

BOARD OF DIRECTORS

Minutes of the May 21, 2020, Board Meeting
Via Video Conference

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

MEMBERS ABSENT

Veronica Messing, Small Cities Representative
 (Airway Heights) *Ex Officio*
 Mike Kennedy, Small Cities Representative
 (Liberty Lake) *Ex Officio*

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

Chair French called the meeting to order at 1:32 p.m. and Dana Infalt conducted roll call.

2. **APPROVE BOARD AGENDA**

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

3. **BOARD ACTION – CONSENT AGENDA**

Ms. Haley moved to approve the Consent Agenda items 3A through 3D. Mr. Grover seconded, and the motion passed unanimously.

- A. Approve the minutes of the April 16, 2020, Board meeting.
- B. Approve the minutes of the April 23, 2020, Special Board meeting
- C. Cheney Line Infrastructure and Alignment Plan approval.
- D. Approve the following April 2020 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (April)	Nos. 607429 – 607779	\$ 3,800,861.80
Workers Comp Vouchers (April)	ACH – 2286	\$ 172,294.86
Payroll 04/10/2020	ACH – 04/10/2020	\$ 1,932,228.71
Payroll 04/24/2020	ACH – 04/24/2020	\$ 1,323,540.10
WA State – DOR (Use Tax) (April)	ACH – 1767	\$ 5,717.13
APRIL TOTAL		\$ 7,234,642.60

4. BOARD ACTION – OTHER

A. Battery Electric Charging Infrastructure: Scope of Work and Request for Proposals

Mr. Blaska reviewed the STA Moving Forward implementation of Battery Electric Bus (BEB) purchases for Monroe-Regal and City Line Service. He also covered the General Scope of Work. He showed the budget is \$9.7M and it is covered under three separate capital improvement projects.

As required by STA's procurement policy, staff are seeking approval of the Scope of Work and authorization to release a Request for Proposals for final design, provision of equipment, installation, and implementation services for battery electric bus charging infrastructure.

Ms. Haley moved to approve Scope of Work and authorize staff to release a Request for Proposal for Battery Electric Bus Charging Infrastructure. Mr. Grover seconded, and the motion passed unanimously.

B. Cheney Line Infrastructure and Alignment Plan

Mr. Otterstrom provided the objective and summary of the Cheney Line project plan. He noted the changes from the draft plan previously provided in the spring. He showed the final project scope of work that included the total budget of \$12.97M (\$6.36M Local, \$6.33M State and \$280K Federal). He also reviewed the proposed alignment.

Mr. Grover moved to approve the Cheney Line Infrastructure and Alignment Plan as presented. Ms. Stratton seconded, and the motion passes unanimously.

C. Equal Employment Opportunity Program

Ms. Williams provided a detail review of the Federal Transit Administration(FTA) requirements and Spokane Transit's Equal Employment Opportunity Program. She provided background on the Statement of Policy, Dissemination, Designation of Personnel Responsibility, Utilization Analysis, Goals and Timetables, Assessment of Employment Practices, Monitoring and Reporting. Ms. Williams presented the EEO programs for the 2019 and 2020 years.

Mr. Grover moved to adopt the STA Equal Employment Opportunity programs as presented. Mr. Kerns seconded and the motion passed unanimously.

5. CEO REPORT

- CEO Meyer provided an overview and update on Ridership for the month of April for Fixed Route, Paratransit, and Vanpool. She presented graphs showing Fixed Route weekday trends of ridership from March 2nd through May 15th and Paratransit weekday ridership trends from March 1st through May 10th as they compared to prior year ridership.
- An update on April 2020 voter-approved sales tax revenue was presented, representing February sales: 14.4% over April 2019 actual; 20.5% year-to-date above 2019 actual; 0.1% over April 2020 budget; and 5.4% year-to-date above budget.
- Expenditures update through March was provided. At \$19M, operating expenses are 22.6% of budget. Timing of expenditures can cause this percentage to vary.

- Ms. Meyer reviewed COVID-19 funding received from the CARES Act of \$23.4M to reimburse transit expenses and \$200K FEMA funding for costs beyond those covered by CARES.

Also assessed were future conditions being affected by the pandemic, how staff are anticipating planning for the future, the Safe Start Washington Phased Approach for reopening the State and how it aligns with STA's plans.

Staff's analysis and recommendations will be presented for the Board's consideration at the July 1st Board Workshop.

- She stated the City Line project is on track; \$8.4M spent to date; top risks being effectively managed and mitigated; one open issue of Riverside Avenue is being worked with the City of Spokane.

6. BOARD INFORMATION

- A. April 2020 Sales Tax Revenue
- B. March 2020 Financial Results Summary
- C. March 2020 Operating Indicators
- D. City Line: Construction Communication Plan
- E. Connect Spokane Major Update: Document Review
- F. 2021/2022 Service Revisions – Post COVID-19 Approach
- G. 1st Quarter 2020 Performance Measures
- H. 2020 Transit Development Plan: Timeline Adjustments
- I. Division Connects Study: Project Update
- J. FTA Section 5310 Funding Call for Projects Timeline
- K. 1st Quarter 2020 Service Planning Input Report

7. NEW BUSINESS - None

8. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:31 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Video of the meeting is available at <https://www.spokanetransit.com/about-sta/sta-board-of-directors-2020>

Next Committee Meetings (Via Video Conference):

Planning & Development	June 3, 2020, 10:00 a.m.
Performance Monitoring & External Relations	June 3, 2020, 1:30 p.m.
Board Operations	June 10, 2020, 1:30 p.m.

Next Board Meeting: Thursday, June 18, 2020, 1:30 p.m., Via Video Conference.