

## BOARD OF DIRECTORS

Minutes of the September 17, 2020, Board Meeting Via  
Video Conference

### MEMBERS PRESENT

Al French, Spokane County, *Chair*  
Candace Mumm, City of Spokane  
Chris Grover, Small Cities Representative (Cheney)  
Kate Burke, 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) *Ex Officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### 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

### MEMBERS ABSENT

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

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#### 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.

#### 2. APPROVE BOARD AGENDA

Chair French asked to adjust the time limit on the Executive Session from 20 minutes to 15 minutes and there were no other changes to the Agenda.

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

#### 3. EXECUTIVE SESSION

The Chair requested Ms. McAloon introduce the Executive Session.

Ms. McAloon stated that at this time the Board of Directors will adjourn to executive session for the purpose of discussing with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors or 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.

The STA Board of Directors will reconvene in open session at approximately 1:50 p.m. If it becomes necessary to extend the Executive Session, a member of the staff will return to announce the time at which the STA Board will reconvene.

At 1:50, Monique Liard announced they would extend the Executive Session to 1:56. At 1:56 the Board reconvened. There was no action taken as a result of the Executive Session.

Mr. Kerns, Mr. Hattenburg, and Ms. McAloon were unable to join the virtual Executive Session due to participating in the virtual meeting via cell phone in lieu of a computer/laptop. They agreed to be briefed individually by Ms. McAloon or Mr. Riseborough at a future date rather than stop or postpone the Executive Session.

4. RECOGNITIONS AND PRESENTATIONS

A. Washington State Department of Transportation – 2020 Wall of Fame Honorees-Recognition

Ms. Williams advised that Washington State Department of Transportation annually recognizes two exemplary individuals and one team from each transit agency to receive the Wall of Fame award each year. This year was a run a bit differently than normal, with honorees being recognized on social media in lieu of the customary banquet.

Ms. Williams noted this year's Wall of Fame winners included Katherine Barnes, Training Instructor, Mike Hill, Operations Specialist, and the Facilities and Grounds (F&G) Team. She read the submissions that fellow employees wrote when they nominated each person/team.

Chair French congratulated the recipients for their excellent service and work on behalf of the agency and taxpayers.

5. PUBLIC HEARING

A. 2021 Transit Development Plan

Mr. Otterstrom briefed the Board and public on STA's Transit Development Plan (TDP) which is developed each year and includes the years 2021 through 2026 in this plan. He noted it is consistent with the Growth Management Act and showed how STA implements the plans for public transportation or capital improvements and any substantial operating changes or funding needs for programs, and also identifies significant projects.

He continued to state the TDP fits in a broader array of plans as it develops each year and is basically the foundational plan of the system, policies, and planning principles. He reviewed the plan and pointed out the key components.

Mr. Otterstrom said that the development of the plan has been based on the Board guidance in the spring as well as during the months of the pandemic, and the key outcomes of the plan have surfaced to include no cuts in service level. He noted the actual levels of Fixed Route service are not projected to decrease but rather increase with the implementation of STA Moving Forward (STAMF). He pointed out the plan also maintains STA's longstanding policy of avoiding debt.

He reviewed the Service Improvement Program (SIP) which identifies opportunities for change in broad structures to implement STAMF to fit the vision of a high-performance transit network to continue to implement Connect Spokane design principles and to address identified route performance issues. When staff developed this, a concept map was developed that represents a snapshot in time of possible route combinations and service plans that work at this point. This is kind of a unique period because we are developing the preliminary proposal.

He then covered the Capital Improvement program which identifies a six-year period of capital expenditures. The first year of the program will be the draft budget for 2021 capital budget and subsequent years are the program to help staff as we continue design development of projects and contemplate staffing requirements. It reflects the revised timing of remaining STAMF projects and the latest grant awards and assumptions. He briefed on the sub-components of the plan and the financial forecast.

As Mr. Otterstrom completed his briefing, he advised STA had provided the opportunity for people to give written comments in advance to the Clerk of the Board. As of 12:30 this afternoon, STA had not received any comments.

He asked if any Board members had questions. Ms. Mumm asked if STA had done some sort of survey and if we had those results. Mr. Otterstrom advised there is a survey that is closing out today on the I-90 Valley Corridor Study, but as far as the TDP, we had an opportunity for public comment and today’s public testimony.

Ms. Mumm asked if it included serving the potential extension into Idaho. Mr. Otterstrom noted that the overall project in the STAMF includes a pilot extension to Idaho, subject to collaboration with the partners over there but the focus of the survey will be about facilities STA has today and what could be improved in Washington. Discussion ensued.

Mr. Otterstrom advised there is no mention of the Idaho connection in today’s Transit Development Plan but that members would have an opportunity to review the future pilot program in the STA Moving Forward Plan at the October Planning & Development meeting.

Chair French clarified that there was the potential for service to Coeur d’Alene in the STA Moving Forward ballot measure that voters approved. Mr. Otterstrom confirmed it was identified as a project that voters wanted to see STA move forward on in the STAMF Plan.

Chair French asked if there were any questions related to the hearing item. None were forthcoming. He thanked Mr. Otterstrom, Mr. Grover, and the members of the Planning and Development committee for getting the TDP to this point.

Mr. French opened the public hearing at 2:27 pm. All attendees of the virtual meeting were unmuted to allow for anyone to comment.

Mr. French asked three times for comments from the public. He confirmed with Mr. Otterstrom that people were given the opportunity to send in written comments.

Hearing none, he closed the public hearing at 2:30 pm.

6. BOARD ACTION – CONSENT AGENDA

**Mr. Hattenburg moved to approve Consent Agenda Items 6A through 6F. Mr. Grover seconded, and the motion passed unanimously**

- A. Approval of the minutes of the July 16, 2020, Board meeting.
- B. Approval of the following July and August 2020 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (July)	Nos. 608567 – 609030	\$ 5,999,758.85
Workers Comp Vouchers (July)	ACH – 2286	\$ 86,021.15
Payroll 07/03/20	ACH – 07/03/20	\$ 1,341,560.38
Payroll 07/17/20	ACH – 07/17/20	\$ 2,160,960.87
Payroll 07/31/20	ACH – 07/31/20	\$ 1,421,935.24
WA State – DOR (Use Tax) (July)	ACH – 1767	\$ 1,959.16
<b>JULY TOTAL</b>		<b>\$ 11,012,195.65</b>
DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (August)	Nos. 609031 – 609397	\$ 4,551,274.88
Workers Comp Vouchers (August)	ACH – 2286	\$ 73,047.77
Payroll 08/14/20	ACH – 08/14/20	\$ 2,328,730.12
Payroll 08/28/20	ACH – 08/28/20	\$ 1,382,668.69
WA State – DOR (Use Tax) (August)	ACH – 1767	\$ 3,686.34
<b>AUGUST TOTAL</b>		<b>\$ 8,339,407.80</b>

- C. Approved, by motion, the acceptance of the Paint Booth and STA Plaza Controls Replacement contract as complete.
- D. Approved, by motion, the attached Scope of Work and award a fifty-seven (57) month contract to Galls, LLC, as presented.
- E. Approved, by motion, the acquisition of property and a temporary construction easement as described and authorized the CEO to execute all required documents on behalf of Spokane Transit Authority.
- F. Approved, by motion, a thirty (30) month contract extension to Extreme Power Wash for an estimated contract total of \$293,000.

7. BOARD ACTION – OTHER

A. Transit Development Plan 2021-2026

Chair French noted it is time to take action on the earlier Public Hearing item for the TDP.

Mr. Otterstrom noted the Planning and Development Committee’s recommendation stated that subject to satisfactory completion of the public comment period in the public hearing, they recommended approval of the Transit Development Plan: 2021-2026 as presented.

The final recommendation read: Adopt by Resolution #780-20, the Transit Development Plan 2021-2026.

Chair French asked for questions or comments. Mr. Grover noted that the committee has an annual requirement to review this Transit Development Plan, so it will be coming back in early Spring and staff will be reviewing this again with current financial assumptions and forecasts. There were no other questions or comments.

**Mr. Grover moved to approve the Transit Development Plan as presented. Ms. Haley seconded, and the motion passed unanimously.**

8. BOARD OPERATIONS COMMITTEE

A. Chair Report

Chair French commended staff for great work in moving the City Line project forward. He noted most other topics will be covered by the Planning & Development and Performance Monitoring & External Relation Committee Chairs’ reports.

9. PLANNING AND DEVELOPMENT COMMITTEE

A. Chair Report

Mr. Grover noted that in addition to the TDP, P&D Committee had been working on the STA Moving Forward Plan amendments that reflected adjustments to be made based on the effects of the pandemic. He said those adjustments are reflected in the Service Improvement Plan and the Capital Improvement Program that the Board approved but based on the discussion today, he wanted the Board to know the P&D Committee will continue the discussion on STAMF.

He advised they had an update on the Division *Connects* and a good discussion on the study with more to follow on that.

Staff presented an overview of the planning efforts in the current outreach for the I-90 Valley High-Performance Transit Corridor – with more to follow on that, too. STA submitted the Regional Mobility Grant application last week and the Grant application for the I-90 Valley High Performance Transit infrastructure, as well as the City Line high performance transit improvements, I-90 Valley HPT, \$7.5 million and Sprague HPT improvements for \$2.9 million.

The next meeting is on September 30th and the committee will continue the discussion on STA Moving Forward 2020 Plan amendments as well as the draft annual strategic plan and the draft Operating and capital budgets. And we will also get another update on Connect Spokane and the City Line.

Karl provided a briefing on STA Moving Forward Plan Amendment.

i. STA Moving Forward: 2020 Plan Amendment

Mr. Otterstrom provided an update on the proposed changes to the STA Moving Forward plan, the implementation strategy for Connect Spokane, and the July 2020 pandemic response. Board guidance affirmed commitment to delivering STA Moving Forward. He showed the proposed timeline adjustments as well as next steps and the STA Moving Forward amendment process.

10. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

A. Chair Report

Mr. Kinnear advised the PMER committee reviewed the items appearing on the consent agenda today and received briefings on the Community Access Program pilot program and the Community Essentials marketing campaign for public awareness. Ms. Kinnear advised that Mr. Rapez-Betty will provide detail about the Special Community Events Fare Structure.

i. Special Community Events Fare Structure

Mr. Rapez-Betty informed that this item had originally been presented to PMER as a consent agenda item but legal counsel advised that since the fares had not changed since 2020, there was no need to update the Tariff policy and, as such, this item is being presented as information only. He provided the dates for the 2021 events and reminded the fares from previous years.

11. CEO REPORT

Ms. Meyer reported on Ridership:

- Fixed Route ridership down this August over last August by 50%.
- Paratransit down 65%
- Vanpool down 46% (There are still 69 active groups)

She reviewed Ridership in 2019 compared to Ridership in 2020 beginning March 2nd and ending September 7<sup>th</sup> and noted time points for changes to service, the Governor's orders and whether Spokane was in Phase 1, 2, or 3, as well as suspension of fares, fare collection resumption and restoration of full service. STA's service was reduced to only 90% and that is one way to maintain social distancing.

Ms. Meyer presented Fixed Route monthly numbers from January through August, showing average daily ridership as well as total ridership for 2020. She noted that ridership plunged from February to April, went up during the months of May and June, and dipped down slightly in July and August. She also showed ridership for STA compared to other transit agencies in the state, noting the take-away from this is that everyone has experienced the same sort of pandemic-induced decline, but STA had the least percentage of decline.

She noted Paratransit ridership has continued to increase in the last few months, but are significantly below last year and growing a little bit every month.

August Sales Tax collected on June sales show that sales tax revenue received was higher than budget by 8.5% year to date above 2019; 4% above August 2019. Ms. Meyer noted that since January, sales tax decreased a very small amount in one month and about 15% the next month, since then has continued to grow.

She noted that retail, construction, accommodations and food service are the top three sales tax revenue generators and the numbers in retail and construction have increased since the pandemic began. She advised further detail was included in the Board packets.

Ms. Meyer reported on fare revenue for Fixed Route, Paratransit, and Vanpool. She noted the points in March when fares were suspended, July when STA reinstated collection of fares.

Ms. Meyer provided an update on the City Line progress and budget expenditures to date. She showed snapshots of a few of the platforms and concrete pads as well as some of the construction that began in 2020.

She noted the September Service Change goes into effect on Sunday, September 20<sup>th</sup> and advised it is a minor service change.

The Shields Team is comprised of a group of employees tasked with a project to create a plexi-glass barrier between drivers and customers. They have been constructed and installed on all coaches by STA's employees. In addition to the leadership of Senior Maintenance Manager Ralph Wilder and Maintenance Manager Todd Griffith, the crew consisted of Wade Raymond, Carl Fuller, Chris Camarata, Jose Campos, foreman Ron Scouton and Jeff Smith but was really a collaboration of the entire Maintenance and Facilities & Grounds departments. They completed all the construction and installation in roughly six weeks.

On a final note, Ms. Meyer expressed her appreciation to Steve Blaska for being here for the past eight months to help bridge the gap during an important time in STA's planning for the future. She noted he is now insisting on returning to retirement.

Ms. Meyer also expressed a warm welcome to Fred Nelson who is stepping in as interim COO.

12. BOARD INFORMATION

- A. Committee Minutes
- B. August 2020 Sales Tax Revenue
- C. July 2020 Financial Results Summary
- D. July 2020 Operating Indicators
- E. June 2020 Semi-Annual Financial Reports
- F. Second Quarter 2020 Service Planning Input Report
- G. I-90 / Valley High Performance Transit Project Overview
- H. Division *Connects* Study Update
- I. 2021-2023 Regional Mobility Grants Submission

13. NEW BUSINESS – *None*

14. BOARD MEMBERS' EXPRESSIONS

The Chair and Board members expressed their thanks and best wishes to Mr. Blaska.

15. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:56 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

Next Committee Meetings:

Planning & Development	Sept. 30, 2020, 10:00 a.m. (October Meeting) Virtual
Performance Monitoring & External Relations	Sept. 30, 2020, 1:30 p.m. (October Meeting) Virtual
Board Operations	October 7, 2020, 1:30 p.m. Virtual

Next Board Meeting: Thursday, October 15, 2020, 1:30 p.m., Virtual Video Conference