

STA BOARD MEETING

Approved Minutes of the February 20, 2025, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Lance Speirs, Small Cities (Medical Lake) *(Virtual)*
Al French, Spokane County
Paul Dillon, *alternate for Lili Navarrete*, City of Spokane
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane *(Virtual)*
Michael Cathcart, City of Spokane
Tim Hattenburg, City of Spokane Valley
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Dunne, Small Cities (Liberty Lake) *Ex-Officio*
Dan Sander, Small Cities (Millwood) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Zack Zappone, City of Spokane

STAFF PRESENT

Brandon Rapez-Betty, Interim Co-CEO,
Chief Operations Officer
Karl Otterstrom, Interim Co-CEO,
Chief Planning & Development Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Interim Chief Financial Officer
Kade Peterson, Chief Information Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson,
VanWert and Oreskovich, P.C.

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1. Call to Order and Roll Call - Chair Haley called the meeting to order at 1:31 pm and the Clerk conducted roll call.
 2. Pledge of Allegiance –Board Members, Staff and guests stood to recite the Pledge of Allegiance.
 3. Excused Absences – There were no excused absences requested.
 4. Approve Board Agenda
Mr. French moved to approve the Agenda. Mr. Hattenburg seconded, and the motion passed unanimously.
 5. Board Chair Report – Chair Haley had no report at this time.
 6. Public Expressions – There were no public expressions presented.
 7. Recognitions and Presentations
 - A. Mr. Rapez-Betty recognized Mitch Bright, Fixed Route Supervisor, on his retirement after 21 years of service.
 - B. Ms. Williams reviewed the employee recognition awards for the 4th quarter of 2024. She noted the employees who had been nominated by their peers and received awards. The September/October award winners were Adam Reed, Fixed Route Supervisor; Bobby Nolan, Paratransit Van Operator; and Victor Rapez-Betty, Communications Specialist. The

November/December award winners were Justin Marshall, Fixed Route Supervisor; Alyssa Bashor, Customer Support and Outreach Coordinator; and Brian Conley, Vehicle Maintenance Analyst.

- C. Mr. Otterstrom recognized Cancer Can't as a subrecipient of the Section 5310 Special Needs Transportation Grant Program. This program provides funding to assist organizations in meeting the transportation needs of older adults and individuals with disabilities who may not have suitable access to public transit. The STA Board of Directors has contributed local funding to reduce the non-federal match required of subrecipients.

Cancer Can't launched its transportation program in 2018 to help cancer patients access medical appointments. Since 2021, they have received Section 5310 funding to support transportation services tailored to patients' care plans, which often require daily appointments. Due to treatment side effects and exposure risks, many patients cannot use public transit or drive themselves. Existing services like paratransit require advance scheduling, which can be a barrier to timely care.

With the most recent grant awarded by the Board, Cancer Can't plans to serve 90 cancer patients annually, providing at least 2,200 rides while maintaining and expanding their volunteer driver pool of approximately 80 volunteers.

Co-founder and President Becky Van Keulen was introduced and noted that Cancer Can't was founded after her husband battled cancer over ten years ago. They recognized a major barrier for adult oncology patients is access to transportation for treatment. In Spokane, over 99% of oncology patients are adults, and many struggle to find transportation. Ms. Van Keulen expressed deep appreciation for the funding that has made the growth of their organization possible.

8. Board Action - Consent Agenda –

Mr. Hattenburg moved to approve Consent Agenda Items 8A through 8K, as presented. Mr. French seconded, and the motion passed unanimously.

- A. Minutes of January 16, 2025, STA Board Meeting– Corrections/Approval
- B. Minutes of February 7, 2025, Special STA Board Meeting– Corrections/Approval
- C. Approval of the January 2025 Vouchers as listed.
- D. Public Works Contracts under \$35,000: Final Acceptance – Approve acceptance of the contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- E. Krueger Sheet Metal: Final Acceptance – Approve acceptance of the contract with Krueger Sheet Metal Co. for the Bus Stop Railings as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. D-McP Construction, LLC Contract 2022-10762: Final Acceptance – Approve acceptance of the contract with D-McP Construction, LLC. for the Cheney Line HPT Corridor Improvements & WPTC Bay 4 contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Fleck Bus Washer Replacement: Final Acceptance - Approve acceptance of the contract with Walker Construction, Inc. for the Fleck Bus Washer Replacement contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- H. Plaza 1st Floor Restrooms Contract 2023-10851: Final Acceptance – Approve acceptance of the contract with Halme Builders, Inc. for the Plaza Restroom Door Additions & Plumbing

Modifications as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

- I. Board Member Travel to Washington DC – Approve travel for up to two Board members to attend the Fly-In on March 5, 2025.
- J. Sprague Line Right of Way Acquisition – Approve the real property acquisition and associated easements between Gunryn Squared, LLC and Spokane Transit for a portion of Spokane County Parcel #35153.0012 for a total \$34,007.18 and authorize the CEO to execute closing documents on behalf of Spokane Transit.
- K. Swiftly Software Term Extension - Approve the Interim Co-CEOs to execute the third amendment to Software Agreement 2020-10457 with Swiftly Inc., for a total value of \$564,048.94.

9. Board Report

A. Legislative Update

Mr. Rapez-Betty provided an in-depth report on the current legislative session in Washington.

10. Board Operations Committee

A. Chair Report

Chair Haley reviewed the items reviewed by the Board Operations Committee members.

11. Planning & Development Committee

A. Chair Report

Mr. Hattenburg reviewed the topics discussed and presented at the Planning & Development Committee meeting.

12. Performance Monitoring & External Relations Committee

A. Chair Report

Mr. Speirs reviewed the items discussed at the Performance Monitoring & External Relations committee and introduced Mr. Rapez-Betty to provide more in-depth information on two topics of discussion.

i. Enhanced Transit System Security Strategy

Mr. Rapez-Betty provided an overview of the presentation given to the PMER committee. He noted STA's current strategy investments, and planned investments in Safety & Security enhancement, the Safety Ambassador Program to be implemented in the summer of 2025, a new customer reporting app, and changes coming to the STA Plaza which include relocating the Safety & Security Office to the first floor, as well as the alteration of the smoking area to increase visibility. Mr. Rapez-Betty also discussed the community collaboration with law enforcement, DSP, SPS, and the desire to expand public health partnerships.

ii. STA Bus Fleet State of Good Repair

Mr. Rapez-Betty provided a summary of the PMER Presentation addressing new requirements related to battery electric bus technology. He spoke about the Fleet Review, Transit Asset Management (TAM) Plan overview, maintenance issues and impacts of the vehicle fleet age, fleet maintenance parts requirements and cabling deterioration. He noted proposed solutions will include a 2025 Operating Budget amendment to purchase parts for Proterra buses, replace City Line charging cabling, and retrofit the City Line buses with batteries. The budget amendment will come to the Board in March.

13. CEO Report

Interim Co-CEOs, Brandon Rapez-Betty and Karl Otterstrom, provided an update to the Board on the following items:

Ridership – January 2024 over January 2025 month over month (and year to date) ridership saw a 13.7% increase in Fixed Route, 10.1% increase in Paratransit, and a 7.7% decrease in Rideshare ridership. Zero Fare Youth passes increased 15.4%

Monthly Fare Revenue by Service Type saw a one-time spike in December 2024 due to recognition of pass revenue initially deferred during 2024. The change in recognition of pass revenue from time of use to time of sale is standard in the transit industry and was done prior to implementation of Connect system in October 2022.

Sales Tax for January 2025 (collected on November 2024 sales) was \$9,232,330 actual compared to budget of \$9,637,082, or \$404,752 below January 2025 budget. This represents a -4.2% difference. When compared to January 2024, sales tax was 3.2% below actual, or -\$0.3M.

A Federal Transit Update was shared, noting approximately 85 FTA probationary staff were let go last weekend out of a workforce of approximately 600. The March 5th Capital Investment Grant (CIG) Washington DC Fly-in organized by Cardinal Infrastructure was moving forward. In addition, the House Transportation & Infrastructure Committee Chair Sam Graves is aiming to have the Surface Transportation Bill ready for markup this year (current Bill expires September 30, 2026).

The 2025 WTS Annual Awards Gala tonight will honor former CEO, E. Susan Meyer, as Woman of the Year, along with Executive Assistant to the CFO, Amie Blain, as WTS Member of the Year. WTS is an international organization dedicated to building the future of transportation through the advancement of women.

STA's Annual Safety Awards Banquet will be held March 30, 2025, at the Northern Quest Resort. This annual banquet recognizes STA employees in the areas of safety, years of service, and recipients of Employee Recognition Awards. All Board members and their guest are invited to attend. RSVP to Dana Infalt by March 17, 2025.

Board members were reminded that they are eligible for a free STA bus pass and that Connect Card accounts can be set up on their behalf. Those interested in obtaining a Connect Card should contact Dana Infalt.

Mr. Rapez-Betty and Mr. Otterstrom offered to answer board member questions. None were forthcoming.

14. Board Information – no discussion

- A. Committee Minutes
- B. January 2025 Sales Tax Revenue
- C. December 2024 Operating Indicators
- D. 2025 Planning & Development Committee Work Program: Review
- E. Transit Development Plan 2026-2031: Overview
- F. 2024 Fixed Route Rider Survey Results
- G. Connect 2035 Strategic Plan: Initiative Sequencing
- H. Route 11 North Bank/Downtown Shuttle Update
- I. 4th Quarter 2024 Service Planning Input Report

15. Executive Session

Ms. Clark advised at this time, pursuant to RCW 42.30.110(b), the STA Board of Directors will adjourn to an executive session for the purpose of:

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

She advised the STA Board of Directors will reconvene in open session in 15 minutes. 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.

At approximately 2:38, Board members entered Executive Session in a separate room. Virtual Board Members joined remotely with a Zoom link.

At 2:53, the Clerk announced the Board requested an additional five minutes

At 2:58 the Clerk announced the Board requested an additional five minutes

At 3:03, the Board rejoined the Board Meeting in open session and Chair Haley declared the meeting back in public session.

Mr. Hattenburg moved to approve, by Resolution 834-25 to authorize the Interim Co-CEOs to take such actions and execute all documents necessary to acquire parcels number 45211-601; 45211-0518, 45211-0511 and 45211-0510 situated at 118 South Union Road in the City of Spokane Valley for \$2,910,000. Mr. French seconded and the motion passed unanimously.

16. New Business – There was no new business.

17. Board Member Expressions

Mr. Dillion shared his experience at the launch of Together Spokane, a new partnership between the Parks and Spokane Public Schools. He mentioned a highlight of the event was STA Youth Ride Free and particularly for field trips. He said to see it highlighted in front of a large audience was wonderful.

Board members were reminded that on March 20, 2025, there would be a Board Workshop starting at 11:30 am and the Board meeting following at 1:30 pm.

18. Adjourn

With there being no further business to come before the Board, the Chair adjourned the meeting at 3:06 pm.

. Respectfully submitted,



Dana Infalt
Clerk of the Authority