

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the April 13, 2022, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative  
(Airway Heights), *Chair*  
Al French, Spokane County, *Planning &  
Development Committee Chair*  
Pamela Haley, City of Spokane Valley,  
*Performance Monitoring & External  
Relations Committee Chair*  
Lori Kinnear, City of Spokane, *Chair Pro Tem*  
E. Susan Meyer, Chief Executive Officer,  
*Ex Officio*

### **MEMBERS ABSENT**

None

### **STAFF PRESENT**

Karl Otterstrom, Chief Planning and  
Development Officer  
Monique Liard, Chief Financial Officer  
Nancy Williams, Chief Human Resources Officer  
Dana Infalt, Clerk of the Authority  
Amie Blain, Executive Assistant to the Chief  
Financial Officer

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **STAFF ABSENT**

Brandon Rapez-Betty, Chief Operations Officer  
& Interim Chief Communications and Customer  
Service Officer

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

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

### **2. APPROVE COMMITTEE AGENDA**

*This item was not presented for a motion. Legal Counsel, Laura McAloon, confirmed that approval of the agenda is not required.*

### **3. CHAIR'S COMMENTS**

Chair Grover noted Brett Lucas' move to STA to serve within the Planning Department.

#### 4. COMMITTEE ACTION

##### a. March 9, 2022, Committee Minutes

*Ms. Kinnear moved to approve the March 9, 2022, committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.*

#### 5. COMMITTEE DISCUSSION

##### a. Washington State Transit Support Grant

Mr. Otterstrom provided background information relating to *Move Ahead Washington*. Key details include increased funding for transit and the Transit Support Grant Program with its financial incentive for fare policy changes. Grant eligibility includes a fare policy revision to include zero-fare for youth ages eighteen and younger. Verification of this policy revision for STA must be submitted to the Washington State Department of Transportation by October 1, 2022. Operational considerations include determining a method for age verification for the Connect Card, coordination between STA and Spokane Public Schools for leveraging public transit services for more high school students, the Board-approved Summer Youth Card extension through September 15, 2022, and the beta testing for the new fare collection system in August and September 2022. Chair Grover, Ms. Haley, Ms. Kinnear, and Mr. French shared their support in pursuing the grant funding and the required policy changes to be in place on or before October 1, 2022, and to present this item for discussion to the Board next week.

#### 6. COMMITTEE CHAIR REPORTS

##### a. Al French, Chair, Planning & Development (P&D)

Mr. French turned over the floor to Mr. Otterstrom to present. Mr. Otterstrom shared that an adjustment to the Section 5310 Program was presented as a recommendation for the committee to allow this item to be presented at the Board meeting next week. This adjustment concerns American Rescue Plan funds for year 2021. The City of Spokane Valley's crossing project next to City Hall is ineligible for ARP funds under Section 5310. To remediate this issue, STA is recommending replacing those funds through a cooperative project between STA and the City of Spokane Valley. Mr. Otterstrom continued and explained that major planning guidance and preliminary revenue and expenditure assumptions relating to the transit development projects were discussed at the committee meeting. Included in the discussion were draft changes to Connect Spokane, which have been placed on the Board agenda next week. The redline copy is available on the website and noticed in the paper for public feedback. Mr. French shared that he and Tim Hattenberg were at the meeting and discussed the growth and expenditure rate for 2023. Mr. French stated that he and Mr. Hattenberg support the projected rate being presented to the Board. They understand that the inflation rate is accelerating, and they are hopeful it will slow.

##### b. Pamela Haley, Chair, Performance Monitoring & External Relations (PMER)

Ms. Haley shared that Susan Gray was reappointed to the Citizen Advisory Committee for her second, three-year term. Ms. Haley stated the committee voted on the item for the Plaza Security office carpeting. Great Floors was selected through a state contract, and the amount of the project is approximately \$35k. Ms. Haley shared that the committee voted to award the contract for bus schedule printing to National Color Graphics, as they were the only proposal received. The quoted price of \$540k for a five-year term was deemed fair and reasonable. The

committee voted to recommend the Board approve the contract. The committee also recommended the Board approve a sole-source contract with Zipline Communications. STA has a current contract with Zipline for communications services, and it was determined that it would be best to retain Zipline as they have exceeded expectations, their cost is fair and equitable, and duplicate work and additional expenses would be required to change companies.

#### **7. INCREASE OF CONTRACT VALUE FOR THE FARE COLLECTION SYSTEM**

Ms. Liard shared the background regarding the Board-approved contract with INIT Innovations in Transportation, Inc. in November 2020, for a modernized fare collection system. Additional items identified in implementation are being recommended for Board approval, and they include the following:

- Optional Features
  - Retail Network
  - Open Payments
  - Mobile Application Enhancements
  - Paratransit Integration
  - Translation of Mobile Application
- Technical Changes and City Line Delay
- Fare Media Inventory

***Ms. Haley moved to recommend the Board of Directors authorize the CEO to amend STA's contract with INIT for a fare collection system for an additional value of \$632,000 for a revised aggregate value of \$8,818,000, Mr. French seconded, and the motion passed unanimously.***

#### **8. BOARD OF DIRECTORS AGENDA APRIL 21, 2022**

***Ms. Haley moved to remove item 6G. 2021 Year-End Performance Measures Summary and Proposed 2022 Goals from the Board Consent Agenda and add as a Board Action item, Mr. French seconded, and the motion passed unanimously.***

***Ms. Haley moved to approve the Board of Directors amended agenda, Ms. Kinnear seconded, and the motion passed unanimously.***

#### **9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 11, 2022**

There were no questions or comments.

#### **10. CEO REPORT**

Ms. Meyer asked Mr. Otterstrom to address the committee regarding the partnership between STA and Spokane Public Schools. Mr. Otterstrom shared that an STA transportation workgroup has partnered with Spokane Public Schools to research efficiencies and optional community resources for STA to provide enhanced transportation services for their students. The SPS Board is meeting this evening, and Mr. Otterstrom shared the agenda items for the meeting as follows:

- Route efficiency
  - Stop consolidation
  - School bus arrival times
  - Walk-zone radius expansion
  - Additional transportation service options
    - Additional vehicle types
    - After-school sports

Ms. Meyer shared that this has been an ongoing project for SPS, and their process and planning were in motion prior to the availability of the transit support grants and zero fare for youth. The Board decision regarding STA's acceptance of the grant can enhance opportunities for youth transportation for school and related activities and increase youth ridership with STA. Ms. Meyer stated that a link to the SPS Board's presentation will be forwarded to the STA Board members.

Ms. Meyer shared information from STA's All Employee Meetings that took place on April 12, 2022. Four meetings occurred throughout the day to accommodate various employee schedules. Employees were compensated for their time at the meetings, and food was provided. Employee attendance and participation was higher than any previous All Employee Meeting.

Ms. Meyer provided details regarding the Regional Bus Tour scheduled for April 14, with Amanda Wyma-Bradley, Senior Advisor on Transportation and Economic Development from Senator Patty Murray's office, and many regional transportation stakeholders. STA is providing a 40-foot Battery Electric Bus for the tour.

#### **11. NEW BUSINESS**

Mr. French shared information regarding a presentation at an APTA conference many years prior, for maximizing communications systems on buses. Since advertisements are no longer posted on the outsides of buses, Mr. French asked if an opportunity exists for the bus intercom systems to announce the approaching of retailers who would pay for such services as a method for raising money for STA. Ms. Meyer advised there are positives and negatives to this approach, and it was determined that the risks are greater than the potential reward, and therefore, STA has not pursued the idea.

#### **12. ADJOURN**

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

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer