

## **BOARD OF DIRECTORS**

Approved Minutes of the November 18, 2021, Board Meeting  
Via WebEx Video Conference

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Candace Mumm, City of Spokane  
Kate Burke, City of Spokane  
Mike Kennedy, Small Cities Representative (Liberty Lake) *Ex Officio*

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **GUESTS**

Bennett Resnik, Cardinal Infrastructure

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

Chairwoman Haley called the meeting to order at 1:30 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

**Mr. Grover moved to approve the agenda as presented. Ms. Kinnear seconded, and the motion passed unanimously.**

3. **PUBLIC EXPRESSIONS**

Chairwoman Haley asked if anyone had public expressions. There were no public expressions received in advance of the meeting. Attendees were invited to comment. Chairwoman Haley called 3 times, there were no public expressions.

4. **PUBLIC HEARING:**

A. **Proposed 2022 Operating & Capital Budgets** –Chairwoman Haley opened the public hearing at 1:33 and introduced Chief Financial Officer, Monique Liard who informed everyone that a video presentation of the budget was provided via a link on the Board meeting agenda ([Video link](#)). Board members, staff, and guests viewed the video for approximately 10 minutes.

Following the video, Chairwoman Haley reminded everyone that the video is on the STA website for viewing. She noted any public comments should be addressed to the CFO at [budget@spokanetransit.com](mailto:budget@spokanetransit.com) and said action will occur on this item at the December 16, 2021, Board meeting.

Chairwoman Haley asked for questions or comments from the Board and then opened the public hearing to all attendees. She called for public comments three times and there were none. Chairwoman Haley closed the Public Hearing at 1:46

- B. Sprague High Performance Transit: Draft Corridor Development Plan – Chairwoman Haley opened the public hearing at 1:46 and introduced STA’s Director of Planning and Development, Karl Otterstrom who gave a verbal presentation that included background, information on the Sprague Line, previous Committee/Board review, budget, public outreach, survey feedback, proposed bus stop revisions and improvements, other proposed improvements, and the Valley Transit Center opportunities. Ms. Kinnear asked about additional crosswalks at key locations. She asked what kind of crosswalks. Mr. Otterstrom said STA will be pursuing some sort of protected crosswalk, a median refuge with rectangular flashing beacons or even hock signals where possible –just something more than a painted crosswalk. Ms. Kinnear thanked him for the clarification.

*Mr. Sander joined the meeting at 1:51*

Mr. Otterstrom closed his presentation with a review of the project schedule. He advised that the final corridor development plan will be submitted to the Planning & Development Committee for committee recommendation and Board action in December then pursue full design throughout 2022. He said that through the design process, staff will target and develop the precise stop locations and improvement definitions and continue to coordinate with the City and acquire property where necessary to ensure available space for bus stop improvements. The first phase construction will begin in 2023 and wrap up in 2024.

Chairwoman Haley asked for questions or comments from the Board and then opened the public hearing to all attendees. She called for public testimony three times. There were no comments. Chairwoman Haley noted that written comments could be sent to Karl Otterstrom at [kotterstrom@spokanetransit.com](mailto:kotterstrom@spokanetransit.com). Chairwoman closed the public hearing at 1:55.

5. BOARD ACTION – CONSENT AGENDA

- A. Approval of the Minutes of the October 21, 2021, Board Meeting- with corrections.  
 B. Approval of the following October 2021 Vouchers:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (October)	Nos. 614382 – 614829	\$ 6,738,462.00
Workers Comp Vouchers (October)	ACH – 2286	\$ 112,206.79
Payroll 10/08/2021	ACH – 10/08/2021	\$ 1,979,492.52
Payroll 10/22/2021	ACH – 10/22/2021	\$ 1,469,941.48
WA State – DOR (Use Tax)	ACH – 1767	\$ 4,658.31
WA State – DOR (Leasehold Tax)	ACH – 1767	3,926.40
<b>OCTOBER TOTAL</b>		<b>\$ 10,308,687.50</b>

- C. Approved a motion to accept the contract, made by DES on behalf of STA, with McKinstry Essention, LLC for the Boone North Energy Savings Project as complete subject to receipt of such certificates and releases as required by law  
 D. Approved, by motion, the 2022 Action Plan as presented.  
 E. Approved, by motion, the acceptance of the contract with Arrow Concrete & Asphalt Specialties for the asphalt maintenance project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

Chairwoman Haley noted the corrections on the October 21, 2021, Board Meeting. With no questions or comments, the Chairwoman was open to a motion.

**Mr. Hattenburg moved to approve Consent Agenda 5A through 5E. Mr. French seconded, and the motion passed unanimously.**

6. BOARD ACTION – OTHER

A. Near Term Investment Opportunities: Project Screening

Mr. Otterstrom advised this was a continuation of the discussion from last month regarding Near Term Investment Opportunities.

As background, Mr. Otterstrom noted that STA’s financial position offers the opportunity to augment current planned improvements while planning for the next ten years of growth. He said this coincides with the continued implementation of STA Moving Forward (STAMF) as we enter the sixth year of that program.

Mr. Otterstrom provided detail on the Board Engagement Steps, and discussed the 24 Investment Concepts, broken down into investment categories that were presented last month, to include Service Improvement/Expansion (12); Fare & Mobility Partnerships (5); Real Estate and Transit Oriented Development (TOD) (5); Analysis/Study (1); and Miscellaneous (1). He noted two of the projects are already underway and won’t be moved forward, but they were included in the types of projects reviewed last month (expand language translations and Community Access Pass Program). He shared a map that depicted the general vicinity of projects with specific locality.

Ms. Kinnear asked about the Summer Youth Pass Program being continued year-round. Mr. Otterstrom asked if her intent was to extend the program year-round and Ms. Kinnear said yes. Ms. Meyer asked if this had been a discussion or action item. Ms. Kinnear said it was a discussion subject and other board members agreed it would be a good thing to pursue.

Ms. Kinnear asked Mr. Otterstrom to return to the System-wide Investment Concept slide and noted under “Continue Summer Youth Pass”, she thought that the intent was the system-wide investment concept. She reiterated that this was the discussion we had that we would not continue the Summer Youth Pass but would make it year-round program. She said that’s what the minutes reflected on the discussion. She noted she and Candace were pushing the idea, but some other board members agreed that would be something to pursue. She noted it looked like we’re going back to the Summer Youth Pass but we’re not adding the piece about considering year-round free youth pass.

Mr. Otterstrom noted one of the projects on the map included two different projects that are related in support of the overall concept to support Airway Heights downtown revitalization and there are two pieces of that; one is the small version and then there is a large version. In keeping with Ms. Kinnear’s intent from September, he suggested to add that year-round youth pass but perhaps also keep the Summer Youth Pass on a summer basis. He clarified that we would add a 23<sup>rd</sup> project to this list and evaluate both of them – cost of just a summer youth pass and the cost of a year-round youth pass. Ms. Kinnear agreed saying it was put on the table by Candace and her, and thinks it has merit to consider and wants to make sure it is something that is considered.

Ms. Meyer apologized for the confusion on the topic and noted members will also see in the fare study in the draft proposal, the inclusion of the extension of fare free for youth. She advised it would not include free fares all the way to age 18, but noted staff are seeking public input on the draft proposal. However, she clarified it is the Board’s decision to make in December and

staff will bring back all the input received and the analysis on Title VI. Ms. Kinnear thanked Ms. Meyer.

Mr. French asked what the deadline is to meet regarding the Governor's orders in electrifying the fleet? Mr. Otterstrom said he didn't want to guess but would find out. Mr. French noted STA has a significant fleet to convert to electric vehicle or CNG and thought he had a conversation about putting electrifying the fleet on this list. He said we have to electrify the fleet by a certain date to meet the state's mandate. He asked if that should be put on the list now? Mr. Otterstrom responded that it is on the list that pre-existed this one. He noted in July while working through the agencies' new strategic plan, we recognized zero emission technology was here to stay and something the agency was seeking to implement. Ms. Liard identified the intent to expand STA's electric fleet by ten vehicles over the next several years. Basically, that was taken off the top for expansion before contemplating this idea of a near-term investment list. He noted a limitation of ten vehicles which brings our overall fleet to a maximum of 40, which is the capacity of the Boone Northwest Garage for Electric buses. Beyond that cap, we will look to the overall strategic plan that will be developed over the next year.

Mr. Otterstrom shared the initial screening results and finished with Next Steps which included staff conducting an evaluation and scoring of projects before the December 1<sup>st</sup> Board Workshop to present evaluation results and consider investment packaging options. At the December 16<sup>th</sup> Board meeting, formal board action will occur to determine which projects move forward into implementation.

He asked for questions or comments. None were forthcoming.

7. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chairwoman Haley noted the Board Operations Committee meeting had been canceled due to the Board Members and staff being in Orlando for the APTA TRANSform Expo. She thanked the board for allowing Commissioner French and her to attend the conference. Chairwoman noted a takeaway from the trip is that STA is in a financial position that allows us to step up and invest in our system, and are doing great things. She said many other agencies were trying to figure out how to dig out of debt and rehire bus drivers they laid off. She said it speaks to the management team and STA's Board actions to keep things conservative.

8. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French added Board members and staff attended a really good meeting with FTA and provided an update on the City Line and the status of the agency. The agency was well represented by Chairwoman Haley, staff, Sherry Little from Cardinal Infrastructure and Mr. French. He reported FTA staff were clearly pleased with the progress they saw STA making on a number of different fronts. Kudos to staff for good work and keeping our partners at the federal level engaged.

He noted the P&D also received a report on the budget and the Planning & Development Work Program for 2022.

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Grover added his regrets for not being able to attend the APTA Expo. He noted PMER approved a new member of the Citizen Advisory Committee, and the Energy Savings and Asphalt Maintenance items that were approved on the Board Consent Agenda. He noted the Boone North Energy Savings contract came in over \$97,000 under budget. He noted many projects have come in under budget recently and offered kudos to staff. He introduced a report from staff.

9Ai. Fare Policy Revisions: Preliminary Proposal and Public Outreach

Mr. Rapez-Betty provided the background, reviewed the 2021 fare review objectives, and the fare policy on the public outreach currently underway. He shared the fixed route and paratransit fares currently in effect and described the proposed fare structure and fare types. He explained fare capping, expanded discount options and other fares and turned the presentation over to Mr. Otterstrom to discuss the preliminary title VI analysis.

Chairwoman Haley asked if anyone had questions for Mr. Rapez-Betty. None were forthcoming.

Mr. Otterstrom explained the component, analysis method, and the results of the preliminary title VI analysis. He noted the fare policy outreach purpose, timeline, and audiences, as well as the key outreach instruments and the outreach to date.

He concluded by informing the survey is available at [spokanetransit.com/faresurvey](http://spokanetransit.com/faresurvey).

Mr. Rapez-Betty added the point that the policy documents shared earlier in the month by Ms. Liard were included in the packet. The policy, resolution, and tables of information were all included in the packet that accompany the outreach method described today.

Chairwoman Haley asked if anyone had questions or comments. None were forthcoming.

10. CEO REPORT

Ms. Meyer provided a Ridership update for October 2021 as compared to 2020 and shared the monthly revenue by service.

Ms. Meyer shared sales tax and expenditure updates.

She gave an update on the financial slide of the City Line project as well as construction recently completed, underway, and upcoming. Ms. Meyer shared a few photos from the STA Executive Team tour on the City Line bus at the Fireman's Park and the new City Line Shelter Prototype installed at Moran Station.

Ms. Meyer discussed the APTA TRANSform conference and EXPO. She talked about all the vendor groups visited and shared information on the meetings attended as well as the Awards Ceremony where Brandon received STA's award on stage for 2020 & 2021 Best Marketing & Communications Educational Initiative.

Staff and board members met with FTA officials who said they respect and highly regard Spokane Transit Authority and its leadership, saying its board members are always here and always engaged when there's an opportunity to talk to us. The staff has credibility for competence in managing the organization and the project. They have affirmed the extended schedule to July 2023 for City Line.

She noted staff met with Cardinal Infrastructure for a number of sessions and was personally involved in a session about a survey and study done by APTA titled The Post Pandemic Landscape.

Funding to come to transportation and other areas in the IJA that passed. She provided a table that showed formula funding and STA will receive over five years' time amounts to

approximately 30% more funding, or \$15M. New competitive grant programs provide new opportunities. The 5310 funds generally pass through to non-profit organizations for projects for seniors and the disabled.

She introduced Mr. Bennett Resnik, from Cardinal Infrastructure, to provide a high-level review of the benefits provided under this federal legislation. She thanked Bennett for being with us. He provided an overview \$1.2T spending over 5 years; \$550B of that on new federal investments.

FTA funding of \$91.2B includes funding which is a little over \$40B above the FAST Act previous transportation bill, with roughly a 30% increase going to STA. The Low-No program requires applicants for zero emission grant proposals to submit a fleet transition plan to FTA. Cardinal will be working with Susan and the team on that to demonstrate a long-term fleet management plan, address the availability of current and future resources to meet costs, consider policy and legislation in backing technologies, evaluate existing and future facilities, describe the partnership with the utility or alternative fuel provider, and examine the impact of the transition on the current work force. Additionally, the Lo-No program is amended to require at least 25% of all grants go to low emission projects (i.e., CNG, RNG, etc.)

He noted Cardinal will be working closely on the existing programs with new provisions as well as the new programs set up over the next several months by FTA and see that STA's projects are well aligned and positioned, and competitive for these new programs.

Ms. Meyer asked the Chairwoman if anyone had questions or comments. There were no additional questions or comments.

Ms. Meyer concluded her CEO Report by noting the current job openings at Spokane Transit.

She addressed Ms. Kinnear and Mr. French and noted that staff heard their interest in the near-term investments including fare free for up to age 18 and electric buses.

#### 11. BOARD INFORMATION

- A. Committee Minutes
- B. January 2021 Sales Tax Revenue (*Monique Liard*)
- C. 2021 Planning & Development Committee Work Program (*Karl Otterstrom*)
- D. Transit Development Plan 2022-2027 Overview (*Karl Otterstrom*)
- E. December 2020 Operating Indicators (*E. Susan Meyer*)
- F. 4th Quarter 2020 Service Planning Public Input Report (*Karl Otterstrom*)
- G. Division *Connects*: Draft Alternatives for Public Input (*Karl Otterstrom*)
- H. Downtown Spokane Plan Development Update (*Karl Otterstrom*)

#### 11. NEW BUSINESS (*None*)

#### 12. BOARD MEMBERS' EXPRESSIONS

#### 13. ADJOURNED

With no further business to come before the Board, Chairwoman Haley adjourned the meeting at 3:04 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority