

BOARD OF DIRECTORS

Minutes of the November 17, 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*)
Pamela Haley, City of Spokane Valley
Josh Kerns, Spokane County (*virtual*)
Tim Hattenburg, City of Spokane Valley
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*
Dan Dunne, Small Cities Representative (Liberty Lake),
Ex Officio
Veronica Messing, Small Cities Representative (Cheney)
Ex Officio (Virtual)
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane
Lori Kinnear, City of Spokane, Chair Pro Tempore
Karen Stratton, City of Spokane
Zack Zappone, City of Spokane
Dan Sander, Small Cities Representative (Millwood)
Ex Officio

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Michael Connelly, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.
Megan Clark, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C. (*virtual*)

1. Call To Order and Roll Call

Chair Grover called the meeting to order at 1:30 p.m. and introductions were made.

2. Approve Board Agenda

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

3. Public Expressions

There were none.

4. Public Hearing

A. Connect 2035 – Phase 1 Draft Strategic Plan.

Chair Grover opened the public hearing at 1:33. Ms. Liard provided an overview and details of the *Connect 2035* Phase 1 Draft Strategic Plan. Following her presentation, Chair Grover asked Board members for comments and then called three times for public hearing comments. There were no comments. He closed the public hearing at 1:41 pm.

B. Proposed Draft 2023 Operating and Capital Budgets

Chair Grover opened the public hearing at 1:41. Ms. Liard shared a video presentation covering the details of the 2023 Operating and Capital Budgets. Following the video, Chair Grover asked Board members for comments and then called for public hearing comments three times. There were no comments. He closed the public hearing at 1:55 pm.

5. Board Action – Consent Agenda

Ms. Haley moved to approve Consent Agenda Items 5A through 5I. Mr. Hattenburg seconded, and the motion passed unanimously.

- A. Approval of Minutes of the October 20, 2022, Board Workshop
- B. Approval Minutes of the October 20, 2022, Board Meeting
- C. Approval of the following October 2022 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 619175 – 619588	\$ 10,654,801.12
Worker’s Comp Vouchers (October)	ACH – 2286	\$ 97,139.42
Payroll 10/07/2022	ACH – 10/07/2022	\$ 2,099,860.29
Payroll 10/21/2022	ACH – 10/21/2022	\$ 1,567,191.40
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,008.20
WA State – DOR (Leaseholder Tax)	ACH – 1767	\$ 2,583.83
OCTOBER TOTAL		\$ 14,427,584.26

- D. Approval of the 2023 Action Plan.
- E. Authorize the CEO to enter into a downtown layover site license agreement with Cowles Real Estate Company for up to \$7,300 annually
- F. Approve the Project Office Lease Agreement for a one-year term for the period January 1 to December 31, 2023 for approximately \$6,808.00 per month pending final negotiation with the property owner, plus three, one-year options, and authorize the CEO to enter into the Agreement.
- G. Approve the award of contract to Tolar Manufacturing Company, Inc. for passenger shelters for a five-year term.
- H. Authorize contract negotiations between STA and Floyd & Kane, PLLC, for a five (5) year Workers’ Compensation Legal Services Agreement and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.
- I. Approval of 2021-2023 Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services.

6. Board Action - Other

A. Additional Funding Request for Double-Decker Buses

Mr. Rapez-Betty provided summary and background information for the double-decker bus purchase planned for the Cheney Line. He noted a price increase in the DES contract and a contingency of 10% to account for unknown costs in a number of configurable items which accounted for approximately 97% of the requested authority. He reviewed the budget shortfall and advised the recommendation from the Board Operations committee was for the Board to authorize an increase of \$1,611,479 in CIP Project 533, establishing a new budget total of \$9,851,479 for the purchase of seven double-decker buses from Alexander Dennis, Inc. in 2025.

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

B. Additional Funding Request for Paratransit Vans

Mr. Rapez-Betty informed the Board about staff's request for a capital project budgetary increase for CIP #485 to accommodate the expected amounts required to procure paratransit vans at an overall price in excess of the current budgeted amount of \$1,338,793, and the authority to procure 7 paratransit vans, originally slated for 2023, in 2022 in the amount of \$882,000 under CIP #487.

He reviewed the background and provided details of the pricing before advising of the recommendation to approve, by motion, the authorization of an increase to the overall project budget for CIP #485 of \$551,207, for a revised total of \$1,890,000. Further, approve the recommendation for the Board to authorize staff to acquire seven paratransit vans from Northwest Bus Sales for an amount not to exceed \$882,000 for delivery in late 2022 or early 2023 under CIP #487.

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

7. Board Report

A. City Line Implementation Update

Each month leading up to the City Line launch in July 2023, staff presents an update on implementation progress. Each monthly update includes a deeper dive into a select implementation element.

For November's update, Mr. Otterstrom reported on the bus and bus technology involved in City Line. There were no questions or comments following the report.

8. Board Operations Committee

A. Chair Report

Chair Grover advised the October Board Operations Committee meeting had been canceled to allow for participation in the APTA TRANSform conference in Seattle. He noted it was a good conference and that STA staff and board participation are viewed favorably by peers and the members of the FTA.

9. Planning & Development Committee

A. Chair Report:

Mr. French said Ms. Stratton had chaired the committee meeting on his behalf. He asked Mr. Otterstrom to give a report. Mr. Otterstrom provided an overview of the Planning & Development Committee meeting items discussed and approved.

10. Performance Monitoring & External Relations Committee

A. Chair Report

Ms. Haley reviewed the items sent to the Board under Consent that were approved today and noted the other items discussed and reported on at the PMER committee meeting.

Mr. Dunne left the meeting.

i. 3rd Quarter 2022 Performance Measures-Results

Mr. Rapez-Betty provided the Board with an update of Performance Measure metrics as of the end of the third quarter 2022. Following his presentation, there were no questions or comments.

11. CEO Report

Ms. Meyer provided reports on Ridership, and Fare Revenue by Service Type, and voter approved Sales tax revenue.

She gave an update on the retention and recruitment incentive plan, year-to-date hiring, and coach operator turnover. She reported on the operator goal for the City Line launch in 2023.

Ms. Meyer discussed the Monroe Street Contraflow Lane and provided a picture to better describe how it will work. It is a pilot program beginning this month through a collaborative effort with the City of Spokane, providing a short “contraflow” lane.

Connect cards issued to date (11/16) number 31,791. That figure encompasses 20,996 physical cards, 4,842 e-Connect cards, and 5,953 Limited Use Cards (7-Day, 1-Ride, Day Pass). She reported an average of 40% increase of usage week over week and an overall adoption rate of 30.3%.

Ms. Meyer discussed the Spokane Public Schools Connect and K-12 Ridership.

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

12. Board Information – Chair Grover advised of the items included in the Board Information and noted staff would make themselves available to answer any questions.

- A. Committee Minutes
- B. September 2022 Financial Results Summary (*Monique Liard*)
- C. October 2022 Sales Tax Revenue (*Monique Liard*)
- D. September 2022 Operating Indicators (*Brandon Rapez-Betty*)
- E. Draft 2022 Planning & Development Committee Work Program (*Karl Otterstrom*)
- F. Five Mile Mobility Hub Study Overview (*Karl Otterstrom*)
- G. Federal Transit Administration Section 5310 Funding Call for Projects Update (*Karl Otterstrom*)
- H. South Logan Transit Oriented Development Plan Update (*Karl Otterstrom*)
- I. Third Quarter 2022 Service Planning Input Report (*Karl Otterstrom*)
- J. STA's Holiday Services & Office Hours (*Dana Infalt*)

13. New Business – None

14. Board Member Expressions

15. Executive Session – At 2:50 pm, Board members adjourned to Executive Session. Ms. Clark advised the Executive Session would be for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining. She said, the Board will reconvene in open session at approximately 3:10 pm. If it becomes necessary to extend the executive session, a member of the staff will announce the time at which the Board will reconvene. If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

At 3:10 staff came out of Executive Session to advise five additional minutes would be required. The Board reconvened in open session at 3:15 pm. There was no action taken.

16. Adjourned

With no further business to come before the Board, Chair Grover adjourned the meeting at 3:17 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt

Clerk of the Authority