

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

BOARD OF DIRECTORS

Draft Minutes of the March 20, 2008, Meeting
City Council Chambers
808 West Spokane Falls Blvd., Spokane, Washington

MEMBERS PRESENT

Mark Richard, Spokane County, Chairman
Richard Munson, City of Spokane Valley
Dick Denenny, City of Spokane Valley
Bonnie Mager, Spokane County
Al French, City of Spokane
Richard Rush, City of Spokane
Nancy McLaughlin, City of Spokane

STAFF PRESENT

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

MEMBERS ABSENT

Charlotte Lawrence, City of Airway Heights
Allan Gainer, City of Cheney

PROVIDING LEGAL COUNSEL

Mike Ormsby, K & L Gates LLP

GUESTS

None

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

Chairman Richard called the meeting to order at 5:33 p.m. and conducted roll call.

2. **RECOGNITIONS AND PRESENTATIONS**

A. **Federal Transit Administration (FTA) Ridership Award**

Spokane Transit is one of ten recipients nationwide of the FTA 2008 Award for Success in Enhancing Ridership in recognition for excellent Ridership gains in 2006 and demonstration of broad transferability of Ridership initiatives to other transit agencies. This award is in the 200,000 to one million population category. Ms. Meyer accepted the award at the APTA Legislative Conference in Washington D.C. earlier in the month.

B. **Pat Mourin - Retirement**

Mr. Blaska said Mr. Mourin is retiring after 37 years as a bus operator and 33 years of safe driving awards. He thanked him for his outstanding service.

C. **Steve Zink – Retirement**

Mr. Blaska said Mr. Zink is retiring after 21 years as a bus operator and 18 years of safe driving awards. He thanked him for his outstanding service.

D. **Years of Service Awards**

Mr. Blaska said he would like to personally acknowledge John Christiansen for his twenty years of service as an outstanding employee. Mr. Doolittle read the names of employees with 5, 10, 15, 20, 25 and 30 years of service. These employees were commended for their years of outstanding service to STA and the community.

E. First Quarter 2008 Employee Recognition Winners

Mr. Doolittle read the names of those employees who won the employee recognition awards for the months of January, February, and March. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

F. Perfect Attendance Awards

Mr. Doolittle recognized the employees who had perfect attendance in 2007.

Mr. Munson arrived at 5:43 p.m.

Mr. Richard advised Board members to refer to their revised agendas. Items 5.B and 8.B have been moved to the April Board meeting and said Ms. Meyer will give an update on the Transit Development Plan under staff reports.

3. PUBLIC EXPRESSIONS

John Olsen is a member of the Inland Empire Rail Transit Association (www.inlandrail.org). He is a regular bus rider and likes the new North Express route. He asked if STA could provide more bus passes to the needy veterans that he cooks for in the community. Ms. Meyer said Ms. Myers would address that. He thanked STA for the excellent service it provides. Mr. Rush said his son and daughter ride the bus and he believes it to be a very safe environment.

K.C. Traver said he was a representative of the Inland Empire Rail Transit Association and congratulated the Board on the improvements STA has made. He works for Eastern Washington University and appreciates the tripper buses that accommodate the large number of students and employees that ride that route. The IRO supports restoring rail transit alternatives and is supportive of the upcoming sales tax reauthorization ballot measure. He said there should be more planning for electrical regional rail transit and the preliminary design and engineering that occurred in the South Valley corridor should continue. He added that planning should be done now on a rail route to the west incorporating the airport. He suggested lighter vehicles with exclusive lanes and traffic signal priority. Mr. Richard commented that the Sunset Hill/Latah bridge is under consideration for reconfiguration and perhaps STA would consider a partnership in that project.

4. BOARD ACTION: CONSENT AGENDA

- A. Motion to Approve Minutes of the February 21, 2008 Board Meeting
- B. Motion to Approve Accounts Payable Voucher and Warrant nos. 549930 through 550380, and Worker's Compensation Warrant nos. 200000 through 200080 totaling \$2,310,960.35 for the period February 1 through February 29, 2008. February 2008 Vouchers
- C. Motion to Award Contract for Purchase of Two 4x4 Maintenance Trucks
- D. Motion to Award Contract for Purchase of Four General Service Vehicles
- E. Motion to Award Contract to Purchase and Equip One 2008 Ford 2WD Cab and Chassis Maintenance Truck
- F. Motion to Award Contract for High Capacity Transportation Engineering Services

Mr. French moved to approve consent agenda items 4. A – F. Mr. Munson and Mr. Denenny seconded and the motion passed unanimously.

5. BOARD ACTION: OTHER ITEMS

A. HOOPFEST 2008 FARE INSTRUMENT

Ms. Myers said the Hoopfest event continues to grow and 200,000 people are expected this year.

Mr. French moved to approve a special event fare of \$1.00 for a Day Pass for all shuttle and bus service good for use throughout the system for the weekend of June 28 and 29, 2008. Ms. McLaughlin seconded and the motion passed unanimously.

6. BOARD INFORMATION

- A. Committee Minutes
- B. Miscellaneous Correspondence
- C. January 2008 Operating Indicators (*Steve Blaska*)
- D. Fourth Quarter 2007 Operating Indicators (*Steve Blaska*)
- E. January 2008 Financial Results Summary (*Jim Plaster*)
- F. 2007 Safety and Loss Summary Report (*Steve Blaska*)
- G. Draft Transit Development Plan (TDP) (*Gordon Howell*)

7. CEO REPORT

Ms. Meyer reported that she has been selected for the City of Spokane Sustainability Project Citizen Task Force. The goal of the Task Force is to determine affordable and sustainable solutions to the economic, environmental, and social challenges that may arise from climate change and energy security needs. This project is consistent with Governor Gregoire's recent climate change challenge. It is anticipated that the Task Force's sustainability strategic action plan will be ready to present to the Mayor by June, 2009.

Ms. Meyer said she and Molly Myers have made presentations on the sales tax reauthorization to neighborhood councils, Greater Spokane Inc. Board, Downtown Spokane Partnership Executive Committee & Public Policy Committee, Medical Lake city council and Spokane County Board of Commissioners. These presentations will continue on an almost daily basis until early May.

Mr. Richard read part of the Greater Spokane Inc. newsletter supporting the STA sales tax reauthorization. The organization supported it in 2004 and consider transit to be an essential feature of the community. If the ballot fails, there will be a negative impact from a reduced service plan. They encourage people to take the bus, particularly commuters who can park at the Arena inexpensively and take the streetcar downtown. Mr. Richard thanked GSI for their support.

8. STAFF REPORTS:

A. Financial Report

Mr. Plaster reported the combined year-to-date, as of January, favorable total revenue and total expenditures budget variance is \$441,000. The financial update for January 2008 shows that the budget variance for operating revenues at \$651,000 is 8.6% with a growth over 2007 of 6.5%. The total revenue of \$5.2 million shows a variance of 0.0% and a 2.7% growth over 2007. Operating expenses of \$4.5 million show a variance of -8.3% and a growth of 7.7% over 2007. Sales tax receipts are essential to STA since they make up over 70% of total funding. The sales tax growth rate projected for 2008 is 3.5% but receipts for the beginning of the year are lower.

B. 2007 Performance Measures

Mr. Blaska outlined the performance measures included in Board members' information packets. Highlights of 2007 include an increase of 12.2% in fixed route ridership and cost efficiency is at 80.7% of the state urban average. The cost per passenger is 79.4% of the urban average. Mr. Rush asked if STA can meet with demand resulting from the high increase in ridership. Mr. Blaska said older coaches will be replaced; cutaway vehicles will replace smaller buses since they have a higher capacity. Tripper buses will be used where there is an overload and this is already occurring on the Eastern Washington University routes. Mr. Rush asked if vans will replace the replica trolleys on the downtown circulator. Mr. Blaska said that small buses would still be used on shuttle routes since it's important to be able to get on and off quickly and these vehicles have larger doors than vans. A downtown circulator is being considered which would encompass a larger route than the current Arena shuttle provides.

C. Transit Development Plan (TDP) Update

Ms. Meyer explained that this is a state-required planning document and is due for submittal in April to the Department of Transportation. She asked the Board's concurrence to delay the TDP submittal until the fall to tie in long range planning issues resulting from Transit 2020 as well as the result of the sales tax reauthorization. The first draft TDP documents would be recalled and the planned open house would be cancelled. Ms. Mager said the reason for the delay should be explained to the public. Ms. Myers said work was already underway to plan public outreach. **Mr. French moved to delay the submission of the Transit Development Plan (TDP) to the Department of Transportation until a later date. Mr. Munson seconded.** Ms. Meyer said the current plan is valid through December 2008 and STA will plan to submit the new one in January 2009, following the Board's approval and a public hearing in December 2008. **The motion passed unanimously.**

9. NEW BUSINESS – None.

10. BOARD MEMBERS' EXPRESSIONS

Mr. French said he is hosting the Council Connections on March 27 between 6:30 and 7:30 p.m. and the topic is the performance and achievements of STA. He invited the public participate by calling in to Channel 5 with questions and comments. Mr. Denenny asked how the new hybrid buses are performing. Mr. Blaska said they are being used on the most heavily traveled routes; Division and Sprague. Coach operators continue to be impressed and the gas mileage is being monitored daily. It is anticipated that the fuel efficiency will increase by 20 to 30%. Ms. McLaughlin said she attended the presentation in Washington, DC of the Federal Transit Administration Ridership Award to STA for increasing Ridership. She added that she saw firsthand the respect that STA's Chief Executive Officer has among other transit agencies nationwide. Ms. McLaughlin said there are problems currently being experienced in the West Central neighborhood due to road construction. Passengers have to walk to Monroe to catch the bus from Maple/Ash and although STA is running a shuttle to accommodate them, the hours are only 10:00 a.m. through 4:00 p.m. She asked if this could be extended into the evening because of the students from the Native Project on Maxwell Street. Ms. Myers said she would follow-up and see what the demand would be.

11. EXECUTIVE SESSION

At 6:38 p.m., Mr. Ormsby announced that the Board would adjourn for an Executive Session for the following purpose:

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.

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.

The STA Board of Directors will reconvene in open session at approximately 7:00 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 7:00 p.m., Mr. Plaster returned to announce the Board would reconvene at 7:05 p.m.

At 7:05 p.m., Mr. Plaster returned to announce the Board would reconvene at 7:10 p.m.

At 7:10 p.m., Mr. Plaster returned to announce the Board would reconvene at 7:15 p.m.

At 7:15 p.m. the Board of Directors reconvened and Chairman Richard declared the meeting back in open public session.

Mr. Munson moved to authorize the CEO to execute a task order proposal with JUB Engineers to continue design and engineering services related to the Mission and Greene CTC project in an amount not to exceed \$85,638.25. Ms. Mager seconded and the motion passed unanimously.

12. Cable 5 Broadcast Dates and Times of the March 20, 2008 Board Meeting:

Saturday, March 22, 2008	4:00 p.m.
Monday, March 24, 2008	10:00 a.m.
Tuesday, March 25, 2008	8:00 p.m.

13. Next Committee Meetings (1230 West Boone Avenue, Spokane, Washington):

Operations & Customer Service	April 2, 2008, 1:30 p.m. (Southside Conference Room)
Citizen Advisory Committee	April 9, 2008, 5:00 p.m. (Northside Conference Room)

14. Next Board Meeting, Thursday, April 17, 2008, 5:30 p.m., City Council Chambers, 808 West Spokane Falls Blvd., Spokane, Washington.

15. The Public Hearing set for Thursday, April 17, 2008, 5:30 p.m., City Council Chambers, 808 West Spokane Falls Blvd., Spokane, Washington, to discuss the Draft Transit Development Plan 2009 – 2015 has been cancelled.

16. ADJOURNED
With no further business to come before the Board, Chairman Richard adjourned the meeting at 7:18 p.m.

Respectfully submitted,

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