

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

Approved 11/21/2024
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BOARD OF DIRECTORS

Minutes of the October 17, 2024

STA Board Meeting

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

MEMBERS PRESENT

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

MEMBERS ABSENT

Dan Dunne, Small Cities (Liberty Lake)
Chris Grover, Small Cities (Cheney) *Ex Officio*

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
Tammy Johnston, Sr. Financial Services Manager
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 1:30 pm and the Clerk conducted roll call.

2. Pledge of Allegiance

3. Excused Absences

Chair French noted Mr. Dunne and Mr. Grover's absences and requested a motion to excuse. **Ms. Haley moved to excuse the absences as presented. Ms. Klitzke seconded, and the motion passed unanimously.**

4. Approve Board Agenda

Chair French advised that there would be an Executive Session added to the agenda item 19 and since the Board Operations Committee approved the Agenda but an item had been removed from the agenda since that time, as noted in red. There were no further corrections.

Ms. Klitzke moved to approve the Agenda as amended. Mr. Hattenburg seconded, and the motion passed unanimously.

5. Chair Report

Chair French provided an update to the Board on the CEO Search and advised there would be additional discussion during the Executive Session.

6. Public Expressions

Mr. Erik Lowe provided public expressions in person and Ms. Sarah Rose offered public expressions virtually. Chair French called three times for additional public expressions. There were none.

7. Recognitions and Presentations

Mr. Rapez-Betty recognized Mr. Robert Pogue for his 30 years of dedicated service to STA in the Maintenance Department. Mr. Rapez-Betty, the CEO, Executive Team, and the Board extended their congratulations to Mr. Pogue and conveyed their best wishes for his retirement.

Ms. Williams presented the Employee Recognition awards and noted employees are nominated by their peers. Award winners included Todd Balles, Transit Officer, Kyle Montano, Coach Operator, and Raul Zaragoza, Coach Operator.

Ms. Williams acknowledged the celebration of service milestones for the second quarter of 2024, recognizing employees who have reached 5, 10, 15, 20, 25, and 30 years of service. Mr. Brian Conley was present and recognized for 25 years of service.

The Board commended the recipients of the employee recognition awards and acknowledged the celebrations honoring service milestones.

8. Board Action - Consent Agenda

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

- A. Minutes of September 4, 2024, STA Board Workshop – *Corrections/Approval*
- B. Minutes of the September 19, 2024, Board Meeting – *Corrections/Approval*
- C. Approval of the claims listed on September 2024 Vouchers summarized below:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (September)	Nos. 629043 – 629399	\$ 5,467,887.65
Worker’s Comp Vouchers (September)	ACH – 2286	\$ 122,157.17
Payroll 09/06/2024	ACH – 09/06/2024	\$ 2,640,128.62
Contract Bonus 09/13/2024	ACH – 09/13/2024	\$ 600,415.34
Payroll 09/20/2024	ACH – 09/20/2024	\$ 2,144,266.85
WA State – DOR (Excise Tax)	ACH – 1767	\$ 4,793.15
SEPTEMBER TOTAL		\$ 10,979,648.78

- D. Public Works Contracts under \$35,000: Final Acceptance - Acceptance of the 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
20241716	Plaza AHU2 Cleaning	CleanCo Carpet, Window & Air Duct Cleaning, LLC	\$19,614.55	8/14/2024
20241718	Plaza Trash Compactor Floor Repair	Solid Waste Systems, LLC	\$2,388.17	8/21/2024
20240078	Plaza Plumbing Repair	Bulldog Rooter, Inc	\$293.21	9/13/2024
202401751	Jefferson P&R Camera Install	ADT Commercial, LLC	\$3,110.75	7/15/2024

- E. Boone Northwest Garage Battery Electric Bus Charging Infrastructure: Final Acceptance - Accept the contract with Colvico, Inc. for the Boone NW Garage BEB Charging Infrastructure contract as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

9. Board Action – Committee Recommendation

- A. Connect Spokane Comprehensive Plan: Final Adoption of Plan Update: Resolution

Mr. Otterstrom presented the Connect Spokane Comprehensive Plan, outlining the structured review and update process. He explained that, in accordance with STA's policy on major plan updates, a comprehensive review began in 2020. However, it was delayed slightly due to the pandemic and subsequently divided into two phases, with the second phase resuming in September 2023.

In summarizing the updates, Mr. Otterstrom highlighted key plan elements that underwent changes. Notably, while not all elements were revised, significant updates were made in areas including High Performance Transit, Paratransit, Transit Equity & Inclusion (added as a new element), Communications & Public Input, Regional Transportation & Land Use, and Economic Development (with the title extended to reflect the broader scope). The Sustainability element was also refined.

To facilitate review, a redline draft was shared with the Planning & Development Committee. Based on their feedback and public input, a revised version was reviewed at the Planning & Development Committee on September 4 and presented at a public hearing on September 19. On October 2, the Planning & Development Committee recommended adoption, suggesting slight adjustments for clarity, which are now available in the redline version published online.

Mr. Otterstrom concluded by reiterating the importance of today's resolution to adopt the updated plan, underscoring that these policies are foundational to STA's commitment to providing effective public transportation throughout the region.

Mr. Zappone moved to approve, by Resolution 826-24, the Phase 2 updates to the Connect Spokane Comprehensive Plan as presented. Mr. Hattenburg seconded and the motion passed unanimously.

10. Board Action – Other

- A. Connect 2035 Strategic Plan: Community Input Review and Packaging Guidance.

Mr. Otterstrom reviewed the Connect 2035 initiative development, recent workshops and meetings focused on identifying enhancements—one-time investments aimed at strengthening STA services and achieving the plan's goals. The core investments, including the Clean Energy Campus, Division Street BRT, and the transition to zero-emission vehicles, were broadly supported by the Board and the public. Public feedback was gathered through surveys and a tele-town hall meeting, where participants expressed enthusiasm for these initiatives, with Division Street BRT receiving particularly high interest. Among STA employees, infrastructure priorities—such as clean energy garages and facilities—ranked highly.

He explained the approach used to packaging these initiatives, using a screening process that evaluated various project lists over the summer. These packages include baseline projects recommended for inclusion across all scenarios, as well as specific packages that could be tailored or combined.

The Board Workshop in September confirmed broad support for core projects aligned with Connect 2035's three main goals: Customer Experience, Community Partnerships, and Capacity Building.

In addition to core projects, thematic packages were created to address the priorities. Mr. Otterstrom noted the guidance recommended a hybrid approach, selecting initiatives from across packages and he discussed the cost estimate before reviewing Next Steps for finalizing Connect 2035 Strategic Plan.

Ms. Klitzke requested adding to the motion to use existing funding available to include NE Spokane in the Mobility on Demand program. Staff agreed to make the addition. Discussion ensued.

Ms. Klitzke moved to approve the list of initiatives to be included in the draft for public input Connect 2035 strategic plan as amended. Mr. Zappone seconded and the motion passed unanimously.

11. Board Report

A. Draft 2025 Budget

Ms. Meyer noted the 2025 draft operating and capital budgets had been presented to the Planning and Development Committee and staff will return in November to the committee and Board, with any final updates integrated for approval at the December 19th Board meeting. She reviewed the STA Vision & Mission, Organizational Priorities and the 2025 Action Plan. The Action Plan included the planning framework, proposed core actions that aligned with Connect 2035 Strategic Plan goals. Ms. Meyer presented the Operating Revenue, Operating Expenses, and Capital budgets. She noted the comparison of the draft 2025 to 2024 budgets, and the 2025 cash and reserve analysis before reviewing the Next Steps. There will be a public Hearing for the Proposed 2025 Budget at the November 21st Board Meeting and the proposed Board adoption, by Resolution, of the final proposed 2025 Budget is set for the December 19, 2024, Board meeting.

Discussion ensued.

B. CEO Search Task Force Update

Chair French updated the Board on the CEO Search Task force progress in hiring an executive search firm. He noted the field had been narrowed down to two firms. The CEO Search Task Force will meet again before the next Board meeting.

12. Board Operations Committee

A. Chair Report (*Al French*)

Chair French provided an update of the meeting held October 9, 2024. He advised the committee is working on the framework for next year's Board Operations Committee Work Program and discussed the CEO evaluation process and development of performance benchmarks as part of an ongoing conversation.

13. Planning & Development Committee (P&D)

A. Chair Report (*Pam Haley*)

Ms. Haley provided an overview of items discussed at the Planning & Development Committee meeting.

14. Performance Monitoring & External Relations Committee (PMER)

A. Chair Report (*Josh Kerns*)

Mr. Kerns advised that an item was introduced for consideration of a potential bus wrap program. Staff provided a detailed breakdown of considerations for individual bus wraps, including legal analysis, viewpoint neutrality, costs, durability, replacement processes, and installation timelines. However, the committee could not reach a consensus on the specifics, as various ideas were proposed. The committee recommended bringing the topic back to the full Board for a more in-depth discussion, requesting that Mr. Rapez-Betty provide detailed benchmarks and considerations at a future meeting. The goal is to determine whether the Board wants to continue exploring the bus wrap program before investing further time. Given the packed agenda, the PMER committee suggested pushing the discussion to the next meeting, or December if needed. After receiving Board guidance, the topic will return to PMER for further deliberation, potentially leading to a draft proposal.

15. CEO Report

Ms. Meyer reported Ridership for Fixed Route was up 21.6% IN September 2024 vs. 2023 and 31.2% increase year-to-date. Paratransit ridership was up 13.9% in September and 26.7% year-to-date, while Rideshare increased 8.1% versus September 2023 and 7.6% year-to-date. She provided an update on monthly fare revenue by service type and voter approved sales tax. September voter-approved sales tax was \$10M compared to a budget of \$8.5M, or a 17.8% difference of \$1,518,440. Year-to-date, the sales tax revenue is 2.4% above budget.

Ms. Meyer said a report on the financial results summary for revenue and expenses was requested by a Board member but are already included in the packet. In the interest of time, she did not report on these items but offered to answer questions if they came up after board members reviewed.

She provided a brief update on the APTA TRANSform Conference in late September and offered to answer questions.

Ms. Meyer said that a memo responding to the question about the GIS Analysis of ridership and service levels by jurisdiction had been provided to all Board members at today's meeting. She was asked to email a copy and Ms. Meyer said staff will forward it to the board members. There were no further questions.

16. Board Information

The following items were included in the packet for informational purposes.

- A. Committee Minutes
- B. September 2024 Sales Tax Revenue
- C. August 2024 Financial Results Summary
- D. August 2024 Operating Indicators

17. New Business

There was no New Business.

18. Board Member Expressions

There were no member expressions.

19. Executive Session

The Board adjourned to Executive Session at 3:25 pm for ten minutes for the purpose of:

Discussion with legal counsel representing STA for discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.

After ten minutes, legal counsel advised the Clerk that the Board was requesting an additional five minutes. The Clerk returned to open session and instructed the public that the Board would take an additional five minutes.

The Board returned from Executive Session at 3:40. The Chair reiterated that the Board had requested an additional five minutes and that there would be no action as a result of the Executive Session.

20. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 3:45 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority