

## BOARD OF DIRECTORS

Minutes of the September 19, 2023, STA Board Meeting  
1230 W Boone Ave., Spokane  
*with a WebEx Video Conference Option*

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Betsy Wilkerson, City of Spokane  
Don Kennedy, Small Cities (Medical Lake) *Ex Officio*

### STAFF PRESENT

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

### PROVIDING LEGAL COUNSEL

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

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#### 1. Call To Order and Roll Call

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

#### 2. Approve Board Agenda

Mr. Zappone made a motion to add the Employee Engagement Survey to new business for discussion. There was no second and the motion failed.

**Ms. Haley moved to approve the September Board Agenda as presented. Mr. Hattenburg seconded. Ms. Kinnear called for the vote. Mr. Hattenburg, Ms. Haley, Ms. Stratton, Mr. Kerns, Mr. Dunne, and Ms. Kinnear voted yes. Mr. Zappone voted no. The motion passed 6 to 1.**

#### 3. Public Expressions –Written expressions received in advance of the meeting were distributed to board members.

#### 4. Recognitions and Presentations

A. Ms. Williams recognized Fixed Route Coach Operator Gary McNeece for his 20 years of service to STA and the community. Mr. McNeece retired on August 25, 2023, and was unable to attend the meeting to receive the board's recognition and thanks. Staff will forward his commemorative plaque honoring 20 years of employment with STA. The Board and staff congratulated Mr. McNeece on his retirement and thanked him for his years of service.

B. Ms. Williams explained the Washington State Department of Transportation Wall of Fame program. She said this year's individual honorees from Spokane Transit included Michelle Trotchie, Customer Service Manager, and Jacob Goss, Journeyman Vehicle Technician. Ms.

Williams noted the group award was presented to the Connect Fare Collection Team of Monique Liard, Krissy Ellis, Delana Combs, Michelle Trotchie, Jennie Knoll, and Gayzell Rhodes. Ms. Williams read an excerpt from each awardee's nomination. The Board and staff extended congratulations to the individual and the group award winners.

5. Board Action - Consent Agenda

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

- A. Minutes of the July 21, 2023, Board Meeting – Corrections/Approval
- B. Approval of the July and August 2023 Vouchers
- C. Accept the contract with Elite Entry Systems LLC for Plaza Door Maintenance and Repairs contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- D. Accept the purchase order contract with The ADT Security Corporation for the Fuel Facility Access Control purchase order as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- E. Accept the contract with Proterra for the Battery Electric Bus Charging Infrastructure contract 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 Cameron Reilly, LLC. for the Main Avenue Center Parking Revisions contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Authorize the CEO to execute the Division Street BRT TOD Study Interlocal Agreement with the City of Spokane and Spokane County.
- H. Authorize the CEO to execute a five-year and five-month contract with Unifirst Corporation for Laundered Uniforms and Related Supplies using Sourcewell Contract 040920 for a total value of \$794,026.

6. Board Action – Other

A. Reconnecting Communities and Neighborhoods Grant Application Approval

Mr. Otterstrom explained that this item came before the Board for action today from the Planning & Development Committee. He explained The U.S. Department of Transportation's new Reconnecting Communities and Neighborhoods (RCN) grant program includes \$1.15 billion for construction projects addressing mitigation of a "burdening" facility, improving access, and building/improving "complete streets".

He explained that staff collaborated with the planning and engineering staff from the cities of Spokane Valley and Spokane to explore the possibility of a joint grant application under the RCN program. He said there were neighborhoods and opportunities for a capital construction project to reconnect and enhance neighborhoods impacted by I-90 between Liberty Park and Edgecliff Park, located at Park Road. Partnering staff prepared a concept for the "Liberty to Edgecliff Improvements to Accessibility" (LEIA) program to seek funding to achieve the goals of the RCN grant program with the area. Mr. Otterstrom provided the background of the area that qualified it for this program and discussed the potential improvements. A basic project overview flier to aid in public outreach was attached.

Mr. Otterstrom explained that staff are seeking authorization to submit a grant anticipated to be approximately \$25M, subject to further cost estimating and concept development. Due to

the significant amount requested, along with the unique partnership proposed, staff are seeking Board authorization for the CEO to execute a joint letter of intent on behalf of STA. He explained who would be included and how STA would be identified as the grant submitter/direct recipient, responsible for ensuring federal requirements are adhered to, consistent with other funds received from the Federal Transit Administration (FTA).

Mr. Otterstrom read the recommendation to the Board: **Authorize submittal of a Reconnecting Communities and Neighborhoods grant application for the Liberty to Edgecliff Improvements to Accessibility (LEIA) program, for approximately \$25 million in federal funds, and authorize the CEO to execute on behalf of STA a letter of intent to set forth the preliminary interest and understanding of the Spokane Transit Authority (STA), the City of Spokane Valley, and the City of Spokane relative to said program.**

Discussion ensued.

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

B. City Line Steering Committee Member Recognition

Mr. Otterstrom advised that the City Line Steering Committee was approved by joint resolution in 2015 by the STA Board of Directors and the Spokane City Council. The committee was charged with providing policy-level advisory input and direction to the STA Board, the City of Spokane, and their respective staff.

Since 2015, the committee held twenty-one (21) meetings and provided valuable input, guidance, and recommendations to STA staff and the STA Board, representing a significant time commitment on behalf of members.

Staff believe it is appropriate to acknowledge the commitment, determination, and perseverance of the committee by approval of a resolution.

**Mr. Dunne moved to recommend the Board formally recognize, by Resolution 813-23, the outstanding service made by members of the Central City Line Steering Committee. Mr. Hattenburg seconded, and the motion passed unanimously.**

Discussion ensued.

*Mr. Bynaker arrived at 1:50 pm*

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

7. Committee Recommendation – Board Action

A. Draft Rules of Procedure

Ms. Clark shared the redlined draft Rules of Procedure. She reminded members that the review of the Rules of Procedure began in April 2023 with the Board Operations Committee making edits through April and May. A Board Workshop was held in June where all Board members reviewed the changes and were asked for feedback at the meeting and to forward any comments to Ms. Clark that came up afterwards. Between June 13<sup>th</sup> and July 3<sup>rd</sup>, Board members offered feedback and another draft was brought to the Board Operations Committee in July and again in September. Ms. Clark clarified that all edits presented prior to the June 13<sup>th</sup> workshop had been incorporated and reviewed, noting the version being presented today included any edits suggested since that time.

Ms. Clark reviewed the redlined edits and discussion ensued surrounding bringing an item forward as new business, attendance by Board members at all committee meetings and participation in those meetings, as well as additional points of clarification.

**Mr. Kerns moved to adopt the Rules of Procedure as presented. Ms. Haley seconded, and the Chair asked for a show of hands in favor. Ms. Haley, Mr. Kerns, and Ms. Stratton voted yes. Chair Kinnear asked for a show of hands opposed. Mr. Hattenburg, Mr. Zappone, Mr. Dunne, and Chair Kinnear voted no. The motion did not pass.**

Chair Kinnear asked for another motion.

**Mr. Hattenburg moved to have the Rules of Procedure be considered for adoption in the next meeting. Mr. Zappone seconded. Chair Kinnear asked for a show of hands in favor. Mr. Hattenburg, Mr. Zappone, Mr. Dunne, and Chair Kinnear voted yes. She asked for those opposed to raise their hands. Ms. Haley, Mr. Kerns, and Ms. Stratton voted no. The motion passed 4 to 3.**

Chair Kinnear advised that since Ms. Haley needed to leave by 3:00, we would take the Performance Monitoring & External Relations Committee report next, out of order.

11. Performance Monitoring & External Relations Committee

A. Chair Report

Ms. Haley reviewed the committee agenda items and noted the Board's approval of the items under the Consent Agenda which the committee recommended. She noted the Committee's tie vote that failed about the Employee Engagement Survey being presented to the Board. She noted that it went to Board Operations for review due to the tied vote and failed to pass on a 3 to 1 vote.

9. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Chair Kinnear advised we were running late and asked to keep the report under ten minutes.

Mr. Otterstrom said that due to the lateness of the hour and the fact that there was recently a Board Workshop on this topic, he would defer this item until next month. He offered to answer any questions about the progress being made on the Connect 2035 Strategic Plan Phase 2 program. There were none.

10. Board Operations Committee

A. Chair Report

Chair Kinnear asked Ms. Clark to provide a review of the meeting as most of the meeting was spent reviewing the draft Rules of Procedure. Ms. Clark noted the tie vote from Performance Monitoring and External Relations Committee which was moved to Board Operations Committee required a motion from the Board Operations Committee. The motion did not pass the Board Operations committee and the item did not move forward. Discussion ensued.

11. Planning & Development Committee

A. Chair Report (*Al French*)

Mr. Otterstrom reviewed the items from the Planning & Development committee meeting. He offered to answer questions. None were forthcoming.

12. CEO Report

Ms. Meyer reported on Ridership, noting that Fixed Route ridership in August 2023 was 32% higher than August 2022 and 34% higher year-to-date over 2022. A sub-section of that ridership includes Zero Fare Youth which showed a 54% increase for August 2023 vs. 2022, accounting for nearly 100K of the 710K rides taken in August. Paratransit increased 8.7% month over month 2022 and is at 18.4% year-to-date. Rideshare saw a 0.7% increase August 2023 vs. 2022 and is 9.7% higher year-to-date.

A Weekly ridership trend slide was shared showing routes 1-City Line, 4-Monroe-Regal, 25-Division, and 90-Sprague, STA's four highest ridership lines. City Line carried more than 118K riders in the first 9 weeks of operation and continues to have the most passengers per route mile of any STA route.

She discussed the performance of average weekly ridership being at its highest levels since the pandemic. Ms. Meyer compared ridership levels to August of 2019:

- August 2023 total ridership was 92% of 2019 August levels
- 2023 Saturday average ridership is at 99% of August 2019 levels
- Sunday average is 112% of August 2019 – this is reflective of service investments made in Fall 2019, August 2022, and July 2023, to increase Sunday service frequency and span.
- Statewide ridership is slower to recover than in Spokane,

STA has provided shuttle service for the last three years on a revised route 34 to the Spokane Interstate Fair. It has a special fair of \$2.00 for the day and riders are given a discount on their entrance fee for the fair. The Spokane Interstate Fair Shuttle ridership has nearly tripled since the first year (2021: 675; 2022: 1178; 2023: approximately 1,890).

*Mr. French joined the meeting at 2:48 pm*

Monthly Fare Revenue was reviewed for Fixed Route, Paratransit and Rideshare. While Ridership is going up, Fare Revenue is slightly lower which is to be expected with the Zero Fare Youth ridership and fare capping, and not collecting fares on City Line from July 15th to September 4th.

Retention and Recruitment plan was reviewed. The fourth incentive period began in May and will end in November and be paid before the end of the year. To those employees who have been here since March 2022, that will have brought eight thousand dollars in incentives. She noted how grateful she was that people have stayed and continued to work at STA. Brief discussion ensued.

Ms. Meyer discussed the Surplus Van Grant program and the organizations selected to receive a van in 2023, which included: Thrive International, Reclaim Project Recovery, One Heart, Refugee and Immigrants Connection Spokane, Cup of Cool Water, Spokane Treatment and Recovery Services.

STA learned yesterday that FTA has approved STA's request for entry into Project Development for the Division Street BRT project. She explained that means Division BRT is now in the pipeline for FTA funding for a Small Starts grant. Ms. Meyer discussed the project development phase for Division Street BRT will include design, engineering, and environmental review.

Ms. Meyer offered to answer questions.

Mr. French offered his congratulations on the entry into pre-design for the Division Street BRT project, saying it was another example of the standards the agency sets and achieves consistently.

Chair Kinnear thanked Mr. French and noted the information in the packet for item 13 and asked for Board Member Expressions.

13. Board Information

- A. Committee Minutes
- B. August 2023 Sales Tax Revenue (*Monique Liard*)
- C. July 2023 Financial Results Summary (*Monique Liard*)
- D. June 2023 Semi-annual Financial Reports (*Monique Liard*)
- E. July 2023 Operating Indicators (*Brandon Rapez-Betty*)
- F. Second Quarter 2023 Service Planning Input Report (*Karl Otterstrom*)
- G. Connect Spokane Comprehensive Plan: Phase 2 Update – Project Timeline (*Karl Otterstrom*)
- H. 2023 Second Quarter Performance Measures Results (*Brandon Rapez-Betty*)
- I. 2022 State Audit Exit Briefing (*Monique Liard*)
- J. September 2023 Service Change (*Karl Otterstrom*)

14. New Business - none

15. Board Members' Expressions

Board members expressed their thoughts on a variety of topics.

16. Executive Session (*Etter McMahon*) - None

17. Adjourned

With no further business to come before the Board, Chair Kinnear adjourned the meeting at 3:20 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority