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

Approved at the
December 17, 2020
Board Meeting

BOARD OF DIRECTORS

Minutes of the November 19, 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
Veronica Messing, Small Cities Representative (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*
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
Fred Nelson, Chief Operations Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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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

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

3. RECOGNITIONS AND PRESENTATIONS

A. 3RD Quarter Employee Recognition - Ms. Williams advised that the Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve core objectives. Administered by an employee committee, this program has become very successful and is recognized by employees as a prestigious award. She noted the employees are nominated by their peers.

The 3rd quarter Employee Recognition winners include Gayyle Rhodes, Customer Service Representative, Tom Stokes, Fixed Route Coach Operator, Brant Wick, Fixed Route Operator, Angie Brown, Paratransit Supervisor, Mike Crosby and Dave Schmoe, Fixed Route Supervisors.

B. Years of Service Awards Recognition – Ms. Williams informed that at the end of each quarter, Spokane Transit is proud to acknowledge and recognize its employees that achieve service milestones. A list of all employees receiving recognition was included in the packet and read by Ms.

Williams. A total of 28 employees were listed and years of service ranged from 5 years to 35 years of service.

Chair French thanked all for their service to the agency and to the community.

4. PUBLIC HEARING

A. Proposed 2021 Operating and Capital Budgets

Chair French introduced the Proposed 2021 Operating and Capital Budget and noted a short presentation would be led by Monique Liard.

Ms. Liard thanked Chair French and advised that on November 4, 2020, the video was posted on the STA website for the 2021 Operating and Capital Budgets for the public to view. She presented the video recording of the 2021 Proposed Operating and Capital Budgets. The video presentation can be accessed on STA's website at: *Budget presentation*

Chair French opened the public hearing at 1:43 pm, following the video presentation. He requested all who wished to speak to identify themselves and share their comments. All attendees of the virtual meeting were unmuted to allow for anyone to comment.

Chair French noted that two public comments had been received via email by the Clerk of the Authority on Public Hearing Comment Forms. He advised that Ms. Cameron Flynn, SNAP Transportation Coordinator, submitted recognition and thanks for the bus pass pilot program and Rob McCann, Catholic Charities, also submitted a form thanking and commenting on the reduced cost bus passes. While they were not part of this Public Hearing, these two written correspondences will be entered into the record and will be included as Addendum #1 and #2 of the minutes.

Chair French asked three times for comments from the public and confirmed that no written comments had been received by staff.

Hearing none, he closed the public hearing at 1:45 pm.

5. BOARD ACTION – CONSENT AGENDA

Ms. Mumm moved to approve the Consent Agenda items.

Ms. Bowers requested to take the minutes off the consent agenda.

Chair French advised he had not received a second on the motion so the minutes could be pulled from the Consent Agenda. He noted he was open to a motion to approve Consent Agenda Items 5B through 5H.

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

A. Approval of the minutes from the October 15, 2020, Board Meeting

B. Approval of the following October 2020 Vouchers

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 609753 – 610209	$ 5,600,010.09
Workers Comp Vouchers (October)	ACH – 2286	$ 150,928.77
Payroll 10/09/2020	ACH – 10/09/2020	$ 1,982,999.57
Payroll 10/23/2020	ACH – 10/23/2020	$ 1,344,819.66
WA State – DOR (Use Tax) (October)	ACH – 1767	$ 5,316.19
OCTOBER TOTAL		$ 9,084,074.28

C. Approve, by motion, the draft 2021 Annual Strategic Plan
D. Adopt, by resolution, the STA Moving Forward 2020 Plan Amendment
E. Authorize the CEO to negotiate and execute an amendment to Agreement No. GCB 3134 with WSDOT, to allow an increase in the contract not-to-exceed value to a maximum $1.25 million.
F. Approve the acceptance of the contract with Modern Construction and Consulting Service, Inc. for the Plaza Garage Doors Construction Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
G. Approve the acceptance of the contract with Modern Construction and Consulting Services, Inc. for the Plaza Second Floor Restroom Remodel Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
H. Approve the acceptance of the contract with Toners Excavating, Inc. for the 2019 Transit Enhancements Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

5A – Minutes for October 15, 2020 Board Meeting

Mr. French introduced Item 5A for discussion. Ms. Bowers requested the questions and answers from the discussion of the First Transit Contract item 4H at October's Board meeting be included in the minutes.

Chair French indicated questions and answers to the First Transit Contract discussion would be included as an Addendum to the October 15, 2020, STA Board Meeting minutes. The questions and answers are included as an Addendum to the approved minutes posted to the STA Website.

Chair French advised he was open to a motion to approve the Minutes for the October 15, 2020, STA Board Meeting with the addendum of questions and answers as part of the First Transit discussion

Ms. Burke moved to approve the Consent Agenda Items 5A with the Addendum. Mr. Grover seconded, and the motion passed unanimously.

6. BOARD ACTION – OTHER

A. City of Spokane Riverside Project Order Agreements
Mr. Otterstrom advised that this item was to be stricken from the agenda. Mr. Otterstrom informed the item would come for action in December, and that staff would be briefing the committee on the latest status of the overall project and agreements at the December meeting prior to bringing to the full board for action in December.

Chair French asked if there were any questions. None were forthcoming.

7. BOARD OPERATIONS COMMITTEE

A. Chair Report

Chair French had no report at this time.

8. PLANNING AND DEVELOPMENT COMMITTEE

A. Chair Report

Mr. Grover noted Planning and Development (P&D) committee approved the High-Performance Transit Amenities Installation Scope of Work and said how excited they were to have that project starting next summer. He advised the committee reviewed the items in the consent agenda. He noted the discussion on the Riverside Project Order Agreements will continue.

He reviewed the December 2nd P&D Committee Agenda.

9. PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

A. Chair Report

Mr. Kinnear said the committee acted on the Plaza Garage Doors Construction Final Acceptance and the Plaza Second Floor Restroom Remodel Construction Final Acceptance as well as the 2019 Transit Enhancement final acceptance.

The committee received a 3rd Quarter Performance Measures report and Ms. Meyer's CEO report. The next PMER meeting will be December 2nd.

10. CEO REPORT

Ms. Meyer reported on Ridership:

- Fixed Route, Paratransit and Vanpool ridership is down a bit further than the same month a year ago, but still higher than the month before.
    - Fixed Route down 54.5%; YTD 40%
    - Paratransit down 63%; YTD 52%
    - Vanpool down 50%; YTD 39% with 1 fewer vanpool groups operating this month.

  Fixed Route ridership trends and yearly comparisons show ridership is essentially unchanged since July. It has just fluctuated up and down, but is staying the same at about 15,000 riders per day. Prior to the pandemic, ridership averaged approximately 35,000 rides per day. Paratransit ridership trends and yearly comparisons show it improving starting in June. Approximately 600 rides per day.
- Sales Tax Revenue received in October, collected on retail sales in August, was $7.84M, $1,500 more than what was expected compared to 2019 and the October 2020 budget. Sales Tax revenue has continued to come in ahead of budget, $4.6M higher in 2020 than in 2019, but the year to date actual to budget for 2020 is just $300K ahead, and the total amount collected through October is $73M.
- Expenditure update shows that at $58M, STA is slightly behind where we would expect to be in September 2020 if each month were divided equally. This is not unusual, and timing is always an issue.
- Fare Revenue indicates where the fares were suspended and then it went up and down in October which is likely due to the fact that some large pass purchasers hadn't purchased any passes since fares were suspended, and then purchased them in September. October looked like a down month, but it wasn't related to a ridership decline.
- Community Access Pass Pilot Program (CAP) showing sales by approved 501-3c organizations that are able to purchase at a 50% discount, 2 hour and day passes and one ride Paratransit passes. She mentioned the two public comments received by two organizations that thanked STA for the program which Chair French mentioned during the Public Hearing.
- Shuttle Park (formerly called City Ticket) parking at Arena Park and Ride. Downtown Spokane Partnership was awarded $10,000 by the City of Spokane in Covid relief funds to purchase passes for downtown workers to help free up street parking for the holidays. DSP has purchased 250 passes to distribute for free. She explained the distribution of the funding and the amount of parking available at the Arena.
- Ms. Meyer provided an update on what STA is doing related to public transportation during the pandemic. She advised STA's obligations as an employer are reiterated in the Governor's proclamations.
    - Fixed route bus service is operating at approximately 90% of regular, school in session service.
    - Paratransit is a demand-based service. Trip reservations are required. STA continues to provide temporary rides to seniors without requiring eligibility.

- The Plaza is open for customers waiting for a bus during winter weather, limited to 15% capacity.
- STA has roughly 630 total employees and 550 of them are engaged in mission critical jobs - driving or maintaining vehicles and facilities, or dispatching and supervising, which require them to be in the workplace.
- Every bus is equipped with a barrier that protects the driver.
- She reiterated the safety protocols in place for employees:
  - Wash their hands often, stay at least 6 feet apart and stay home if they feel sick.
  - Temperature checks every day
  - Face coverings required at all times (Masks for drivers)
  - PPE provided for all employees
  - Riders required to wear a face coverings. Operators provide them for those who may not have one.
  - Passenger vehicles are cleaned and disinfected mid-day and every night.
  - Facilities, including Plaza, are cleaned throughout the day
  - When Spokane County moved into Phase II of Safe Start plan, STA employees who had been working from home returned to the office. With the new proclamation, STA implementing a tele-work arrangement starting next week for employees whose jobs can be performed remotely all or part of the time. Not a requirement but seems like the most reasonable approach we want to take to keep our employees safe.

Ms. Mumm thanked Ms. Meyer for working early on to protect employees, especially drivers, noting it was ahead of the curve. As essential workers, transit workers really are front liners and, even if you are in an office, still vulnerable. She stated that it's not always appreciated but she appreciates it. She shared what they are doing for Council as regards work areas and air flow.

Ms. Meyer thanked Ms. Mumm and agreed that the people who deserve our greatest respect are the people who are driving buses and vans. It is always a challenging job but one they are very good at and its more difficult now having to wear masks throughout the entire day. Everyone is doing a good job. It is easy to understand how spirits might lag during these times but the people who work at STA are the best. STA is looking at having 25% capacity in the office and whether the barriers installed in offices are the right height, so everyone is protected if they come to work.

- WSDOT gave STA the green light to begin using the new transit-only lanes at the West Plains Transit Center this morning.

Chair French reiterated that the two comments acknowledged during the public hearing were submitted on "Written Public Hearing Comment Sign-Up" sheets so that is why he mentioned them during the Public Hearing. He wanted to make sure that they were included but were not part of the hearing. They are included as an addendum to the minutes for the record.

11. BOARD INFORMATION

A. Committee Minutes
B. October 2019 Sales Tax Revenue
C. September 2019 Financial Results Summary
D. September 2019 Operating Indicators
E. Draft 2021 Planning & Development Committee Work Program
F. Third Quarter 2020 Service Planning Input Report
G. STA Moving Forward Quarterly Project Delivery Report
H. STA Holiday Service and Office Hours

12. EXECUTIVE SESSION

Chair French introduced the Executive Session and noted at this time the Board of Directors will adjourn to executive session for the purpose 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 2:20 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 the discussion in the Executive Session, that action will occur in an open public session in approximately 5 minutes.

The Board of Directors reconvened at 2:20. Ms. McAloon advised that staff is "Recommending the Board approve, by motion, a three-year collective bargaining agreement with Amalgamated Transit Union Local #1598 Supervisors as negotiated by STA's administrative team".

Mr. Grover moved to approve the recommendation as presented. Ms. Haley seconded, and the motion passed unanimously.

13. NEW BUSINESS - *None*

14. BOARD MEMBERS' EXPRESSIONS

Rhonda Bowers thanked STA for allowing her to attend the APTA conference. She advised the topics were very informative and she enjoyed the topic of Disruptive Technologies and the discussion of the Black Lives Matter. She talked about her takeaway thoughts of how STA could improve. From her point of view in her 28th year as a driver for Spokane Transit, she identified STA's hours of service as one area that she felt could be changed to help address the problem of social inequity. She mentioned taking a person to work as much as five hours early on a Sunday evening and encouraged everyone to focus on this a little bit more than in the past as we move forward in dealing with the COVID-19. She wished everyone a very safe and happy Thanksgiving..

Kate Burke concurred with Ms. Bowers about doing some sort of resolution. She felt it was essential for us to talk about the inequities in our community. She thanked Ms. Bowers for her input, saying, "it was really nice to hear from you".

15. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:25 p.m.

Respectfully submitted,

Dana Infalt

Dana Infalt
Clerk of the Authority