

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

**BOARD OPERATIONS COMMITTEE MEETING**  
Meeting Minutes for January 9, 2013  
Northside Conference Room  
**MINUTES**

**MEMBERS PRESENT**

Al French, Spokane County  
Amber Waldref, City of Spokane, Planning &  
Development Committee Chair  
Chuck Hafner, City of Spokane Valley, Performance  
Monitoring & External Relations Committee Chair  
E. Susan Meyer, CEO, Ex-officio

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Lynda Warren, Director of Finance  
Karl Otterstrom, Director of Planning  
Steve Doolittle, Director of Human Resources  
Jan Watson, Executive Assistant to the CEO & Clerk of the  
Authority

**MEMBERS ABSENT**

None

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

Chair Hafner called the meeting to order at 12:33 p.m. and conducted roll call.

Mr. Hafner thanked the other committee members for their assistance this past year. He congratulated Mr. Doolittle on his recent promotion to Director.

**2. COMMITTEE ACTION/DISCUSSION**

a. December 12, 2012 Committee Minutes

*Mr. French moved to approve the December minutes and Ms. Waldref seconded. The motion passed unanimously.*

b. December 17, 2012 Special Committee Minutes

*Ms. Waldref moved to approve the Special December minutes and Mr. French seconded. The motion passed unanimously.*

As a follow up to last month's meeting, Mr. Hafner asked if the cost of STA Moving Forward should be determined. Mr. Hafner said that if the Moving Forward project was questioned, an answer would be readily available. Mr. French agreed and said that those individuals not receiving service might say "you are wasting money on that".

Mr. Hafner asked that there be two additional agenda items for the Board Operations meeting. After Roll Call, the first addition would be *Approve Committee Agenda*, followed by *Chair's Comments*.

*Ms. Waldref made a motion to revise the agenda beginning next month and Mr. French seconded. The motion passed unanimously.*

Ms. Watson asked if the *Approve Agenda* item should be added to the Board agenda also. Mr. Hafner said yes.

**3. COMMITTEE CHAIR REPORTS**

a. **Amber Waldref, Planning & Development (P&D):**

Ms. Waldref said that Basic Fixed Route Service Improvements were discussed. Each route not currently meeting the basic service objectives was discussed. Ms. Meyer asked if this decision would be made separate from the rest of the STA Moving Forward decisions as far as span, frequency or geographic extent. Mr. Otterstrom said that during STA Moving Forward Phase III both costs and benefits on each of these routes will be analyzed if additional revenue is available. Ms. Waldref said that her understanding is that the committee would receive recommendations of which routes should be moved forward. Ms. Meyer said that if STA's goal is to be within ½ mile of 85% of the urban population, then STA would need an additional 20,000 hours at a cost of over \$2M a year.

Ms. Waldref said that several alternative designs were presented for discussion regarding the Plaza Interior Renovation project. Mr. Otterstrom said the next step is the market analysis which will go to the Board. A brief update report will be provided to the Board by Ms. Waldref at the January meeting.

Ms. Waldref said the Committee discussed the Federal Grant programs. Spokane Regional Transportation Council (SRTC) issued the call for projects and STA applies for the grants. Other organizations may also apply for these grants. An organization may obtain more information at the SRTC website.

Ms. Waldref said that Title VI relates to discrimination issues. Mr. Otterstrom said that new federal requirements have been added with a deadline of March 23, 2013. There will be a public hearing in February with Board approval following in March for these new policies. All of these new planning policies will eventually be added to STA's Comprehensive Plan.

Ms. Meyer said that Mr. Otterstrom and she met with Police Chief Straub and Assistant Police Chief Meidl regarding interest in available Plaza space. The Chief would like a greater presence for the Police Department downtown. At a minimum would be seven (7) Neighborhood Resource Officers (NRO's) and a Sergeant located on one floor. Only half of the NRO's would be working at a time. About a month ago, a conversation was held with Mayor Condon and Theresa Sanders, City Administrator, who favored a greater police presence downtown also. Ms. Meyer said that discussions will be held regarding this new option and how it might fit in to the overall plan for the Plaza. Ms. Meyer said that the potential Plaza space that the Police Department might use would be at a negotiated price, plus there would be capital costs involved. Discussion ensued. Mr. Doolittle asked about vehicle parking. Ms. Meyer said that currently there are three (3) Spokane Police Department parking spots and that would most likely increase to five (5) spots. Mr. Otterstrom said the evaluation still needs to take place with the criteria that has been set up; financial impact, benefits to the neighborhood and to transit. Ms. Meyer said that a Police presence at the Plaza would benefit all STA's neighbors especially those neighbors that believe that STA creates a "less safe" environment.

1:00 p.m. Steve Blaska joined the meeting.

Mr. French asked about the surplus van programs. Mr. Blaska said the Special Use Van Program is tied to Paratransit. STA's customers with a high use for a van, such as the ARC of Spokane, under the vanpool model have a van to use and STA takes care of the maintenance. It operates very similar to our current vanpool program as customers pay to use the service.

Mr. Blaska said the van grant program was approved last year by the Board. Ten (10) vans that would have been retired and taken to the auction are put into this program. Applications are received from the community and a selection process is used. The ten vans belong to the agencies and are required to complete an annual report. Applications can be obtained from the STA web page.

**b. Chuck Hafner, Performance Monitoring & External Relations (PM&ER):**

Mr. Hafner said the Scope of Work for Phase II Wall Street/Plaza Block Exterior was approved. He said that Councilmembers Allen and Kulibert asked about the traffic. The quarterly performance measures were discussed and reviewed.

**4. REAL ESTATE**

**a. Fairgrounds Property**

Ms. Meyer said that she and Mr. Otterstrom met with Rich Hartzell, Director of the Spokane County Fair & EXPO Center, regarding the property. The County is interested in purchasing the 11 acres that STA owns. Mr. Hartzell made a presentation to the County Commissioners, and the Fairground Board wants to move ahead with acquisition of the property. The County has first right of refusal to buy the property. Ms. Meyer said the original purchase price was \$800,000. Ms. Meyer said that the appraisal came in at \$1,105,000 or \$2.25/square foot less \$460,000 for site development which results in an "as is" value of \$645,000. Mr. French said the County would request an environmental assessment of the property. Ms. Meyer had forwarded the environmental study that was done in 2007. Ms. Meyer said the most important part is to negotiate a lease for the property. It would be in STA's best interest to have a perpetual lease to use for training. Mr. French asked if the lease could be worded such as "for this property or other like property the County might provide?" Ms. Meyer said yes. The next step would be to negotiate the terms of the lease which would be executed after the sale. Mr. Otterstrom said that there are FTA requirements regarding the sale. Mr. Otterstrom said that a public hearing is required because this property is to be sold to another jurisdiction. The public hearing will be held at the February Board meeting.

**5. CHAIR / PRO TEMPORE ROTATION**

Mr. French said that due to the largest percentage of voters being in the City limits and the possibility of the Board's preparation for a ballot measure, it has been suggested to switch the Chair rotation for 2013-14 from Small Cities to the City of Spokane. Mr. Hafner said that he will discuss the Chair/Vice Chair rotation with the Small Cities (Medical Lake & Millwood) representatives. Ms. Meyer asked if this request should be made to the City Councils' of the small cities, because they are foregoing their Chair position.

**6. COMMITTEE ASSIGNMENTS / CALENDAR: PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS**

In 2013, due to members' schedules, the Planning & Development Committee will meet in the afternoon beginning at 1:30 p.m. and the Performance Monitoring & External Relations Committee will meet in the morning beginning at 10:00 a.m. Discussion of committee assignments ensued. Four voting members will be on each committee. Chair Hafner will discuss committee assignments with Board members and the appointments will be on the Board agenda. The revised calendar will be on the Board consent agenda. Ms. Watson said that currently only three out of ten members print out a packet.

**7. STREAMLINING COMMITTEE & BOARD WORK**

Ms. Meyer said that STA is reviewing ways to streamline work. Ms. Watson showed a brief presentation of navigating through the Board packet. She explained that the packet comes via the *YouSendIt* site, which allows the recipients to download the packet and save it to a laptop. The packet has a bookmark feature located on the left side of the screen and allows the user to click on any item to view. The user has the option of just reviewing the cover sheet or can view all the attachments. The committee members preferred the attachments immediately following the cover item. Mr. Hafner mentioned that sticky notes can be added to the *pdf* packet as well. Ms. Waldref prefers the bookmark feature and said they are very easy to use. Ms. Meyer said that all the pertinent information will be in the cover sheet with detailed information to follow. Ms. Meyer asked about the packets from other jurisdictions. The City of Spokane, City of Spokane Valley and the County post Board packets in advance of the meeting. Mr. French said that items from the Consent Agenda can be pulled to review separately. Ms. Watson said that it has not been a transit practice to post the Board packet on the web but this can easily be done.

Items from the Board agenda were reviewed. Mr. French asked about the vouchers that need to be reviewed from the previous month. Ms. Warren said it is required by RCW that the Board approves the vouchers. Mr. French asked about Recognitions & Awards. Discussion ensued. Mr. Otterstrom said there is value to be recognized by the public and Mr. Hafner agreed. Mr. Blaska said that it is a matter of morale and public record.

Ms. Meyer said that more streamlining options to consider will be brought to this committee in February. Mr. Hafner suggested more items be moved to the Consent Agenda from discussion.

**8. BOARD OF DIRECTORS AGENDA – JANUARY 17, 2013**

The revised Board Committee Calendar has been moved from Committee Recommendation to Consent Agenda.

The Committee members agreed that Interlocal Agreements should go through the PM&ER Committee prior to a Board meeting. The Interlocal Agreement with Spokane Regional Transportation Council (SRTC) has not been vetted through a committee. This item will be removed from the January Board agenda.

Discussion ensued regarding the appointment of Two STA Representatives to SRTC in 2013; one Board member and one position held by the CEO, currently Ms. Meyer. After the Interlocal Agreement is signed, Ms. Meyer, as CEO, will be the only representative.

Ms. Waldref asked about the potential STA ballot measure on the horizon. Ms. Meyer said it is a possibility, if the economy improves and the community supports it, then STA is contemplating a ballot measure in April 2014.

**9. NEW BUSINESS**

- a.** Ms. Meyer said that STA is in the final phases of completing a telephone and cell phone Community Perception Survey. A question to be included in the survey will be related to a potential ballot measure. Brian Gard, Gard Communications, is STA's advisor and Bob Moore is the pollster.
  
- b.** Ms. Meyer said that Mike Ennis from the Washington Policy Center, is now a Lobbyist on Transportation issues for the Association of Washington Business (AWB).

With there being no further business to come before the Committee, Chair Hafner adjourned the meeting at 2:09 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant