

**BOARD OF DIRECTORS**

Minutes of the February 15, 2024

**STA Board Meeting**

1230 W Boone Ave., Spokane  
*w/Virtual Joining Option*

**MEMBERS PRESENT**

Al French, Spokane County, *Chair*  
Betsy Wilkerson, City of Spokane  
Chris Grover, Small Cities (Cheney) *Ex Officio*  
Dan Dunne, Small Cities (Liberty Lake) *(Virtual)*  
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*  
Josh Kerns, Spokane County *(Virtual)*  
Kitty Klitzke, City of Spokane  
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*  
Pamela Haley, City of Spokane Valley  
Paul Dillon, City of Spokane *(Virtual)*  
Tim Hattenburg, City of Spokane Valley  
Zack Zappone, City of Spokane  
Rhonda Bowers, Labor Representative, Non-Voting

**STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Brandon Rapez-Betty, Chief Operations Officer  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Karl Otterstrom, Chief Planning & Development Officer  
Monique Liard, Chief Financial Officer *Virtual*  
Nancy Williams, Chief Human Resources Officer  
Dana Infalt, Clerk of the Authority

**PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahon, Lamberson, Van  
Wert and Oreskovich, P.C.

**MEMBERS ABSENT**

Dan Sander, Small Cities (Millwood) *Ex Officio*

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1. Call To Order and Roll Call

Chair French called the meeting to order at 1:39 p.m. and conducted Roll call.

**Mr. Zappone made a motion to excuse the absence of Mr. Sander. Mr. Hattenburg seconded, and the motion passed unanimously.**

2. Pledge of Allegiance

3. Approve Board Agenda

**Ms. Haley moved to approve the February Board Agenda. Ms. Wilkerson seconded, and the motion passed unanimously.**

4. Public Expressions

Mr. Erik Lowe expressed his opinions on the membership application process for the Citizen Advisory Committee.

Mr. Terry Hill suggested STA do something in 2025 to honor Rosa Parks on her birthday or the date she is known for not giving up her seat.

5. Recognitions & Presentations

A. Ms. Wendy Caro, Purchasing Buyer-Parts, Retirement - Ms. Liard recognized Ms. Caro for her 25 years of service to STA. She talked about the different roles Wendy played during her tenure in the purchasing and procurement department and said she will be missed. The Board thanked her for her service and wished her all the best in retirement.

- B. Mr. Jerry Lemke, Maintenance Trainer, Retirement - Ms. Williams recognized Mr. Lemke for his 38 years of service to STA. She provided details of the different positions he held while at STA and thanked him for his service and said he would be missed. The Board thanked him for his service and wished him all the best in retirement.

6. Board Action - Consent Agenda

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

- A. Minutes of the January 18, 2024, Board Meeting – Corrections/Approval
- B. Approval of the following January 2024 Vouchers (*Monique Liard*)

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (January)	Nos. 625482 – 625867	\$ 11,503,535.64
Worker’s Comp Vouchers (January)	ACH – 2286	\$ 125,934.15
Payroll 01/12/2024	ACH – 01/12/2024	\$ 3,231,501.87
Payroll 01/26/2024	ACH – 01/26/2024	\$ 2,005,049.64
WA State – DOR (Excise Tax)	ACH – 1767	\$ 5,675.95
WA State – DOR (Leasehold Tax)	ACH – 1767	\$ 1,837.95
<b>JANUARY TOTAL</b>		<b>\$ 16,873,535.20</b>

- C. Public Works Contracts under \$35,000: Final Acceptance - Acceptance of the following contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20230325	Tire Shop Door Replacement	Continental Door Co., LLC	\$32,100.00	11/6/2023
20232867	Plaza Lift Station Vac Pump Disposal	Big Sky Industrial Services	\$1,820.30	12/11/2023
20231849	Security Camera & Access Controls Trouble Shooting & Repairs	ADT Security Corporation	\$8,720.00	12/31/2023
20230245	Plaza Quarterly Door Maintenance & Preventative Repairs	Elite Entry Systems, LLC	\$32,165.00	12/31/2023
20240075	Plaza Annual Backflow Testing	Bulldog Rooter, INC	\$1,932.00	1/22/2024
20231787	New Plaza Boiler Immersion Sensors	ATS Inland NW, LLC	\$2,441.60	1/29/2024
20232430	Plaza Snow Melt System Programming	ATS Inland NW, LLC	\$2,145.12	1/29/2024
20232585	Plaza Stairwell Glass Repair	Elite Entry Systems, LLC	\$13,279.00	1/30/2024

7. Board Action – Committee Recommendation

Performance Monitoring & External Relations Committee

- A. 2024 Service Revisions: Final Recommendation - Mr. Otterstrom noted that staff presented the final recommendation of the 2024 service revisions and improvements to the PMER committee on January 31, 2024. He advised the North Bank and downtown Spokane changes are slated to go into effect in May and the remaining revisions to the West Plains and Northeast/East Central Spokane will commence in September. He provided additional background and details of the changes proposed. Discussion ensued.

**Mr. Zappone moved to approve by motion the 2024 Service Revisions Final Recommendation as presented. Ms. Klitzke seconded and the motion passed unanimously.**

Planning & Development Committee

- B. Federal Transit Administration Section 5310; 2023 Call for Projects Funding Recommendation Mr. Otterstrom provided background and details on the call for projects that was issued on October 20, 2023. He advised staff reviewed the results and funding recommendations at the January 31, 2024, P&D Committee meeting. He gave information on the funding breakdown and provided a list of the applicants, their projects, funding category, requested amount, local match, and total project cost of each applicant. Brief discussion ensued.

Ms. Haley recused herself from voting as she is on the Project id Board (one of the applicants).

**Mr. Hattenburg moved to approve, by motion, the Federal Transit Administration 5310 Funding Recommendations, as listed in Exhibit A “Funding Recommendations 2023 FTA 5310 Call for Projects” and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule. Ms. Wilkerson seconded and the motion passed unanimously, with Ms. Haley abstaining.**

8. Board Report

A. Connect 2035 Strategic Plan Phase 2 Update

Mr. Otterstrom provided an update of the Connect 2035 Strategic Plan. He reviewed the Goals, Phase 2 Desired Outcomes, Outreach. He noted the next workshop would be March 6, 2024, in between P&D and PMER Committee meetings.

The intent of the Workshop will be to present and gather feedback on fixed-route network assessment recommendations and concepts; gather input from the Board on guiding principles that will be used to evaluate and prioritize initiatives and provide Board members with an overview of how the Connect 2035 initiatives list will be organized and developed.

He offered to answer questions. None were forthcoming.

B. Legislative Task Force

Ms. Meyer advised the Task Force would be meeting tomorrow. She gave an update on a few bills on the watch list which the Task Force will be discussing at the meeting

9. Board Operations Committee

- A. Chair Report - Chair French discussed the items covered at Board Operations meeting.

10. Planning & Development Committee

- A. Chair Report – Ms. Haley briefed the Board on the items covered at the P&D meeting

11. Performance Monitoring & External Relations

- A. Chair Report – Mr. Kerns reviewed the items the PMER committee discussed at their meeting.

12. CEO Report

Ms. Meyer reported on Ridership for Fixed Route, Zero-Fare Youth, Paratransit and Rideshare. January year to date Fixed Route saw a 17.4% increase month over month and year-to-date. Zero Fare youth is subset of Fixed Route and it was 22.3% above January 2023; Paratransit ridership increased 5.4% in January and year-to-date. Rideshare increased 6.9% in January.

Monthly Fare Revenue by type was reviewed and totaled \$643,237 in January 2024.

STA Sales Tax for January 2024 actual was \$9.5M against a budget of \$8.9M for \$565,161 in excess of budget (6.3%).

Ms. Meyer discussed the Youth Zero Fare promotion outreach events at Crosswalk Youth Shelter and Roosevelt Elementary. She gave a shout-out to the bus livery design for Youth Ride Free. She noted the first is on the street and nine more will follow.

There were 106,040 passes sold in 2023 to 51 agencies in the Community Access Pass Program. Of those sold 45,382 were 1 ride and 60,658 were day passes. This was a 27% increase from 2022. She noted that approximately 37% of the passes purchased in 2023 have not yet been redeemed. The average maturity date is 72 days (from sale to tap).

The STA Employee Transportation Coordinator (ETC) Committee was selected by Commute Smart Northwest as the winner for their efforts over the last year in nearly doubling the participation STA employee rate in the Commute Trip Reduction Program. She recognized the committee members for their efforts.

Ms. Meyer reviewed the Retention & Recruitment Incentive program that included Hiring, Incentives for new hires and employee referrals.

The Triennial Review is in process with review. The request for information (RIR) is due February 29<sup>th</sup>. They will then follow up requests for information and an onsite review anticipated between April-June.

Ms. Meyer mentioned the upcoming Connect 2035 Strategic Planning Board Workshop on March 6, 2024 11:30 to 1:15 pm., the APTA Legislative Conference in Washington, DC from April 6-9, 2024, and the Annual STA Awards Event- April 14, 2024.

The 2024 Legislative Task Force was appointed by the Board to consider legislation with potential impact. Ms. Meyer reviewed the items currently under consideration and said staff were looking for a time for everyone to meet.

13. Board Information

- A. Committee Minutes
- B. January 2024 Sales Tax Revenue
- C. December 2023 Operating Indicators
- D. 2024 Planning & Development Committee Work Program: Review
- E. 2024 Draft Performance Monitoring & External Relations Committee Work Program
- F. Community Access Pass Program Survey Update
- G. 4th Quarter 2023 Service Planning Public Input Report
- H. Transit Development Plan 2025-2030 Overview
- I. Connect Spokane Comprehensive Plan Update: Review Draft Elements

14. New Business

Ms. Klitzke asked if Board members could form an ad hoc committee to review the EXPO 50 year celebration with transit in mind. Ms. Meyer advised it was being worked on and an update will be made at the Performance Monitoring & External Relations meeting in March.

15. Board Members' Expressions - none

16. Executive Session – none

17. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 3:03 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt

Clerk of the Authority