

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

## **BOARD OF DIRECTORS**

Draft Minutes of the January 18, 2007, Meeting  
City Council Chambers  
808 West Spokane Falls Blvd., Spokane, Washington

### **MEMBERS PRESENT**

Al French, City of Spokane, Chairman  
Mark Richard, Spokane County  
Bonnie Mager, Spokane County  
Nancy McLaughlin, City of Spokane  
Richard Munson, City of Spokane Valley  
Richard Schoen, Town of Millwood

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Steve Blaska, Director of Operations  
Steve Doolittle, Human Resources Manager  
Mike Volz, Assistant Director of Finance & Administration  
Gordon Howell, Planning Manager  
Molly Myers, Communications Manager

### **MEMBERS ABSENT**

Dick Denenny, City of Spokane Valley  
Allan Gainer, City of Cheney  
Brad Stark, City of Spokane

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Kirkpatrick & Lockhart, Preston, Gates,  
Ellis LLP

### **GUESTS**

None

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

Chairman French called the meeting to order at 5:30 p.m. and conducted roll call. He thanked the Board for the honor of being elected Chairman for 2007.

#### 2. **RECOGNITIONS AND PRESENTATIONS**

##### A. **Paul McKee – Retirement**

Mr. Blaska recognized Mr. McKee, Coach Operator, for his exceptional customer service to the public over the past twenty-three years on the occasion of his retirement.

#### 3. **PUBLIC EXPRESSIONS - None.**

5:35 p.m. Mr. Richard arrived.

#### 4. **PARATRANSIT SURVEY RESULTS**

Bill Robinson of Robinson Research presented the results of the STA Paratransit Services Van Rider satisfaction survey. They conducted a survey by telephone of 400 riders and some caregivers between October 26 and November 4, 2006. The overall satisfaction rate was 52% excellent; 33% very good; 12% good; 2% fair; and 1% poor. Most paratransit riders (96%) use the service on weekdays, and 86% have not used a system in another area. 56% of riders thought the service was as good on weekends as weekdays. 85% of riders prefer a live reservationist on the telephone even if it means waiting on hold, and 93% are happy with negotiating their pick up times. The only complaint from a few riders was that the van was late. However, it should be understood that this service is not a personal door-to-door service and other passengers' actions may delay the pick up times along the way. The overall message from the survey is

that paratransit customers are very happy with STA and Laidlaw service. Chairman French congratulated staff on these results.

5. PUBLIC HEARING

A. 2006 – 2007 Section 5307 Grant Application

Mr. Howell said the estimated 2007 FTA Section 5307 grant application is for preventive maintenance funding in the amount of \$10,083,598 (\$8,066,878 federal share and \$2,016,720 local share) and transit enhancement funding in the amount of \$81,250 (\$65,000 federal share and \$16,250 local share).

Chairman French opened the public hearing at 5:48 p.m. He requested public comment three times and hearing none, closed the hearing at 5:50 p.m..

6. CITIZEN ADVISORY COMMITTEE REPORT The Chairman of the Citizen Advisory Committee has requested that this report appear on future agendas only upon request by the committee.

7. BOARD ACTION: CONSENT AGENDA

- A. Minutes of the December 14, 2006, Study Session
- B. Minutes of the December 14, 2006, Board meeting
- C. December 2006 Vouchers

Mr. Richard requested that the minutes of the Study Session be removed from the consent agenda since he did not attend that meeting.

**Mr. Munson moved to approve consent agenda items 7 B. and C. Ms. McLaughlin seconded and the motion passed unanimously. Ms. McLaughlin moved to approve item 7 A. Mr. Munson seconded and the motion passed with Mr. Richard and Ms. Mager abstaining.**

8. BOARD ACTION: OTHER ITEMS

A. 2006-2007 Section 5307 Grant Application - Resolution

Mr. Howell presented this item under the public hearing, item 5. He added that this grant brings funds quickly to the region and allows local funds to be used for other items such as cooperative street projects, bus shelters, ADA enhancements, operating expenses for rolling stock, equipment and facilities. Ms. Mager asked if the funds from 2006 are rolled over. Mr. Howell confirmed that they are. In 2000, there was \$20 million available in federal funds. They could not be spent fast enough due to the lengthy application processes. It is a positive note that STA will have spent these funds in 2007. Chairman French said that STA has no debt and continues to add to the fleet without paying interest on loans. \$6 million has been obligated to cooperative street projects over two years. Ms. McLaughlin asked where the money comes from to buy buses. Mr. Howell advised that is through a mix of federal and local funds, but the percentage of local funds required is increasing each year.

**Mr. Munson moved to adopt the resolution as presented. Mr. Schoen seconded and the motion passed unanimously.**

B. Election of 2007 STA Chairman Pro Tempore

Mr. French said according to the rotation outlined in the bylaws, the Chairman Pro Tempore should be elected from the representatives of Spokane County.

**Ms. McLaughlin nominated Mr. Richard, Mr. Munson seconded.** Mr. Richard asked Ms. Mager if she was interested in serving and she declined. **The motion to elect Mr. Richard as Chairman Pro Tempore passed unanimously.**

C. 2007 Appointments to STA Committees

The Executive Committee usually comprises the current Board Chairman, the current Board Chairman Pro Tempore, and the previous year's Chairman. However, this year the 2006 Board Chairman is no longer on the Board. Mr. French suggested appointing the 2005 Board Chairman, Mr. Denenny, instead.

**Mr. Munson moved to appoint Mr. Denenny to the Executive Committee. Ms. McLaughlin seconded, and the motion passed unanimously.**

Mr. Munson pointed out that Mr. Jacks, Council Member for Airway Heights, was inadvertently excluded from the Operations and Customer Service Committee list of members. **Mr. Richard moved to approve the committee appointments as presented with the addition of Mr. Jacks to the Operations and Customer Service committee. Mr. Munson seconded and the motion passed unanimously.**

9. BOARD INFORMATION

- A. Committee Minutes. As presented.
- B. Miscellaneous Correspondence. As presented.
- C. Fourth Quarter 2006 Travel Report. As presented.

10. CEO REPORT

Ms. Meyer thanked paratransit employees for their outstanding work confirmed by the results of the Robinson Research survey.

She reported that fixed route ridership was up 9.5% December year-to-date, and up 10.7% from December 2005. Paratransit ridership was up 6.6% and vanpool was up 26.5% year to date. Due to a combination of lower expenses and higher revenues, the combined favorable revenue and operating expense budget variances was \$6.5 million through November. This includes unbudgeted retroactive pay for ATU #1015 of \$750,000 and for non-represented staff of \$128,000. During the free ride days December 1 – 3, when the fareboxes were being installed, 67,401 rides were provided (20,000 more than usual). The sale of Smart Cards has been very successful. STA will provide shuttle transportation for participants and fans of the 2007 US Figure Skating Championships January 21 – 28. Dan Kolbet, STA's Communications Specialist, designed the maps and the skating organization liked them so much they adopted them. Three of the new 60 ft. articulated buses will be used for the shuttle routes. Ms. Meyer also informed the Board of job opportunities currently available at STA.

11. STAFF REPORTS

A. 2007 Performance Measures

Mr. Blaska described the measures for 2007 as follows: 1) Earn and Retain Community Trust by increasing ridership, cost efficiency, service effectiveness, and cost effectiveness; 2) Provide Excellent Customer Service by increasing on-time performance, customer service response time, customer satisfaction, and maintenance reliability; 3) Provide Organizational and Employee Development by lowering workers' compensation time loss and employee turnover rate, instituting a wellness program, and increasing training.

C. One Year Assessment of October 2005 Service Change

Mr. Blaska highlighted the results of the service change by quadrant – North, South, East and West. In the North, an increase of over 39,000 riders were served by #26 and #28 to Whitworth College. The new east/west connectivity on #31 resulted in over 60,000 riders. The City Loop and North Loop were realigned as were services to Northwest Terrace and the Linwood area. In the South, the southside medical shuttle has been sustained. There is increased frequency on Southeast Boulevard and hourly service to Altamont, resulting in nearly 56,000 riders. The South Hill Park and Ride lot is completed and is well used. In the East, routes #91, #95, #32 connect the Valley Mall, Spokane Community College and North Spokane. Also connected are the Valley Transit Center and Millwood. These changes resulted in an increase of almost 31,000 riders. Connectivity between Liberty Lake, the Valley Mall, Mirabeau Park and Ride and downtown, #71 and #74, has resulted in an increase of over 45,500 riders. In the West, tailored service to Airway Heights resulted in an increase of over 38,000 riders. New service for Eastern Washington University in Cheney produced an increase of over 75,000 riders and express service between Medical Lake and the Plaza an increase of over 24,000 riders. Connectivity between Medical Lake and Fairchild Air Force Base was discontinued. In all areas, smaller vehicles are being used where appropriate.

12. NEW BUSINESS

Chairman French asked the Board to consider the effectiveness of the Study Session due to the low attendance over the past few months. When the committees were restructured in May 2005, the Finance and Administration committee was dissolved and the Board Study Session created. The Study Session meets immediately prior to the Board meeting. He asked the Board to consider either continuing with the current Study Session; changing back to the Finance and Administration committee which would meet the first Wednesday of the month; or let the Executive Committee deal with any business on an as-needed basis. Action items would, of course, still come to the Board. Mr. Munson said he would have no problem with the Executive Committee handling this. Mr. Richard said it was difficult to schedule so much time for Study Session and the Board meeting. Mr. French said the Executive Committee would recommend the elimination of the Study Session to the Board in February.

13. BOARD MEMBERS' EXPRESSIONS – None.

14. EXECUTIVE SESSION

At 6:45 p.m., Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purposes:

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

Discussion with Legal Counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.

While the provisions of the open public meeting law do not apply to planning or adopting the strategy or position to be taken by the Board during the course of ongoing collective bargaining and grievance proceedings, we are announcing our intent to discuss these matters also.

The STA Board of Directors will reconvene in open session at approximately 7:15 p.m. 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 7:15 p.m., Ms. McAloon returned to announce the Board would reconvene at 7:20 p.m.

At 7:20 p.m., Ms. McAloon returned to announce the Board would reconvene at 7:25 p.m.

At 7:25 p.m., Ms. McAloon returned to announce the Board would reconvene at 7:35 p.m.

At 7:35 p.m., Ms. McAloon returned to announce the Board would reconvene at 7:40 p.m.

At 7:40 p.m. the Board of Directors reconvened and Chairman French declared the meeting back in open public session.

15. Cable 5 Broadcast Dates and Times of the January 18, 2007 Board Meeting:

Saturday, January 20, 2007	4:00 p.m.
Monday, January 22, 2007	10:00 a.m.
Tuesday, January 23, 2007	8:00 p.m.

16. Next Committee Meetings (STA Southside Conference Room (unless otherwise stated), 1229 West Boone Avenue, Spokane, Washington):

Operations & Customer Service Committee	February 7, 2007, 1:30 p.m.
Citizen Advisory Committee	February 14, 2007, 5:00 p.m. 1230 W. Boone

17. Next Board Study Session, Thursday, February 15, 2007, 4:15 p.m., City Council Chambers, 808 West Spokane Falls Blvd., Spokane, Washington.

18. Next Board Meeting, Thursday, February 15, 2007, 5:30 p.m., City Council Chambers, 808 West Spokane Falls Blvd., Spokane, Washington.

19. ADJOURNED

With no further business to come before the Board, Chairman French adjourned the meeting at 7:43 p.m.

Respectfully submitted,

Jan Watson  
Executive Assistant to the CEO  
& Clerk of the Authority