

BOARD OF DIRECTORS

Minutes of the June 18, 2023, STA Board Meeting
1230 W Boone Ave., Spokane
with a WebEx Video Conference Option

MEMBERS PRESENT

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

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
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.

MEMBERS ABSENT

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1. Call To Order and Roll Call
Acting Chair French called the meeting to order at 1:30 p.m. and introductions were made.
 2. Approve Board Agenda
Ms. Haley moved to approve the June Board Agenda. Mr. Hattenburg seconded, and the motion passed unanimously.
 3. Public Expressions
None
 4. Public Hearing:
 - A. 2024-2029 Transit Development Plan: Complete Draft
Mr. Otterstrom presented the Transit Development Plan (TDP), reviewed the Hierarchy of STA Plans and the approach taken for 2024-2029 TDP ahead of *Connect 2035*. He detailed the TDP Organization and discussed each section of the TDP. In Section 3, Mid-Range Tactical Framework, he pointed out the STA Moving Forward and *Connect 2035* initiatives. He provided details on Section 4: Service Improvement Program, Section 5: Capital Improvement Program, Section 6: Operating and Financial Projections and the Appendices. He noted Sections 3, 5, and 6 build upon or reference *Connect 2035*.

Next steps included receiving public testimony and revising the draft as necessary by June 15, 2023. On July 5, 2023, the P&D Committee is expected to make a recommendation to the STA Board for the July 20, 2023, meeting and anticipated STA Board action. In August, delivery to Spokane Regional Transportation Counsel and in September, delivery to Washington State Department of Transportation.

Acting Chair French asked if there were questions or comments from Board members. None were forthcoming. Acting Chair French opened Public Hearing to receive public testimony at 1:50. He called three times for comment. There was none. Acting Chair French closed the public hearing at 1:51.

Discussion ensued regarding the 2024-2029 TDP Financial Forecast. Ms. Liard and Mr. Otterstrom provided explanations to the Board Members on their comments and questions.

Acting Chair French advised that the Public Hearing oral comments had been closed but discussed the fact that staff could continue to receive written comments until 5pm on June 30, 2023. He asked for a motion to allow written public comments continue to be accepted until 5pm on June 30, 2023. Ms. Wilkerson made a motion to approve and Ms. Haley seconded. The motion passed unanimously.

5. Board Action - Consent Agenda

Ms. Wilkerson moved to approve Consent Agenda Items 5A through 5H. Ms. Stratton seconded, and the motion passed unanimously.

- A. Minutes of the May 18, 2023, Board Meeting – Corrections/Approval
- B. Approval of the May 2023 Vouchers (*Monique Liard*)
- C. Connect 2035 Strategic Plan: Phase 2 Award of Contract (*Karl Otterstrom*)
- D. City Line Title VI Service and Fare Equity (SAFE) Analysis (*Karl Otterstrom*)
- E. Public Transportation Agency Safety Plan (*Nancy Williams*)
- F. Sprague Line Construction – Phase 1 Award of Contract (*Karl Otterstrom*)
- G. High Velocity Low Speed Fan Installation: Final Acceptance (*Brandon Ropez-Betty*)
- H. Interim Legal Counsel Services One Year Extension: Approval (*E. Susan Meyer*)

6. Board Action – Other - None

7. Board Report

A. City Line Implementation Update

Mr. Otterstrom provided a City Line progress update. He compared the April financial update to the May financial outlook and discussed the journey to the City Line launch. Mr. Otterstrom provided a historical lookback and shared many pictures of the stages undertaken to bring the City Line to completion. He noted there were only 30 days until launch and offered to answer questions. Brief discussion ensued. Ms. Bowers recognized all the employees who contributed to the success of the project.

8. Board Operations Committee

A. Chair Report (*Lori Kinnear*)

STA Board Retreat Summary – Chair Kinnear thanked Ms. Clark and Mr. Connelly for their assistance in overseeing the success of the STA Board Retreat. She asked Ms. Clark to give a review of the retreat and remind members of the next steps and how they can continue to offer suggestions or comments.

Ms. Clark thanked everyone for their participation. She said she had forwarded copies of the Rules of Procedure in original, redlined, and final draft versions. She asked everyone to send additional comments directly to her in whatever format works best for board members. She said that comments would be kept anonymous and be included for consideration unless she is advised otherwise. She reported that comments would be incorporated for July 12th Board Operations meeting, and a final submission to the Board on July 20th for approval.

Acting Chair French asked if anyone had questions. Mr. Zappone asked not to rush the process. Chair Kinnear commented and agreed she did not want to rush the process. She had discussed with Acting Chair French who also agreed. She asked to allot time for additional discussion at the Board meeting and if the Board decides it needs additional time, that will be considered. Acting Chair French concurred and said there was no timetable for this and if we need to take more time, we will since there is no deadline.

9. Planning & Development Committee

A. Chair Report (*Al French*)

Acting Chair French provided a review of the Planning & Development Committee meeting and noted there was additional time set aside to discuss the Transit Development Plan covered during the Public Hearing if anyone had additional comments or questions. Mr. Otterstrom said this was added to the P&D Committee in case anyone had additional comments. There were none.

10. Performance Monitoring & External Relations Committee

A. Chair Report (*Pam Haley*)

Ms. Haley provided a review of the Performance Monitoring & External Relations Committee meeting. She noted the items that were included on the Consent Agenda and as information.

11. CEO Report

Ms. Meyer reported on Ridership, advising that Fixed Route increased 44.8% May 2023/May 2022, and was up 36.4% year to date. The Zero-Fare Youth ridership saw a 220.9% increase May 2023/May 2022 and was up 203.0% year to date. Paratransit realized a 17.6% increase May 2023/May 2022 and an increase of 22.3% year to date. Rideshare increased May 2023/May 2022 11.2% and year-to-date 18.2%.

Voter Approved Sales Tax Revenue for May (March Sales) was \$9,682,305 compared to a budget of \$9,741,227, coming in \$58,922 or 0.6% below budget. The year-to-date Sales Tax is 2.2% above budget.

Ms. Meyer reported on monthly fare revenue by service type presented to include a graph line showing ridership in addition to the fare revenue. Ridership has increased since January 2022 but fare revenue has decreased, which is not unexpected due to the Zero-Fare impact on fare revenue. She reviewed the impacts to Fare Revenue 2023 vs 2022.

Ms. Meyer shared some preliminary details of the City Line Launch advising the first day of service will be July 15th with the first bus leaving Browne's Addition from 2nd and Spruce at 11:15. There will be a shuttle from Park & Ride at Jefferson Park and Ride at 4th and Jefferson from 10:30 to 2:00 on the 15th. She talked about the five parties at Coeur d'Alene Park (Browne's Addition, Wall Street between Spokane Falls and Main (Riverside), WSU Spokane campus (U-District), Mission Park (Logan), and Chief Garry Park (Chief Garry Park).

She provided details of the official Ribbon Cutting Ceremony on July 18th at Gonzaga, starting with a private breakfast sponsored by New Flyer at 8am and then starting at 10:00 am, the speeches, City Line bus arriving to fanfare, and a ribbon cutting, with light refreshments to follow. Ms. Meyer discussed the official ceremony location and specifics of where it will take place, and the draft Ribbon Cutting Ceremony program with speakers and STA Board of Directors.

The advertising video created by the Communications department that is running now on social media was shared with the Board and she offered to answer any questions. None were forthcoming.

Mr. French mentioned the Board Information items included in the packet:

12. Board Information
 - A. Committee Minutes
 - B. May 2023 Sales Tax Revenue (*Monique Liard*)
 - C. April 2023 Financial Results Summary (*Monique Liard*)
 - D. April 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 2022 Fixed Route System Performance Report (*Karl Otterstrom*)
 - F. July 2023 Service Change (*Karl Otterstrom*)
13. New Business – Mr. French asked for any new business. None was offered.
14. Board Members' Expressions – Mr. French asked for Board Member expressions.

Mr. Zappone expressed his excitement for the City Line.

Ms. Wilkerson recognized Mr. Otterstrom for presenting at the City Hall today. She mentioned he did a good job and took some tough questions.

Mr. Hattenburg agreed that Mr. Otterstrom's presentations were good.

Mr. Grover and Ms. Haley expressed looking forward to the City Line launch.

Mr. French noted it's been a quite a journey with many ups and downs and offered his congratulations to the team on the success of the project.

There were no additional expressions.

15. Executive Session (*Etter McMahon*): (*none*)

16. Adjourned

With no further business to come before the Board, Acting Chair French adjourned the meeting at 2:44 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority