

BOARD OF DIRECTORS

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

MEMBERS PRESENT

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

MEMBERS ABSENT

Lori Kinnear, City of Spokane, *Chair*
Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Sander, Small Cities (Millwood) *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.

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1. Call To Order and Roll Call
Chair Pro Tem French called the meeting to order at 1:30 p.m. and introductions were made.
 2. Approve Board Agenda
Mr. Hattenburg moved to approve the October Board Agenda as presented. Ms. Haley seconded, and the motion passed unanimously.
 3. Public Expressions
Ms. Cory Ann Hanson, STA Coach Operator, spoke in person about safety concerns for drivers.
 4. Recognitions and Presentations
 - A. 3rd Quarter Years of Service Awards
Ms. Williams acknowledged and recognized the employees who had hit milestones of employment of 5, 10, 15, 20, 30, and 35 years of services. STA is very fortunate to employ employees with many years of service. Mr. Rapez Betty, Chief Operations Officer, presented Rhonda Bowers with an award for her 30 years of service.
 - B. Employee Recognition Awards 3rd Quarter 2023
Ms. Williams advised that staff present the Employee Recognition Awards to employees who have been nominated by their peers for going the extra mile to help STA achieve its core objectives. She recognized Mitch Bright and Peter Arnold, Fixed Route Supervisors, and Nancy Frank, Coach Operator as the 3rd quarter nominees and winners.

5. Board Action - Consent Agenda

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

- A. Minutes of the September 21, 2023, Board Meeting – Corrections/Approval
- B. Approval of the September 2023 Vouchers
- C. Kruger Sheet Metal Contract: Final Acceptance - Approve, by motion, to accept the contract with Kruger Sheet Metal for City Line Railing Panels as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- D. Sunroom Tenant Improvements Contract: Final Acceptance - By motion, to accept the contract with Dardan Enterprises, Inc. for the Sunroom Tenant Improvement as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- E. Division Street Bus Rapid Transit: Work order #3 Approval - Authorize, by motion, the CEO to execute the Work Order #3 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,450,000, and to provide for 10% contingency for unforeseen additional requirements or services.
- F. Fare Collection System Contract Closeout and New Master Contract for Enhancements - Approve, by motion, to authorize the CEO to execute sole source five-year master contract with INIT for fare collection system enhancements with a value not to exceed \$985,962.
- G. Federal Transit Administration Section 5310 Funding Opportunity - Approve, by motion, the allocation of \$190,000 in STA local funds to partially offset local match requirements for subrecipients in the 2023 Section 5310 Call for Projects.

6. Board Action – Committee Recommendation

A. Connect 2035 Strategic Plan: Engagement Strategy Approval

Mr. Otterstrom reviewed the Connect 2035 Goals, the Phase 2 process overview, project schedule, and desired outcomes. He then presented details of the engagement strategy and next steps.

Discussion ensued and the chair requested a motion.

Mr. Dunne moved to approve the Connect 2035 Strategic Plan Engagement Strategy as presented. Ms. Haley seconded, and the motion passed unanimously.

B. Transit Vehicle Tire Lease Services Award of Contract

Mr. Rapez-Betty provided an overview of the Award of Contract that was presented at the Performance Monitoring and External Relations Committee. He advised the presentation was being given here in detail instead of being on the Board Consent Agenda because of a scrivener's error discovered after the committee meeting.

In addition to the details of the contract terms, the corrected information was presented:

- Based upon estimated tire mileages, services provided, and the current proposed staffing level, tire lease services are estimated to be ~~\$55,623.81~~ \$56,290.48 per month.
- 5-year contract (2023-2028) \$667,485.80 per year, and ~~\$3,337,429~~ \$3,377,429 for full term.

He noted the corrected recommendation: Recommend the Board of Directors authorize the CEO to execute a five-year contract with Michelin North America, Inc., for Transit Vehicle Tire Lease Services for a total value of ~~\$3,337,429~~ \$3,377,429.

Brief discussion ensued.

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

7. Board Report

A. Draft 2024 Budget

Ms. Liard presented an overview of the Draft 2024 Budget which included Vision, Mission, and Organizational priorities, the 2024 Action Plan, Operating Budget Revenue and Expenses, Capital Budget, and Next Steps. She provided details on each and noted it would be presented at a public hearing at the November Board meeting and would come back to the board for final approval in December.

Discussion ensued.

9. Board Operations Committee

A. Chair Report (*Lori Kinnear*)

In Chair Kinnear's absence, Mr. French reviewed the items that were presented to Board Operations. Discussion ensued.

10. Planning & Development Committee

A. Chair Report (*Al French*)

Mr. French asked Mr. Otterstrom to brief on the P&D Committee meeting. Mr. Otterstrom reviewed the items that were presented to P&D and again today on the Board Consent and Information items.

11. Performance Monitoring & External Relations Committee

A. Chair Report (*Pam Haley*)

Ms. Haley offered a review of the agenda items presented at the PMER committee meeting.

11. CEO Report

Ms. Meyer reported on ridership for Fixed Route, Paratransit, and Rideshare, and updated Board members on ten new Rideshare vehicles available to groups of commuters sharing a common work destination.

Fixed route ridership saw a 35.1% increase in September 2023 vs. 2022 and year-to-date has increased 31%. September on-time performance was 90.9%, below the goal of 93%.

Zero-Fare Youth accounted for 175,223 rides in September and 1,159,690 year-to-date.

Paratransit ridership increased 9.5% September 2023 vs. 2022 and 17.3% year-to-date. On-time performance was 93.7%, surpassing the goal of 93%.

Rideshare ridership decreased 9.9% in September 2023 vs. 2022 and has increased 7.2% year-to-date. One group formed and one group folded.

Weekly Ridership trends of the top four performing routes (City Line, Monroe Regal, Division, and Sprague) from July through to October 2023, were reviewed, noting a slight dip in ridership during October 8-14 which reflected a professional learning day at Spokane Public Schools (no school for students).

Monthly Fare Revenue by service type was shared for Fixed Route, Paratransit, and Rideshare from January 2022 through September 2023. Fare revenue is currently about 15% below budget, partially due to fare capping and fare free youth impacts on fare collections. She reported STA will collect less this year than budgeted.

A Sales Tax update showed September 2023 Voter approved sales tax revenue (July Sales) was \$1,210,706 above budget. Year-to-date sales tax is 3.8% above budget.

Ms. Meyer reported that STA received the APTA AdWheel Grand Award in the category of Best Marketing and Communications Educational Initiative. The award-winning video was called "How to Ride STA". Ms. Cortright accepted the award for STA at the recent APTA conference in Orlando. Ms. Meyer said the video was produced in-house by Nathan Mauger, Senior Communications & Marketing Manager, and featured STA's intern, Charles. She shared pictures from the video of coach operators, transit officers, and customer service personnel. It is the second APTA Grand Award that STA has won for a video (in addition to many 1st prize awards). She encouraged Board members to watch the video and advised she would forward this link

<https://vimeo.com/803236636>

Ms. Meyer reminded members to RSVP (if they hadn't already for the upcoming November 1st Board Workshop at STA from 11:30 to 1:15.

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

12. Board Information

- A. Committee Minutes
- B. September 2023 Sales Tax Revenue (*Monique Liard*)
- C. August 2023 Financial Results Summary (*Monique Liard*)
- D. 2024 Service Revisions: Preliminary Proposal (*Karl Otterstrom*)
- E. August 2023 Operating Indicators (*Brandon Ropez-Betty*)
- F. Connect Spokane Comprehensive Plan: Communications and Public Input and Title VI (*Karl Otterstrom*)

13. New Business

Mr. Zappone requested an opportunity for the Board members to receive and review the STA Bylaws at a future meeting. He clarified, not to change them but to come to an understanding of the interpretation of the different items.

14. Board Members' Expressions

Board members expressed their thoughts on a variety of topics.

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

16. Adjourned

With no further business to come before the Board, Chair Pro Tem French adjourned the meeting at 2:53 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority