

BOARD OF DIRECTORS

Minutes of the May 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 (Virtual)*)
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*
Dan Sander, Small Cities (Millwood) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Don Kennedy, Small Cities (Medical Lake) *Ex Officio*

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.

1. Call To Order and Roll Call

Mr. French called the meeting to order at 1:30 p.m. and the Clerk conducted roll call.

2. Approve Board Agenda

Ms. Wilkerson moved to approve the April Board Agenda. Mr. Zappone seconded, and the motion passed unanimously.

3. Public Expressions

Mary Heffernan of Spokane said the lack of affordable transportation is the biggest obstacle to accessing food for those with low-income resources. She and her classmates sent a proposal letter to Council Member Wilkerson to provide free transit to all.

Sarah Griffith of Spokane supported the comments of the previous speaker. She talked about the project students completed and advised that Ms. Wilkerson forwarded the policy letter recommendation for free transit to all the STA Board. She was advocating for free transit.

4. Board Action - Consent Agenda

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

- A. Minutes of the April 20, 2023, Board Meeting – Corrections/Approval
- B. Approval of the April 2023 Vouchers
- C. Approved Resolution 809-23, the refined Division Street Bus Rapid Transit Locally Preferred Alternative
- D. Authorize CEO to execute Work Order #2 for the Division Street Bus Rapid Transit.
- E. Authorize a one-year contract extension with Black Realty Management, Inc. for Plaza Property Management, Leasing and Facility Engineering Services.
- F. Approve the Plaza Sprinkler Head Replacement: Final Acceptance
- G. Approve Resolution 808-23 for the acquisition and purchase of real property in connection with the Sprague Line project.
- H. Authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices.

5. Board Action – Other - None

6. Board Report

A. City Line Implementation Update

Mr. Otterstrom provided an update on the City Line progress and noted there were only 58 days until launch. He offered to answer questions.

Discussion about the activities on the 15th being held from 11 am to 2 pm which will have details posted on the website once finalized.

B. Clean Fuel Standard Program Introduction

Mr. Rapez-Betty talked about the objectives of the presentation. He reviewed the Department of Energy's (DOE) presentation, which included Washington Clean Fuel Standard and the definitions of low carbon versus high carbon fuels. He talked about how the market works, who can participate, program fees, and the timeline from the DOE.

He also shared the Washington State Transit Association's Carbon Credit Aggregation Pool (CCAP), and explained how the program works. There is a member services agreement and he discussed the proposed fee structure, and the estimated STA credits from STA's battery electric buses.

Mr. Rapez-Betty offered to answer questions. Brief discussion ensued.

7. Board Operations Committee

A. Chair Report (*Lori Kinnear*)

Mr. French provided a review of the Board Operations Committee and noted for the record that Ms. Kinnear had joined the meeting.

8. Planning & Development Committee

A. Chair Report (*Al French*)

Mr. French provided a review of the Planning & Development Committee meeting.

9. Performance Monitoring & External Relations Committee

A. Chair Report (*Pam Haley*)

Ms. Haley provided a review of the Performance Monitoring & External Relations Committee meeting.

- i. 1st Quarter 2023 Performance Measures - The first quarter 2023 performance measures were included in the packet.

10. CEO Report

Ms. Meyer reported that Ridership for April 2023 compared to April 2022 and year-to-date. Fixed Route saw an increase of 27% and 34.2%, respectively. Paratransit experienced a month over month increase of 9.04% and an annual increase of 23.7%. Rideshare ended April 2.4% above 2022 and 20.2% year-to-date.

Voter-approved April 2023 Sales Tax Revenue on February sales. The actual sales tax came in \$44,554 (-0.6%) below budget of \$7,938,326. The Sales Tax revenue is currently 3.0% year-to-date above budget.

Monthly fare revenue by service type reflected a \$135K refund to Safeway for return of passes. Fixed Route fare revenue for April would have been \$475,551 if not for the refund to Safeway.

Connect Card percentage of total monthly ridership and by rider type was presented covering the period of October 2022 through April 2023.

Retention and Recruitment efforts were reviewed. The 3rd retention incentive period ended May 13, 2023. Hiring for April was 39 employees, with 93 total employees hired in 2023. The most recent coach operator class of 23 started May 1, 2023. This will be the last class prior to City Line launch. The next class will start in July.

2023 State Legislative report provided an update on the 2023-2025 Transportation Budget, State Grants to STA, including transportation budget for STA projects. Ms. Meyer discussed various bills affecting STA.

After many months of collaboration with Spokane Public Schools on possible technology options, Ms. Meyer shared that SPS will now be able to offer one joint card to approximately 8,000 high school students. STA will provide RFID chip cards to the school district and student photo and ID information will be added by SPS. In addition, STA has formed new partnerships with the Spokane Public Library and the Spokane County Library District to distribute Zero-Fare Connect Cards.

Ms. Bowers asked about reporting of fare revenue and questioned whether the Connect card charts reflect the key "2" that operators push when no fare media is presented. Ms. Cortright said the Ridership report the CEO presented shows all the rides for Zero Fare but the Connect Card charts only reflect Connect ridership data. Ms. Bowers asked how it would be reconciled later with the "no fare media" and Connect Card ridership. Ms. Liard said she would work to quantify the foregone revenue of youth ridership.

Mr. Dunne asked if Liberty Lake Library was a current partner in the distribution of the Riders' License Pass program. Ms. Meyer said not yet.

Mr. Zappone noted his excitement to hear about the Library and Spokane Public Schools partnership and looks forward to seeing that expanded.

11. Board Information – *no action or discussion*

- A. Committee Minutes
- B. April 2023 Sales Tax Revenue (*Monique Liard*)
- C. March 2023 Financial Results Summary (*Monique Liard*)
- D. 2024-2029 Transit Development Plan: 2024-2026 Service Improvements (*Karl Otterstrom*)
- E. 1st Quarter 2023 Service Planning Input Report (*Karl Otterstrom*)
- F. March 2023 Operating Indicators (*Brandon Rapez-Betty*)
- G. 2022 Bus Rider Survey – Key Takeaways (*Carly Cortright*)

12. New Business - none

13. Board Members' Expressions

Mr. Sander said he didn't know the STA practice regarding someone making a presentation like today but felt we should send a thank you to the people who spoke during public expressions. He thought they raised good issues for the Board to consider. He asked if the food bank was on the list of organizations purchasing passes through the CAP program. Ms. Meyer said we would follow up with a thank you.

Mr. Dunne was interested in obtaining the list of the organizations providing passes and is excited about 58 days to City Line.

Ms. Wilkerson advised she continues to hear demand outstrips the availability of passes for low income and marginalized people. The need is greater than the support. She said she was happy to have the people come in today to speak. Ms. Wilkerson also gave a shout out to Zack Zappone, saying he raised the issue early on about SPS cards. She acknowledged his leadership in keeping that before the Board so they could deliver what was needed for the kids.

Mr. Hattenburg noted his appreciation for the comments and the speakers' presentations. We've all moved forward on availability of the cards and what best serves the community and the most vulnerable. He asked about the City Line under budget funds. Mr. Otterstrom said the federal portion represents the majority of the money under budget, so that share of the project savings will be retained by them.

Mr. Zappone asked for clarification of the City Line budget funds and Mr. Otterstrom said that roughly 40% of the savings are accounted as local funds. Mr. Zappone would like to have a conversation about priorities to pursue. He asked about the updating of the Rules of Procedure and how board members can provide feedback before it comes to the full Board. Mr. French advised that the retreat would review it line by line and discuss. That system allows all board members to provide perspective and input and the Committee will make final adjustments and bring it to the Board for action. He said there will not be any action during the retreat.

Ms. Kinnear expressed her regrets about not being available to attend in person. She expressed her excitement about 58 days until City Line. She asked to share the pilot program in Logan during the ribbon cutting. Ms. Meyer said we talked to the governor's representative and will coordinate with her. Ms. Kinnear thanked Mr. French for filling in for her as chair.

14. Executive Session (Etter McMahon): (none)

15. Adjourned

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

Respectfully submitted,



Dana Infalt

Clerk of the Authority