to continue to decline. Retail sales were down, construction was up, food service and accommodations were down.

Operating expenditures are tracking as expected.

City Line status update. Ms. Meyer showed snapshots of the Cincinnati at Sharp roundabout on Gonzaga campus and also noted the City has issued 7 of 35 permits. The ten Battery Electric Buses (BEB) that the Board approved have been ordered. An RFP was issued for the BEB infrastructure and the telecommunication installation is now in contract negotiations.

City Line upcoming activities include work on Cincinnati and Desmet bus platforms, the completion of final design of telecommunications by Zayo, and scheduled action at the July 16 Board meeting for the Award of Contracts for the BEB Charging Infrastructure and the High-Performance Transit Amenities Fabrication.

City Line – finance update reflecting funding percentages remaining and spent to date.

Ms. Meyer provided an update on COVID-19 and STA's ongoing responses. She expressed her gratitude to all STA employees for the great work they are doing.

She reviewed the mask protocols for employees and riders which have changed since we last met. Per L&I requirements Coach and Van Operators must wear an M5, KN95 or N95 mask when customers or others are within 6 feet but may remove the mask while operating the vehicle if 6-foot separation exists. Riders are encouraged to wear face coverings.

Ms. Meyer informed of the protective barriers designed to separate operators and customers that are being installed on 10 coaches to test for securement and functionality with plans to expand fleetwide in coming weeks.

Key Operational Changes include:

- June 15, 2020
 - Added 11% more service
 - Resumed pass sales for next month
- July 1, 2020
 - Resume front door bus boarding and fare collection on all modes

Ms. Meyer provided detail of the Transit Service being provided to Amazon Fulfillment Center which began May 21st. New bus stops and crosswalk and lighting were paid for and constructed by Amazon

8. BOARD INFORMATION
 - A. Board Operations March Committee Minutes
 - B. May 2020 Sales Tax Revenue
 - C. April 2020 Financial Results Summary
 - D. April 2020 Operating Indicators
9. NEW BUSINESS – *None*
10. BOARD MEMBERS' EXPRESSIONS - *None*

11. EXECUTIVE SESSION

Members adjourned to Executive Session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining. Board Members returned to open session at 2:20 and Chair French asked for comments. There were none.

Ms. Haley moved to approve a contract with ATU 1015 on terms negotiated with the parties effective April 1, 2020, through March 31, 2023. Mr. Hattenburg seconded, and the motion passed unanimously.

12. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:21 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of June 18, 2020, Board Meeting: *Not Available during Video Conference meetings. A recording of the WebEx meeting will be available on the STA website at www.spokanetransit.com as soon as it is available.*

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

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

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