

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

## **BOARD OF DIRECTORS**

Draft Minutes of the April 18, 2012, Meeting  
City Council Chambers  
808 West Spokane Falls Blvd, Spokane, Washington

### **MEMBERS PRESENT**

Al French, Spokane County, Chair  
Chuck Hafner, City of Spokane Valley  
Mark Richard, Spokane County  
Amber Waldref, City of Spokane  
Art Kulibert, Small Cities Representative  
(Medical Lake)  
Richard Schoen, Small Cities Representative  
(Millwood)  
Rhonda Bowers, Labor Representative

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance  
Lynn Holmes, Assistant Director of Finance  
Steve Doolittle, Human Resources Manager  
Molly Myers, Communications Manager

### **MEMBERS ABSENT**

Mike Allen, City of Spokane  
Gary Schimmels, City of Spokane Valley  
Nancy McLaughlin, City of Spokane

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, K & L Gates LLP

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

Chair French called the meeting to order at 5:30 p.m. and conducted roll call.

#### 2. **PUBLIC EXPRESSIONS**

David Baird, Team Leader of Spokane Veteran's Outreach Center in the Spokane Valley, spoke about the surge in their business from veterans who have completed their deployments in the Middle East. The center has moved to a new location near the Valley YMCA and there is no bus stop available. Combat veterans often rely on public transportation and Mr. Baird requests that STA consider servicing this area, even twice a day Monday - Friday.

Mr. French said Mr. Otterstrom would look at the request.

Ms. Meyer said the request has already been made to staff and it has been declined. Service was provided within ¾ of a mile prior to the 2010 service reductions but it was cut due to very low ridership. Paratransit service is provided and she added that all STA's special use vanpools have been awarded. She noted that the organization's prior location had very good bus service.

#### 3. **RECOGNITIONS AND PRESENTATIONS**

##### A. **ARC of Spokane 2012 Good Neighbor Award to Mike DeConto, Security Officer**

Mr. Doolittle said Mike DeConto began his career at STA in 1995. He has received many awards and a commendation from the Spokane Police Department. The ARC of Spokane honors individuals outside of the disability community who improve the lives of people with disabilities. Mike was selected through his exceptional work helping them use public transportation.

#### 4. **BOARD ACTION: CONSENT AGENDA**

**Mr. Hafner moved approval of the following consent agenda items 4.A through D. Mr. Schoen seconded and the motion passed unanimously.**

A. Approve the minutes of the March 21, 2012 Board Meeting.

B. Approve the following vouchers and payroll:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers	Nos. 570955 – 571308	\$ 1,577,096.80
Workers Comp Vouchers	Nos. 208778 – 208916	\$ 65,507.26
Payroll 3/9/2012	ACH – 3/9/2012	\$ 1,256,757.76
Payroll 3/23/2012	ACH – 3/23/2012	\$ 968,975.54
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,035.71
<b>GRAND TOTAL</b>		<b>\$ 3,875,373.07</b>

C. 1) Authorize the purchase of one Eco 60 hoist and one set of six mobile hoists from the Washington State Purchasing Cooperative Contract for the sum of approximately \$173,000, including installation and sales tax; and,

2) Authorize the CEO to execute a contract for the services of JUB Engineering of Spokane, Washington, to develop the scope of work and provide construction oversight for this project; and,

3) Authorize the CEO to award a contract to the lowest responsive bid from a responsible bidder for the demolition and construction work to be performed for this project. Total price for the replacement of these hoists and expanding the alignment pit (including applicable sales tax) will not exceed \$400,000.

D. Approve revised 2012 Board and Committee meeting calendar.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS

A. High Performance Transit (HPT) Network Development

i. Proposed Outreach Efforts

Ms. Waldref said the purpose of this planning effort is to develop further details of possible investments consistent with the Comprehensive Plan that could be implemented in the next 10 to 15 years. The Planning & Development Committee recommends approval of the public outreach effort and the long list of conceptual projects. The outreach strategy will encompass a variety of tools including media and public meetings. The first public meeting is scheduled for May 16.

**Mr. Schoen moved to approve the public outreach effort for the High Performance Transit Network development. Mr. Hafner seconded and the motion passed unanimously.**

ii. List of Conceptual Projects

Ms. Waldref addressed the long list of conceptual projects indicating that there are three phases to narrow down the list: Phase 1 – scoping; Phase 2 – evaluation; and, Phase 3 – recommendation. The list builds on work that has already been done and must be supported by a reference in the current Comprehensive Plan. The Planning & Development Committee discussed not only High Performance Transit corridors but also basic fixed route service improvements, paratransit and vanpool enhancements and system infrastructure such as transit centers and park and ride lots. She added that there will be a screening process in May or June to identify three to five corridors for study in Phase 2.

Mr. Richard asked for clarification on the projects. Are they going to be narrowed down to projects to be focused on in 2012 and 2013?

Ms. Waldref said the long list of projects will be narrowed down based on specific criteria and when that is available the evaluation of the projects will begin this fall.

Ms. Meyer added that there are more projects than available funding. Even if a ballot measure passed for transit to use the entire remaining sales tax (0.3% for a total of 0.9%) the projects could not be completed. However it is important to have the planning in place for the future.

**Mr. Richard moved to approve the long list of conceptual projects as presented for High Performance Transit Network development. Mr. Hafner seconded and the motion passed unanimously.**

**B. Award of Contract for Plaza Second Floor Operational Improvements**

Mr. Hafner said this item has been reviewed, discussed and recommended for approval by the Performance Monitoring & External Relations Committee. An Invitation for Bid was authorized for release by the Operations and Customer Service Committee in December, 2011 to remodel the second floor of the Plaza to accommodate operational functions of STA such as mobility training and in-person assessment for paratransit service. Recently NAI Black, the Plaza property management company, suggested including a food court on the second floor. For that reason staff deferred the award of contract until NAI Black could confirm that the remodeling would not impact the food court idea. Mr. Blaska said even with this proposal, renovations at the Plaza are still needed and staff's recommendation for the remodel still stands.

**Mr. Kulibert moved to award a contract to Modern Construction and Consulting Service, LLC in the amount of \$199,275 (plus sales tax) for renovation to the second floor of the STA Plaza. Mr. Richard seconded.**

Ms. Waldref asked if staff would coordinate with NAI Black on the food court proposal.

Ms. Meyer said it was agreed that staff would share the food court proposal with stakeholders downtown and the public in general. There is enough space for STA's own needs as well as a food court for five or six vendors.

Mr. French suggested a Board workshop to view NAI Black's proposal. He believes there is too much vacant office space in the downtown core.

Ms. Meyer said STA may need the space and all the alternatives should be considered.

**The motion passed unanimously.**

**C. FY 2012 Section 5339 Grant Application: Division Street High Performance Transit Alternatives Analysis**

Ms. Waldref reported that an opportunity has arisen for STA to apply for a \$1.2M grant to conduct transit alternatives analyses. The Planning & Development Committee will conduct analyses on the various routes, however, the Division, Monroe and Sprague corridors have already been addressed as top priorities. The committee recommends the Board support the grant application to conduct an alternatives analysis on the Division Street corridor.

Mr. Otterstrom said the grant opportunity may not come around again next year and he is confident that Division Street will qualify as a high performance transit corridor. The status of the grant will not be known until July and no application can be higher than \$2M. The grant will be matched with \$75K in local funds. Division is unique in that it is a state highway.

**Ms. Waldref moved to authorize staff to submit a grant application for FTA FY 2012 Section 5339 funding in the amount of up to \$1.2M to fund the Division Street High Performance Transit Alternatives Analysis. Mr. Richard seconded and the motion passed unanimously.**

**6. BOARD ACTION – OTHER**

**A. Approve Expansion of Area of Current Easement at 4<sup>th</sup> & University**

Ms. Warren apologized for the late notice of this item. Qwest Corporation d/b/a CenturyLink has requested an expansion of a current easement at 4<sup>th</sup> and University in order to add a fiber hub. They already have an easement, the agreement has been approved by Legal Counsel, and it will not interfere with current operations at the Valley Transit Center.

**Ms. Waldref moved to adopt a resolution authorizing an expansion of the area of a current easement at 4<sup>th</sup> and University (Parcel/Tax ID# 45201.0833) as outlined in Exhibit 1 attached. Mr. Schoen seconded and the motion passed unanimously.**

7. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French reported that the Board agenda was approved by the Board Operations committee. The committee believes that the Board governance changes are working well. The next Board meeting will be held on Thursday, May 17 at 10 a.m. at the STA Boardroom, 1229 West Boone in accordance with last month's Board approval to change the time, day and location of Board meetings.

8. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Ms. Waldref said the Board has heard about the work of the committee through the previous agenda items. The committee will continue to focus on the High Performance Transit network development. The first public meeting will be held Tuesday, May 16 at the Plaza at 4:30 p.m.

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Hafner reported that the committee set the framework to efficiently conduct future meetings. The committee will conduct meetings following Robert's Rules of Order. He added that it is important to have productive meetings where members take ownership of decisions and determine necessary procedures. Staff are the experts and do an excellent job of preparation. At the next meeting on May 2 there will be a tour of STA's facilities. The committee is also reviewing agency reports.

10. STAFF REPORTS

A. Ridership Highlights

Mr. Blaska reported that March shows a fixed route ridership decrease of -2.9% over the same month last year. There was one less weekday than last year so it is essentially the same. Year-to-date ridership is the same as last year. Paratransit experienced -7.4% decrease with a -1.2% decrease year-to-date.

B. Financial Highlights

Ms. Warren reported that the fare revenue for February is less than last year. It should be noted, however, that in January 2011 STA began selling rolling monthly passes which resulted in a one-time revenue increase. Total revenue at \$10.M shows an increase of 2% over budget and 2.1% over last year. Fuel is 10.8% more than last year but still remains under budget. The total combined favorable revenue and expenditures budget variance is \$690K through the end of February. Following a strong start to the year, the March sales tax was -3.1% less than last year with a positive year-to-date increase of 1.8%. STA is average for the regional jurisdictional sales tax receipts. Mr. Richard asked if any analysis had been done with regard to fuel prices. Mr. Blaska said if there is an increase in fuel prices this summer, it will probably cross over the budgeted amount. However there is usually a decline in the fall. July will probably be the time to assess where fuel prices are going.

11. CEO REPORT

State Legislative Update

Ms. Meyer reported that the session ended on April 11.

EHB 2660 establishes the Public Transportation Grant Program Account to provide funding for transit authorities' operations. STA's share will be approximately \$560K out of a total of \$9M. This is in addition to other grants such as special needs, vanpool and regional mobility.

ESHB 2190 authorizes the \$9M funding referred to in EHB 2660 and contains a provision requiring WSDOT to conduct a survey regarding the participation of Board members, both voting and non-voting, in Board meetings between 2009 and 2012. STA has volunteered to be the test agency for the survey that will be used to produce this report, the purpose of which is to ascertain the participation of board members, both voting and nonvoting, for all transit agency meetings in 2012 and the three previous calendar years.

HB 2822 changes the procedure by which the Department of Revenue makes deposits to the local sales and use tax account. Additionally, the State Treasurer must deposit the earnings on investments for local government that would have accrued under the old system.

SB 6582 provides local options in the form of Motor Vehicle Excise Tax (MVET) and license fees that can only be used for transportation purposes. **This bill did not pass.**

#### Federal Legislative Update

President Obama signed an extension of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act (SAFETEA-LU) on March 30, 2012 for 90 days. Another extension is anticipated.

Ms. Meyer has been nominated to serve on a committee of the Transportation Research Board, a nationwide organization that sponsors transportation research. She will find out in June if she has been accepted.

Mr. Hafner congratulated Ms. Meyer on her nomination.

#### 12. BOARD INFORMATION

- A. Committee Minutes
- B. February 2012 Financial Results Summary
- C. Draft 2013 Budget Calendar
- D. February 2012 Operating Indicators
- E. HPT – Draft Screening Criteria
- F. May Service Change Update

#### 13. NEW BUSINESS – None.

#### 14. BOARD MEMBERS' EXPRESSIONS – None.

#### 15. EXECUTIVE SESSION

At 6:40 p.m., Ms. McAloon announced that the Board would adjourn for an Executive Session.

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 STA Board of Directors during the course of ongoing collective bargaining and grievance proceedings, we are announcing our intent to discuss these matters.

The STA Board of Directors will reconvene in open session at approximately 6:50 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 in open public session.

At 6:50 p.m. the Board of Directors reconvened and Chair French declared the meeting back in public session. No action was taken.

Mr. French announced that the next Board meeting will be held at a new location, date and time on Thursday, May 17, 2012 at 10:00 a.m. at the STA Boardroom, 1229 West Boone Avenue and added that the meeting will be broadcast on City Cable 5 on May 19, 21 and 22.

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 6:52 p.m.

Respectfully submitted,

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

Cable 5 Broadcast Dates and Times of April 18, 2012 Board Meeting:

Saturday, April 21, 2012	4:00 p.m.
Monday, April 23, 2012	10:00 a.m.
Tuesday, April 24, 2012	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	May 2, 2012, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	May 2, 2012, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	May 9, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 17, 2012, 10:00 a.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington