

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

Approved at the
September 17, 2020
Board Meeting

BOARD OF DIRECTORS

Minutes of the July 16, 2020, Board Meeting Via
Video Conference

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Candace Mumm, City of Spokane
Chris Grover, Small Cities Representative (Cheney)
Kate Burke, City of Spokane
Josh Kerns, Spokane County
Karen Stratton, City of Spokane
Lori Kinnear, City of Spokane
Pamela Haley, City of Spokane Valley
Tim Hattenburg, City of Spokane Valley
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Brandon Rapez-Betty, Director of Communications
& Customer Service
Karl Otterstrom, Director of Planning & Development
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Steve Blaska, Chief Operations Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. **CALL TO ORDER AND ROLL CALL**

Chair French called the meeting to order at 1:30 p.m. and Dana Infalt conducted roll call.

2. **APPROVE BOARD AGENDA**

Chair French moved to approve the agenda. Ms. Stratton seconded, and the motion passed unanimously.

3. **RECOGNITIONS AND PRESENTATIONS**

A. **Second Quarter 2020 Employee Recognition**

Ms. Williams celebrated employees who have gone above and beyond and received recognition by their peers. For March/April employees included Vicki Clancy, Robert Vargas, and Ben Liebhaber. May and June employees included Mike Hogue, Alex Sharp, and Robert West.

B. **Second Quarter 2020 Years of Service Awards**

Ms. Williams acknowledged employees who have reached milestone years of service through the second quarter of 2020. She read the names of employees with 5, 10, 15, 25 years of service. Employees with 30 years of service included David Yeager and Donald Scouton

4. BOARD ACTION – CONSENT AGENDA

Chair French asked for a motion on the Consent Agenda. Ms. Mumm asked to have Item 4J discussed separately. Chair French noted the Consent Agenda would include items 4A through 4I.

- A. Approval of the minutes of the June 18, 2020, Board meeting.
- B. Approval of the minutes of the July 1, 2020, Board Workshop.
- C. Approval of the following June 2020 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 608196 – 608566	\$ 2,772,291.39
Workers Comp Vouchers (June)	ACH – 2286	\$ 86,118.44
Payroll 06/05/2020	ACH – 06/05/2020	\$ 1,320,564.62
Payroll 06/19/2020	ACH – 06/19/2020	\$ 1,869,179.52
WA State – DOR (Use Tax) (June)	ACH – 1767	\$ 1,264.70
JUNE TOTAL		\$ 6,049,418.67

- D. Award a five-year contract with two additional one-year options beginning August 1, 2020, to TRISTAR of Long Beach, CA for Third Party Workers Compensation Claims Administration services for an estimated five-year value of \$290,064.
- E. Award a five-year contract for a Content Management System for Digital Signage to Nanonation, Inc., for an estimated base value of \$583,830 and an optional extended warranty cost of \$72,954 for total estimated contract value up to \$656,784. This contract will be funded by STA’s operating budget.
- F. Award of Contract for Battery Electric Bus Charging Infrastructure. Authorize the CEO to negotiate and execute a contract with the proposer recommended by the STA Evaluation Committee for a contract at a price not to exceed the budgeted amount of \$9.7M.
- G. Approve the recommended authorization of the CEO to negotiate and execute a contract between STA and Future Systems Inc. for an initial term of three years, plus two optional one-year extensions, and a Scope of Work for Order 1 of the HPT Amenities Fabrication, at a price not to exceed, \$8,679,473.
- H. Award Federal Transit Authority Section 5310 funding to the grantees and for the amounts listed in Table 3 “Section 5310 Recommended Project Funding” and authorize the CEO to adjust project funding (if available) as necessary to account for vehicle pricing, project revisions and to ensure all costs are included for projects.
- I. Approve the acquisition of two temporary City Line Construction Easements and authorize the CEO to execute all documents required for the acquisitions on behalf of STA

Mr. Grover moved to approve the Consent Agenda items 4A through 4I. Ms. Haley seconded, and the motion passed unanimously.

- J. Four Lakes Station – WSDOT Airspace Lease Agreement was reviewed and discussed.

Chair French asked for a motion. Ms. Mumm moved to approve Item 4J to authorize the CEO to negotiate and execute an Airspace Lease Agreement with WSDOT for the Four Lakes Station in a form reviewed and approved by legal counsel. Mr. Grover seconded, and the motion passed unanimously.

5. BOARD ACTION – OTHER

A. NonProfit Discount Program

Mr. Blaska advised the Performance Monitoring and External Relations Committee recommended the Board approve a 12-month pilot program to offer certain half-price fare media to approved nonprofit human service agencies (HSAs) for distribution to their clients at no charge. The program is intended to be revenue-neutral with the source of revenue tied to existing bulk pass sales to nonprofit entities. The goal is that these organizations will be able to purchase twice the number of passes for the same amount they typically spend on transit fares.

He reviewed the background of the program and how staff came to the decision to offer this program which would offer the One-Ride, Day Pass and Paratransit One-Ride passes.

Mr. Blaska said the next steps include coordination with partner agencies. STA's Communications and Customer Service department will manage the program and certify the HSAs, take orders online which the customers then will pick up, and they will track pass utilization. Staff will obtain feedback on population served and come back to the Board at the end of the twelve-month pilot with a recommendation as to whether the program should be sustained, expanded, or discontinued.

He reiterated that it is a twelve-month pilot Community Access Program (CAP) to be used as a basis for coordination, outreach and feedback. The fare media recommendation is to start conservatively with the potential to grow based on actual requirements and sustainability.

Staff recommends commencing the pilot program as soon as possible to partner with nonprofits as the community deals with the impacts of COVID-19 and its effect on the local, regional, and national economies. He noted there was a Staff Report, Sample Nonprofit Discount Program Application, and Pass Purchase Request document included in the Board packet.

Chair French asked if there were any questions. Ms. Burke asked who staff talked to regarding this program, specifically what groups were approached. Mr. Blaska advised that outreach since the February meeting had been hampered by COVID and rather than wait to make a recommendation to the Board, staff is recommending this pilot program and to then use the pilot program results to further develop. He advised there had also been extensive outreach for several iterations and staff felt the best way to move forward was to have a pilot to use as a basis for further development.

Ms. Burke thanked Mr. Blaska and followed up with a reminder that she had mentioned in a couple meetings that we might offer a monthly pass. She noted it might not work for a lot of non-profits but there are non-profits out there that do look for a month pass and she wondered if we could add that onto the pilot as well.

Ms. Mumm advised there was quite an extensive analysis of the pilot in the packet.

Chair French asked if there was a motion on the floor.

Ms. Burke apologized saying that she hadn't really looked at the analysis but wondered if this is something we can look at in the future.

Ms. Kinnear noted that Ms. Burke had a good idea and wondered if they could go ahead with this and take that piece separately that she had mentioned to get the process moving and after they do that, look into what Ms. Burke is suggesting with a 30 day pass. Ms. Burke said she was having a "hard time understanding why we couldn't put it in the pilot but...sure."

Chair French advised that a motion was required in order to take any action. He requested a motion on the floor so they could discuss it.

Ms. Kinnear made a motion to approve and Mr. Grover seconded. Chair French said, “We have a motion and a second to approve the Pilot Nonprofit Discount Program as presented.” Chair French asked if there was any discussion on that motion. None was forthcoming. Chair French took a vote and the motion passed unanimously.

Ms. Burke immediately asked the Chair why her comment was not addressed, saying she did not understand. She said she presented a comment and asked why they could not talk about it.

Chair French clarified there was a motion on the floor and if she had wanted to make an amendment, she could have made an amendment and added it to the discussion. He advised he waited but no amendment was made. Ms. Burke said, “Thank you.”

B. Vanpool Fare Change

Mr. Blaska advised that staff is recommending an update to the Vanpool fare structure with an objective to reduce rider attrition and increase ridership by making the program easier to understand and market. The intended result is to sustain a high cost recovery objective through retention and increased participation in the program.

Mr. Blaska provided the background leading to this recommendation and advised of the factors challenging program growth. He discussed current and proposed recovery objectives and provided the proposal based on simplifying the fare structure that establishes a base fare for vanpools operating in Spokane County. Two zonal fares would apply to participants outside Spokane County. In all cases, the origin or destination of the vanpool must be in the Public Transportation Benefit Area (PTBA). Zone-3 vanpool groups would require a minimum of seven participants per van.

Zone	1	2	3
	Spokane County	Stevens County Kootenai County	All Others
Monthly Fare	\$60	\$80	\$100

He advised that staff recommends that the Board also establish the cost recovery objective at 85% of operating and administrative costs. He discussed the impacts to existing customers and advised some current customers who pay a larger fare under the existing structure would see a fare reduction in this model. Other current customers, whose cost would increase, would be frozen at their current billing rate so as not to experience a fare increase.

He said staff had provided details and analysis behind this recommendation as well as a draft Vanpool Fare policy. He acknowledged the Vanpool Manager Greg Garrett for the idea as well as Brandon Rapez-Betty and his Communications team. Mr. Blaska noted that Brandon and Greg will be at Amazon pitching the Vanpool program with the simplified fare structure next week.

Ms. Haley moved to approve the attached Resolution adopting a revised Vanpool Fare policy. Ms. Kinnear seconded, and the motion passed unanimously.

6. BOARD ACTION – DISCUSSION

A. 2020 Transit Development Plan – Finalize Forecasting Guidance

Ms. Liard reminded the Board received a situational overview of the potential impacts of COVID-19 to STA at the June 18, 2020, Board meeting and at the July 1, 2020, Board Workshop. In addition, staff presented recommendations to deal with the impacts over the period covered by the 2020 Transit Development Plan (TDP).

She advised the overview outlined the Board-affirmed forecast of a COVID-19 caused economic recession from which STA could forego approximately \$126.3M over six years from its combined revenue sources, although primarily from the loss of local sales tax and passenger fare collections.

She reviewed the core assumptions that the Board affirmed to guide staff's development of preliminary recommendations and presented a response framework for identifying key actions to maintain service and community priorities.

Mr. Hattenburg moved to approve the pandemic-adjusted forecast guidelines as presented for 2021-2026 in support of the 2020 Transit Development Plan and further recommends the Board approve the concept and methodology to implement the STAMF projects on an extended timeline and initiate the necessary amendment process. Mr. Grover seconded, and the motion passed unanimously

7. BOARD OPERATIONS COMMITTEE

A. Chair Report

Chair French thanked all STA staff; drivers, and leadership who have gone above and beyond the call of duty to keep the fleet out on the road and keep customers and staff safe. He noted that the low rate of infection is reflective of the energy being spent as STA responds to the pandemic. He said, "Kudos to leadership, as well as the men and women working to keep the fleet on the street and keep our customers safe."

8. PLANNING AND DEVELOPMENT COMMITTEE

A. Chair Report

Mr. Grover noted the Planning and Development Committee took action at the July 1, 2020, meeting on a couple of the items on today's Board Consent Agenda and expressed his appreciation to the Board for approving. He advised that Mr. Otterstrom provided an update on Connect Spokane and reminded members that it is STA's Comprehensive Plan which requires an update every 3 years.

Mr. Grover said the Committee will be working on the High Performance Transit (HPT) Amenities Provisions and Installation Scope of Work in September and will continue work on the Transit Development Plan (TDP), specifically the Capital Improvement Program (CIP) and Service Improvement Program (SIP). They will be discussing the Division *Connects* Study as well as the I-90Valley HPT Transit project overview and will receive information on the Shared Mobility Concept.

9. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

A. Chair Report

Mr. Kinnear asked Ms. Liard and Mr. Blaska for an update.

- i. 2019 State Audit Exit Briefing – Ms. Liard reviewed the clean audit update of STA’s 2019 State Audit which was provided by State Auditor Cindy Gilbreth.
- ii. Van Grant Recipients Award – Mr. Blaska reviewed the program, it’s success, and noted the latest recipients of Vans.

10. CEO REPORT

Ms. Meyer reported June ridership for Fixed Route, Paratransit, and Vanpool. All monthly Fixed Route ridership numbers show decreases that are lower decreases than the prior month. Paratransit ridership continues to maintain a substantial reduction in ridership mainly due to the closure of various centers. She also advised that a couple of Vanpool groups had closed which contributed to the decrease in Vanpool.

She commented on the ridership trends since March 2020 and provided a comparison between 2019 and 2020. She noted that from the low point in March ridership shows consistent increases in Fixed Route.

Ms. Meyer presented a snapshot of Route 633, which serves Amazon, from May to July saying it has increased substantially since recruiting began.

Sales tax update (April sales) was reported at -13.7% under May 2019 actual, 10.1% year-to-date above 2019 actual and -1.3% year-to-date above budget. Ms. Meyer noted that sales tax revenue was above budget for January through April and has been down in May and June.

Operating expenditures for May represent 41.7% of the year and STA is at 38.2% of budget but timing of expenditures can cause this percentage to vary.

Ms. Meyer provided status and financial updates for City Line as of July 10th as well as City Line upcoming Activities and Milestones which include:

- Mission Avenue & Cincinnati Street intersection improvements began July 13. It was moved up to coincide with current City of Spokane project at Mission and Hamilton
- Station at Main Avenue and Pine Street to begin July 23
- Paving of Cincinnati Street between Desmet and Sharp Avenues to begin July 27
- Station at Mission Avenue and Columbus Avenue to begin July 30

As an update on the City Line Station: Riverside Avenue @ Stevens Street, she noted STA addressed concerns of lack of parking in front of the Numerica Building by shifting the station platform west and decreasing it by 10’, which opened up 40’ for parking and addressed Downtown Spokane Partnership’s (DSP) interest in a passing lane. The station is integrated in the City’s Riverside project and subject to final design process. Ms. Meyer noted there was great collaboration between Downtown Spokane Partnership, the City of Spokane, and Spokane Transit.

Ms. Meyer offered a Covid-19 update and noted ongoing Paratransit STA response include Rides for Seniors, Meals on Wheels support, Fixed Route driver reliefs, and on-route Fixed Route vehicle disinfecting. The FTA has provided STA with 20,000 face coverings and they are being shared with the public. Masks are being dispensed on all coaches as of July 14, 2020, and are restocked each night. STA will provide as long as supplies last.