

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

BOARD OF DIRECTORS

Draft Minutes of the July 25, 2013, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Chuck Hafner, City of Spokane Valley, Chair
Mike Allen, City of Spokane
Gary Schimmels, City of Spokane Valley
Amber Waldref, City of Spokane
Nancy McLaughlin, City of Spokane
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 & Information Services
Steve Doolittle, Director of Human Resources
Lynn Holmes, Assistant Director of Finance
Molly Myers, Communications Manager
Susan Millbank, Ombudsman & Accessibility Officer

MEMBERS ABSENT

Shelly O'Quinn, Spokane County
Al French, Spokane County
Art Kulibert, Small Cities Representative
(Medical Lake)

PROVIDING LEGAL COUNSEL

Laura McAloon, K & L Gates LLP

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

Chair Hafner called the meeting to order at 10:00 a.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

Mr. Schimmels moved to approve the agenda, Mr. Allen seconded and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

None.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **Spokane Metropolitan Transportation Plan – Horizon 2040**

Kevin Wallace, Executive Director of the Spokane Regional Transportation Council (SRTC), explained that Horizon 2040, Spokane Metropolitan Transportation Plan (MTP) is a long range transportation plan for the region which includes input from Spokane Transit and Washington State Department of Transportation. He thanked E. Susan Meyer and staff for their assistance. The plan is a 20+ year blueprint that establishes regional priorities and guides multi-modal transportation investment. All federally funded transportation projects must be consistent with the MTP and must be included in SRTC's four-year Transportation Improvement Program.

Mr. Wallace explained that Spokane does not have the same traffic problems as Seattle but areas shown in red on the map (parts of I-90 downtown) will be over capacity in 2040. The map assumes completion of the North/South Corridor. Assumptions for regional trips between 2010 and 2040 show travel by car increasing by 37%; bicycle and pedestrian travel by 39%; and, transit by 23%. The maintenance and preservation of roads, bridges, and transit will all require funding.

In the Spokane region existing employment centers are transit focused (113,612 jobs), freight focused (80,932) and mixed focus. Thirty corridors are being screened for population, employment, congestion, developable land, and collisions. Transportation corridors are divided into three types: freight/commerce; urban; and, neighborhood.

Freight/Commerce

These roads, such as I-90 and the North/South Corridor, can accommodate higher volumes of freight and passenger travel and connect employment activity centers. On a local access scale, Maple/Ash and Thor/Freya would be considered in this category.

Urban

Division, Sprague, Monroe, and Nevada/Hamilton are good examples of this type of corridor which can accommodate multi-modal travel such as cars, transit, bicycles and pedestrians.

Neighborhood

These are compact, walkable corridors such as South Perry, Grand, Regal, 29th Avenue, and Mission/Maxwell. They are also able to accommodate multi-modal travel.

The next steps involve community outreach with SRTC Board approval of the plan in November or December, 2013.

Mr. Hafner asked how many Board members SRTC has.

Mr. Wallace said there are 14; each small city has a member and the CEO's of Spokane Transit and Spokane International Airport are voting members.

Ms. McLaughlin urged all transportation boards to keep the North/South Corridor in mind when planning for the future. It will be important to keep existing streets such as Division, Browne and Ruby vital.

B. – H. - Retirements

Mr. Blaska recognized seven employees who are retiring:

Barb Goettel, Fixed Route Scheduling Analyst, with 20 years of service.

Janene Ferren, Paratransit Reservationist, with 25 years of service.

Mike McMurtery, Paratransit Van Operator, with 23 years of service.

Dale Huntley, Paratransit Van Operator, with 23 years of service.

Bill Wheaton, Fixed Route Coach Operator, with 27 years of service.

Mike Munter, Fixed Route Coach Operator, with 30 years of service.

Steve Martin, Fixed Route Coach Operator, with 34 years of service.

The Board congratulated these employees and Mr. Blaska presented a plaque to Mike McMurtery who was present.

I. Second Quarter 2013 Years of Service Awards

Mr. Doolittle read the names of employees with 5, 15, 20, 25, 30, and 35 years of service. Anita Teague has served 25 years and was present to receive an award pin. Mr. Hafner thanked the employees on behalf of the Board.

J. Second Quarter 2013 Employee Recognition Winners

Mr. Doolittle read the names of those who won the employee recognition awards for the second quarter of 2013. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

5. BOARD ACTION – CONSENT AGENDA

Mr. Allen moved to approve the following consent agenda items 5. A through F. Ms. Waldref seconded and the motion passed unanimously.

- A. Approve the minutes of the June 20, 2013 Board meeting.
- B. Approve the minutes of the July 11, 2013 Board Workshop.
- C. Approve the following vouchers and payroll for June, 2013:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers	Nos. 576716-577055	\$ 2,799,153.39
Workers Comp Vouchers	Nos. 211553-211680	\$ 74,380.55
Payroll 06/14/2013	ACH – 06/14/2013	\$ 1,029,635.15
Payroll 06/28/2013	ACH – 06/28/2013	\$ 993,118.45
WA State – DOR (Use Tax)	ACH – W0640	\$ 8,137.02
JUNE TOTAL		\$ 4,904,424.56

- D. Adopt, by resolution, the 2013 Transit Development Plan.
- E. Adopt, by resolution, the proposed 0.73% Disadvantaged Business Enterprise (DBE) Goal for federal fiscal years 2014, 2015 and 2016.
- F. Authorize the CEO to award a contract to Tyler Technologies in an amount not to exceed \$1.8M, contingent upon successful contract negotiations. In the event STA and Tyler Technologies are unable to negotiate a final contract agreement, authorize the CEO and staff to begin negotiations with the next-ranked firm until a successful agreement can be reached.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS

None.

7. BOARD ACTION – Other

None.

8. BOARD OPERATIONS COMMITTEE:

- A. Chair’s Report
 - i. Moving Forward Update

Mr. Hafner said committee members had a lively discussion about the STA Moving Forward project. Some issues that have delayed the project are now being resolved.

Mr. Otterstrom said there will be a Board Workshop on STA Moving Forward on Thursday, September 5, 2013 at 1:30 p.m.

9. PLANNING & DEVELOPMENT COMMITTEE:

- A. Chair’s Report

In the Chair’s absence, Mr. Otterstrom said the committee recommended approval of the Transit Development Plan.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

- A. Chair’s Report

Mr. Allen was not able to attend the committee meeting and asked Mr. Blaska to report.

Mr. Blaska said the two items recommended for approval by the committee were in the Board consent agenda. He added that the Smart Bus project was discussed and an update is included in the information part of the Board packet. Staff projects implementation of this project in the fall of 2014; there has been a delay due to a prolonged contract negotiations process and extensive corrections were needed to the preliminary design review.

11. CEO REPORT

Ridership

Ms. Meyer reported that fixed route ridership in June decreased by 5.2% over June 2012 for a year to date increase of 0.6%. Paratransit ridership decreased 4.2% over June 2012 for a year to date decrease of 1.6%. There was one less weekday in June 2013 than in June 2012.

Hoopfest

The Hoopfest shuttle ridership decreased by 2.4% over 2012 possibly due to inclement weather. However, the new Riverside Loop was a success in that it avoided traffic congestion.

Urban Concerns Task Force

The Downtown Spokane Partnership (DSP) has created a taskforce to develop a comprehensive strategy for reducing the effects of negative behavior and activities in downtown Spokane. A consultant will assist with the process. Stakeholders in this effort include: DSP, Business Improvement District, Visit Spokane, City of Spokane, Spokane Police Department, Spokane Transit, faith community, non-profit organizations, courts, prosecutors, public defenders, mental health service providers, juvenile detention, and school district. The goal for the Plaza is to complete internal upgrades and study bus route and stop programming options for improved co-existence of public transit downtown.

Ms. Waldref asked if the consensus of the DSP Board was to update the City of Spokane's Downtown Plan.

Ms. Meyer said that was not presented to the DSP Board.

Mr. Allen suggested that City of Spokane's Downtown Plan was too broad in its perspective.

Ms. Meyer said the next steps are to develop a Scope of Work for a consultant and a cost estimate to present to the DSP Board in August with a discussion of possible cost-sharing among DSP, STA and the City of Spokane. Staff will make a recommendation to the STA Board in September.

Ms. McLaughlin suggested adding "graffiti" to the urban concerns.

State legislative update

In December 2012 the Board approved the following STA 2013 Legislative Priorities:

- Preserve current state investments in public transportation
- Seek long-term funding through a statewide multi-modal funding package
- Monitor legislation that could impact STA

Preserve current state investments in public transportation

The 2013-2015 Transportation Budget includes \$26 million for transit operations. STA is expected to receive \$1.6 million for the biennium which is an increase of approximately \$108,000 over the current biennium. Special needs funding for paratransit service remains at \$19.5 million of which STA expects to receive \$1.4 million per biennium. Vanpool funding remains at \$6 million per biennium and STA plans to apply for ten vans per year. The Regional Mobility Grant Program includes a grant for the Central City Line of \$500,000 for preliminary engineering. The streamlined sales and use tax mitigation remains in the general fund budget; STA received \$206,916 last year from this fund.

Seek long-term funding through a statewide multi-modal funding package

In a second special session the House passed a multi-year, multi-modal package that relied on an increase in fuel tax and other vehicle-related fees. It included \$11.7 million for the Central City Line project and increased local tax options for some transit agencies. This did not pass in the Senate.

Monitor legislation that could impact STA

In 2007 a bill passed that would require publicly owned vehicles to be purchased and operated with electricity or biofuel by 2018. The cost of these vehicles would be very high. Older vehicles

purchased prior to this date would be allowed to continue to operate. The Department of Commerce was charged with writing the rules but this has not been done. There is a plan to convene an advisory committee of interested stakeholders to develop the rules.

Mr. Allen asked about Compressed Natural Gas (CNG) as an option.

Ms. Meyer said this was included for Pierce Transit since they already use this type of fuel. She added that CNG will also be expensive. STA staff has provided an analysis of different fuels including CNG and the costs associated with them to Avista and will come back to the Board with the results.

Mr. Allen commented that he did not think electric vehicles would be powerful enough to manage Spokane's hilly terrain.

Mr. Blaska said it would be necessary to charge the vehicles quickly. He added that hybrids were not included in the statute and an electric bus at \$1 million is double the cost of a hybrid. Even with a 20% mix, biodiesel costs are also more expensive.

Mr. Allen said he has a major concern with this law since it is counter-productive when a transit agency is mandated to buy more expensive vehicles and may have to reduce service to afford to pay for them.

Ms. Waldref asked what percentage of STA's fleet is hybrid.

Mr. Blaska said 17%.

Ms. Meyer commented that this would be the largest unfunded mandate from the state.

The Plaza

Ms. Meyer said staff is working to bring a recommendation to the Board in September regarding the use of the second floor of the Plaza.

12. BOARD INFORMATION

- A. Committee Minutes
- B. April 2013 Financial Results Summary
- C. May 2013 Sales Tax Summary
- D. April 2013 Operating Indicators
- E. 2014 Planning & Budget Workshop Agenda
- F. 2012 Route Performance Report
- G. DBE Proposed Goal

13. NEW BUSINESS

None.

14. BOARD MEMBERS' EXPRESSIONS

Ms. Waldref said a constituent commented to her very favorably about STA's service. The bus rider said she would like more service at the weekend and commented on youths loitering downtown but not from a transit perspective.

15. EXECUTIVE SESSION

At 11:04 a.m., Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purpose:

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

The STA Board of Directors will reconvene in open session at approximately 11:14 a.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. No action is anticipated.

At 11:14 a.m., Ms. McAloon announced the Board of Directors will reconvene at 11:19 a.m.
At 11:19 a.m., the Board of Directors reconvened and Chair Hafner declared the meeting back in public session. No action was taken.

16. ADJOURNED

With no further business to come before the Board, Chair Hafner adjourned the meeting at 11:25 a.m.

Respectfully submitted,

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

A video of the Board meeting may be viewed on STA's website
www.spokanetransit.com the day after the meeting.

Cable 5 Broadcast Dates and Times of July 25, 2013 Board Meeting:

Saturday, July 27, 2013	4:00 p.m.
Monday, July 29, 2013	10:00 a.m.
Tuesday, July 30, 2013	8:00 p.m.

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

Performance Monitoring & External Relations	Sept 4, 2013, 10:00 a.m. (Southside) 1229 West Boone
Planning & Development	Sept 5, 2013, Noon (Southside) 1229 West Boone
Board Operations	Sept 11, 2013, 12:30 p.m. (Northside) 1230 West Boone

Next Board Workshop: Thursday, September 5, 2013, 1:30 p.m., Southside Conference Room, 1229 West Boone Avenue, Spokane, Washington.

Next Board Meeting: Thursday, September 19, 2013, 10:00 a.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

NOTE: No Board or Committee meetings are scheduled for the month of August.