

Spokane Transit Authority
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BOARD OPERATIONS COMMITTEE MEETING
Meeting Minutes for June 13, 2012
Northside Conference Room
MINUTES

MEMBERS PRESENT

Al French, Spokane County, Chair
Amber Waldref, City of Spokane, Planning &
Development Committee Chair

MEMBERS ABSENT

Chuck Hafner, City of Spokane Valley, Performance
Monitoring & External Relations Committee Chair
E. Susan Meyer, Chief Executive Officer, Ex-officio

STAFF PRESENT

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

1. CALL TO ORDER AND ROLL CALL

Chairman French called the meeting to order at 12:30 p.m. and conducted roll call.

2. COMMITTEE ACTION/DISCUSSION

a. May 9, 2012 Committee Minutes:

Ms. Waldref moved to approve the minutes and Chairman French seconded. The motion passed unanimously.

3. COMMITTEE CHAIR REPORTS

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

Ms. Waldref mentioned that EWU planning students prepared a report on the past, present & future of transit in Spokane. It was an excellent report that focused on the need for planning, desired goals, future drivers such as gas prices, trends and key factors that impact transit. The report included pictures of old trolleys about 100 years ago on some of the same routes STA currently uses. This student paper will go on STA's planning website; www.stamovingforward.com, the repository for information related to the future.

The Public & Employee surveys have taken place. Informal Public input was taken at the Plaza on May 16th. Ms. Myers shared comments about the event at the Committee meeting. Employee feedback occurred during the All Employee Meeting on April 30th regarding which routes should be moving forward for further consideration. Public and Employee input was aligned, and interest in the Division and the Coeur d'Alene to Airport routes topped the list. Input has been received on the www.stamovingforward.com website and Mr. Otterstrom said that the survey will be closed on June 15th. Feedback from the survey will be shared at the July P&D meeting. In July, a recommendation for future study regarding the High Performance Transit (HPT) Network will come before the full Board. Staff studied all the routes and ranked each of them according to the screening criteria; potential for grants, travel density, existing ridership and development opportunity. The top three red, green and blue routes were determined. Ms. Waldref said there weren't a lot of surprises in the results and the scoring was going to be reviewed again in a couple of cases. Mr. Otterstrom is meeting with individual Board members regarding the HPT process. Mr. French asked about the top ranked corridors. Mr. Otterstrom said there were nine corridors; three from each group were identified. The top red line is Division (direct service to major destinations within a metropolitan area/10-15 minute frequency). The top green line is what has already been studied – the Central City Line (spontaneous travel, short trips and provide quick, easy access to other service types/6-15 minute frequency). The top blue line is Cheney to Spokane via the West Plains (cover long distances quickly to connect major regional destinations/15-30 minute frequency). Mr. French asked if Scott Chesney (Planning Director, City of Spokane) was having success pushing forward the Division St. corridor in the City. Ms. Waldref said that the City is having a study session regarding growth strategies tomorrow which would include the current situation and plans for the future; Multi-Family Tax Exemption (MFTE), Infill, and looking at maps of the City's Centers and Corridors. Ms. Waldref said she is bringing a map of the HPT Network to share at that meeting. Mr. French said that elements in the City's Centers and Corridors report will help support the Division Street Corridor and the MFTE discussion also. Mr. Otterstrom said the 2nd top ranked green line was Monroe, from Five Mile Park & Ride and South Grand to Regal and the Moran Prairie area. The City has interest in North Monroe and Lincoln Heights as these are two growth areas. There will be a brief update at the June Board Meeting with a full presentation at the July meeting.

The Strategic Plan / Budget workshop agenda is all set for July 11th. The Transit Development Plan (TDP) and Service Implementation Plan (SIP) have been updated and changes highlighted for Board review.

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

In Mr. Hafner's absence, Mr. Blaska reviewed the last meeting. The Award of Contract for Computer Aided Dispatch/Automated Vehicle Location (CAD/AVL) is on the Board agenda as a discussion item. Commissioner Richard's guidance was that it be a discussion item, to review the capabilities with the full Board.

Mr. French said he was in a meeting with Aurora Crooks, Transportation Demand Manager for the County, and she had very positive comments about Trapeze and the rideshare program. Mr. Blaska said that items would go to the County first and approach the STA Board secondly for cost sharing of non-transit specific items. This would be brought forward on the July agenda.

On the consent agenda are routine items; JUB contract amendment, closing out the roof project and Rules of Conduct. The Committee has come to closure on the financial reports that the Board will receive. Mr. Blaska said that the PM&ER Committee has reviewed the reports three times and the Citizen Advisory Committee (CAC) has reviewed the reports twice. The presentation will show what was reviewed and what is recommended. The reports are significantly streamlined. Ms. Warren said that a question for the Board will be if they want a verbal presentation in addition to information only. For the July meeting there will be a couple of large Awards of Contracts and the Committee will begin to review the Operations reports. Mr. Blaska said that Ms. Meyer is considering introducing Financial Stewardship as one of the P&D Committee priorities, because it is a planning piece. The PM&ER Committee then determines what measures will be looked at.

The Surplus Vehicle Grant program is a good news story coming up in July and Mr. Blaska mentioned it could be a verbal presentation which could include recipients of the vehicles in the program. Mr. French said he would be in favor of the guests being in attendance. Ms. Waldref mentioned she just heard about one of the recipients, West Central.

Mr. Blaska mentioned that Mr. Hafner had some suggestions regarding what the agenda looks like; by grouping like items together, for instance, Committee Action items and items going to the Board on the Consent Agenda.

4. BOARD OF DIRECTORS AGENDA; JUNE 21, 2012

Mr. French asked about the Public Hearings. Mr. Otterstrom said that there are Public Hearings for both the Transit Development Plan (TDP) and the Service Implementation Plan (SIP) this month. These are the cyclical plans and would come to the Board for approval in July, most likely on the consent agenda. Mr. French said that all of the items on the consent agenda have either been through a committee or are routine items. Mr. French asked if STA was in the middle of an audit. Ms. Warren said the audit was just completed with no findings. The Auditors have invited Board members to attend the Audit exit on June 21st. Ms. Warren said that the Auditors have also reviewed the new financial reports approved by the PM&ER Committee. Mr. French asked about the Board action item; CAD/AVL. Mr. Blaska said that all of the programs associated with this Award of Contract total \$8.1M. Mr. Blaska said that the cost could be less, but until all the details are determined, it won't be known. Mr. French said that since he will not be attending the Board meeting, he will not have a Chair report. Mr. French said the new Moving Forward ads are very good. Mr. Otterstrom said that BHW1 did the ads. Mr. Blaska asked about the report on Compressed Natural Gas (CNG) under Committee Information and would the Board want a verbal report at this meeting. Discussion ensued. Mr. French suggested leaving CNG as information only this month. At the Executive Session will be an update on Collective Bargaining.

5. NEW BUSINESS

None

6. ADJOURN

With there being no further business to come before the Committee, Chairman French adjourned the meeting at 12:58 p.m.

Respectfully submitted,

Merilee Robar
Executive Assistant