

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

Approved
7/25/24 - di

BOARD OF DIRECTORS

Minutes of the June 20, 2024

STA Board Meeting

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

MEMBERS PRESENT

Al French, Spokane County, *Chair (virtual)*
Dan Dunne, Small Cities (Liberty Lake)
Jonathan Bingle, *(alt. for Betsy Wilkerson)*, City of
Spokane
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Pamela Haley, City of Spokane Valley
Paul Dillon, City of Spokane
Zack Zappone, City of Spokane
Dan Sander, Small Cities (Millwood) *Ex Officio*
Chris Grover, Small Cities (Cheney) *Ex Officio*
(Virtual)
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, Non-Voting

MEMBERS ABSENT

Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Tim Hattenburg, City of Spokane Valley

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
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.

1. Call To Order and Roll Call

Chair French called the meeting to order at 1:31 pm and the Clerk conducted roll call.

2. Pledge of Allegiance

3. Excused Absences

Chair French noted requests for excused absences for Betsy Wilkerson, Lance Speirs, and Tim Hattenburg who were attending an AWC conference.

Ms. Haley moved to approve the excused absences. Mr. Dunne seconded and the motion passed unanimously.

4. Approve Board Agenda

Chair French asked if anyone had changes to the agenda. There were none.

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

5. Public Expressions

Erik Lowe provided public expressions via telephone.

6. Recognitions and Presentations

Mr. Rapez-Betty recognized Mr. Tim Dompier for his 35 years of service to STA as a coach operator and congratulated him on his retirement.

Mr. Rapez-Betty recognized Mr. Vern Mullett for his 31 years as an STA employee, with 27 years in the role of Fixed Route Supervisor. He congratulated him on his retirement.

The Board thanked Mr. Dompier and Mr. Mullett for their service and wished them both the best in their retirements.

Chair French advised there was one additional person to comment.

Ms. Meyer thanked the Chair and stated that after 19 years as CEO, today she was announcing her intention to retire at the end of 2024. She stated it had been an incredible journey and expressed her pride of the work STA has accomplished. Chair French thanked Ms. Meyer for her service and congratulated her on her retirement. Ms. Haley echoed his thoughts. Chair French advised we would have six months to share accolades of Ms. Meyer's service to the agency. The search for the next CEO will begin soon.

7. Public Hearing

A. 2025-2030 Transit Development Plan: Complete Draft

Mr. Otterstrom noted that he would be brief due to time constraints and his desire to hear from the public. He provided an overview of the Transit Development Plan (TDP) plan background and the hierarchy of plans. He said the TDP is grounded in STA'S Comprehensive Plan, which has the long term policies; the Strategic Plan, which lays out actions for the next ten years and then the programming that occurs within the Transit Development Plan. He presented the sections of the plan followed by the three goals of Connect 2035 that have been incorporated into the Transit Development Plan. Mr. Otterstrom advised we articulate now how the plan advances these three goals and presents an understanding of the service improvement program, a section of the plan that lays out service changes and concepts for the next three years. He presented those by year thematically, noting it's not a comprehensive list. He shared a system map that conveyed the information followed by an overview of the capital improvement program. He reiterated that this is a six year program and is comparable to the capital facilities planning plans that are developed in jurisdictions.

He presented funding for the program saying the largest share is for Connect 2035. He noted a few slides that lay out the assumptions that the Board developed earlier this spring and called out the various revenue sources. He said one thing to note, as part of this public hearing, we are collecting feedback on the program of projects for federal formula grants, and that includes the 5307 Urban Formula Funds. Those are used each year for preventive maintenance, and so that is part of this public hearing and these elements go through 2030.

He briefly discussed the forecast assumptions going through that whole timeline, activities in terms of outreach conducted which included a public open house at to Plaza, a virtual open house, and also engagement with the planning office with WSDOT Eastern Region.

Following today's public hearing, any changes will be incorporated into a final draft that goes before the Planning & Development Committee on July 10, 2024, with the recommendation to the full Board

on July 25, 2024, for action. STA will submit this to Spokane Regional Transportation Council soon thereafter. By state law, STA is expected to submit it to WSDOT in September.

Chair French asked for questions from Board members. There were none.

Chair French opened the public hearing for testimony at 1:52.

Ms. Sara Rose spoke in favor of the Transit Development Plan. She discussed Park and Ride lots, the need to extend hours of service for events, and lighting safety at all locations.

Chair French noted the Board received written testimony from Mr. Will Robinson regarding the necessity of Valley bus service.

Mr. Erik Lowe spoke via the telephone in favor of the Transit Development Plan and his interest in routes and upgrades to service and stop improvements.

Mr. Barney Roca spoke in favor of protected walking and biking lanes.

An unidentified individual spoke in person in favor of building shelters and additional accommodations at stops.

Chair French called three times for additional comments. There were none. Chair French closed the public hearing at 2:03.

8. Executive Session (EMLVO)

At 2:05 pm, the Chair advised the Board will adjourn to Executive Session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

After a few minutes of technical difficulties connecting the members virtually, the clerk returned to advise the Board began the Executive Session and would return at 2:20 pm.

At 2:20 pm, the board returned. No action was taken.

Chair French left the meeting at 2:20 pm and Chair Pro-Tempore Haley assumed duties of Chair.

9. Board Action - Consent Agenda

Mr. Bingle moved to approve Consent Agenda Items as presented. Mr. Dillon seconded, and the motion passed unanimously.

- A. Minutes of the April 18, 2024, Board Meeting – Corrections/Approval
- B. Minutes of the May 3, 2024, STA Board Workshop – Corrections/Approval
- C. Approval of the April 2024 Vouchers listed below:

D. DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (May)	Nos. 627261 – 627749	\$ 6,909,808.12
Worker’s Comp Vouchers (May)	ACH – 2286	\$ 136,044.00
Payroll 05/03/2024	ACH – 05/03/2024	\$ 2,700,955.82
Payroll 05/17/2024	ACH – 05/17/2024	\$ 2,072,955.26
Payroll 05/31/2024	ACH – 05/31/2024	\$ 2,084,983.94
WA State – DOR (Excise Tax)	ACH – 1767	\$ 9,786.73
MAY TOTAL		\$ 13,914,533.87

- D. Public Works Contracts Under \$35,000: Final Acceptance - Approve acceptance of the above 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
20231872	Mold Remediation – Boone S. Restroom	Gardiner Carpital, LLC	\$10,482.41	12/22/2023
20240434	Plaza Electrical & Network Cabling	Arctic Lighting & Electric	\$9,264.00	2/27/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$1,005.84	3/8/2024
20232872	Plaza Door Access & CCTV Monitor	ADT Security Corp.	\$10,630.91	4/11/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$749.09	5/6/2024
2023-10899	Alignment Pit Modifications	Walker Construction	\$33,965.13	5/16/2024
20231274	Water Line Leak Excavation	Aaron Zeuschel	\$7,412.00	5/17/2024
20241127	Plaza Water Boiler Maintenance	Atlas Boiler & Equipment	\$5,384.60	5/20/2024
20241128	Plaza Leaking Pipe Repair	Atlas Boiler & Equipment	\$4,229.20	5/20/2024
20240794	Install Plaza Elevator Flooring	Great Floors, LLC	\$4,229.65	5/22/2024
20241167	Boone Airduct Cleaning: HC A Unit A & HC 13	CleanCo Carpet, Window & Air Duct Cleaning, LLC	\$9,973.50	5/30/2024

- E. Wellesley High Performance Transit: Regional Mobility Grant Application Approval - Approved submittal of a Washington State Regional Mobility Grant application for approximately \$7.46 million for the Wellesley High Performance Transit project.
- F. STA Moving Forward: 2024 Amendment (Resolution) – Adopted, by Resolution 822-24, the STA Moving Forward: 2024 Amendment.
- G. 2024 Equal Employment Opportunity Program - Approved, by motion, the adoption of the 2024 Equal Employment Opportunity Program.
- H. Zero-Emission Bus Fleet Transition Plan Approval – Approved, by motion, STA’s Zero-Emission Bus Fleet Transition Plan.
- I. Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement - Approved, by motion, to authorize the CEO to execute the Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement with a not to exceed value of \$350,000.
- J. Legal Services Contract Extension Approval - Approved, by motion, the extension of EMLVO Legal Services contract through September 30, 2024, with an increase in maximum compensation of \$35,000.

10. Board Action – Other

A. Bus Stop Site Improvements Property Acquisition: Resolution

Mr. Otterstrom noted the information in the packet and had been recommended by the Board Operations Committee to delegate authority to the CEO to acquire property for bus stop improvements up to an amount, not to exceed \$25000 per parcel. In the interest of time, he offered to answer questions. None were forthcoming.

Mr. Dunne moved to approve Resolution 821-24 providing for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where

the purchase price does not exceed \$25,000 per parcel. Mr. Kerns seconded, and the motion passed unanimously.

11. Board Report

A. Connect 2035 Phase 2 Update

Mr. Otterstrom advised the purpose of this update was a continuation of the Board Workshop from June 5th. He noted time constraints at the Workshop did not allow for the review of all slides, so as part of the regular monthly update to Connect 2035 he planned to quickly review those slides.

Mr. Otterstrom recapped the workshop and noted the key takeaways. He said the workshop covered the screening & sorting of initiative development and evaluation but did not review the evaluation and packaging of initiatives. He reviewed the outcome-based evaluation and the slides for the unranked initiative list, screening and sorting, outcome scoring and ranked project list. Mr. Otterstrom then discussed the initiative packaging and the Phase 2 project schedule. Next steps were reviewed and he offered to answer questions. None were forthcoming.

12. Board Operations Committee

A. Chair Report – In the absence of Chair French, Chair Haley advised there was no report.

13. Planning & Development Committee (P&D)

A. Chair Report – Chair Haley reviewed the items covered at the P&D meeting.

i. Connect Spokane Comprehensive Plan Update: Review Draft Policy Language

Mr. Otterstrom presented the proposed new policies and elements of the comprehensive plan. Specifically, he brought the Board's attention to two areas to get feedback before finalizing the first draft of all changes.

He reviewed Revenues and Fares Policy 2.2 and Transit Equity and Inclusion.

He discussed the 20% farebox recovery objective and explained the contributing factors to the decrease in the recovery rate. He noted the decrease is a direct result of multiple affordability actions taken by the Board: the 50% discounted Community Access Pass (106,400 passes sold to 51 community partners), Fare-capping (2023 customer savings ~ \$748,500), Zero-Fare for Youth (expanded zero fare program to all 18 and under, dramatic youth ridership increase without commensurate increase in fare revenue), reduced fare expansion (Honored Rider age lowered to 60 from 65, and the new Stars and Stripes fare category).

He shared options for a revised farebox recovery policy

- Rename Policy 2.2: "Rider Contribution to Cost of Service" to better reflect policy purpose of measuring rider contribution.
- Consider retaining or revising policy:
 - Option 1: Maintain 20% farebox recovery goal
 - Option 2: Revise Recovery Rate – use a different farebox recovery goal (< or > than 20%)
 - Option 3: Update Paradigm – Rider Contribution to Cost of Service: update the policy with a clearer understanding of a pro-ridership philosophy rooted in the fundamental linkages between revenue, service, and ridership.

Mr. Otterstrom provided proposed content for Transit Equity and Inclusion element that included moving Title VI policies into the main body of the Comprehensive Plan, reflect STA's commitment to serving all residents (especially those from historically marginalized communities), and

recognition of the Healthy Environment for All (HEAL) act. He shared the proposed goal, principles, and next steps. He noted there was no action to take on this item today. Discussion ensued.

Mr. Otterstrom said staff intend to bring draft language to the Board in July and will seek feedback from the community during the summer. A revised draft will be provided in September for public hearings, and the final draft in October with the goal of Board action.

14. Performance Monitoring & External Relations (PMER)

A. Chair Report – Mr. Kerns discussed the items presented to PMER at the May meeting.

15. CEO Report

Ms. Meyer spoke to the May Monthly Ridership report, noting she provides data for Fixed Route bus and then, as a subset of that, Zero Fare for Youth, Paratransit, and the Rideshare program. Fixed Route bus had a 16.9% increase May 2024 over 2023, and 17.2 % year to date. On time performance was 89.6 % for the month mainly due to construction projects. She noted about 51% of all trips were taken using Connect cards. Zero Fare for Youth saw a 21.5% increase in May and 33.5% year to date increase. Of the 935,000 rides provided by Fixed Route, 189,558 were from Zero Fare Youth 18 and under. Paratransit had an 8.3 % increase in May 2024 vs. 2023, bringing the year to date increase to 9%. Rideshare saw 5.5% increase in May and 10.8% year to date.

Fare Revenue by service type (Fixed Route Bus, Paratransit, and Rideshare) on a 13 month rolling period was shown, reflecting revenue for May year to date in 2024, from all sources at \$3M, or about \$500,000 above last year. May fare revenue was \$581,000.

Included in the Board packet is the Financial Results Summary for Expenses and Revenue and it was added to the CEO presentation each month at the request of a Board member.

Ms. Meyer spoke about May 2024 voter-approved sales tax, for the month May of 2024. She noted we are very close to budget. \$9.67M. The year to date above budget is just under \$1.8M.

Expo '74 Anniversary Celebration weekend free fare between the end of May and the end of June was discussed.

Ms. Meyer noted STA is one year ahead of schedule and within budget able to add weekend service to Route 74 between Spokane and Liberty Lake. She said STA is extending service from 9:00 to 10:00 pm on weekdays and adding new Saturday service beginning in September.

Ms. Meyer provided an update on the retention and recruitment incentive plan and finalized her CEO report with an update on meetings she has attended this month.

Board Information

- A. Committee Minutes
- B. May 2024 Sales Tax Revenue
- C. April 2024 Financial Results Summary
- D. April 2024 Operating Indicators
- E. 2024 First Quarter Year-to-Date Performance Measures
- F. Connect Spokane Comprehensive Plan: Draft Elements
- G. Division Street Bus Rapid Transit: Design and Public Outreach Update
- H. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report
- I. 2023 Fixed Route System Performance Report
- J. 2023 Fixed Route Ridership Adjustments

16. New Business - none

17. Board Members' Expressions

Mr. Zappone noted his comments were new business and board member expressions rolled into one. He thanked Ms. Meyer for her service to the agency and region and said at the AWC conference he had the opportunity to ride C-Tran and talk to them with Deputy Mayor Hattenburg. He said he wanted to bring this idea for a future discussion - bringing community celebrations on our bus wraps. They have a Rosa Parks, a Pride, and bus wraps for each jurisdiction. There was also a keynote speaker who spoke about the importance of “joy” and art and creating a space to create a community. Ms. Klitzke was attending virtually with Mr. Zappone and commented that the speaker’s point was love where you live and that making places memorable and charismatic makes people want to visit them again and is also just a good economic bonus to your efforts in things like infrastructure and placemaking. Mr. Zappone said a lot of that was like painted crosswalks, sculptures, or involvement of community in lots of different ways. He commented that he thought that was interesting because it was things we could do here in Spokane – in the region – the PTBA - to create more community in our region.

There were no further comments for New Business or Board Member Expressions.

Adjourn

With no further business to come before the Board, Chair Haley adjourned the meeting at 3:29pm.

Respectfully submitted,



Dana Infalt

Clerk of the Authority