

## **BOARD OF DIRECTORS**

Minutes of the June 16, 2022, STA Board Meeting 1230 W  
Boone Ave., Spokane, WA  
*with a WebEx Video Conference Option*

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative (Airway Heights) *Chair*  
Al French, Spokane County (*virtual*)  
Pamela Haley, City of Spokane Valley  
Betsy Wilkerson, City of Spokane  
Josh Kerns, Spokane County  
Karen Stratton, City of Spokane (*virtual*)  
Zack Zappone, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
Don Kennedy, Small Cities Representative (Medical Lake) *Ex Officio (virtual)*  
Dan Sander, Small Cities Representative (Millwood) *Ex Officio*  
Veronica Messing, Small Cities Representative (Cheney) *Ex Officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **MEMBERS ABSENT**

Lori Kinnear, City of Spokane, *Chair Pro Tempore*  
Dan Dunne, Small Cities Representative (Liberty Lake),  
*Ex Officio*

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Monique Liard, Chief Financial Officer  
Brandon Rapez-Betty, Chief Operations Officer and  
Interim Chief Communications & Customer Service  
Officer  
Karl Otterstrom, Chief Planning & Development  
Officer  
Nancy Williams, Chief Human Resources 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 Grover called the meeting to order at 1:31 p.m. and introductions were made by attendees in person, and roll call was conducted by the Chair for virtual attendees.

#### 2. Approve Board Agenda

Chair Grover advised of a change to delete the Executive Session from the Agenda.

**Ms. Haley moved to approve the corrected June Board Agenda. Mr. French seconded, and the motion passed unanimously.**

#### 3. Public Expressions - None

#### 4. Recognitions and Presentations

##### A. Glen Poppe, Fixed Route Operator - Retirement

Mr. Rapez-Betty recognized Coach Operator Glen Poppe for his 33 years of service and dedication to Spokane Transit and remarked on his individual contributions. Mr. Rapez-Betty expressed his best wishes for a great retirement to Mr. Poppe, who was unable to attend. A commemorative plaque will be sent to Glen.

B. Frank English, Associate Building Maintenance Specialist – Retirement

Mr. Rapez-Betty recognized Associate Building Maintenance Specialist Frank English for his 32 years of service and dedication to Spokane Transit. Mr. Rapez-Betty mentioned Frank's accomplishments and contributions prior to CEO, E. Susan Meyer, presenting his award. Frank was in attendance to receive his commemorative plaque and express his appreciation to STA for his career, saying he never thought he'd last 32 years!

C. Year-to-Date 2022 Employee Recognition Awards

Ms. Williams reminded that employees are nominated to the Employee Recognition Committee for embodying and displaying STA's core values of teamwork, respect, accountability, neighborliness, service, innovation, and trained. She noted the recipients of the Employee Recognition Awards and congratulated them on the honor.

5. Public Hearing

A. 2023-2028 Transit Development Plan: Complete Draft

Chair Grover opened the Public Hearing at 1:39 pm.

Mr. Otterstrom presented the complete draft of the 2023-2028 Transit Development Plan (TDP). He noted it was published to the STA website. He reviewed the Transit Development Plan hierarchy of plans. Mr. Otterstrom also spoke to the organization of the plan, the previous Board guidance, the Service Improvement Program (SIP), the conceptual 2025 fixed route network, and details of the Capital Improvement Program (CIP). He compared current and future funding, along with funding sources and the financial forecast. He addressed next steps and offered to answer questions. None were forthcoming.

Following the presentation, the Chair called three times for comments from the public. None were forthcoming.

The Public Hearing was closed at 1:48 pm.

B. I-90 / Valley High Performance Transit: Draft Corridor Development Plan

Chair Grover opened the Public Hearing at 1:48 pm.

Mr. Otterstrom presented the draft Corridor Development Plan (CDP) for the I-90 / Valley High-Performance Transit. He reviewed the corridor development planning efforts, previous Committee and Board review, and the preferred scenarios for HPT architecture. He then reviewed the reconciliation of the CDP to STA Moving Forward and the draft preferred facility site concepts. He noted other CDP recommendations (beyond STA Moving Forward) and advised of public and agency outreach to date. He reviewed next steps and offered to answer questions. None were forthcoming.

Following the presentation, the Chair called three times for comments from the public. None were forthcoming.

The Public Hearing was closed at 1:56 pm.

C. Fare Policy Revisions: Draft Recommendation – Zero- Fare for Youth

Chair Grover opened the Public Hearing at 1:56 pm.

Mr. Otterstrom presented background and the draft policy and action recommendation for the Fare Policy Revisions – Zero-Fare for Youth program. He reviewed current and proposed fares for youth, and the draft fares with Zero-Fare for Youth with the new fare collection system. He noted the Title VI requirements for the fare policy outreach and the preliminary Title VI analysis.

Mr. Otterstrom discussed the preliminary outreach survey results and the timeline for implementation, which included a Board Resolution amending the Fare Policy at the July Board meeting, followed by the implementation of the revised Fare Policy in October, 2022.

Following the presentation, the Chair called three times for comments from the public. None were forthcoming.

The Public Hearing was closed at 2:06 pm.

6. Board Action - Consent Agenda

**Mr. French moved to approve Consent Agenda Items 6A through 6F. Ms. Haley seconded, and the motion passed unanimously.**

- A. Minutes of the May 19, 2022, Board Meeting – Corrections/Approval
- B. Minutes of the May 19, 2022, Board Workshop- Corrections/Approval
- C. Approval of May 2022 Vouchers below:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 617241 – 617598	\$ 6,805,468.31
Worker's Comp Vouchers (May)	ACH – 2286	\$ 139,924.52
Payroll 05/06/2022	ACH – 05/06/2022	\$ 2,028,035.03
Payroll 05/20/2022	ACH – 05/20/2022	\$ 1,561,383.64
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,538.24
<b>MAY TOTAL</b>		<b>\$ 10,541,349.74</b>

- D. 2023-2025 Regional Mobility Grant Application for approval of the submittal of a Washington State Regional Mobility Grant application for up to \$10 million for the Argonne Station Park and Ride project.
- E. Approve the recommendation to authorize an increase to the base contract amount for contract number 2020-10449 City Line and High-Performance Transit Amenities Installation with Wesslen Construction, Inc. by \$900,000.
- F. Authorize contract negotiations between STA and Budinger & Associates, Inc., for the 5-year On-Call Geotechnical, Environmental, and Special Inspections Consulting Services contract, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Furthermore, if said terms cannot be agreed to, authorize the CEO to proceed with said negotiations and contract execution with Strata, Inc.

7. Board Action

- A. Designation & Appointment of STA Public Records Officer – Resolution

Pursuant to Chapter 42.56 of the Revised Code of Washington (RCW) requiring all local governments to designate specified individuals as the public records officers, the CEO appointed Dana Infalt as the STA Public Records Officer for Spokane Transit.

**Mr. French moved to approve, by Resolution, the appointment of Dana Infalt as Public Records Officer for all records of Spokane Transit Authority. Mr. Kerns seconded and the motion passed unanimously.**

8. Board Operations Committee

- A. Chair Report

Chair Grover thanked STA staff for their hard work on the items approved under the Board Consent agenda and for the Public Hearing topics.

9. Planning & Development Committee

A. Chair Report

Committee Chair French provided an overview of items reviewed by the committee, noting the Public Hearings held today and the Consent agenda items approved earlier.

There were no questions or comments.

10. Performance Monitoring & External Relations Committee

A. Chair Report

Committee Chair Haley provided a summary of items reviewed by the committee and requested Ms. Liard provide an update of the following item.

i. Disadvantaged Business Enterprise (DBE) Program and Proposed Goal for Federal Fiscal Years 2023, 2024, and 2025

Ms. Liard reported that staff developed a proposed DBE goal for the next three federal fiscal years (FFY). This three-year goal captures as completely and accurately as possible, all the federally assisted contracting opportunities that staff reasonably anticipates over the next three federal fiscal years beginning October 1, 2022, through September 30, 2025.

Pursuant to FTA policy, notice of the proposed three-year goal will be posted on the STA website on June 2, 2022. In addition, staff is seeking public participation from key stakeholders, including various small and disadvantaged business organizations and the local construction industry, to consult on the proposed goal prior to Board approval and submission to FTA, which is due August 1, 2022.

Staff will request adoption of the goal during the July Committee/Board cycle, ahead of the required FTA submission date.

Ms. Liard offered to answer questions. A brief discussion ensued.

11. CEO Report

Ms. Meyer provided an update on the following topics:

Ridership saw another good month in May with Fixed Route up 29.6%, Paratransit increasing 38.7%, and Vanpool up 37.0% over May 2021.

May Monthly Fare Revenue by Service Type was reviewed, year to date 23% higher than last year.

Sales Tax was reported on May 2022 voter-approved revenue, which represented March sales. STA's budget for May was \$9,808,971, and the actual received was \$9,741,227, or \$67,744 / 0.7% under budget. Year to date, sales tax is 6.5% above budget.

City Line finance update was reviewed. Ms. Meyer noted there was little change between May and June, with slight changes in the expensed and committed categories. Staff is closely following the \$10.8M in uncommitted, with a little more than a year to launch.

City Line Phase I Amenity Installation has begun at Mission Avenue, and upcoming activities were reviewed, along with the installation schedule, prior to talking about an additional City Line bus purchase, bringing the total City Line fleet to 11 vehicles (including spares).

Ms. Meyer introduced Cardinal Infrastructure Partner, Sherry Little, to provide a federal update. Ms. Little advised of the new Deputy Administrator in DC, Veronica Vanterpool, a Biden appointee who is very pro-transit. Ms. Little anticipates that FTA Administrator, Nuria Fernandez, will respond favorably to STA's invitation to have her join us for the City Line launch celebration in

2023. While in San Diego at the APTA Rail Conference, Ms. Little was pleased to visit with the Deputy Administrator to discuss the City Line progress. Ms. Little noted that of the nine projects in her professional portfolio right now, STA's City Line is the only project that is on time and on budget.

Ms. Little talked about the implementation of the Bipartisan Infrastructure Law, also known as the Infrastructure Investment and Jobs Act. She said the Biden Administration is focused on implementation. Some of what has been seen coming out of this law in terms of implementation has been around workforce development, driving dollars towards projects that have a demonstrative impact on reducing climate change, as well as advancing the plight of black and brown individuals.

After the passing of the Bill, the Administration went a step further and the President issued an Executive Order called the Justice 40 Initiative, which directs 40% of the revenue that comes in through the Bipartisan Infrastructure Law to "flow funds to disadvantaged communities that are marginalized, underserved, and overburdened by pollution."

She noted the FTA program falls into two buckets – one is the formula allocated by statutory provisions that are in the law, and the other is discretionary. What that means to STA is, where FTA has the ability to put their thumb on the scale, they will steer funding to those communities first and most robustly. Future federal grants will go towards communities that can demonstrate pro-union initiatives in the form of workforce development, demonstrable climate impacts, as well as a positive impact on black and brown individuals.

Ms. Little mentioned industry trends coming from the APTA rail conference, where they talked about 3-4 things the industry and peer agencies are looking at and how it is impacting delivery of service. The first is workforce development – they are looking at supporting pro-union initiatives with inclusiveness in decision-making. STA should anticipate future discretionary grants will be more favorably reviewed if they demonstrate that the union is supportive of a particular project the CEO and Board are advancing.

STA received the City Line grant at a good time and were able to get in front of a lot of the challenges currently being faced by others, such as inflation and not being able to deliver the project under the current budget, workforce challenges to get the projects up and running, as well as supply-chain issues – specifically microchips.

The Buy America component is consistent with previous Administrations but is more focused on Buy-America waivers. The FTA Administrator had the ability to issue a waiver for non-availability of features of transit projects not able to be made domestically. They now have to go through the Office of Management and Budget within the White House.

She reiterated that STA is at a good time with City Line and Division projects and then offered to answer questions. None were forthcoming.

Ms. Meyer continued and discussed the STA Retention and Recruitment Plan. She reviewed the program details and shared comparisons of 89 days pre- and post-incentive for applications received cumulative and per day, noting a significant increase in number of applications submitted. She went on to provide information on the Referral Incentive pre- and post-incentive, comparing the number of employee-referred applicants. The number of referred applicants who accepted job offers from STA doubled from 7 to 14.

Ms. Meyer provided a five-year look-back of employee turnover between March 18 and June 15, broken down by retirements and general separations. She noted the continuing challenge in retaining current employees. Ms. Meyer reported that 36 new employees were hired between March 18 and June 11. Twenty-four new employees will start between June 12 and June 20. All of them will be eligible to receive the \$3,000 new hire incentive (\$1,500 at start and \$1,500 at six months). Discussion ensued regarding exit interviews, reasons for leaving, and eligibility for rehire.

Mr. French noted with the oncoming recession and stock market decline, people planning to retire may be looking to stay on longer. He said as the recession builds, there is heightened employment awareness, especially with governmental entities. He predicted a shift from an employee driven market to an employer driven market and encouraged sensitivity on that as we move forward.

Ms. Meyer finalized her report advising that June is Ride Transit Month. She shared STA's social media campaign and thanked Spokane City Council President Beggs who declared June 15 as Ride Transit Day. Council Member Zappone provided a copy of the Proclamation, and Ms. Meyer read it to the Board.

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

12. Board Information – *no action or discussion*

- A. Committee Minutes
- B. April 2022 Financial Results Summary
- C. May 2022 Sales Tax Revenue
- D. April 2022 Operating Indicators
- E. Fare Collection System Update
- F. April 2022 Operating Indicators
- G. Division Bus Rapid Transit: Decision-Making Framework
- H. STA-Spokane Public Schools Update

13. New Business – *None*

14. Board Member Expressions - *None*

15. Executive Session - *None*

16. Adjourned

With no further business to come before the Board, Chair Grover adjourned the meeting at 2:52 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority