

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

## **BOARD OF DIRECTORS**

**Approved 1/19/2023-** Minutes of the December 15, 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  
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*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **MEMBERS ABSENT**

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

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive 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

### **STAFF ABSENT**

Brandon Rapez-Betty, Chief Operations Officer

### **PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahon, Lamberson,  
Van Wert & Oreskovich, P.C.

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#### 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

The updated Agenda was reviewed and the addition of items 8A. Amendment of 2022 Operating & Capital Budgets and 15A. Periodic Review of Board Composition Exception were called to the attention of the Board.

**Mr. French moved to approve the November Updated Board Agenda. Mr. Hattenburg seconded, and the motion passed unanimously.**

#### 3. Public Expressions

Virtual attendees were unmuted to offer any public expressions. The chair called three times for public expressions. There were none.

4. Recognitions and Presentations

A. Employee Recognition Awards

Ms. Williams reminded that employees are nominated to the Employee Recognition Committee for embodying and displaying STA’s core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained. She reviewed the employees nominated and receiving awards for the term that included August, September, October, and November. She read the names of the employees and congratulated them on the nomination by their peers and award of the Employee Recognition award.

5. Board Action – Consent Agenda

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

- A. Approval Minutes of the November 17, 2022, Board Meeting
- B. Approval of the following November 2022 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (November)	Nos. 619589 – 619934	\$ 8,440,524.58
Worker’s Comp Vouchers (November)	ACH – 2286	\$ 147,965.27
Payroll 11/04/2022	ACH – 11/04/2022	\$ 2,117,950.09
Payroll 11/18/2022	ACH – 11/18/2022	\$ 1,533,960.61
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,011.69
<b>NOVEMBER TOTAL</b>		<b>\$ 12,246,412.24</b>

- C. Approval of the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2022 FTA 5310 Call for Projects”, including a 20% local match contribution of \$62,928 for the STA award of \$251,711 for contracted human services transportation, and authorize staff to make administrative modifications to the final grant awards as necessary to address minor revisions to project costs and schedule.
- D. Approval of the submittal of a grant application to the State Buses and Bus Facilities grant program for the West Plains Transit Center Operations Capacity and Enhancements Project for an amount of up to \$4 million, with matching funds of up to \$1 million.
- E. Approval of the 2023 Performance Measures.
- F. Acceptance of the contract with Continental Contractors, Inc., for the 2020 Bus Stop Improvements as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Acceptance of the contract with McClintock & Turk, Inc. for the Cooling Tower and Boiler Replacement contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- H. Acceptance of the contract with Able Clean-Up Technologies, Inc. for the Tank Cleaning project at the Valley (Fleck) Service Center and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- I. Approval of the 2023 STA Board and Committee Meeting calendar.

6. Board Action – Committee Recommendation

Planning & Development Committee

A. Establishment of Designated Real Estate Acquisition Reserve – Resolution.

Ms. Liard advised that staff have been working on several key High Performance Transit projects, currently at various stages, which will require real estate acquisitions to deliver the

proposed capital elements and eventual expansions of service, specifically the I-90/Valley Corridor and Division Line. To dedicate funding to these real property activities and allow STA to be responsive in competitive real estate situations, staff recommended the establishment of a \$25 million designated reserve for real estate acquisitions and other required or associated costs. She provided background and details, as well as a copy of Resolution 804-22.

**Mr. French moved to adopt, by Resolution 804-22, the establishment of a \$25 million designated real estate acquisition reserve. Mr. Hattenburg seconded, and the motion passed unanimously.** *(The unanimous vote represented for than the five affirmative votes required to pass).*

#### Performance Monitoring & External Relations Committee

##### B. Draft 2023 State Legislative Priorities

Ms. Cartright advised that the Board of Directors adopts Legislative Priorities each year to guide the CEO during the session as she communicates Spokane Transit (STA) interests and priorities to the legislature. Due to the uncertainty of timing of legislation that may affect STA's operations and/or service, the CEO requested authority from the Board to determine STA's interest on specific pieces of legislation, convey those interests and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

**Mr. French moved to approve the 2023 Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session. Ms. Kinnear seconded, and the motion passed unanimously.**

##### 7. Executive Session

After resolving a couple technical difficulties, at 2:10 pm, the Board adjourned to Executive Session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining. It was noted that the STA Board of Directors will reconvene in open session at approximately 2:20 p.m. They advised, 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. 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 2:20, the Board reconvened in open session and the Chair read two motions which were approved, as follows:

- 1. Ms. Kinnear moved to approve a one-year contract extension with ATU 1015 through March 31, 2024, with an increase in wages and other economic terms effective January 1, 2023; and approve a signing bonus to be paid on December 23, 2022, in exchange for ratification of the one-year extension prior to the December 15, 2022, Board meeting. Ms. Wilkerson seconded, and the motion passed unanimously.**
- 2. Ms. Kinnear moved to approve the increase in wages for AFSCME 3939 and ATU 1598 as part of wage re-openers, and a signing bonus to be paid to ATU 1598 supervisors on December 16, 2022, and to AFSCME 3939 employees on December 23, 2022, in exchange for ratification prior to the December 15, 2022, Board meeting. Mr. Hattenburg seconded, and the motion passed unanimously.**

8. Board Action

A. Amendment of 2022 Operating & Capital Budgets

Ms. Liard presented the proposed amended 2022 operating and capital budgets and asked the Board to adopt by Resolution 805-22, the amended 2022 Operating and Capital Budgets.

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

B. Adoption of 2023 Operating & Capital Budgets

Ms. Liard presented the final proposed 2023 Operating and Capital Budgets. She advised the background of meetings that the budget had been presented and noted a few changes that were incorporated due to the ratification of the one-year renewal contract with ATU 1015 and wage re-openers with ATU 1598 and AFSCME 3939 and the financial impact of this authorization.

**Ms. Wilkerson moved to adopt, by Resolution 802-22, the Final Proposed 2023 Operating and Capital Budgets. Mr. Hattenburg seconded, and the motion passed unanimously.**

C. Connect 2035 Strategic Plan Phase 1 Adoption

Ms. Liard offered summary and background information on the plan. She noted the contents of the Strategic Foundation document, and the Technical Report were developed and reviewed by the Board and have been incorporated as part of the Resolution.

She noted staff recommended the Board adopt, by Resolution 803-22, the *Connect 2035* Phase 1 Strategic Foundation document, and the Phase 1 Technical Report.

**Mr. Hattenburg moved to adopt Resolution 803-22, the *Connect 2035* Phase 1 Strategic Foundation document, as presented. Mr. Zappone seconded, and the motion passed unanimously.**

9. 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.

Mr. Otterstrom provided a review of the City Line and the schedule, noting the project is currently 90% complete. He included a financial update, advising of changes since last month. He informed that the 11<sup>th</sup> bus has now been added into the forecast. As the Board was aware, staff have held that bus off to the side until the positive affirmation from FTA was received that staff were able to revise it into the project budget. He noted the recently completed and currently underway items. Upcoming items included testing, budget reallocation to formally incorporate the 11<sup>th</sup> bus into the budget, procurement of shelters, and GTFIS-RT test service completion to be used during the testing phase.

Mr. Otterstrom reviewed Transit Signal Priority (TSP) and how it works. He discussed the parameters negotiated with the City of Spokane and how they will be memorialized in an agreement for Mission & Cinnati, Mission & Hamilton, Mission & Napa, and Mission & Sycamore. He explained annual meetings and follow up are required to review priority requests and any impacts to signal operations. He also explained the TSP strategies

beneficial to bus rapid transit, along with how the technology integrates. He noted testing will begin in early 2023 to ensure full communication between buses and the city signals and full scale simulated operating conditions testing will begin in April 2023.

Mr. Otterstrom noted 212 days until launch and offered to answer any questions. Brief discussion ensued regarding scheduling the launch and getting on people's calendars now.

10. Board Operations Committee

A. Chair Report

Chair Grover noted the items discussed at the Board Operations meeting had been reviewed and/or approved here today.

11. Planning & Development Committee

A. Chair Report:

Mr. French asked Mr. Otterstrom to provide an overview of the Planning & Development Committee meeting items discussed and approved. Mr. Otterstrom reported on the P&D Committee meeting, noting items were approved under the Board Consent agenda.

12. Performance Monitoring & External Relations Committee

A. Chair Report

Ms. Haley noted she was not able to attend PMER and noted Mr. Rapez-Betty's absence. She asked Mr. Otterstrom to review. Mr. Otterstrom said the items reviewed at PMER were also approved on the Board Consent agenda.

13. CEO Report

Due to time constraints, Ms. Meyer truncated her report and provided updates on ridership, fare revenue by service type, and voter approved sales tax revenue.

She provided an update on the retention and recruitment incentive plan and was happy to report that 567 employees received a check on 12/9/2022 which represented the second retention payment under the plan. She thanked all employees who stayed. She said she would report on hiring, coach operating, retention in January.

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

14. Board Information

- A. Committee Minutes
- B. October 2022 Financial Results Summary
- C. November 2022 Sales Tax Revenue
- D. October 2022 Operating Indicators
- E. 2023 Planning and Development Committee Work Program
- F. January 2023 Service Changes
- G. STA Outreach Update
- H. STA's Holiday Services & Office Hours

15. New Business

A. Periodic Review of Board Composition Exception

Ms. Megan Clark summarized the need for the Periodic Review of Board Composition and staff's request that the Board approve the exception to delay the periodic review of the Board Composition meeting from December 2022 to January, 2023.

**Ms. Kinnear moved to approve as presented. Ms. Wilkerson seconded, and the motion passed unanimously.**

B. Election of the 2023 Board Chair and Presentation of Gavel

Chair Grover said in accordance with the STA Bylaws, the Board Chair is elected annually by a simple majority vote of the voting members of the Board and serves a one-year term from January 1 through December 31 of each year. The office of the Chair rotates each year among the jurisdictions that are located within the boundaries of the Public Transportation Benefit Area and comprise the nine-voting member STA Board. The rotation designates the City of Spokane as the next jurisdiction to serve as Board Chair.

**Chair Grover nominated City of Spokane, Council Member Lori Kinner as the 2023 STA Board Chair. Ms. Wilkerson moved to approve the nomination of Ms. Kinnear as 2023 STA Board Chair. Mr. French seconded, and the motion passed unanimously.**

Mr. Grover presented the gavel to the new chair, Ms. Kinnear.

16. Board Member Expressions

A. Presentation of Commendation to Chris Grover, Outgoing Board Chair

Newly elected Chair Lori Kinnear noted that Cheney Mayor Chris Grover, STA Board Chair in 2022, served on the STA Board of Directors from January 2018 to present, in a voting position in 2021 and 2022 as appointed by the City of Airway Heights. In addition to chairing the Board, he also chaired the Board Operations Committee in 2022. He chaired the Planning & Development Committee in 2019 and 2020, and the Performance Monitoring & External Relations Committee in 2021. Mayor Grover's knowledge and expertise is greatly appreciated.

Ms. Kinnear presented Mayor Chris Grover a commendation recognizing him for his leadership, service and dedication to Spokane Transit and public transportation. She thanked him for his level-headed, calm influence throughout his term as STA Board Chair leading up to the launch of the City Line.

Mayor Grover thanked his wife, Jamie, who was in attendance. He noted he couldn't do this without her support. He thanked the Board members, staff, and all the employees of STA, noting they are Spokane Transit Authority.

Chair Kinnear expressed interest in appointing board members for the 2023 term. Mr. French advised we wait until we know the appointments from the jurisdictions. Currently, the County has appointed Mr. French and Mr. Kerns for 2023. She said she would like to entertain a motion for the vice chair for next year since Spokane County was in the rotation.

**Mr. Kerns nominated Commissioner French for Chair Pro-tempore (vice-chair) for 2023 and made a motion to approve the nomination. Ms. Haley seconded, and the motion passed unanimously.**

Mr. French thanked everyone for the nomination and commented on Mayor Grover's leadership. He noted through Covid and the City Line and all the other things that have come before this board, Mayor Grover's leadership style and demeanor has been extraordinary. He said it's been an honor and privilege to serve with him and noted he looks forward to continuing to work with him in the future.

Chair Kinnear said she and Mayor Grover had worked on the committee assignments. She noted they will be done in the new year. She thanked everyone for their contributions throughout the past year and advised she looks forward to 2023.

17. Adjourned

With no further business to come before the Board, Chair Kinnear adjourned the meeting at 3:03 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority