

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

Approved 9/15/22
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BOARD OF DIRECTORS

Minutes of the July 21, 2022, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights) *Chair*
Al French, Spokane County (*virtual*)
Betsy Wilkerson, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane (*virtual*)
Lori Kinnear, City of Spokane, Chair Pro Tempore
Tim Hattenburg, City of Spokane Valley
Pamela Haley, City of Spokane Valley
Zack Zappone, City of Spokane
Dan Sander, Small Cities Representative (Millwood)
Ex Officio
Veronica Messing, Small Cities Representative (Cheney)
Ex Officio
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Dan Dunne, Small Cities Representative (Liberty Lake),
Ex Officio
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer and
Interim Chief Communications & Customer Service
Officer
Karl Otterstrom, Chief Planning & Development
Officer (*Virtual*)
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUEST

Sherry Little, Partner, Cardinal Infrastructure

1. Call To Order and Roll Call

Chair Grover called the meeting to order at 1:31 p.m. and roll call was conducted.

2. Approve Board Agenda

Chair Grover advised that Item 4A is being presented in September.

Mr. French moved to approve the July Board Agenda with the amendment noted. Ms. Haley seconded, and the motion passed unanimously.

3. Public Expressions - None

4. Recognitions and Presentations

A. ~~John Christiansen, Fixed Route Coach Operator — Retirement~~

B. Kim Freeman, Office Assistant – Retirement

On behalf of Spokane Transit and the community we serve, Ms. Meyer recognized Ms. Freeman for her 43 years of service and presented her with a commemorative plaque acknowledging her years of service to STA and the community. Ms. Freeman was in attendance to receive the plaque and recognition from the Board. She thanked Ms. Meyer, Board Members, and Staff, commenting with a smile that she never thought she'd be here for 43 years.

C. 2nd Quarter Years of Service – Recognition (*Nancy Williams*)

Ms. Williams reminded that at the conclusion of each quarter Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with STA. She read the names of 30 individuals who have been employed with STA for significant periods of time (5, 10, 15, 20, 25, and 30 years), noting STA commends and recognizes them for their contribution to the success of the agency.

5. Board Action – Consent Agenda

Mr. French moved to approve Consent Agenda Items 5A through 5F. Mr. Hattenburg seconded, and the motion passed unanimously.

- A. Approved Minutes of the June 16, 2022, Board Meeting – Corrections/Approval
- B. Approved the following June 2022 Vouchers:

| DESCRIPTION | VOUCHER/ACH NUMBERS | | AMOUNT |
|----------------------------------|----------------------|-----------|---------------------|
| Accounts Payable Vouchers (June) | Nos. 617599 – 617920 | \$ | 4,010,998.70 |
| Worker's Comp Vouchers (June) | ACH – 2286 | \$ | 106,625.63 |
| Payroll 06/03/2022 | ACH – 06/03/2022 | \$ | 2,010,449.03 |
| Payroll 06/17/2022 | ACH – 06/17/2022 | \$ | 1,595,161.24 |
| WA State – DOR (Excise Tax) | ACH – 1767 | \$ | 4,759.94 |
| JUNE TOTAL | | \$ | 7,727,994.54 |

- C. Adopt, by Resolution 797-22, the 2023-2028 Transit Development Plan.
- D. Adopt, by Resolution 798-22, the proposed 0.7530% DBE goal for FFY 2023, 2024, & 2025.
- E. Accept the contract with Wm. Winkler, Co. for the Monroe-Regal High-Performance Transit Phase II project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. Accept the contract with NNAC, Inc. for the Division Street Stops Phase III project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

6. Board Action – Other

A. Fare Policy Revisions: Final Recommendation – Zero-Fare for Youth (Resolution)

Mr. Otterstrom presented the recommended Zero-Fare for Youth fare structure revisions, the draft Public Outreach Summary document, the Title VI Analysis memo, and the draft Board Resolution 799-22 for review and recommendation to the Board for adoption.

He specifically reviewed the background, policy recommendation, current and proposed fares, implementation steps, outreach: Title VI requirements, Title VI analysis, Zero-Fare for Youth policy outreach, survey results, and the timeline for implementation.

Mr. Otterstrom noted the recommendation to: Adopt, by Resolution 799-22, revising STA's Tariff Policy and Procedures for Fixed Route and Paratransit Fares to implement Zero-Fare for Youth.

Ms. Kinnear expressed concern about the implementation step that included "If the Washington State Transit Support Grant is rescinded, Category B fares will be reinstated at their 50% reduced levels as approved by the board on January 21, 2022" due to it being a new future board. She asked if they should say "the board will reconsider". Mr. Otterstrom advised it was at the board's discretion.

Ms. McAloon noted that next year's board could amend the resolution and the policy, stating it doesn't have to be in this amendment because the board has that right, regardless. She clarified that it would end if the funding were rescinded but the board would have the ability to take action differently at any point in time. Ms. Kinnear thanked Ms. McAloon.

Mr. Grover thanked Mr. Otterstrom.

Mr. Hattenburg moved to approve as presented. Ms. Stratton seconded, and the motion passed unanimously.

B. Recognition of Laura McAloon (Resolution)

Ms. Meyer advised she was presenting the attached Resolution No. ____ for approval by the Board in recognition of Laura McAloon's outstanding service to Spokane Transit Authority and the community on the occasion of her departure from her long-time role as general legal counsel to Spokane Transit Authority.

Mr. Kerns moved to approve, by Resolution, to convey the Board's deep gratitude and appreciation to Ms. McAloon for her long-standing exemplary service to STA, public transit, and the entire community. Mr. Hattenburg seconded, and the motion passed unanimously.

7. Board Operations Committee

A. Chair Report

Chair Grover advised he had nothing to add today.

8. Planning & Development Committee

A. Chair Report:

Mr. French noted he was absent from the Planning & Development Committee and had Ms. Stratton chair the meeting for him. Ms. Stratton deferred to Mr. Otterstrom who reviewed the items introduced, received, reviewed, and recommended to the Board by the Planning & Development Committee.

9. Performance Monitoring & External Relations Committee

A. Chair Report

Ms. Haley reviewed the items sent to the Board under Consent. She noted the other items discussed and said they heard a report on the 2021 state audit exit briefing, which was perfect, and she offered congratulations to staff on another successful audit.

Chair Grover asked if anyone had questions of P&D or PM&ER Committees. None were forthcoming.

10. CEO Report

Ms. Meyer provided a report on the following:

Ridership in June saw a year-to-date increase in Fixed Route of 24.8%. When compared to pre-pandemic levels of 2019, Fixed Route has recovered approximately 60% of ridership.

Paratransit realized an increase of 41.0% year-to-date, and approximately 70% of pre-pandemic ridership levels.

Vanpool Ridership increased 21.7% year-to-date. 72 vans assigned.

June Monthly Fare Revenue by Service showed fares at \$3.7M year-to-date, which compares to \$3.M in 2021. Along with ridership, fare revenue has increased.

Sales Tax was reported on June 2022 voter-approved revenue, which represented April sales. STA's budget for June of \$9,363,081 compared with actual Sales Tax collected of \$9,233,669. This represented 1.4% above budget, 2.6% year-to-date above budget, 1.6% above June 2021 actual, and 8.2% above year-to-date 2021 actual.

City Line finance update was provided. Ms. Meyer noted the differences between June and July reports. Uncommitted funds have gone up. As projects are completed, if they come in under budget, that amount goes into uncommitted. She explained the reasons for the changes.

She noted current activities of City Line project and shared an article in the *Spokesman Review* on July 18, 2022, titled "Murals for Invigorating Neighborhood Pride" and a picture of the artwork on a shelter at Main & Division and concluded her City Line report with Upcoming Activities. Ms. Meyer said we are less than one year to the start date now.

Ms. Meyer introduced Sherry Little of Cardinal Infrastructure to provide an update from Washington DC. Ms. Little said she and her staff were able to review developments with Headquarters on the City Line and she said of the projects her team is working on, 100% of them have experienced significant budgetary impacts, except City Line. She shared the trends taking place in transit which may impact the initiative known as the Bipartisan Infrastructure Law. Unforeseen hiccups and unpredicted changes may hinder infrastructure finance, specifically supply chain issues (microchips shortages). Washington DC has not recognized it can impede the President's agenda. Another issue being dealt with is inflation, and she shared how much the cost has gone up over the past five years for stainless steel, aluminum, and carbon steel, noting transit manufacturers are having trouble delivering at previously promised rates. Worker shortages is another topic being heard throughout the country. She advised that with no solution yet identified to resolve these issues, it is recognized as an impediment to the President being able to advance his agenda. She said they all were interesting developments and offered to answer questions. None were forthcoming.

Ms. Meyer thanked Ms. Little and detailed STA's incentive and recruitment plan progress as one way STA is attempting to address worker shortages. She reviewed the Retention Incentive program and noted 573 employees received the first of four potential incentive bonuses. She took a moment to congratulate and thank the STA employees. Ms. Meyer also shared the new hire incentive and employee retention programs.

STA's Annual Awards banquet was held Sunday night, July 17, 2022, at the Northern Quest Resort to honor STA employees' professional safety achievements. This year, the award receipts include those honored from 2019, 2020, and 2021. She noted the Board Members who attended with their guests.

Ms. Meyer updated the Board on 2022 grant requests.

The 46th Washington State Public Transportation Partnership Conference, Vendor Expo and State Rodeo will be held August 27th – 30th at the Davenport Grand Hotel. She reviewed the details.

Ms. Meyer noted the Interim Legal Services interview will take place in next couple weeks, and recommendation will be brought to the Board at a date to be determined.

Ms. Meyer offered to answer any questions. None were forthcoming.

11. Board Information – *no action or discussion*

- A. Committee Minutes
- B. May 2022 Financial Results Summary (*Monique Liard*)
- C. June 2022 Sales Tax Revenue (*Monique Liard*)
- D. May 2022 Operating Indicators (*Brandon Rapez-Betty*)
- E. City Line Update (*Karl Otterstrom*)
- F. Title VI Plan Update (*Karl Otterstrom*)
- G. 2022 Equal Employment Opportunity Program (*Nancy Williams*)
- H. SAO 2021 State Audit Report (*Monique Liard*)

12. New Business – *None*

13. Board Member Expressions

Mr. French advised he and Commissioner Kerns attended a ribbon cutting at Thrive over the weekend. He described the details of the accommodations being offered to refugees. There are 120 units currently occupied by families. He expressed his heartfelt interest in assisting these people and asked if we could do anything as a community to help. They asked if STA could do anything to help with transportation. He had a short conversation with the CEO this morning and wanted to bring it to the Board as an opportunity to welcome them to the community. He said he doesn't know how that is presented – as bus passes, a van or two for Vanpool program to get them to jobs, but was advocating for help. He encouraged fellow Board Members, the CEO and staff to bring their best ideas to the table. Mr. Kerns agreed that they want to be a part of the community. He detailed a story heard from one family.

Ms. Wilkerson asked about bus training and whether STA still offered that to the community. Ms. Meyer advised that the program was suspended at the beginning of the pandemic. She said staff will follow up to understand how we can help and advised they must have interpreters to assist. Staff will look at resources to see if there is a program STA can offer.

Mr. French recapped how the program works as a transitional facility.

Chair Grover thanked the board members for their governance and expressed his and staff's appreciation for the time spent with STA.

14. Executive Session - *None*

15. Adjourned

With no further business to come before the Board, Chair Grover adjourned the meeting at 2:40 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority