

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

Approved at the
September 16, 2021
Board Meeting

BOARD OF DIRECTORS

Minutes of the July 15, 2021, Board Meeting
Via WebEx Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

Candace Mumm, City of Spokane
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio*
Hugh Severs, Small Cities Representative (Liberty Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chairwoman Haley called the meeting to order at 1:32 p.m. and the Clerk conducted roll call.

2. **APPROVE BOARD AGENDA**

Mr. Grover moved to approve the agenda. Mr. Hattenburg seconded, and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

None

4. **RECOGNITIONS AND PRESENTATIONS**

None

5. **BOARD ACTION – CONSENT AGENDA**

- A. Approval of the Minutes of the June 17, 2021, Board Meeting – Corrections/Approval
- B. Approval of the Minutes of the June 30, 2021, STA Board Workshop – Corrections/Approval

C. Approve the following vouchers and payroll for June 2021:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (June)	Nos. 612908 – 613260	\$ 7,856,526.77
Workers Comp Vouchers (June)	ACH – 2286	\$ 115,701.62
Payroll 06/04/2021	ACH – 06/04/2021	\$ 2,087,491.40
Payroll 06/18/2021	ACH – 06/18/2021	\$ 1,483,325.58
WA State – DOR (Use Tax) (June)	ACH – 1767	\$ 12,292.45
JUNE TOTAL		\$ 11,555,337.82

- D. Approve an Award of Contract for the HPT Amenities Installation project to Wesslen Construction for \$6,460,293.00 and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.
- E. Approve the acquisition of a Temporary Construction Easement on parcel no. 35094.3610, located west of the intersection of Mission Avenue and Cook Street between Robyne Keithley and Spokane Transit Authority and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority.
Approve the acquisition of a Temporary Construction Easement on parcel no. 35093.3010, located at the intersection of Mission Avenue and Napa Street, between GS Bains Two, LLC. and Spokane Transit Authority for an amount not to exceed \$2,500 and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority.
- F. Approve an Award of Contract for the City Line Stations 13, 15, 17 – Riverside Avenue Project to Wm. Winkler Co. for \$1,102,920.75 including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.
- G. Adopt, by resolution, the 2022-2027 Transit Development Plan.
- H. Approve the extension of the Community Access Pass Pilot Program to November 30, 2021.
- I. Approve the revisions to the Rules of Conduct as recommended by staff and legal counsel.

Mr. Hattenburg moved to approve Consent Agenda 5A through 5I. Mr. Grover seconded, and the motion passed unanimously.

6. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chairwoman Haley advised that the items reviewed by Board Operations were approved in the Consent Agenda above and asked if anyone had any questions. None were forthcoming.

7. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French asked Mr. Otterstrom to provide the summary of the meeting. Mr. Otterstrom noted the items the Planning and Development Committee reviewed which were included in the Consent Agenda above. When he finished, Mr. French asked if there were questions for Mr. Otterstrom. None were forthcoming.

8. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover discussed the items the PMER committee reviewed that were also approved by the Board in the Consent Agenda above. He turned the floor over to Ms. Liard to provide an update on the 2020 State Audit Exit Briefing.

i. 2020 State Audit Exit Briefing

Ms. Liard thanked Mr. Grover and proceeded to explain that the State Audit covered three areas. After introductions, the results of the audited areas were reviewed by Mr. Alex Lieken and Walter Greene. Ms. Liard said she was pleased to advise that for the fiscal year 1/1/2020 through 12/31/2020, the Accountability Audit (focused on financial condition for STA, looking at compliance with public works projects, particularly retainage requirements as well as some selected I.T. Security Policies, Procedures and Practices), STA operations complied with all applicable state laws, regulations, and our own policies and received a clean audit result.

The audit reviews of the Financial and Federal Grant Compliance areas were both issued an unmodified opinion for the 14th year.

Ms. Liard said she was very proud of the entire team and thanked them for their hard work on a daily basis to produce these results.

Mr. Grover asked if anyone had questions. None were forthcoming.

9. CEO REPORT

Ms. Meyer advised Fixed Route ridership incurred a 7.7% decline in June 2021 vs. June 2020 and a 28.8% decrease year-to-date. She noted Paratransit experienced a 73.9% increase year over year and an 11.4% decrease year-to-date. Vanpool realized a 3.7% decrease year over year and is showing a 34.9% decrease year-to-date.

Ridership trends for Fixed Route 2019 vs. 2020 and year-to-date 2021 were displayed. Ridership is trending in the right direction, but the recent excessive heat has impacted ridership. Paratransit trends continue to climb.

Monthly Revenue by Service Type was shown and discussed.

Sales tax on the June 2021 voter approved sales tax revenue (April Sales) was 47.5% above June 2020 actual; 21.1% year-to-date above 2020 actual; and 39.4% year-to-date above budget.

Expenditures were reviewed through May 2021.

City Line finance update showed percentages and amounts expensed, committed, forecasted, and uncommitted. Ms. Meyer noted the project is on budget. City Line core construction at Station 11-Wall & Sprague Avenues and Station 12 at Main & Wall Streets were recently completed. Core construction currently underway include Cincinnati & Mission intersection improvements, Stations 19A & B (Spokane Falls Blvd. @ WSU Campus) and Station 20 (Cincinnati & Springfield) were also shown. Ms. Meyer noted that Avista is working on vaults at Wall Street and reconstruction is scheduled to begin the week of July 19th.

There have been 3,189 Summer Youth Passes distributed and riders have taken 17,488 trips. Ms. Meyer reviewed the distribution of passes by grade level and noted the 9th and 10th grade level has seen the highest distribution of passes, followed by 11th, 8th, and 12th.

Ms. Kinnear asked how many passes were left. Mr. Rapez-Betty said there were 15,000 passes ordered. He talked about the staff outreaches that will take place to encourage handing out passes. He mentioned the Spokane sponsored Ice Age Marathon and the fact that the Summer Youth Pass Video is being shown as part of the promotion. Staff will be present at a distribution table during the marathon to answer questions and distribute additional passes.

Ms. Burke noted she has seen young people getting on the bus and paying a fare. She asked if the bus drivers are telling people about the program. Rhonda Bowers indicated she does tell passengers about the free passes.

10. BOARD INFORMATION

- A. Committee Minutes
- B. June 2021 Sales Tax Revenue
- C. May 2021 Financial Results Summary
- D. May 2021 Operating Indicators
- E. Sprague High Performance Transit: Planning Update
- F. FTA Section 5310 Funding Update Recommendation

11. NEW BUSINESS - None

12. BOARD MEMBERS' EXPRESSIONS - None

13. EXECUTIVE SESSION

Ms. McAloon read the following statement: *At this time, the STA Board of Directors will adjourn to an executive session for the purpose(s) of:*

- 1. *Discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*

The STA Board of Directors will reconvene in open session at approximately 2:10 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session

Chairwoman Haley reconvened the meeting at 2:10 PM.

Mr. Grover moved for approval of the contract with the American Federated State County and Municipal Employees (AFSCME) local 3939 on terms negotiated with the parties effective July 1, 2021, through June 30, 2024. Mr. French seconded and the motion passed unanimously.

14. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 2:13 p.m.

Respectfully submitted,



Dana Infalt

Clerk of the Authority