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

NOTICE OF SPECIAL BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a special meeting at 1:30 p.m. on Thursday, April 23, 2015, in the Spokane Transit Boardroom, 1229 West Boone Avenue, Spokane, Washington.

NOTICE IS FURTHER GIVEN that business to be discussed and/or action taken shall be in accordance with the attached agenda, which is also on file at the STA Administrative Offices.

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 23rd day of April, 2015.

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

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

SPECIAL BOARD MEETING

Thursday, April 23, 2015 at 1:30 p.m.
Spokane Transit Authority Boardroom
1229 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 75 minutes

1. Call to Order and Roll Call

2. Approve Board Agenda *(Tom Trulove)*

3. Public Expressions

4. Recognitions and Presentations: *5 minutes*

   A. Jeff Thrower, Coach Operator – Retirement *(Steve Blaska)*
   B. First Quarter 2015 Years of Service Awards *(Steve Doolittle)*
   C. First Quarter 2015 Employee Recognition Awards *(Steve Doolittle)*

5. Board Action - Consent Agenda: *5 minutes*

   A. Minutes of the March 19, 2015 Board Meeting – Corrections/Approval
   B. March 2015 Vouchers *(Lynda Warren)*
   C. Request for Authorization to Submit Additional Congestion Mitigation & Air Quality (CMAQ) Grant Application – Monroe High Performance Transit (HPT) Infrastructure Upgrades *(Al French/Karl Otterstrom)*
   D. Authorization of Budget & Task Order to Begin Design & Engineering for Boone Northwest Garage *(Amber Waldref/Karl Otterstrom)*
   E. Approval of Spokane Regional Transportation Management Center (SRTMC) Agreement *(Amber Waldref/Steve Blaska)*
   F. Approval to Award Additional Van Grant Vehicle *(Amber Waldref/Steve Blaska)*

6. Board Action – Committee Recommendations: *None*

7. Board Action – Other: *30 minutes*
   A. STA Bylaws Amendment (*Laura McAloon, K&L Gates)*

8. Board Operations Committee: *5 minutes*
   A. Chair's Report *(Tom Trulove)*

9. Planning & Development Committee: *5 minutes*
   A. Chair's Report *(Al French)*

10. Performance Monitoring & External Relations Committee: *5 minutes*
    A. Chair's Report *(Amber Waldref)*

11. CEO Report – *10 minutes*

12. Board Information – *no action or discussion*
    A. Committee Minutes
    B. February 2015 YTD Financial Results Summary *(Lynda Warren)*
    C. March 2015 Sales Tax Summary *(Lynda Warren)*
    D. February 2015 Operating Indicators *(Steve Blaska)*
    E. Bus Stop Policy Framework Draft Comprehensive Plan Amendments *(Karl Otterstrom)*
    F. Transit Development Plan – Major Activities *(Karl Otterstrom)*
    G. Fare Change Update *(Lynda Warren)*
    H. 2015 APTA Nomination for Outstanding Public Transportation Manager *(Amber Waldref)*

13. New Business

14. Board Members' Expressions

15. Executive Session *(K & L Gates) – 10 minutes*

16. Adjourn

Cable 5 Broadcast Dates and Times of April 23, 2015 Board Meeting:

Saturday, April 25, 2015	4:00 p.m.
Monday, April 27, 2015	10:00 a.m.
Tuesday, April 28, 2015	8:00 p.m.

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

Planning & Development	May 6, 2015, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	May 6, 2015, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	May 13, 2015, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 21, 2015, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the day after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 2 **:** APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Tom Trulove, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions enclosed in the grey folders.

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer BM Legal Counsel LM

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PUBLIC EXPRESSIONS

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 4.A: JEFFREY THROWER, COACH OPERATOR - RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Director of Operations

SUMMARY: Coach Operator Jeffrey Thrower has enjoyed a 22 year career with Spokane Transit and retired in February 2015. During his career, he received 18 years of safety awards. Jeff spent most of his time with STA driving on Spokane Valley routes and he always made himself available for overtime and tripper buses.

Jeff spent the first part of his retirement vacationing in Hawaii. The trip convinced him that he should move to Maui and enjoy his retirement there full time; he is planning to move there in the very near future.

Thank you for your years of service and dedication to STA, Jeff! Congratulations on your retirement.

RECOMMENDATION TO BOARD: Recognize Coach Operator Jeffrey Thrower for his years of service and dedication to STA.

FINAL REVIEW FOR BOARD BY:

Division Head SB Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 4.B: YEARS OF SERVICE AWARDS – RECOGNITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Doolittle, Director of Human Resources

SUMMARY: At the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with it. The following individuals have been employed with STA for significant periods of time, and STA commends and recognizes them for their contribution to the success of the agency:

30 Years

Eligibility Specialist
Karla Gibbons

25 Years

Fixed Route Coach Operator
Michael Hogue
Ginger Jacobsen

Paratransit Van Operator
Donna Graff

Associate Building Maintenance Specialist
Frank English III

20 Years

Fixed Route Coach Operator
Steve Mathias
Stacey Smith

PM Vehicle Technician - Paratransit
Henry Hanke

10 Years

Fixed Route Coach Operator
Nathan O'Bleness

Paratransit Van Operator
Jerry Stewart
Jill Thornton

Security Officer
Bryon Adams

5 Years

Fixed Route Coach Operator
Tamara Hanke
Kevin Kuhlmann
Brenda Mills
Aaron Rick
Peter Starr
Chad Wetzel

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head SD Chief Executive Officer BSM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 4.C 2015 1st QUARTER EMPLOYEE RECOGNITION WINNERS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Doolittle, Director of Human Resources

SUMMARY: The Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve our core objectives. Administered by an employee committee, this program has become very successful and is recognized by employees as a prestigious award. A list of the award winners is attached.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head SD Chief Executive Officer BDM Legal Counsel LM

2015 1st QUARTER EMPLOYEE RECOGNITION WINNERS

January 2015	Matt Kampster	Paratransit Operator
	Dean Scott	Fixed Route Operator
	Carol Pearson	Fixed Route Operator
February 2015	Carl Hansen	Paratransit Operator
	Bill Elliott	Fixed Route Operator
	Rhoda Crosby	Fixed Route Operator
March 2015	Krissy Ellis	Operations Specialist
	Brenda Ryder	Fixed Route Operator
	Sherrie Potter	Fixed Route Operator
	Kory Bjornstad	Security Officer

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 5.A: MINUTES OF THE MARCH 19, 2015 BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

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SUMMARY:

Minutes of the March 19, 2015 Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head ___/___ Chief Executive Officer ___ Legal Counsel ___

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the March 19, 2015, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT
Tom Trulove, Small Cities Representative (Cheney), *Chair*
Patrick Rushing, Small Cities Representative (City of Airway Heights)
Amber Waldref, City of Spokane
Karen Stratton, City of Spokane
Jon Snyder, City of Spokane *(Alternate)*
Chuck Hafner, City of Spokane Valley
Ed Pace, City of Spokane Valley
Shelly O'Quinn, Spokane County *(by phone)*
Al French, Spokane County
Rhonda Bowers, Labor Representative

MEMBERS ABSENT
Candace Mumm, City of Spokane

STAFF PRESENT
E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning
Steve Doolittle, Director of Human Resources
Beth Bousley, Director of Communications & Customer Service
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL
Laura McAloon, K & L Gates LLP *(by phone)*

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1. CALL TO ORDER AND ROLL CALL
Chair Trulove called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE BOARD AGENDA
Mr. Hafner moved to approve the agenda, Mr. Snyder seconded and the motion passed unanimously.

3. PUBLIC EXPRESSIONS
None.

4. RECOGNITIONS AND PRESENTATIONS
None.

5. BOARD ACTION – CONSENT AGENDA
Mr. French moved to approve the following consent agenda items 5. A through C. Mr. Pace seconded and the motion passed unanimously.

A. Approve the minutes of the February 19, 2015 Board meeting.
B. Approve the following vouchers and payroll for February 2015:

DESCRIPTION	VOUCHER/ACH NUMBERS		AMOUNT
Accounts Payable Vouchers (February)	Nos. 584122-584464	$	3,098,660.56
Workers Comp Vouchers (February)	Nos. 214309-214480	$	74,645.39
Payroll 02/06/2015	ACH – 02/06/2015	$	1,093,709.20
Payroll 02/20/2015	ACH – 02/20/2015	$	1,085,867.27
WA State – DOR (Use Tax)	ACH – W0640	$	8,378.81
FEBRUARY TOTAL		**$**	**5,361,261.23**

C. Authorize submission of Congestion Mitigation and Air Quality (CMAQ) grant applications.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Planning & Development Committee

A. Request for Approval of West Plains Transit Center Preferred Alternative

Mr. Otterstrom explained that preliminary design of the West Plains Transit Center includes the preparation of an Interchange Justification Report (IJR) to justify a break in access along I-90 as required by the Federal Highway Administration (FHWA). A break in access includes the construction of flyer stops. Four alternatives have been reviewed, evaluated and ranked by the West Plains Transit Center Technical Committee:

Alternative #1 "Base Condition"	**Alternative #2**	**Alternative #3A**	**Alternative #3B**
• Park and ride lot only • No flyer stops • No pedestrian bridge	• Westbound center median flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection	• Westbound on-ramp flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection	• Westbound shoulder flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection
• Buses would exit I-90, cross to the south side and service the park and ride lot and other connecting routes	• Westbound buses would exit I-90 in the center median, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot	• Westbound buses would exit I-90, proceed to the on-ramp stop, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot	• Westbound buses would exit I-90 at the shoulder stop, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot

Mr. Pace asked if the customers would primarily be students heading east.

Mr. Otterstrom explained that this is a multi-modal facility including a park and ride lot for people working in downtown Spokane or the Spokane Valley. It will be very useful for students going to Cheney as well as riders going to the West Plains area in general.

Mr. Rushing arrived at 1:46 pm.

Mr. French said the Caterpillar Company in Airway Heights is very interested in the project and the President of the new warehousing distribution facility has asked when his employees will be able to use transit.

Mr. Snyder asked if state funding is in the transportation package and is STA in agreement with the plans Washington State Department of Transportation has for that area.

Mr. Otterstrom said part of the funding is from the state and staff works closely with WSDOT.

Ms. Bowers said West Plains Transit Center will be a satellite for transit service in that area.

Mr. Otterstrom added that it will provide connections between Medical Lake, Cheney and Airway Heights without the need for riders to transfer in downtown Spokane.
Mr. Trulove said the core stakeholder group has met several times and is very supportive of the plan.

Mr. Otterstrom said the flyer stops will pay for themselves over 10 years. He added that there will be a public open house at the Spokane airport on March 24 with a focus on design. The project will be funded as part of the Moving Forward plan and a state Regional Mobility grant. It is anticipated that property acquisition and 30% design will begin this year.
At their February 11, 2015 meeting, the West Plains Transit Center Core Stakeholder Group unanimously accepted the alternatives analysis and recommended Alternative #2 to the STA Board for approval.
The Planning & Development Committee recommended the Board approve Alternative #2 as the preferred alternative for the West Plains Transit Center for purposes of the Interchange Justification Report and further design development contingent on the completion of the Spokane County Essential Public Facilities siting process.
Mr. French moved approval as presented, Mr. Rushing seconded and the motion passed unanimously.

Board Operations Committee

6. B. Public Transportation Improvement Conference (PTIC)

Mr. Trulove said the Public Transportation Improvement Conference (PTIC) met on February 19, 2015 and reviewed the composition of the STA Board. The outcome of this meeting was to adjust the Board composition by increasing the voting members from the small cities from two to three and to reduce the number of voting members from the City of Spokane from three to two. He added that immediately following the meeting, Legal Counsel incorporated these changes to the STA Bylaws as a draft (document #1 in the Board packet with changes in red text) and the Clerk forwarded this draft to all jurisdictions in the Public Transportation Benefit Area (PTBA) for review and comment. Mr. Trulove's was the only comment received suggesting that the third seat on the Board for the small cities be taken from the current rotation schedule – Liberty Lake. He also suggested that a small city should appoint an alternate from its own elected officials or one of the other small cities. These amendments were included in document #2 (in blue text) in the Board packet and if the Board wishes to adopt these changes, the Clerk will need to forward this draft to the jurisdictions before action can be taken.

Ms. O'Quinn suggested adopting the changes in document one (red text) that the PTIC approved and has already been sent out to the jurisdictions. She added that the additional suggestions by Mr. Trulove could be circulated and discussed at the April Board meeting.
Mr. French said the proposed Bylaws amendments do not include the Chair rotation.
Ms. McAloon agreed and added that this issue was not discussed at the recent Board Operations Committee meeting.
Ms. O'Quinn reiterated that the PTIC approved amendments should be adopted now.
Mr. Snyder asked Mr. Trulove if the Bylaws could be approved next month when Ms. Mumm would be present.
Ms. Waldref said the amendments need more work and there could be several changes, for example, weighted voting.
Mr. Rushing commented that weighted voting defeats the purpose of the PTIC's decision. Two entities combined could control the Board.
Mr. Hafner agreed and said the other Bylaws changes can be made at the next meeting.
Ms. O'Quinn moved to approve the STA Bylaws that have been circulated to jurisdictions and adopt the decision of the PTIC. Mr. Rushing seconded for the purpose of discussion.

Ms. McAloon explained the difference between the two documents outlining the Bylaws amendments. She added that at the January Board meeting, the Bylaws were changed with regard to the rotation of the Chair position. A majority of seven votes would be required to change the Board Chair rotation.
Ms. Waldref said she was against the motion since the Bylaws need more discussion and clarification.
Mr. Hafner agreed with the motion; the PTIC decision should be adopted now and other clarifications can come later.
Mr. Rushing likes the amendments but would appreciate further discussion with the small city Mayors.
Mr. Pace sees no reason to delay the PTIC decision.
Ms. McAloon confirmed that there is no legal reason not to adopt the PTIC decision today.
Mr. Hafner offered that once the three small city representatives are seated on the Board, the debate will be more comprehensive regarding alternates and Chair rotation.
Ms. O'Quinn commented that this is a stalling tactic.
Mr. Snyder called for the question, Mr. French seconded and the motion passed unanimously.

Ms. O'Quinn's motion on the floor failed 5 to 4 with Ms. O'Quinn, Mr. Rushing, Mr. Hafner and Mr. Pace in favor; and Ms. Waldref, Mr. French, Ms. Stratton, Mr. Snyder and Mr. Trulove opposing.

Ms. O'Quinn suggested discussion today so that the item will be ready for action in April and there will be time to circulate the amended draft Bylaws to the jurisdictions.
Mr. Trulove said he did not believe agreement could be reached at today's meeting.

Mr. French moved to request Legal Counsel to draft a new set of amended Bylaws, adding a change of vote from 7 to 6 to change the rotation of the Chair. Mr. Rushing seconded.
Ms. Waldref said there was an informal decision at the December 2013 Board meeting to switch the Chair rotation from small cities to the City of Spokane since neither of the two small city members desired to become Chair at that time. In January 2015, the Board appointed Mr. Trulove to the Chair position and amended the Bylaws so that a Chair could be appointed out of rotation with a vote of 7 out of 9 Board members so that no two entities could block the vote. Mr. French is now suggesting that be changed to six.
Mr. Snyder commented that some Boards he serves on are moving away from rotations and a member who wishes to be Chair can be appointed if agreeable to the Board. Some Chairs serve for two years.
Mr. Hafner was not in agreement about making this decision when the third small city representative is not yet on the Board.
Ms. McAloon added that the proposed Bylaws amendment from Mr. Trulove includes a change regarding small city alternates. Currently an alternate must come from another small city not on the Board; the change would allow a small city to select an alternate from its own elected officials.
Mr. Trulove said he also had an idea to add two ex-officio members from the small cities not on the Board so that they would be educated and connected.

Ms. McAloon added that once the draft is complete it will need to be circulated to all the jurisdictions and the Board can take action at the April meeting. The Board is not required to adopt all the amendments if they do not agree with them. Comments on the draft should be sent to Legal Counsel or the Board Chair, Mr. Trulove.

Mr. Hafner called for the question, Mr. Snyder seconded and the motion passed unanimously. The motion on the floor passed unanimously.

Ms. O'Quinn said discussion on the other changes to the Bylaws could take months; the PTIC change needs to be made as soon as possible.

Ms. McAloon said the deadline for circulating the Bylaws would be April 3. Any suggestions from the Board need to be made before then.
Mr. French suggested moving the April Board meeting from April 16 to 23 to allow more time and in the event that there would be no quorum at the April 16 meeting due to meeting conflicts by several Board members.
Discussion ensued about a date for the April Board meeting, noting that there would be a conflict with the Health District Board the afternoon of April 23.

Mr. Snyder moved to change the STA Board meeting from April 16 to April 23, 2015; make a request to the Health District Board to change their Board meeting to April 30; and, use April 3, 2015 as the deadline for submission of Board comments regarding the Bylaws to Legal Counsel. Ms. Waldref seconded and the motion passed unanimously

7. BOARD ACTION – OTHER: None.

8. BOARD OPERATIONS COMMITTEE:
A. Chair's Report
Mr. Trulove said the PTIC meeting and STA Bylaws were discussed.

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:
A. 2014 Unaudited Year-End Financial Report
Ms. Waldref said the committee discussed the 2014 performance measures and financial report.
Ms. Warren gave the financial report and forecast. The figures are unaudited at present but the state auditors are on property now and no changes are expected.

Operating Revenue (2% under budget; $224K)
A change to the STA employee bus pass program to match the Universal Transit Access Pass (UTAP) like other employers resulted in a budget difference.

Sales Tax Revenue (5.5% over budget; $2.5M)
Every month in 2014 showed an increase over the previous year. Prior to the recession the highest year for sales tax revenue was 2007 and 2014 surpassed that year by 2.8%.

Federal & State Grants Revenue (6.4% over budget; $608K)
These grants are over budget primarily due to the timing of capital purchases.

Miscellaneous Revenue (72% under budget; $318K)
Interest income was at ¾ of one percent and the revenue from the disposal of salvage items was lower than anticipated.

Fixed Route Expenses (5.7% under budget; $2.4M)
These expenses were lower than expected due to the lower cost of fuel and less vehicle repairs.

Paratransit Expenses (8% under budget; $950K)
Paratransit labor and benefits were lower than anticipated due to the timing of the labor contract settlement.

Vanpool Expenses (12.1% under budget; $104K)
Vanpool covered all its operating and administrative expenses.

Administrative Expenses (8.1% under budget; $584K)
These expenses were lower due to the timing of hiring staff and obtaining computer related materials.

Expense summary
STA ended the year 2014 at $4M under budget.

Ms. Waldref asked about replacing the electric batteries on the hybrid vehicles.
Mr. Blaska said replacements were budgeted but the vehicles have not yet needed them.
Those funds have been rolled into the 2015 budget.

2014 Budget Summary

Favorable revenue budget variance	$2.6M
Favorable expense budget variance	$4.0M
Total favorable budget variance	$6.6M

Cash Balance
The balance is $59M cash including $21M in reserves.

Forecast
The Board reviewed the forecast last November and at that time the reserve line was crossed in the 2nd quarter of 2017.
With a 2.5% sales tax trend assumption in the adopted budget, the line moved to the 1st quarter of 2018.
If the sales tax trend had been projected at 3%, the line would have moved to the 3rd quarter of 2018.
Mr. French commented that during the recession years (2008 – 2012) the reserve account did not grow at the same rate as normal years; since sales tax revenue decreased and funding for fleet replacement suffered. He added that it takes several years of revenue growth to make up for capital expenses. If revenue had grown with the budgeted trend from 2007 there would have been approximately $82M in reserves – an amount needed for fleet replacement.

10. PLANNING & DEVELOPMENT COMMITTEE:
A. Updated Financial Forecast
The presentation in item 9.A. refers to the financial forecast as well as the financial report.

11. CEO REPORT
Ridership
Ms. Meyer reported that fixed route ridership in February decreased by 0.8% over February 2014 for a year-to-date decrease of 2.2%. Ridership by students at the Spokane Community Colleges and Eastern Washington University showed a slight decrease. Paratransit ridership decreased 3.5% over February 2014 with 4.1% decrease year-to-date. Vanpool ridership decreased by 7.0% over February 2014 for a year to date decrease of 7.3%. The number of riders in the vans decreased. It should be noted that February 2015 had the same number of weekdays as February 2014.

Sales Tax Revenue
February 2015 sales tax revenue (based on December sales) increased by 8.8% ($390K) above February 2014 for a year-to-date increase of 7.9% over budget.

Operating Expenditures
Operating expenditures through January 2015 were 9.3% ($512K) under budget, mostly due to lower than anticipated fuel costs at almost 40% below budget and the timing of expenditures for computer services and materials.

State Legislative Update

The session is scheduled to end on April 26.

On March 26 the Senate may hear the multi-year transportation revenue bill and a supplemental budget for transportation agencies and programs for the 2015-2017 biennia. The supplemental budget has regional mobility grants which include the Central City Line project.

Washington D.C. Meetings

Ms. Meyer recapped the APTA Legislative conference she recently attended with Board Chair, Tom Trulove and Board member, Al French. There is concern about the lack of re-authorization of the transportation bill MAP-21 but it is anticipated that there will be extensions to the deadline. Ms. Meyer and Mr. French met with Congresswoman McMorris Rodgers and Senator Cantwell, and also with staff from the Federal Transit Administration (FTA) regarding a Small Starts grant application for the Central City Line. FTA staff was pleased with the progress made to date including work with the bus manufacturers on a Buy America compliant vehicle, and they requested a copy of the Economic Development analysis. They are waiting to enter STA into project development until the state approves a grant of $1.7M. The Central City Line project is ranked sixth in the state.

Ms. Meyer said the New Flyer bus manufacturer sent her designs of a sleek battery electric bus. STA is required to do a competitive procurement or purchase vehicles off the state contract.

WAVE (Wireless Advanced Vehicle Electrification) has four conductive charging projects currently with proposals for three more.

STA Moving Forward/Proposition 1

Staff has compiled a chart showing the use of new revenue for 2016 – 2025 should the ballot initiative be successful.

The estimated new revenue generated is $270M over ten years and $5M cash on hand will be added totaling $275M.

Maintaining service including fleet replacement is estimated at 42% ($117M).

New service including the Moving Forward projects is estimated at 58% ($158M).

The estimates were 45%/55% respectively in the ballot brochure that was calculated in 2014.

Ms. Waldref asked if it included fares or other revenue sources such as grants.

Ms. Meyer said it does not.

Mr. Rushing commented that the decrease in February 2015 ridership could be due to lower gas prices.

Mr. French also added that the winter this year has been mild; snow usually produces more transit riders.

12. BOARD INFORMATION

- A. Committee Minutes
- B. January 2015 Financial Results Summary
- C. February 2015 Sales Tax Summary
- D. 2014 State Audit
- E. Year End 2014 Performance Measures
- F. Fixed Route System Ridership Analysis – 2014 Year End Summary
- G. January 2015 Operating Indicators
- H. Plaza Operating Tactics Evaluation
- I. STA Proposition 1 Public Education Update
- J. Bus Stop Policy Framework

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. Rushing commented that the bus shelter at Hayford Road in Airway Heights near Walmart does not meet ADA requirements.

Mr. Otterstrom said that unfortunately many bus stops and shelters have that problem due to the lack of amenities such as ADA compliant sidewalks. STA staff is working on improving those conditions.

Mr. Trulove said the APTA Legislative conference was very informative and he appreciated APTA's efforts to press the government to move forward on a long-term transportation bill.

Mr. French said he was encouraged by New Flyer's work on a new vehicle design that the STA Board and staff have envisioned. As of the end of 2015 it is hopeful that a new vehicle production will be underway in the United States. It will be five years before the CCL needs the vehicle. He added that he saw a similar vehicle in Las Vegas recently that was foreign made and purchased with local funds. He complimented Ms. Meyer on her diligence in working with the manufacturers; both New Flyer and WAVE.

15. EXECUTIVE SESSION – None.

16. ADJOURNED

With no further business to come before the Board, Chair Trulove adjourned the meeting at 3:30 p.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 week after the meeting.

Cable 5 Broadcast Dates and Times of March 19, 2015 Board Meeting:

Saturday, March 21, 2015	4:00 p.m.
Monday, March 23, 2015	10:00 a.m.
Tuesday, March 24, 2015	8:00 p.m.

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

Planning & Development	April 1, 2015, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	April 1, 2015, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	April 6, 2015, 12:30 p.m. (Northside) 1230 West Boone

Next **(Special)** Board Meeting: Thursday, **April 23,** 2015, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington (***note: 4th Thursday***)

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 5.B: MARCH 2015 VOUCHERS - MOTION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: The following warrants and ACH transfers for the period of March 1 through 31, 2015 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (March)	Nos. 584465 - 584845	$ 3,293,062.66
Workers Comp Vouchers (March)	Nos. 214481 - 214619	$ 55,852.05
Payroll 03/06/2015	ACH – 03/06/2015	$ 1,129,507.07
Payroll 03/20/2015	ACH – 03/20/2015	$ 1,062,779.88
WA State – DOR (Use Tax)	ACH – W0640	$ 6,567.45
MARCH TOTAL		**$ 5,547,769.11**

Certified:

Tammy Johnston
Budget and Accounting Manager

Lynn Holmes
Financial Services Manager

This certifies that the above vouchers have been audited and certified as required by RCW 42.24.080

Lynda Warren
Director of Finance & Information Services
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
Vouchers - March 2015

Check Date	Check #	Payee	Reference	Amount
02/05/15	00584192	FEB 2015 VOUCHER VOIDED IN MARCH	VOID	-720.70
03/05/15	00584465	CAMP CHEVROLET, INC.	08458	38.64
03/05/15	00584466	CARQUEST AUTO PARTS	08499	1,349.23
03/05/15	00584467	CUMMINS NORTHWEST, INC.	09853	978.93
03/05/15	00584468	KIRK'S AUTOMOTIVE, INC.	33230	239.95
03/05/15	00584469	LIFT - U	38965	499.04
03/05/15	00584470	MOHAWK MFG. & SUPPLY CO.	43000	714.49
03/05/15	00584471	MOTION AUTO SUPPLY, INC.	43650	52.79
03/05/15	00584472	N A P A AUTO PARTS, INC.	44375	438.72
03/05/15	00584473	NEW FLYER INDUSTRIES LTD	44880	777.68
03/05/15	00584474	SIX ROBBLEES, INC.	56350	2,186.19
03/05/15	00584475	WENDLE FORD NISSAN ISUZU	68853	58.31
03/05/15	00584476	ADA WORKSHOP	A0135	125.00
03/05/15	00584477	A L COMPRESSED GASES INC	A0400	207.07
03/05/15	00584478	AMAZON.COM CORP. CREDIT	A3051	666.67
03/05/15	00584479	AMALG TRANSIT UNION #1015	A3200	18,049.40
03/05/15	00584480	AMALG TRANSIT UNION #1598	A3250	545.82
03/05/15	00584481	APPLEWAY CHEVROLET INC	A4880	71.78
03/05/15	00584482	ARNETT TESTING & DISTRIBUTION OF WA	A5075	9.95
03/05/15	00584483	ASSOCIATED INDUSTRIES INC	A5250	50.00
03/05/15	00584484	AVISTA UTILITIES	A5680	4,782.82
03/05/15	00584485	BATTERY SYSTEMS INC	B1155	2,011.97
03/05/15	00584486	BEMILLER, FYRNE	B1351	15.00
03/05/15	00584487	CSWW INC	B1580	124.27
03/05/15	00584488	BLANCHARD AUTO ELECTRIC	B1750	478.41
03/05/15	00584489	BRIDGESTONE/FIRESTONE INC	B2750	31,044.95
03/05/15	00584490	BRUNNER, DANIEL H.	B3150	2,327.31
03/05/15	00584491	CASCADE CENTERS INC.	C1549	1,441.00
03/05/15	00584492	CENTURYLINK-IL	C1950	107.12
03/05/15	00584493	CENTURYLINK-SEATTLE	C1951	308.46
03/05/15	00584494	CHENEY, CITY OF - UTILITY	C2250	320.34
03/05/15	00584495	COLLINS, KATHLEEN M.	C3200	4,504.16
03/05/15	00584496	COMCAST CORPORATION	C3676	491.96
03/05/15	00584497	CONSEAL CONTAINERS LLC	C4048	271.75
03/05/15	00584498	CONSOLIDATED IRRIGATION	C4160	21.00
03/05/15	00584499	COUNTRY HOMES CHRISTIAN CHURCH	C4949	34.65
03/05/15	00584500	DAY WIRELESS SYSTEMS	D0520	7,318.91
03/05/15	00584501	DEPARTMENT OF RETIREMENT SYSTEMS	D0925	315,250.33
03/05/15	00584502	DEPT SOCIAL HEALTH - DSHS	D1000	3,755.88
03/05/15	00584503	DOWNTOWN SPOKANE PARTNERS	D1700	1,575.00
03/05/15	00584504	DRISCOLL, DAVID	D1712	15.00
03/05/15	00584505	ELECTRICAL SERVICE	E0660	208.43
03/05/15	00584506	ELLIS, KRISHAWNA	E0764	361.20
03/05/15	00584507	EMPLOYEE ADVISORY COUNCIL	E0900	242.00
03/05/15	00584508	FASTENAL COMPANY	F0290	154.91
03/05/15	00584509	FEDEX	F0400	184.82
03/05/15	00584510	FIRST DATA MERCHANT SVCS	F0711	3,425.76
03/05/15	00584511	SPX GENFARE	G0100	2,828.08
03/05/15	00584512	GOVERNMENT FINANCE OFFICERS ASSOC	G0150	9,290.00
03/05/15	00584513	GALLS LLC	G0477	VOID
03/05/15	00584514	GALLS LLC	G0477	641.39
03/05/15	00584515	GARD COMMUNICATIONS	G0576	2,550.00
03/05/15	00584516	GILLIG LLC	G1200	12,522.22
03/05/15	00584517	TAMMY GLIDEWELL	G1490	578.00
03/05/15	00584518	GOODSON MANUFACTURING CO.	G2110	173.52
03/05/15	00584519	W.W. GRAINGER, INC.	G2150	830.33
03/05/15	00584520	HARMON AUTOGLASS / GLASS	H0501	753.29
03/05/15	00584521	HASKINS STEEL COMPANY INC	H0600	224.48
03/05/15	00584522	HAYES, RESA	H0675	15.00
03/05/15	00584523	CAMIRA GROUP INC.	H1400	2,233.25
03/05/15	00584524	HOTSY OF SPOKANE	H1600	516.33
03/05/15	00584525	RICHARD HUGHES	H1703	369.29
03/05/15	00584526	KERSHAWS, INC.	K1325	750.02

Check Date	Check #	Payee	Reference	Amount
03/05/15	00584527	KIMMEL ATHLETIC SUPPLY CO	K1550	206.42
03/05/15	00584528	LARRY LAPIDUS	L0815	15.00
03/05/15	00584529	LIBERTY LAKE SEWER DIST.	L1355	76.77
03/05/15	00584530	LIFE INS CO OF N. AMERICA	L1503	13,268.93
03/05/15	00584531	LYNCH, DEAN	L1976	15.00
03/05/15	00584532	MEYER, E SUSAN	M1903	255.00
03/05/15	00584533	MODERN ELECTRIC WATER CO.	M2600	2,596.86
03/05/15	00584534	MV PUBLIC TRANSPORTATION INC	M3852	271,018.66
03/05/15	00584535	OFFICE DEPOT INC	O0150	445.78
03/05/15	00584536	OFFICE MAX	O0155	403.14
03/05/15	00584537	OLSTEN	O0650	4,140.40
03/05/15	00584538	PACIFIC POWER GROUP LLC	P0225	217.66
03/05/15	00584539	PAPENLEUR, FRAN	P0675	15.00
03/05/15	00584540	PARATRANSIT INC	P0901	30,274.10
03/05/15	00584541	PREMERA BLUE CROSS	P2778	375,093.79
03/05/15	00584542	K & L GATES LLP	P2784	11,155.55
03/05/15	00584543	PROFESSIONAL FINISHES	P3400	3,999.35
03/05/15	00584544	PURCHASE POWER A DIV OF	P3950	490.71
03/05/15	00584545	PURE FILTRATION PRODUCTS	P3960	200.99
03/05/15	00584546	RED WING SHOES - NORTH	R0750	249.44
03/05/15	00584547	ROYAL UPHOLSTERY & FABRIC	R2100	131.41
03/05/15	00584548	RUDY, PHILLIP	R2101	15.00
03/05/15	00584549	S T A - WELL	S0450	212.00
03/05/15	00584550	SAFETY KLEEN SYSTEMS INC	S0800	896.42
03/05/15	00584551	SHERWIN-WILLIAMS CO.	S2701	31.85
03/05/15	00584552	SKILLPATH SEMINARS	S3401	149.00
03/05/15	00584553	SMITS, BRENDA	S3626	15.00
03/05/15	00584554	CITY OF SPOKANE- SIGNS	S4550	4,069.15
03/05/15	00584555	SPOKANE CITY - UTILITIES	S4590	5,244.10
03/05/15	00584556	SPOKANE COUNTY - SIGNS	S4740	160.06
03/05/15	00584557	SPOKANE HOUSE OF HOSE	S484C	227.42
03/05/15	00584558	SPOKANE VALLEY POWER TOOL	S4997	69.84
03/05/15	00584559	SPRINT SOLUTION INC	S5202	395.82
03/05/15	00584560	STANDARD DIGITAL PRINT CO	S5400	375.57
03/05/15	00584561	STAPLES ADVANTAGE	S5425	203.99
03/05/15	00584562	STAR RENTALS & SALES	S5475	842.43
03/05/15	00584563	SUMMIT LAW GROUP	S6135	140.00
03/05/15	00584564	SUMMIT REHABILITATION	S6139	675.00
03/05/15	00584565	TENNANT SALES & SERVICE	T1300	1,326.14
03/05/15	00584566	TERMINAL SUPPLY INC.	T1315	315.97
03/05/15	00584567	TRAPEZE SOFTWARE GROUP	T2600	109,834.84
03/05/15	00584568	U S HEALTHWORKS INC	U0801	91.00
03/05/15	00584569	UNITED PARCEL SERVICE	U2550	51.50
03/05/15	00584570	UNITED WAY OF SPOKANE CTY	U3050	399.00
03/05/15	00584571	VERIZON WIRELESS LLC	V0120	5,752.62
03/05/15	00584572	WASTE MANAGEMENT SPOKANE	W0100	282.62
03/05/15	00584573	WA STATE-COUNCIL CTY/CITY	W0460	1,706.59
03/05/15	00584574	WA STATE - TRANSIT ASSOC	W1060	30,000.00
03/05/15	00584575	WSU URBAN IPM PESTICIDE	W1151	180.00
03/05/15	00584576	NICOLE WEIKEL	W3825	9.00
03/05/15	00584577	WHITES BOOTS, INC.	W4650	213.03
03/12/15	00584578	CARQUEST AUTO PARTS	08499	240.42
03/12/15	00584579	COOPERATIVE SUPPLY, INC.	08570	137,004.66
03/12/15	00584580	CUMMINS NORTHWEST, INC.	09853	1,364.11
03/12/15	00584581	EL JAY OIL CO., INC.	13200	1,858.66
03/12/15	00584582	KIRK'S AUTOMOTIVE, INC.	33230	112.50
03/12/15	00584583	MOHAWK MFG. & SUPPLY CO.	43000	900.09
03/12/15	00584584	N A P A AUTO PARTS, INC.	44375	1,862.37
03/12/15	00584585	NEW FLYER INDUSTRIES LTD	44880	1,451.10
03/12/15	00584586	SIX ROBBLEES, INC.	56350	717.42
03/12/15	00584587	WENDLE FORD NISSAN ISUZU	68853	1,040.08
03/12/15	00584588	A TO Z RENTALS	A1008	211.84
03/12/15	00584589	APTA - WASHINGTON ,DC	A4050	2,595.00
03/12/15	00584590	APPLEWAY CHEVROLET INC	A4880	7.00
03/12/15	00584591	ARAMARK UNIFORM SERVICES	A4881	VOID
03/12/15	00584592	ARAMARK UNIFORM SERVICES	A4881	3,029.29
03/12/15	00584593	ARGUS INTEGRATED SERVICES LLC	A5062	3,046.95
03/12/15	00584594	AVISTA UTILITIES	A5680	47,012.01

Check Date	Check #	Payee	Reference	Amount
03/12/15	00584595	BATTERY SYSTEMS INC	B1155	1,951.59
03/12/15	00584596	BHW1 LLC	B1574	29,247.71
03/12/15	00584597	BLANCHARD AUTO ELECTRIC	B1750	863.82
03/12/15	00584598	BRAUN CORPORATION	B2650	167.91
03/12/15	00584599	CENTURYLINK-SEATTLE	C1951	42.68
03/12/15	00584600	FEDEX	F0400	48.26
03/12/15	00584601	SPX GENFARE	G0100	1,902.59
03/12/15	00584602	GOVERNMENT FINANCE OFFICERS ASSOC	G0150	1,200.00
03/12/15	00584603	GILLIG LLC	G1200	VOID
03/12/15	00584604	GILLIG LLC	G1200	15,934.92
03/12/15	00584605	W.W. GRAINGER, INC.	G2150	1,279.13
03/12/15	00584606	HARMON AUTOGLASS / GLASS	H0501	238.25
03/12/15	00584607	HOTSY OF SPOKANE	H1600	1,006.57
03/12/15	00584608	IBI GROUP	I0175	62,008.02
03/12/15	00584609	JOHNSTONE SUPPLY, INC.	J0800	224.49
03/12/15	00584610	KANTOLA PRODUCTIONS LLC	K2077	176.00
03/12/15	00584611	LES SCHWAB TIRE CENTER	L1270	2,371.08
03/12/15	00584612	LOOMIS ARMORED CAR INC.	L1850	5,283.05
03/12/15	00584613	MAINTENANCE SOLUTIONS	M0400	572.33
03/12/15	00584614	MEDICAL LAKE, CITY OF	M1500	72.10
03/12/15	00584615	MOORE, GEORGIA	M3013	311.31
03/12/15	00584616	MOTOROLA SOLUTIONS, INC.	M3450	472,271.89
03/12/15	00584617	NORTHWEST RADIATOR	N3050	1,999.50
03/12/15	00584618	OLSTEN	O0650	2,265.72
03/12/15	00584619	OTTERSTROM, KARL	O1066	30.00
03/12/15	00584620	PACIFIC POWER GROUP LLC	P0225	5,232.28
03/12/15	00584621	REXEL INC	P2500	336.93
03/12/15	00584622	S H R M	S0100	190.00
03/12/15	00584623	SCHETKY NW SALES, INC	S1604	184.32
03/12/15	00584624	SHARP-LINE INDUSTRIES INC	S2625	65,966.27
03/12/15	00584625	SHERWIN-WILLIAMS CO.	S2701	176.53
03/12/15	00584626	KENNETH JAMES SPIERING	S4320	361.00
03/12/15	00584627	SPOKANE CITY - UTILITIES	S4590	4,822.05
03/12/15	00584628	SPOKANE COUNTY TREASURER	S4690	1,478.20
03/12/15	00584629	SPOKANE COUNTY UTILITIES	S4760	486.38
03/12/15	00584630	SPOKANE PUMP, INC.	S4930	755.11
03/12/15	00584631	STANLEY BLACK & DECKER INC	S5421	492.27
03/12/15	00584632	THERMO KING NORTHWEST INC	T1449	139.90
03/12/15	00584633	TRANSIT RESOURCE CENTER	T2127	950.00
03/12/15	00584634	TYLER TECHNOLOGIES INC	T3050	49,348.40
03/12/15	00584635	U S HEALTHWORKS INC	U0801	91.00
03/12/15	00584636	UNITED LABORATORIES	U2350	386.87
03/12/15	00584637	US BANK	V1426	12,962.22
03/12/15	00584638	CONSOLIDATED TECHNOLOGY SERVICES	W0790	136.14
03/12/15	00584639	WALTER E. NELSON CO.	W2047	1,150.27
03/12/15	00584640	WAYNE-DALTON CORP	W3725	132.16
03/12/15	00584641	WELLS FARGO FINANCIAL LSG	w3856	1,631.57
03/12/15	00584642	WHITWORTH WATER DIST #2	W4700	21.01
03/12/15	00584643	XO COMMUNICATIONS, INC.	X0190	6,753.85
03/19/15	00584644	CARQUEST AUTO PARTS	08499	9,363.91
03/19/15	00584645	CUMMINS NORTHWEST, INC.	09853	13,895.31
03/19/15	00584646	CURVED GLASS, INC.	09865	975.00
03/19/15	00584647	LIFT - U	38965	306.32
03/19/15	00584648	MOHAWK MFG. & SUPPLY CO.	43000	742.64
03/19/15	00584649	MOTION AUTO SUPPLY, INC.	43650	53.05
03/19/15	00584650	N A P A AUTO PARTS, INC.	44375	889.34
03/19/15	00584651	NEW FLYER INDUSTRIES LTD	44880	2,319.00
03/19/15	00584652	SIX ROBBLEES, INC.	56350	2,730.90
03/19/15	00584653	WENDLE FORD NISSAN ISUZU	68853	1,020.11
03/19/15	00584654	ACRANET	A1479	115.00
03/19/15	00584655	ADVANCED MARKETING	A1801	122.02
03/19/15	00584656	AFFIRMED MEDICAL SERVICES	A2050	641.43
03/19/15	00584657	ALLIED ELECTRONICS INC.	A2700	192.80
03/19/15	00584658	ALLIED ENVELOPE	A2750	162.23
03/19/15	00584659	AMALG TRANSIT UNION #1015	A3200	17,894.92
03/19/15	00584660	AMALG TRANSIT UNION #1598	A3250	545.82
03/19/15	00584661	AMALG TRANSIT UNION-COPE	A3300	551.06
03/19/15	00584662	AMERIGAS PROPANE LP-SPOKANE-1790	A4350	6.07
03/19/15	00584663	ANDRE, STEPHANIE	A4670	12.00
03/19/15	00584664	APPLEWAY CHEVROLET INC	A4880	65.13
03/19/15	00584665	AUTO B CLEAN INC.	A5330	557.09

Check Date	Check #	Payee	Reference	Amount
03/19/15	00584666	AVISTA UTILITIES	A5680	1,059.59
03/19/15	00584667	BATTERY SYSTEMS INC	B1155	587.17
03/19/15	00584668	BERGS FOOT COMFORT CENTER	B1461	244.58
03/19/15	00584669	BRUNNER, DANIEL H.	B3150	2,327.31
03/19/15	00584670	CENTURYLINK-SEATTLE	C1951	242.87
03/19/15	00584671	CITY PARCEL DELIVERY INC	C2650	218.73
03/19/15	00584672	COFFMAN ENGINEERS INC.	C3160	52,204.17
03/19/15	00584673	COMPUNET INC	C3300	8,589.20
03/19/15	00584674	CONTRACT RESOURCE GROUP	C4320	5,162.20
03/19/15	00584675	CROWN CASTLE	C5452	1,735.84
03/19/15	00584676	CURRYER, ADAM	C5750	275.00
03/19/15	00584677	DELL MARKETING L.P.	D0820	106,446.97
03/19/15	00584678	DEPT SOCIAL HEALTH - DSHS	D1000	4,014.57
03/19/15	00584679	DIAMOND PARKING INC.	D1280	4,887.50
03/19/15	00584680	EMPLOYEE ADVISORY COUNCIL	E0900	246.00
03/19/15	00584681	ERGOMETRICS, INC.	E1175	76.00
03/19/15	00584682	METAVANTE CORPORATION	F0755	556.53
03/19/15	00584683	FASTENAL COMPANY	F290C	29.38
03/19/15	00584684	SPX GENFARE	G0100	1,436.81
03/19/15	00584685	GALLS LLC	G0477	VOID
03/19/15	00584686	GALLS LLC	G0477	VOID
03/19/15	00584687	GALLS LLC	G0477	1,649.02
03/19/15	00584688	GILLIG LLC	G1200	VOID
03/19/15	00584689	GILLIG LLC	G1200	6,071.52
03/19/15	00584690	W.W. GRAINGER, INC.	G2150	202.31
03/19/15	00584691	GARY G. GARBERG	G2300	856.01
03/19/15	00584692	H & H BUSINESS SYSTEMS	H0101	51.59
03/19/15	00584693	HEWLETT PACKARD	H1020	1,927.94
03/19/15	00584694	HOME DEPOT CREDIT SERVICE	H1475	619.21
03/19/15	00584695	RICHARD HUGHES	H1703	369.29
03/19/15	00584696	INLAND MEDICAL & REHAB	I1100	1,220.54
03/19/15	00584697	JDS UNIPHASE CORPORATION	J0290	1,605.49
03/19/15	00584698	KIMMEL ATHLETIC SUPPLY CO	K1550	92.89
03/19/15	00584699	KONE INC	K2250	860.91
03/19/15	00584700	THE LANDS COUNCIL	L0800	25.00
03/19/15	00584701	LIVEVIEW GPS INC.	L1790	1,617.30
03/19/15	00584702	HRA VEBA TRUST	M0170	16,225.03
03/19/15	00584703	DEREK MOSS	M3095	45.69
03/19/15	00584704	MV PUBLIC TRANSPORTATION INC	M3852	254,562.16
03/19/15	00584705	NORTHWEST BUS STAMP WBE	N2550	42.39
03/19/15	00584706	NORTHWEST VITAL RECORDS	N2900	173.60
03/19/15	00584707	NWGIA	N3426	550.00
03/19/15	00584708	OCCUPATIONAL MEDICINE	O0095	2,084.00
03/19/15	00584709	OLSTEN	O0650	1,320.00
03/19/15	00584710	PAPER PLUS, INC.	P0650	145.72
03/19/15	00584711	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	P2299	763.18
03/19/15	00584712	PRESSWORKS	P2783	4,770.84
03/19/15	00584713	PREVIEW HR SYSTEMS INC	P2800	6,750.00
03/19/15	00584714	PROFESSIONAL FINISHES	P3400	5,595.77
03/19/15	00584715	BRANDON RAPEZ-BETTY	R0679	53.00
03/19/15	00584716	RED WING SHOES - NORTH	R0750	64.66
03/19/15	00584717	PEGGY McMANUS	R1555	86.87
03/19/15	00584718	RUNNERS SOUL SPOKANE INC	R2152	1,208.76
03/19/15	00584719	S T A - WELL	S0450	219.00
03/19/15	00584720	SAADS SHOE REPAIR	S0601	20.60
03/19/15	00584721	SECURITAS SECURITY SVCS	S2101	23,289.65
03/19/15	00584722	SIGNS FOR SUCCESS	S2852	671.31
03/19/15	00584723	SPOKANE COUNTY TREASURER	S4690	93.12
03/19/15	00584724	SPOKANE COUNTY - SIGNS	S4740	66.39
03/19/15	00584725	SPOKANE COUNTY SOLID WASTE	S4742	26.79
03/19/15	00584726	SPOKANE HOUSE OF HOSE INC	S4840	177.10
03/19/15	00584727	SPOKANE HOUSE OF HOSE	S484C	125.11
03/19/15	00584728	CITY OF SPOKANE	S4890	21,725.01
03/19/15	00584729	SPOKESMAN REVIEW	S5025	1,198.50
03/19/15	00584730	STANLEY CONVERGENT	S5420	682.34
03/19/15	00584731	SUMMIT REHABILITATION	S6139	260.00
03/19/15	00584732	THERMO KING NORTHWEST INC	T1449	170.86
03/19/15	00584733	TJARDS, JACQUELINE	T1910	971.98
03/19/15	00584734	BLACK REALTY MGMT INC	T1915	36,252.93
03/19/15	00584735	TRANSITTALENT.COM LLC	T2135	115.00
03/19/15	00584736	TRANSPORT EQUIPMENT, INC	T2375	253.18

Check Date	Check #	Payee	Reference	Amount
03/19/15	00584737	TREND SOURCE	T2675	2,624.46
03/19/15	00584738	TOM TRULOVE	T2900	1,091.51
03/19/15	00584739	U S HEALTHWORKS INC	U0801	95.00
03/19/15	00584740	UNITED WAY OF SPOKANE CTY	U3050	284.00
03/19/15	00584741	VERIZON WIRELESS LLC	V0120	6,593.16
03/19/15	00584742	W S T I P	W0300	100.00
03/19/15	00584743	WA STATE-COUNCIL CTY/CITY	W0460	1,659.66
03/19/15	00584744	WA STATE - TRANSIT ASSOC	W1060	245.00
03/19/15	00584745	WASHINGTON DENTAL SERVICE	W3151	352.00
03/19/15	00584746	WCP SOLUTIONS	W4175	1,539.08
03/26/15	00584747	BROWN BEARING CO., INC.	07300	50.28
03/26/15	00584748	CAMP CHEVROLET, INC.	08458	75.11
03/26/15	00584749	CARQUEST AUTO PARTS	08499	2,060.61
03/26/15	00584750	CUMMINS NORTHWEST, INC.	09853	1,687.92
03/26/15	00584751	EL JAY OIL CO., INC.	13200	1,771.97
03/26/15	00584752	LIFT - U	38965	123.00
03/26/15	00584753	LUMINATOR HOLDING LP	40025	831.56
03/26/15	00584754	MOHAWK MFG. & SUPPLY CO.	43000	391.26
03/26/15	00584755	MUNCIE RECLAMATION	44200	540.68
03/26/15	00584756	N A P A AUTO PARTS, INC.	44375	VOID
03/26/15	00584757	N A P A AUTO PARTS, INC.	44375	2,839.65
03/26/15	00584758	NEW FLYER INDUSTRIES LTD	44880	1,930.86
03/26/15	00584759	TRANS MACHINE CORP	64895	372.00
03/26/15	00584760	WENDLE FORD NISSAN ISUZU	68853	1,023.33
03/26/15	00584761	A L COMPRESSED GASES INC	A0400	372.50
03/26/15	00584762	NORTHWEST INDUSTRIAL SERVICES LLC	A3800	110.00
03/26/15	00584763	AWC	A5252	195.00
03/26/15	00584764	AVISTA UTILITIES	A5680	297.89
03/26/15	00584765	BATTERY SYSTEMS INC	B1155	1,718.07
03/26/15	00584766	BERGS FOOT COMFORT CENTER	B1461	125.01
03/26/15	00584767	STEVE BLASKA	B1779	1,418.61
03/26/15	00584768	BETH BOUSLEY	B2200	709.92
03/26/15	00584769	BRIDGESTONE/FIRESTONE INC	B2750	30,861.08
03/26/15	00584770	CASCADE CENTERS INC.	C1549	2,502.40
03/26/15	00584771	CERIUM NETWORKS	C2009	1,141.35
03/26/15	00584772	COBALT TRUCK EQUIPMENT	C3110	410.07
03/26/15	00584773	COLLINS, KATHLEEN M.	C3200	4,504.16
03/26/15	00584774	COMCAST CORPORATION	C3676	476.06
03/26/15	00584775	COUNTRY HOMES POWER EQUIP	C4950	891.34
03/26/15	00584776	DAY WIRELESS SYSTEMS	D0520	543.50
03/26/15	00584777	JOHN EHNES	E0390	99.00
03/26/15	00584778	CREATIVE BUS SALES	E0790	5,176.94
03/26/15	00584779	ERGOMETRICS, INC.	E1175	36.00
03/26/15	00584780	FEDEX	F0400	33.84
03/26/15	00584781	FEDEX OFFICE	F0405	9.46
03/26/15	00584782	FLEET-NET CORPORATION	F0950	1,119.61
03/26/15	00584783	GALLS LLC	G0477	VOID
03/26/15	00584784	GALLS LLC	G0477	VOID
03/26/15	00584785	GALLS LLC	G0477	VOID
03/26/15	00584786	GALLS LLC	G0477	3,217.06
03/26/15	00584787	GARD COMMUNICATIONS	G0576	1,670.00
03/26/15	00584788	GILLIG LLC	G1200	817.54
03/26/15	00584789	W.W. GRAINGER, INC.	G2150	VOID
03/26/15	00584790	W.W. GRAINGER, INC.	G2150	VOID
03/26/15	00584791	W.W. GRAINGER, INC.	G2150	10,158.25
03/26/15	00584792	GRAYBAR ELECTRIC CO INC	G2250	92.33
03/26/15	00584793	GREAT FLOORS LLC	G2274	1,805.13
03/26/15	00584794	GROUP HEALTH OPTIONS INC	G2445	3,662.65
03/26/15	00584795	GROUP HEALTH COOPERATIVE	G2450	95,158.23
03/26/15	00584796	H & H BUSINESS SYSTEMS	H0101	VOID
03/26/15	00584797	H & H BUSINESS SYSTEMS	H0101	918.26
03/26/15	00584798	HARMON AUTOGLASS / GLASS	H0501	1,291.36
03/26/15	00584799	HASKINS STEEL COMPANY INC	H0600	144.64
03/26/15	00584800	STEVEN M HOPKINS	H1481	2,800.00
03/26/15	00584801	INTERNET ARCHIVE	I1700	1,000.00
03/26/15	00584802	KERSHAWS, INC.	K1325	2,565.50
03/26/15	00584803	KIDS NEWSPAPER	K1450	600.00
03/26/15	00584804	LIBERTY LAKE SEWER DIST.	L1355	85.03
03/26/15	00584805	M E UPHUS CONSTRUCTION INC	M0160	15,017.91
03/26/15	00584806	MAINTENANCE SOLUTIONS	M0400	470.02
03/26/15	00584807	MCMASTER-CARR SUPPLY CO.	M1450	113.35

Check Date	Check #	Payee	Reference	Amount
03/26/15	00584808	MEYER, E SUSAN	M1903	1,326.26
03/26/15	00584809	MODERN CONSTRUCTION	M2575	3,800.00
03/26/15	00584810	MOTOROLA SOLUTIONS, INC.	M3450	15,699.34
03/26/15	00584811	OFFICE MAX	O0155	116.07
03/26/15	00584812	OLSTEN	O0650	5,096.70
03/26/15	00584813	OIL PRICE INFORMATION SERVICE LLC	O0975	106.53
03/26/15	00584814	ORR & ORR INC	O1050	303.61
03/26/15	00584815	PACIFIC POWER GROUP LLC	P0225	156.60
03/26/15	00584816	PARATRANSIT INC	P0901	24,193.39
03/26/15	00584817	THE PITNEY BOWES BANK INC	P2300	1,057.34
03/26/15	00584818	POWER MACHINE SERVICES	P2759	807.43
03/26/15	00584819	RED WING SHOES - NORTH	R0750	772.25
03/26/15	00584820	PEGGY McMANUS	R1555	247.00
03/26/15	00584821	ROYAL UPHOLSTERY & FABRIC	R2100	13.28
03/26/15	00584822	SYMETRA LIFE INSURANCE CO	S0700	2,932.45
03/26/15	00584823	SBA TOWERS II LLC	S1110	1,633.09
03/26/15	00584824	SECURITAS SECURITY SVCS	S2101	24,365.88
03/26/15	00584825	SIGNS FOR SUCCESS	S2852	115.48
03/26/15	00584826	SPOKANE ART SUPPLY WBE	S4390	8.15
03/26/15	00584827	SPOKANE CITY - UTILITIES	S4590	35.59
03/26/15	00584828	SPOKANE COUNTY - BUILDING & PLANNING	S4717	3,482.94
03/26/15	00584829	SPOKANE HOUSE OF HOSE	S484C	308.27
03/26/15	00584830	SPOKANE PUMP, INC.	S4930	585.43
03/26/15	00584831	SPOKESMAN REVIEW	S5025	328.67
03/26/15	00584832	SPRINT SOLUTION INC	S5202	409.90
03/26/15	00584833	STANDARD DIGITAL PRINT CO	S5400	1,896.27
03/26/15	00584834	STAPLES ADVANTAGE	S5425	354.32
03/26/15	00584835	STOWE, JANET	S5953	60.00
03/26/15	00584836	SUMMIT LAW GROUP	S6135	252.00
03/26/15	00584837	TERMINAL SUPPLY INC.	T1315	371.49
03/26/15	00584838	US BANK	U0750	10,138.92
03/26/15	00584839	U S POSTAL SERVICE	U1250	500.00
03/26/15	00584840	UNITED PARCEL SERVICE	U2550	41.20
03/26/15	00584841	W S T I P	W0300	150.00
03/26/15	00584842	WALTER E. NELSON CO.	W2047	3,121.51
03/26/15	00584843	DELTA DENTAL OF WASHINGTON	W3150	45,232.00
03/26/15	00584844	WCP SOLUTIONS	W4175	1,175.34
03/26/15	00584845	WILBUR ELLIS COMPANY	W4850	162.02
		TOTAL MARCH ACCOUNTS PAYABLE		3,293,062.66
3/1/15-3/31/15	214481-214619	WORKER'S COMPENSATION WARRANTS	VARIES	55,852.05
		TOTAL MARCH WORKER'S COMPENSATION DISBURSEMENTS		55,852.05
3/6/15	720321-720380	PAYROLL AND TAXES PR 05,15	VARIES	1,129,507.07
3/20/15	720381-720436	PAYROLL AND TAXES PR 06,15	VARIES	1,062,779.88
		TOTAL MARCH PAYROLL AND TAXES		2,192,286.95
3/20/15	ACH	WA STATE - DOR (USE TAX)	W0640	6,567.45
		TOTAL EXCISE TAX DISBURSEMENT		6,567.45
		TOTAL MARCH DISBURSEMENTS FROM TO1 ACCOUNTS		5,547,769.11
		TOTAL MARCH DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		0.00
		TOTAL MARCH DISBURSEMENTS TO1 & TO5 ACCOUNTS		5,547,769.11

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 5.C REQUEST FOR AUTHORIZATION TO SUBMIT ADDITIONAL CONGESTION MITIGATION & AIR QUALITY (CMAQ) GRANT APPLICATION – MONROE HIGH PERFORMANCE TRANSIT (HPT) INFRASTRUCTURE UPGRADES

REFERRAL COMMITTEE: Planning & Development *(French)*

SUBMITTED BY: Karl Otterstrom, Director of Planning
Gordon Howell, Transit Planner IV

SUMMARY: The Spokane Regional Transportation Council (SRTC) released a Call for Projects for the Congestion Mitigation & Air Quality (CMAQ) program and Transportation Alternatives Program (TAP) for the years of 2018-2020 on March 2, 2015. The amount of funding available to this region is estimated to be $11.5 million in CMAQ. The CMAQ program is a federal funding source for transportation projects and programs that assist state and local governments in meeting requirements of the Clean Air Act. The CMAQ program supports two important goals of the Department of Transportation: improving air quality and relieving traffic congestion. Because of these objectives, transit projects across the country generally receive a higher proportion of CMAQ funds compared to other competitive grants issued in the metropolitan area. Spokane Transit has only been pursuing CMAQ grants over the past five years.

At the March 19, 2015, the Board of Directors meeting the Board authorized staff to submit five CMAQ project grant applications to SRTC for the 2018-2020 call for projects. The projects that were authorized were:

Project Title	CMAQ Amount
Fixed Route Bus Replacement	$1.28 M
I-90 Corridor Planning Study – To Include Park and Ride Siting	$650,000
Division HPT Corridor Improvements	$2.6 M
Transit Rider Education and Marketing Strategies for Implementation of 2020 Network Improvements	$450,000
Bicycle Storage Improvements at Transit Facilities	$584,000
Total Authorization	**$5.56 Million**

Since the March Board meeting, an opportunity to submit another CMAQ grant application has presented itself. Both STA and the City of Spokane have been discussing future improvements on the Monroe Corridor between Summit Boulevard and Garland Avenue. The City of Spokane was awarded grant funds to improve Monroe from Indiana to Kiernan. These improvements will include sidewalks, pedestrian crossings and road improvements such as a center turn lane. In order to maximize improvements along this section of the corridor, STA is requesting to submit a CMAQ grant application as described below.

Additional Proposed CMAQ Project Application for FY 2018 - 2020

Project Title	Project Description	CMAQ Amount	Notes

Continued on next page

Project Title	Project Description	CMAQ Amount	Notes
Monroe Street High Performance Transit Infrastructure Upgrades	Installation of bus bulb-outs, transit shelters, communication conduit and other amenities that support the HPT network on Monroe Street from Summit Blvd to Garland Ave. The amount requested represents approximately 84% of the total project cost of $500,000.	$421,965	The project is included in the update to the City's Six-Year Transportation Plan and STA Moving Forward.

This application depends on additional local revenue. If the April ballot measure does not pass, the Board will consider withdrawing the project application at the May Board meeting. The deadline for application submittal is April 30th, 2015. Grant application submissions under one million dollars do not require Board authorization; however, staff is requesting the Board review and demonstrate endorsement for the proposed CMAQ project for submission to SRTC.

RECOMMENDATION TO COMMITTEE: Recommend Board authorization to submit an additional grant application, Monroe Street High Performance Transit Infrastructure Upgrades, for the Congestion Mitigation & Air Quality (CMAQ) program for the fiscal years of 2018- 2020 and forward to the Board consent agenda.

COMMITTEE ACTION: Recommend authorization as presented and forward to the Board Consent Agenda.

RECOMMENDATION TO BOARD: Authorize the submission of an additional grant application, Monroe Street High Performance Transit Infrastructure Upgrades, for the Congestion Mitigation & Air Quality (CMAQ) program for the fiscal years of 2018- 2020.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer [signature] Legal Counsel [signature]

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 5.D : AUTHORIZATION OF BUDGET AND TASK ORDER TO BEGIN DESIGN AND ENGINEERING FOR THE BOONE NORTHWEST GARAGE

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Waldref)*

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

Background

In 2009, STA conducted a comprehensive facility needs study. That study identified six facility deficiencies which needed to be resolved at our current service levels.

- Paratransit operational space was inadequate
- Human Resources space inadequate and poorly located to provide support to employees
- No secure reception area or access control in the North building
- Uncontrolled access to the North building
- Inadequate bus and van servicing and storage capacity

In 2011, the Board was presented the plan in which STA sequentially corrected these deficiencies. The procurement of the "Wilbert Vault" property from Spokane County and purchase of the adjacent property at 1212 Sharp provided the needed space. The individual projects to fulfill this plan have been approved through the Capital Improvement Plan process.

The first four deficiencies have now been corrected or are in the process of being corrected within the next year. The remaining deficiency – inadequate bus and van servicing and storage capacity – has yet to be developed into a funded project. Prior to initiating project design for this final project, STA conducted a long term facility master plan which anticipated our requirements for the next 40 years. The Board was presented with this master plan in November 2014.

The long term facility master plan confirmed the location for additional vehicle servicing and storage on the Boone Campus. This facility is planned to occupy the vacant "Wilbert Vault" lot and is called the Boone Northwest Garage.

The Boone Northwest Garage is currently an unfunded CIP project due to the fact that accurate cost estimates cannot be accomplished until we conduct design and engineering. The current CIP includes $400,000 to conduct initial design work.

Action Requested

Staff requests approval of a task order for STA's on-call Architectural and Engineering (A&E) consultants to conduct design and engineering for the new facility. The initial proposal received from our A&E team of Coffman Engineers and ALSC Architects is valued at $946,079. This includes all design and engineering from site subsurface and environmental investigation, aggregation of parcels, public and private utility relocation, some street vacation, drawings, specifications, plan review and bidding. This value is not to be exceeded without prior approval by STA. The budget will be managed internally with appropriate decision points as to the viability of the project as originally conceived.

The facility would be an approximately 62,000 to 86,420 square foot building. The new facility would include fueling, washing, cleaning, and storage capability for paratransit and fixed route vehicles. The design will anticipate new requirements resulting from potential new modes (e.g., electric buses or alternate commuter bus designs). The current A&E task order of work has led STA through schematic design of the new storage facility.

As required by STA's procurement policy, a Scope of Work (SOW) for the project would later be brought before the Performance Monitoring & External Relations Committee for approval along with a request to invite general contractors to bid. If the design and SOW have been approved, following bidding, staff would then request that the Committee and Board approve entering into contract with a General Contractor, along with the total project budget which would include the bid price, contingency, permitting, taxes, and construction management by our A&E team.

RECOMMENDATION TO COMMITTEE: Recommend to the Board authorization of task order and budget of $946,079 to perform design and engineering for a new Boone northwest garage.

COMMITTEE ACTION: Approved as presented and forwarded to the consent agenda.

RECOMMENDATION TO BOARD: Authorize task order and budget of $946,079 to perform design and engineering for a new Boone northwest garage.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 5.E : APPROVAL OF AMENDMENT TO SPOKANE REGIONAL TRANSPORTATION MANAGEMENT CENTER (SRTMC) INTERLOCAL AGREEMENT

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Waldref)*

SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY: Recent changes with the membership and management of the Spokane Regional Transportation Management Center (SRTMC) require an amendment to the current Interlocal Agreement.

Background

In 1998, the SRTMC was created as a regional entity designed primarily to:

1. coordinate traffic control and incident management operations;
2. operate a regional traffic management center; and
3. coordinate regional Intelligent Transportation System (ITS) architecture and planning.

The provisions of the current agreement provide for an Operating Board, consisting of representatives from each member organization, to provide management oversight of the operations and planning efforts. Members of the Operating Board are: City of Spokane, Spokane County, Washington State Department of Transportation (WSDOT), and Spokane Transit Authority (STA). The Spokane Regional Transportation Council (SRTC) provided administration and staffing support. The SRTC Board was the approval authority for the annual work program, budget, and grant requests.

Subsequent Developments

After its incorporation in 2003, The City of Spokane Valley became an active participant in the joint venture; however, they have not been formally included in the Interlocal Agreement. The partner agencies agreed that WSDOT should assume most of the support responsibilities previously accomplished by the SRTC. The transition of responsibilities from the SRTC to WSDOT was the catalyst for a fundamental discussion regarding the future of this joint effort. All partner agencies agreed to set a timeline for this reassessment.

Amendment to Interlocal Agreement

The attached amendment provides an update to the 1998 Interlocal Agreement in order to appropriately define the current roles and responsibilities and sets a timeline to clarify the future of this cooperative effort. A copy of the proposed resolution to adopt the changes will be distributed at the committee meeting.

Major components of the amendment include:

1. City of Spokane Valley added as a party to the agreement;
2. SRTC added as an ex officio party to the agreement;
3. WSDOT assumes administrative support duties previously performed by SRTC; and
4. it sets December 31, 2015, as the termination of the agreement in order to stimulate a decision as to whether to continue the joint effort or begin an effort to transition to an alternate concept of operations.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a resolution to adopt Amendment No. 1 of *Agreement No. GCA 1450, An Interlocal Agreement Among Spokane Regional Transportation Council, Spokane County, City of Spokane, Washington State Department of Transportation, and Spokane Transit Authority, to Form a Regional Transportation Systems Center Operating Board, Define Its Organization and Authority, and Establish a Regional Transportation Systems Center Jurisdictional Area.*

COMMITTEE ACTION: Approved as presented and forwarded to the consent agenda.

RECOMMENDATION TO BOARD: Approve a resolution to adopt Amendment No. 1 of *Agreement No. GCA 1450, An Interlocal Agreement Among Spokane Regional Transportation Council, Spokane County, City of Spokane, Washington State Department of Transportation, and Spokane Transit Authority, to Form a Regional Transportation Systems Center Operating Board, Define Its Organization and Authority, and Establish a Regional Transportation Systems Center Jurisdictional Area.*

FINAL REVIEW FOR BOARD BY:

Division Head SB Chief Executive Officer [signature] Legal Counsel [signature]

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 OF AGREEMENT NO. GCA 1450, AN INTERLOCAL AGREEMENT AMONG SPOKANE REGIONAL TRANSPORTATION COUNCIL, SPOKANE COUNTY, CITY OF SPOKANE, WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, AND SPOKANE TRANSIT AUTHORITY, TO FORM A REGIONAL TRANSPORTATION SYSTEMS CENTER OPERATING BOARD, DEFINE ITS ORGANIZATION AND AUTHORITY, AND ESTABLISH A REGIONAL TRANSPORTATION SYSTEMS CENTER JURISDICTIONAL AREA AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and the laws of the state of Washington, pursuant to RCW Title 36, Chapter 57.A, Public Transportation Benefit Area; and

WHEREAS, STA is authorized to enter into interlocal agreements pursuant to Ch. 39.36 RCW; and

WHEREAS, in 1998 STA entered into an interlocal agreement with other state and regional governments for the purpose of establishing a regional transportation systems center jurisdictional area and participating in its operating board, all pursuant to Agreement No. GCA 1450, An Interlocal Agreement Among Spokane Regional Transportation Council, Spokane County, City of Spokane, Washington State Department of Transportation, and Spokane Transit Authority, to Form a Regional Transportation Systems Center Operating Board, Define Its Organization and Authority, and Establish a Regional Transportation Systems Center Jurisdictional Area ("SRTMC Interlocal Agreement"); and

WHEREAS, the STA Board of Directors and the other parties now deem it necessary to amend the SRTMC Interlocal Agreement to provide, in part, for the following amended terms:

- Add the City of Spokane Valley added as a party to the agreement.
- Add Spokane Regional Transportation Center("SRTC") as an ex officio member.
- Delegate to Washington State Department of Transportation the administrative support duties previously performed by SRTC.
- Establish a termination date of December 31, 2015, in order to stimulate a decision as to whether to continue the joint effort or begin an effort to transition to an alternate concept of operations.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The amendment to Agreement No. GCA 1450, An Interlocal Agreement Among Spokane Regional Transportation Council, Spokane County, City of Spokane, Washington State Department of Transportation, and Spokane Transit Authority, to Form a Regional Transportation Systems Center Operating Board, Define Its Organization and Authority, and Establish a Regional Transportation Systems Center Jurisdictional Area, in the form attached as Exhibit A hereto, is approved and authorized.

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to execute Exhibit A on its behalf and to administer the terms of the SRTMC Interlocal Agreement, as amended.

Adopted by STA at a regular meeting thereof held on the _____ day of April, 2015.

ATTEST:

_____
Jan Watson
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY:

_____
Tom Trulove
Board Chair

Approved as to form:

_____
Laura McAloon
Legal Counsel

AGREEMENT NO. GCA 1450, AMENDMENT NO. 1

This Amendment No. 1 to agreement No. GCA 1450 is made and entered into among the Washington State Department of Transportation, hereafter the "WSDOT," Spokane County , the City of Spokane, WA , the Spokane Transit Authority ("STA"), City of Spokane Valley ("COSV"), and the Spokane Regional Transportation Council("SRTC"), collectively referred to as the "Parties" and individually referred to as the "Party".

WHEREAS, the Parties previously entered into agreement, GCA 1450 ("the agreement") on October 1, 1998, which created the Spokane Regional Transportation Systems Center Operating Board ("Operating Board"), and

WHEREAS, SRTC was not a signatory to the agreement and has requested to be added as an ex officio party to the agreement, and

WHEREAS, COSV was incorporated on March 31, 2003, and was not a Party to the agreement, but is now being added as a Party, and

WHEREAS, the Parties agree to add COSV as a Party and further desire to change the name of the Spokane Regional Transportation Systems Center Operating Board to the Spokane Regional Transportation Management Center (SRTMC) Operating Board, and

WHEREAS, it is necessary to amend the agreement to add the COSV and to change the name of the Operating Board to SRTMC Operating Board, and

WHEREAS, SRTC wishes to eliminate its administrative duties under the agreement, and

WHEREAS, a trial period is deemed necessary to evaluate the effectiveness of this agreement.

NOW, THEREFORE, pursuant to chapter 39.34 RCW, the above recitals are incorporated herein as if set forth below, and in consideration of the terms, conditions, covenants and performances contained herein, or attached and incorporated and made a part hereof,

IT IS MUTUALLY AGREED AS FOLLOWS:

Agreement GCA 1450 ("the agreement"), pursuant to Section 11, is hereby amended as follows:

1. If not otherwise addressed, any references to a regional transportation systems center will be changed to Spokane Regional Transportation Management Center. Any reference to TEA21 will be changed to MAP21.

2. The City of Spokane Valley ("COSV") is hereby made a Party to the agreement. COSV agrees to be bound by and shall comply with all of the terms contained in the agreement, including this Amendment No. 1 with the exception that member funds will not be collected through the term of this Amendment No 1.

3. Section 1 is deleted in its entirety and is replaced with the following:

A voluntary association and joint board, comprised of professional representatives of the SRTC (ex officio, non-voting member), Spokane County, the City of Spokane, COSV, WSDOT, and STA, is hereby created and shall be known as the Spokane Regional Transportation Management Center (SRTMC) Operating Board. All references to the Operating Board shall be a reference to SRTMC Operating Board.

4. Section 2 is deleted in its entirety and is replaced with the following:

Recognizing that coordinated system management of transportation facilities of Spokane County, the City of Spokane, COSV, WSDOT and STA, are necessarily interwoven and interdependent and that the interests of all citizens will best be served by a coordinated and cooperative transportation system, the SRTMC Operating Board is established to facilitate such appropriate coordination and cooperation and to provide for continuing area wide transportation system management and traffic surveillance.

The SRTMC Operating Board is not authorized to in any way supersede the authority vested in the SRTC, Spokane County, City of Spokane, COSV, WSDOT, STA, or future members, if any, but is intended to meet the prerequisites of federal transportation legislation requiring the development of an integrated congestion management system to manage existing traffic congestion and help to prevent new congestion from occurring.

5. Section 4 is deleted in its entirety and replaced with the following:

The SRTMC Operating Board's jurisdictional area shall consist of all incorporated and unincorporated areas of Spokane County Washington and may include contiguous areas across the county or state boundaries as deemed appropriate by the SRTMC Operating Board, and which meet the criteria of State and/or Federal Transportation Legislation.

WSDOT may further utilize the SRTMC for traffic operations management through the entire Eastern Region and will coordinate with other TMC's which may have operational areas extending outside the SRTMC jurisdictional area. This work will be funded solely by WSDOT and not through use of member funds or grants associated with the SRTMC.

6. Section 5 reference to Transportation Manager will be changed to Executive Director.

7. Section 7 is deleted in its entirety and is replaced with the following:

The staff as necessary to conduct work programs of the SRTMC consistent with this agreement shall be arranged for by the SRTMC Operating Board in coordination with the member jurisdictions. The jointly funded staff shall serve under the direction of the SRTMC Operating Board, and shall be responsible for conducting activities necessary to carry out the work program as directed by the SRTMC Operating Board. Staff performing work duties outside the SRTMC jurisdictional area for WSDOT will be funded solely by WSDOT.

The SRTMC Operating Board will consider and approve as appropriate application(s) for or acceptance of any grants to carry out those functions set forth in Section 3 hereinabove. Provided, however, in instances where a grant application must be submitted prior to the next regularly scheduled meeting of the SRTMC Operating Board such that timely SRTMC Operating Board approval cannot be obtained, the grant application may still be submitted with approval of the chair and vice-chair of the SRTMC Operating Board.

Employees assigned to the SRTMC shall be hired and discharged by their respective agencies.

The SRTMC support services such as requisitioning and purchasing, payment of expenditures, accounting, computer processing, and others as deemed necessary will be provided by WSDOT.

Legal counsel will be contracted out as agreed by the SRTMC Operating Board.
Insurance will be provided for employees by their respective agencies.

8. Section 8, paragraphs 2 and 3, are deleted in their entirety and replaced with the following:

The work program shall be approved by November 1 of the preceding year. The work program and budget of the SRTMC may be amended by a majority vote of the SRTMC Operating Board, provided such amendment is within the funding authorized for use of the SRTMC.

The SRTMC Operating Board, in conjunction with the SRTMC Manager, will develop detailed work and financial plans with measurable milestones. Both the performance of the SRTMC Operating Board and the SRTMC Manager will be evaluated against the milestones. With consideration of the performance review, the Operating Board will vote on continuing the agreement during the October 2015 Operations Board meeting and may direct the SRTMC Manager to begin preparation of the 2016 Financial Plan, Work Program, and Budget. The 2016 Financial Plan, Work Program, and Budget shall be submitted by the SRTMC Manager to the Operating Board by November 1, 2015.

WSDOT shall accept the remaining member funds from the SRTC to be expended at the direction of the SRTMC Operating Board through the term of this Amendment No. 1. Member funds not utilized during the term of Amendment No. 1shall be returned by WSDOT to each member agency equally. No additional member funds will be collected through the term of Amendment No. 1. WSDOT shall report on member funds regularly to the SRTMC Operating Board.

9. Section 9, Paragraphs 1, 2, 3 and 4 are deleted in their entirety and replaced with the following:

It is anticipated that most projects and programs of the SRTMC Operating Board will involve benefits to its members. No costs shall be divided amongst the members through the term of this Amendment No. 1 unless unanimous approval is granted by the SRTMC Operating Board; provided SRTC shall not be required to make any financial contribution to the SRTMC Operating Board. Any additional agency joining the SRTMC Operating Board as a member through the term of Amendment No. 1 shall not be required to make a financial contribution to the SRTMC.

WSDOT may make expenditures in accordance with the approved SRTMC budget and work plan as approved by the SRTMC Operating Board, shall maintain records of expenditures, and shall report regularly to the SRTMC Operating Board on budget activity.

Payment of all claims shall be approved monthly by the SRTMC Operating Board. Such claims, with proper declarations required by law, shall then be certified for payment by WSDOT.

10. Section 10, paragraph 2 is deleted in its entirety.

11. Section 12 is amended as follows: The SRTC, City of Spokane, Spokane County, COSV, WSDOT, or STA may terminate membership in the SRTMC by giving written notice to the SRTMC Board Chair.

A trial period that ends December 31, 2015, is established to ascertain if the SRTMC and the SRTMC Operating Board will function as intended beyond the trial period. This agreement will terminate on December 31, 2015. Depending on the outcome of the Operations Board vote referenced in section 8 above, an Amendment No. 2 would have to be completed by November 1, 2015. This Amendment No. 2 would allow the SRTMC and SRTMC Operating Board to continue operating, or instead set a timeline and direction to dissolve the agreement and to logically dismantle the current structure.

If the agreement ends, WSDOT will expend the following grant funds as deemed appropriate by the SRTMC Operating Board:

1) All grants that were obligated prior to January 1, 2015;
2) If the SRTMC agreement discontinues, the 2017-2019 STP Non-Roadway grant titled SRTMC Operations and Maintenance ($1,267,900) will be returned to SRTC.

Following completion of items 1 and 2 above, WSDOT would notify SRTC that any unspent grant funds held by WSDOT will be returned to SRTC.

There is nothing restricting any agency from forming a new agreement for similar purposes as the SRTMC.

12. Section 15 Legal Relations is added:

Individually, each Party shall protect, defend, indemnify, and save harmless each other Party, its officers, officials, employees, and agents from any and all costs, claims, judgment, and/or awards of damages resulting from the negligent acts or omissions of its officers, officials, employees, and agents acting within the scope of their employment and arising out of or in connection with the performance of this agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of more than one Party, their, officers, officials, employees, and agents, an individual Party's liability hereunder shall be only to the extent

of that Party's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes a Party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification provision. This limited waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this agreement.

13. All other terms and conditions of agreement shall remain in full force and effect except as modified by this Amendment No. 1.

14. This Amendment No. 1 may be executed in any number of counterparts, each of which, when so executed and delivered to the other Parties, shall be an original, but such counterparts shall together constitute but one and the same.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 1 as of the Party's date last signed below.

STATE OF WASHINGTON
DEPARTMENT OF TRANSPORTATION

By: _____
Keith A. Metcalf, P.E.
Eastern Region, Regional Administrator

Date:_____

APPROVED AS TO FORM

By:_____
Frank Hruban, Assistant Attorney General

Date:_____

SPOKANE COUNTY
ADOPTED by the Board of County Commissioners of Spokane County, Washington this _____ day of _____, 2015.

By:_____
Todd Mielke, Chair

By:_____
Shelly O'Quinn, Vice-Chair

By:_____
Al French, Commissioner

ATTEST:

By:_____
Clerk of the Board

Date: _____

CITY OF SPOKANE

By:_____

Date:_____

ATTEST:

By:_____
City Clerk

Date:_____

APPROVED AS TO FORM

By:_____
Assistant City Attorney

Date:_____

SPOKANE REGIONAL TRANSPORTATION COUNCIL

By:_____

Date:_____

APPROVED AS TO FORM

By:_____
SRTC Attorney

Date:_____

CITY OF SPOKANE VALLEY

By:_____

Date:_____

ATTEST:

By:_____
City Clerk

Date:_____

APPROVED AS TO FORM

By: _____
Office of the City Attorney

Date:_____

SPOKANE TRANSIT AUTHORITY

By:_____

Date:_____

APPROVED AS TO FORM

By:_____
Spokane Transit Authority Attorney

Date:_____

AN INTERLOCAL AGREEMENT AMONG SPOKANE REGIONAL TRANSPORTATION COUNCIL, SPOKANE COUNTY, CITY OF SPOKANE, WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, AND SPOKANE TRANSIT AUTHORITY, TO FORM A REGIONAL TRANSPORTATION SYTEMS CENTER OPERATING BOARD, DEFINE ITS ORGANIZATION AND AUTHORITY, AND ESTABLISH A REGIONAL TRANSPORTATION SYSTEMS CENTER JURISDICTIONAL AREA.

THIS AGREEMENT, made and entered into this 1st day of October, 1998, among the Spokane Regional Transportation Council (SRTC), a public entity created by interlocal agreement, Spokane County, the City of Spokane, the Washington State Department of Transportation (WSDOT), and Spokane Transit Authority (STA).

WITNESSETH:

WHEREAS, pursuant to the provisions of chapter 39.34 RCW, two or more public entities may jointly cooperate between each other to perform functions which each may individually perform; and

WHEREAS, on June 10, 1998, the President of the United States signed the Transportation Efficiency Act of the 21st Century (TEA21), which provided authorization for highways, highway safety, and mass transportation; and enunciated a policy statement "[t]o develop a National Intermodal Transportation System that is economically efficient, environmentally sound, provides the foundation for the nation to compete in the global economy and will move people and goods in an energy efficient manner;" and

WHEREAS, federal transportation legislation requires the establishment, by agreement between the Governor of the State of Washington and units of general purpose local government, of a Metropolitan Planning Organization (MPO), which organization in cooperation with the State of Washington shall develop transportation plans and programs for urbanized areas of Washington State; and

WHEREAS, pursuant to the above referenced state and federal laws and Federal Transportation legislation, the above referenced entities are desirous of establishing a regional transportation systems center to carry out responsibilities provided for in Federal Transportation legislation as well as other responsibilities determined by the Transportation Systems Center Operating Board.

NOW, THEREFORE, it is specifically agreed among the entitities hereto as follows:

Section 1: NAME

A governing body, comprised of professional representatives of the SRTC, Spokane County, the City of Spokane, WSDOT, and STA, is hereby created and shall be known as the Spokane Regional Transportation Systems Center Operating Board, referred to hereinafter as the "Operating Board".

Section 2: PURPOSE

Recognizing that coordinated system management of transportation facilities of Spokane County, the City of Spokane, WSDOT, and STA, are necessarily interwoven and interdependent and that the interests of all citizens will best be served by a coordinated and cooperative transportation system, this Operating Board is established to facilitate such appropriate coordination and cooperation and provide for continuing area wide transportation system management and surveillance.

The Operating Board is not authorized to in any way supersede the authority vested in the SRTC, County, City, WSDOT, STA, or Other Members, but is intended to meet the prerequisites of Federal Transportation legislation requiring the development of an integrated congestion management system to manage existing traffic congestion and help to prevent new congestion from occurring.

Section 3: POWERS AND FUNCTIONS

The functions, responsibilities, and powers of Operating Board shall be as follows:

(a) To perform the functions of the Transportation Systems Center for the metropolitan area, including those functions set forth in the TEA21 legislation of 1998 and the Federal Register as it presently exists, or as it may be hereinafter modified implementing TEA21; as well as those functions which may be required hereinafter by Federal Transportation legislation.

(b) To prepare and update a Comprehensive Regional Transportation System Operating Plan and Regional Transportation Incident Management Program.

(c) To administer regional transportation projects and programs that facilitate operations of the Transportation Systems Center considering only those projects which have been approved by the SRTC Board and which are consistent with the adopted Regional Transportation Plan.

(d) To participate in the collection and maintenance of transportation related data bases and transportation related information.

(e) To contract with the WSDOT or other appropriate entities in order to meet requirements of State and/or Federal Transportation legislation.

(f) To perform such other transportation systems management related functions as the Operating Board may hereinafter determine to be in the best interests of the Transportation Systems Center.

The SRTC, or any of the Members hereto, may receive grants-in-aid from the State or Federal Government or any other department or agency and may accept gifts for the purpose of this Agreement.

Section 4: JURISDICTIONAL AND METROPOLITAN AREA DEFINED

The Operating Board's jurisdictional area shall consist of all incorporated and unincorporated areas of Spokane County, Washington, and may include contiguous areas across the county or state boundaries as deemed appropriate, and which meet the criteria of State and/or Federal Transportation legislation.

Section 5: GOVERNING BODY AND OFFICERS

The governing body of the Operating Board shall consist of one representative from each of the Member agency/jurisdiction and an ex-officio representative from SRTC staff. Each representative shall hold a position that has authority to make decisions related to traffic operations for their respective agency/jurisdiction. The SRTC representative shall be appointed by the Transportation Manager.

Alternate Operating Board representatives may serve in the absence of the designated representative so long as the alternate representative has similar authority to act on behalf of the appointing Member's parent agency. All alternate Operating Board representatives must serve in the same or higher capacity as the regularly designated representative as defined hereinabove.

Officers of the Operating Board shall include a chair and vice-chair, who shall be elected by majority vote of the Operating Board. Officers shall serve a one year term. The chair shall alternate among representatives of the Operating Board.

Section 6: MEETINGS

The Operating Board shall hold regular meetings. The Chair may call a special meeting or executive session or shall call a special meeting at the request of a majority of the Operating Board.

The Operating Board shall adopt rules for the conduct of its business consistent with this Agreement and such rules shall prescribe, among other matters, the place of meetings and the methods of providing reasonable notice to Members thereof. Such rules

shall be adopted and may be amended by a majority vote (75% ratification of the Member bodies) of the total Operating Board, or by amendment to this Agreement as provided herein.

All meetings of the Operating Board shall be open to the public as required by Chapter 42.30 RCW. A quorum for the purpose of transacting business shall consist, at a minimum, of three Operating Board members. All recommendations, motions or other actions of the Operating Board shall be adopted by a favorable vote of a majority of those present. All Operating Board representatives including officers shall be entitled to one vote.

Section 7: STAFF AND SUPPORT

The staff as necessary to conduct the work programs of the Operating Board consistent with this Agreement shall be provided by SRTC in addition to staff provided at the discretion of the member jurisdictions. The staff shall serve under the direction of the Operating Board, and shall be responsible for conducting activities necessary to carry out the work program and purpose of the Operating Board. The Operating Board will submit to the SRTC Board for approval, application(s) for or acceptance of any grants to carry out those functions set forth in Section 3 hereinabove. Provided, however, in instances where a grant application must be submitted prior to the next regularly scheduled meeting of the Operating Board so that timely Operating Board approval cannot be obtained, the grant application may still be submitted with approval of the chair and vice-chair of the Operating Board.

Employees assigned to the Transportation Systems Center shall be hired and discharged by their respective agencies.

The Operating Board support services such as requisitioning and purchasing, payment of expenditures, accounting, computer processing, legal counsel, and others as deemed necessary will be provided by the SRTC.

Section 8: WORK PROGRAM AND ANNUAL BUDGET

The Operating Board shall prepare and adopt a proposed work program and budget for each calendar year. The detailed annual work program shall list specific work projects to be undertaken as part of the Transportation Systems Center.

The Operating Board shall submit the proposed work program and budget to the SRTC Board by August 1 of the preceding year. Approval or rejection of such budget by each Member shall be provided to the Operating Board by November 1 of each year.

The annual budget and/or work program of the Operating Board may be amended by vote of the SRTC Board, provided such amendment does not require additional budget

appropriation, or by the joint approval of the Operating Board and Members where such amendment does require additional budget appropriation. After approval of the Operating Board Budget, no Member may terminate or withhold its share during the year for which it was allocated.

Section 9: ALLOCATION OF COSTS, APPROPRIATIONS, AND EXPENDITURES

It is anticipated that most projects and programs of the Operating Board will involve benefit to its Members. Costs of the annual budgeted expenditures shall be divided among the Members as determined by the Operating Board and as agreed to by the Members and SRTC Board. Any additional agency joining the Operating Board as a Member, shall contribute as determined by the Operating Board and approved by the Members and SRTC Board. Additional contributions to the Operating Board budget may be made to accomplish projects and programs deemed to be of particular pertinence or benefit to one or more of the Member agencies.

Each funding Member approving the proposed Operating Board budget shall submit its payment on or before January 20 of the budget year which it has approved. The funds of such joint operation shall be deposited with the SRTC; and such deposit shall be subject to the same audit and fiscal controls as the public treasury where the funds are so deposited. The funds shall be used in accordance with the adopted budget and work plan.

The SRTC may make expenditures in accordance with the approved Operating Board budget and work plan and shall maintain records of expenditures and report regularly to the Operating Board on budget activity.

Payment of all claims shall be signed by the SRTC Transportation Manager and approved monthly by the SRTC Board. Such claims, with proper affidavits required by law, shall then be certified for payment by the City or as arranged by the SRTC.

Section 10: INTER-RELATIONSHIP BETWEEN OPERATING BOARD, AND MEMBER ENGINEERING DEPARTMENTS

Member traffic engineering departments shall continue their respective functions as provided by charter and/or State law, including preparation of traffic control plans, to which the Regional Transportation Systems Center plans shall be coordinated. The Region Transportation Systems Center and may administer or implement such plans as may be agreed by the Member agency and the Operating Board.

The successful execution of Transportation Systems Center duties and responsibilities in preparing a Regional Transportation Congestion Management System, in coordination with local plans, requires comprehensive transportation management plans be prepared and remain up to date by the City and County of Spokane, WSDOT and STA for their respective jurisdictions.

Section 11: AMENDMENTS

This Agreement may be amended by mutual agreement of the Members.

Section 12: TERMINATION

The City of Spokane, Spokane County, WSDOT, or STA, may terminate membership in the Operating Board by giving written notice to the Operating Board prior to August 1 of any year for the following year.

Section 13: PRIOR WRITTEN AGREEMENTS

This Agreement shall supersede any prior agreements establishing a jointly developed transportation system center.

Section 14: EFFECTIVE DATE

The effective date of this Agreement shall be October 1, 1998. Provided, however, upon execution by the Members, the governing body of the Operating Board may meet for the purpose of taking action(s), such action(s) to be effective January 1, 1999.

IN WITNESS WHEREOF, the Members hereto have entered into this Agreement on the day and year set forth herein above.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

ATTTEST:

By Daniela Jackson
Deputy Clerk

CITY OF SPOKANE

Mayor

Approved:

ATTEST:

City Manager

By
City Clerk

Approved as to form:

Assistant City Attorney

WASHINGTON STATE DEPARTMENT
OF TRANSPORTATION

J. C. Lang

Eastern Region Administrator for
Washington State Department of Transportation

SPOKANE TRANSIT AUTHORITY

Chair

APPROVED AS TO FORM

Date: August 27, 1998

By:
Assistant Attorney General

IN WITNESS WHEREOF, the Members hereto have entered into this Agreement on the day and year set forth herein above.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

ATTTEST:

By_____
Deputy Clerk

CITY OF SPOKANE

Mayor

Approved:

ATTEST:

By_____
City Clerk

City Manager

Approved as to form:

Assistant City Attorney

WASHINGTON STATE DEPARTMENT
OF TRANSPORTATION

Eastern Region Administrator for
Washington State Department of Transportation

SPOKANE TRANSIT AUTHORITY

Chair

APPROVED AS TO FORM

Date: August 27, 1998

By: _____
Assistant Attorney General

IN WITNESS WHEREOF, the Members hereto have entered into this Agreement on the day and year set forth herein above.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

ATTTEST:

By_____
Deputy Clerk

CITY OF SPOKANE

Mayor

Approved:

ATTEST:

City Manager

By_____
City Clerk

Approved as to form:

Assistant City Attorney

WASHINGTON STATE DEPARTMENT
OF TRANSPORTATION

Eastern Region Administrator for
Washington State Department of Transportation

SPOKANE TRANSIT AUTHORITY

Chair Executive Director

APPROVED AS TO FORM

Date: August 27, 1998

By: _____
Assistant Attorney General

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 5.F: APPROVAL TO AWARD ADDITIONAL VAN GRANT VEHICLE

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Waldref)*

SUBMITTED BY: Steve Blaska, Director of Operations

SUMMARY: The selection process is complete for the 2015 award for vans under the Van Grant Program. In 2012, the Board approved a policy to award retired vans from the Vanpool and Paratransit programs to community service organizations. The policy allows for the award of up to ten (10) vans per year.

This year staff is recommending the Board approve an exception to policy to allow the award of 11 vans due to the fact that there was a tie between the #10 and #11 applicants.

The selection committee reviewed twenty six (26) applications. Scoring was based on five criteria: demonstrated community benefit (45 pts.); total number of annual trips (25 pts.); clarity/quality of application (10 pts.); coordination of services (10 pts.); ability of organization to maintain service (10 pts.).

Generally what segregated the awardees from other applicants were three elements of the demonstrated community benefit and total number of annual trips criteria:

1. Awardees that served multiple populations/needs (elderly, disabled, youth, low income, etc.). These agencies scored higher than those who had a singular purpose/population.
2. Awardees that generally had higher estimated number of trips.
3. Awardees also showed they would use the van to provide multiple services to clientele rather than a single use such as transporting to and from church services.

This year the top scoring applications include:

1. West Central Community Center
2. The Intersection Church
3. Family Promise of Spokane
4. Providence Adult Day Health
5. Center for Spiritual Life
6. Spokane YoungLives
7. Mt. Spokane Church
8. Spokane Eastside Reunion Association
9. Commonwealth Agency
10. Daybreak Youth Services
11. J&H Childcare

Staff is requesting the Board approve an exception to policy to award one additional van this year to avoid choosing between two equally-worthy grant applicants that tied for the award of the tenth van. We have an adequate number of vans available to be retired this year to support this exception to policy.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve an exception to policy to award one additional van grant vehicle in 2015.

COMMITTEE ACTION: Approved as presented and forwarded to the consent agenda

RECOMMENDATION TO BOARD: Approve an exception to policy to award one additional van grant vehicle in 2015.

FINAL REVIEW FOR BOARD BY:

Division Head SB Chief Executive Officer EBM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 7.A PUBLIC TRANSPORTATION IMPROVEMENT CONFERENCE (PTIC) / STA BYLAWS

REFERRAL COMMITTEE: Board Operations *(Trulove)*

SUBMITTED BY: Laura McAloon, K & L Gates

SUMMARY:

As a result of the action at the February 19, 2015 Public Transportation Improvement Conference (PTIC) meeting to change the composition of the STA Board, the STA Board must amend its Bylaws as required by statute RCW 36.57A.

At the March 11, 2015 Board Operations Committee meeting, additional revisions to the STA Bylaws were suggested by Chair Trulove and discussed. These were incorporated into the draft Bylaws by Legal Counsel and included in the March Board packet entitled "Document #2" with the amendments in blue text. The original amendments showing the results of the PTIC meeting had already been included in an earlier "Document #1" in red text.

At the March 19, 2015 Board meeting, Board members discussed the STA Bylaws at length and agreed to ask Legal Counsel to draft a new set of Bylaws, adding a change of vote from 7 to 6 on the rotation of the Board Chair. Other proposed edits were also discussed. The Board agreed to use April 3, 2015 as the deadline for the submission of any proposed language amending the Bylaws or Board member comments regarding the draft Bylaws to Legal Counsel. Ms. McAloon, Legal Counsel, was directed to incorporate all proposed edits from Board members into a new draft of the Bylaws and circulate that draft to the member jurisdictions by April 9, 2015. The Board will then be able to consider and take action at their April 23, 2015 special meeting on any proposed amendment included in the circulated draft. The draft Bylaws that have been circulated are attached.

RECOMMENDATION TO COMMITTEE: For discussion.

COMMITTEE ACTION: No recommendation was made to the Board.

RECOMMENDATION TO BOARD: Discuss amendments to STA Bylaws and consider taking action on them.

FINAL REVIEW FOR BOARD BY:

Division Head ___ Chief Executive Officer ___ Legal Counsel ___

memo

Spokane Transit
328-RIDE • TTY 456-4327
www.spokanetransit.com

CHIEF EXECUTIVE OFFICER

To: Spokane Transit Authority PTBA Jurisdictions

From: Jan Watson, Clerk of the Authority

Date: April 9, 2015

Subject: Request for Review of Proposed Bylaw Amendments

The Board of Directors of Spokane Transit Authority (Board) will consider amendments to the bylaws of the agency at their Board meeting on April 23, 2015. Pursuant to its bylaws, the Board is required to distribute all proposed amendments to all of the jurisdictions located within the boundaries of Spokane Transit Authority and to seek comments from the member jurisdictions on the proposed amendments. Please have your jurisdiction review the enclosed draft amendments to the Spokane Transit bylaws and provide comments to the Board by April 23rd. Written comments can be emailed to the Board care of the Clerk of the Authority at jwatson@spokanetransit.com or mailed to the Board at:

1230 W. Boone Avenue
Spokane, WA 99201

Oral comments can be provided to the Board at its meeting on April 23rd at 1:30 p.m.

The proposed amendments are in legislative draft form in the attached document. Below is a summary of the proposed amendments for ease of reference.

§ 2.1(a) Board Composition - Increase Board positions for Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood from 2 to 3	Required by action of Public Transportation Improvement Conference (PTIC) on 2/19/15
§ 2.1 (a) Board Composition - Limit voting members for Airway Heights , Cheney, Liberty Lake, Medical Lake and Millwood to 3; Add language clarifying 2 current members will continue and 3d will come from next city in rotation	Proposed by Mayor Trulove, Cheney
§ 2.1(b) Board Composition - Reduce Board positions for Spokane from 3 to 2	Required by action of PTIC on 2/19/15
§ 2.2 Alternates - Amend to allow alternates for Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood Board positions to be appointed from any of said cities	Proposed by Mayor Trulove, Cheney
§ 2.3 (NEW) Ex Officio Directors - Provides for appointment of non-voting *ex officio* Board positions by cities without current voting seats	Proposed by Mayor Trulove, Cheney (State law limits Board voting positions to 9)

memo

Spokane Transit
328-RIDE • TTY 456-4327
www.spokanetransit.com

CHIEF EXECUTIVE OFFICER

§ 3.9 (NEW) Weighted Voting - Provides for weighted voting on call of 2 Board members and provides for calculation of weighted votes and effect (Includes Table 1 with calculations)	Proposed by Councilmember Waldref, Spokane
§ 4.1 - Reduce number of votes required to amend Board Chair rotation schedule from 7 to 6	Commissioner French, Spokane County (By motion approved by STA Board 3/19/15
Renumbering to reflect proposed new sections	Staff

Pursuant to Article IX of its bylaws, the STA Board can take action on any of the proposed amendments after giving member jurisdictions two weeks' notice of the proposed changes. The Board may not take action on any new proposed amendments without first giving notice and seeking comment from its members.

Mayor Tom Trulove, Chair of the Spokane Transit Authority Board, is available to answer any questions your jurisdiction may have about the proposed amendments. He can be reached at ttrulove@cityofcheney.org or by phone at Cheney City Hall 509-498-9202.

BY-LAWS

OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

ARTICLE I. - POWERS, PURPOSE AND RESPONSIBILITIES

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to the laws of the State of Washington shall be "SPOKANE TRANSIT AUTHORITY" (STA) hereinafter referred to as the "Corporation". The offices of the Corporation shall be in the Administration Building at West 1230 Boone Avenue, Spokane, Washington.

Sec. 1.2 Powers, Purpose and Responsibilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the constitution and laws of this State.

Sec. 1.3 Interpretation. These By-laws are not intended to limit the powers granted to a public transportation benefit

Combined PTIC & Board member edits

area, and, therefore, should be liberally construed to carry out the intent of any grant of power thereto.

ARTICLE II - THE GOVERNING BODY - BOARD COMPOSITION

Sec. 2.1 Board Composition. The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board" and shall consist of a Board of nine (9)voting members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities located within the corporation and Spokane County.

There shall be one (1) non-voting member, as required by state law, selected by and serving at the pleasure of the labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit.

The voting membership of the Board shall consist of the following:

(a) ~~Two~~ Three (~~2~~3) elected officials selected by and serving at the pleasure of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood in a continuing rotation for three (3) consecutive years according to the order stated.

City of Liberty Lake

City of Medical Lake

City of Millwood

City of Cheney

City of Airway Heights

These cities are authorized to amend the rotation schedule by Interlocal Agreement filed with the Clerk of the Authority, but, together are limited to no more than ~~two~~ three elected officials as voting members of the Board at any time. To effect the addition of a third designee from these cities, rotations of voting members will start with those cities currently serving as voting members, preserving their terms as of the date of the adoption of these Bylaws, and the next city in the rotation shall designate its voting member of the Board.

(b) ~~Three~~ Two (~~3~~2) elected officials selected by and serving at the pleasure of the City of Spokane.

(c) Two (2) elected officials selected by and serving at the pleasure of the City of Spokane Valley.

(d) Two (2) elected County Commissioners selected by and serving at the pleasure of the Board of County Commissioners of Spokane County.

2.2 Alternates. (a) The cities of Spokane and Spokane Valley, the Board of County Commissioners of Spokane County, and the labor organizations may appoint alternate members by resolution whose name(s) shall be forwarded to and kept on file with STA. For cities whose members are selected pursuant to Section 2.1(a), ~~alternates from those cities not then sitting on the Board shall be appointed to serve in the absence of the primary members selected pursuant to Section 2.1(a); should no alternate member be available to attend a board meeting on behalf of a primary representative under Section 2.1(a), the city appointing the unavailable member may temporarily fill the position with a designated alternate qualified to serve under Section 2.1~~ alternate members may be appointed by each city which is a voting member of the Board, whose names shall be forwarded to and kept on file with STA. These cities may appoint alternates from one of the other cities listed under Section 2.1(a).

2.3 Ex-officio Directors. Jurisdictions not serving a voting term shall be entitled to appoint an *ex officio* Director to the Board and shall notify the Clerk of the Authority of the appointment in writing. *Ex officio* Directors shall participate

in all Board meetings and discussions but are prohibited from voting by state law.

2.~~3~~4 Term. Each voting and non-voting Director shall be appointed for a term of one year in January of each year.

2.~~4~~5 Vacancy. In the event of a vacancy the appointing jurisdiction shall promptly appoint a new Director and the newly appointed Director shall serve the unexpired term of the Director he or she replaces.

2.~~5~~6 Succession. Each member of the Board shall hold office until their successor has been selected, unless such person is legally ineligible to hold such position. (e.g. expiration of the elected term, resignation, etc.)

2.~~6~~7 New City. If a city or town is created within the boundaries of the Corporation, then the public transportation improvement conference, consisting of an elected representative selected by the legislative body of each city within the county and by the county commissioners, shall meet to provide for the selection of a new governing body of the Corporation in the manner provided by law.

ARTICLE III - DUTIES OF THE BOARD AND BOARD MEETING

Sec. 3.1 Duties of the Board. The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board may create such departments, offices or advisory boards as it finds

necessary or advisable and may determine the powers and duties of each department or office.

The Corporation acting through the Board shall have the power to:

(1) Prepare, adopt and carry out a general comprehensive plan for public transportation service, which will best serve the residents of the Corporation and to amend said plan from time to time to meet changed conditions and requirements; and

(2) Acquire by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Corporation or the state, including systems of surface, underground or overhead railways, tramways, buses, or any other means of local transportation, except taxis, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from such people-moving systems, terminal and parking facilities and properties, together with all lands, rights of way, property, equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city, may be acquired or used by the Corporation only with the consent of the city council of the city owning such facilities. Cities are hereby authorized to convey or lease such facilities to a public

transportation benefit area authority or to contract for their joint use on such terms as may be fixed by agreement between the city council of such city and the public transportation benefit area authority, without submitting the matter to the voters of such city.

The facilities and properties of the Corporation's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and

(3) Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and

(4) Employ legal counsel; and

(5) Prepare and adopt a budget; and

(6) Audit the Corporation's administrative affairs; and

(7) Approve travel requests of members; and

(8) Authorize committees to act on their behalf; and

(9) Issue general obligation bonds for public transportation capital purposes, subject to limitations of indebtedness imposed by law, and pledge any taxes authorized to be levied and pledged by law; and

(10) Levy taxes as authorized by law; and

(11) To participate in and support research, demonstration, testing, and development of public transportation systems; and

(12) Issue revenue bonds; and

(13) Have all other powers that are necessary to carry out the purposes of the Corporation as defined by law as it presently exists or as it may be hereinafter amended.

Sec. 3.2 Meetings and Meeting Notice.

(a) Regular Meetings. The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.

(b) Special Meetings. Special meetings may be called at any time by the Chairperson or by a majority of the whole Board. The notification of such meeting must be delivered to each board member and others requiring notification under the open Meetings law (Chapter 42.30 RCW) at least twenty-four (24) hours before the time of such meeting, unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080, now and as thereafter amended, shall be adhered to regarding such meetings.

(c) Executive Sessions. The Board may hold executive sessions if such sessions are not otherwise prohibited by state statutes.

Sec. 3.3 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business, provided, a Director may participate in a meeting of the Board via an amplified telephone connection and such

Director shall be deemed present in determining the existence of a quorum and for voting purposes. A majority of those voting members present is necessary to take action on any item coming before the Board. Provided, however, that the following enumerated actions shall take an affirmative vote of a majority of the total voting membership of the Board;

(1) Adoption, alteration or modification of the budget; and

(2) Adoption, alteration or modification of a general comprehensive plan for public transportation service; and

(3) Adoption, alteration or modification of rates, tolls, fares and charges for the use of the Corporation's facilities; and

(4) Establishment of routes and classes of service; and

(5) Appointment or dismissal of a Director; and

(6) Revision or amendment of the By-laws; and

(7) Selection of Chairperson and Chairperson Pro Tempore; and

(8) Appointment of qualified electors to committees; and

(9) Removal of a member of a committee other than a Board member.

Sec. 3.4 Parliamentary Procedure. Unless otherwise governed by the provisions of these By-laws or laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chairperson or his/her designee shall be the Parliamentarian.

Sec. 3.5 Board Acting as a Body. The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.

Sec. 3.6 Records of Board Meetings.

(a) Minutes. The proceedings of the Board meetings shall be recorded and maintained in the offices of the Corporation. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Sec. 3.7 Committees. The Chairperson, from time to time, may nominate Board members to serve on committees.

(a) Committees created by resolution of the Board may be composed of Board members, other elected representatives of cities requesting and designating representatives not directly appointed as members of the Board, and qualified electors.

(b) All electors shall be qualified electors as defined by the election laws of the State of Washington and shall remain so throughout the term to which appointed and shall reside within the Spokane Transit Authority boundaries. Nominations shall be by the Chairperson

and approved by the Board, and the Chief Executive Officer shall be an ex-officio, non-voting member of each committee. The Chairperson may appoint, with the approval of the Board, alternates to each committee to act in the absence of any regularly appointed member.

(c) Board members and elected representatives of cities not directly sitting on the Board, shall be appointed annually after the election of the Chairperson to all committees. Electors shall be appointed to all committees by the Chairperson to serve two-year terms. Terms of electors shall be staggered in such a manner so that at least one elector is appointed each year.

(d) Committee members will continue to serve until a successor is appointed.

(e) All meetings of the Committees shall be subject to the Open Public Meetings Act of 1971, as amended (Chapter 42.30 RCW).

Sec. 3.8 Secretary of Board. The Chief Executive Officer or his/her designee, as provided for in Article V, shall be the Secretary of the Board.

Sec. 3.9 Weighted Voting. To provide for a measure of proportionate representation within a jurisdiction, the Board adopts a weighted voting process. A weighted vote may be requested by any two Board members. A weighted vote shall be requested either prior to the vote on the proposed motion or after the vote but prior to the Board taking action on a

subsequent agenda item. Following the request for weighted voting,the Chair shall thereafter conduct a weighted vote on the matter with the weight of each vote calculated according to the percentages set forth in Table 1 onthe following page. If the weighted vote achieves greater than fifty percent (50%) of the vote, the weighted vote shall take precedence over a prior non-weighted vote.

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Table 1

STA Board Majority Vote and Weighted Vote Calculations

Jurisdiction	Majority Vote	Weighted Vote
Airway Heights/Cheney/Liberty Lake/Medical Lake/Millwood - Position 1	1	.83
Airway Heights/Cheney/Liberty Lake/Medical Lake/Millwood - Position 2	1	.83
Airway Heights/Cheney/Liberty Lake/Medical Lake/Millwood - Position 3	1	.83
Spokane Position 1	1	1.25
Spokane Position 2	1	1.25
Spokane County Position 1	1	1
Spokane County Position 2	1	1
Spokane Valley Position 1	1	1
Spokane Valley Position 2	1	1
TOTALS	9	8.99

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ARTICLE IV. - SELECTION AND DUTIES OF THE CHAIRPERSON AND CHAIRPERSON PRO TEMPORE

Sec. 4.1 The Board shall select a Chairperson and a Chairperson Pro Tempore from among its voting members. The Chairperson shall hold office until the first day of January of each year. The office of the Chairperson shall rotate on a yearly basis among the following representative categories and in the following sequence: (1) towns and cities, excluding the Cities of Spokane and Spokane Valley; (2) City of Spokane; 3) County of Spokane; and (4) City of Spokane Valley. In any year, the rotation of the office of the Chairperson may be altered with the approval of ~~seven~~ six of the voting members of the Board, voting on the terms of such rotation in a regular or special meeting of the Board.

Sec. 4.2 The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Chairperson Pro Tempore shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Chairperson Pro Tempore is selected as the new Chairperson, then a new Chairperson Pro Tempore shall be selected for the remainder of the vacated Chairperson Pro Tempore's term.

Sec. 4.3 The Chairperson may act as spokesperson for the Corporation and may act as its representative at meetings with

other organizations, committees and other such activities, unless another representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any Board member the duty of being a spokesperson or representative, and such person shall make no pronouncements that will obligate or commit the Corporation, except pursuant to prior authorization of the Board.

Sec. 4.4 The Chairperson shall be the chief executive and administrative officer of the Corporation until a Chief Executive Officer or Acting Chief Executive Officer is selected by and approved by the Board or when the Corporation is without a Chief Executive Officer or Acting Chief Executive Officer. When the Chairperson is acting as the chief executive and administrator of the Corporation, all persons employed or contracting service with the Corporation will be selected or discharged by the Chairperson, subject to the approval of the Board. The Chairperson when acting as the chief executive and administrator of the Corporation shall receive such remuneration as approved by the Board, in accordance with the law.

ARTICLE V. - CHIEF EXECUTIVE OFFICER

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint a Chief Executive Officer. The Chief Executive Officer shall serve at the pleasure of the Board and shall perform such administrative duties as may be designated from time to time by the Board.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

(a) To have general supervision over the administrative affairs of the Corporation, including the authority to organize and direct the work force within an approved budget and to act as a spokesperson or representative of the Corporation, provided he or she may not obligate or commit the Corporation, except pursuant to prior authorization of the Board.

(b) To appoint and remove at any time any employee of the Corporation;

(c) To attend all meetings of the Board at which his/her attendance may be required by that body;

(d) To recommend for adoption by the Board such measures as he/she may deem necessary or expedient;

(e) To prepare and timely submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to that Board;

(f) To keep the Board fully advised of the financial condition of the Corporation and its future needs;

(g) To prepare and submit to the Board yearly a proposed budget and to be responsible for its administrative adoption;

(h) To approve and sign all vouchers for the payment of any items authorized in the approved budget;

Combined PTIC & Board member edits

(i) To approve all travel requests of employees of the Corporation subject to the approved budget and the submission of quarterly travel reports to the Board.

(j) To receive service of process in any claim for any kind of relief brought against the STA in any court;

(k) To procure for periods not to exceed 45 days liability, physical damage, directors and officers, and other insurance coverages which have lapsed, been cancelled, or for other reason been terminated on an emergency basis until the Board of Directors can meet and give direction on insurance coverages.

(l) To perform such other duties as may be directed by the Board. The Chief Executive Officer may employ such assistants, approved by the Board, or designate others to assist in carrying out these duties.

ARTICLE VI. - SEVERABILITY

If any provision of these By-laws, or its application to any person or circumstance is held invalid, the remainder of these By-laws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VII. - SERVICE OF PROCESS

The Chief Executive Officer, or his/her designated representative in writing, shall receive, on behalf of the STA, all pleadings commencing an action against the STA. Service

upon the Chief Executive Officer shall constitute service on the STA.

ARTICLE VIII. - INDEMNIFICATION

Sec. 8.1 General. The Corporation, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as hereafter amended, shall indemnify any person who was or is an elected or appointed director, officer, (including committee members), or employee of the Corporation, and is threatened to be or has been made a party to an action, claim, or other proceeding by a third party.

Sec. 8.2 Scope of Indemnification. The Corporation shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgments, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding, within the standard of conduct referred to in paragraph 8.3 herein, and for which notice has been given pursuant to state law and these By-laws: The Board shall be the sole judge of the reasonable and necessary expenses to be borne by the Corporation.

Indemnification shall not extend to any claim, action, or other proceeding against the Corporation, either for indemnification or for other cause.

Sec. 8.3 Standard of Conduct. Indemnification shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed director, officer, or employee, and arising out of such person's

performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Corporation.

Sec. 8.4 Determination of Conduct.

(a) Unless ordered or adjudged by a court of competent jurisdiction, indemnification may be authorized only as follows:

(1) To the extent that the person has been successful on the merits, or otherwise in defense, such person shall be indemnified.

(2) With respect to any other determination of conduct, a majority vote of all the voting directors not interested in or a party to the action, claim, or other proceeding. In the event a majority vote cannot be obtained because of disqualification of Directors, then the alternate or alternates of those disqualified shall be permitted to vote.

(b) Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule, or regulation punishable by fine, imprisonment, or both, or for any claim or action against the Corporation.

(c) Every director, officer, or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the Chief Executive Officer of his or her interest to seek indemnification before incurring any costs, disbursements, or attorneys' fees for which indemnification is

sought, and provide a copy of any and all claims, pleadings, reports, or other written statements regarding the allegations.

Sec. 8.5 Expenses Prior to Determination. Expenses actually incurred in defending any action, claim, or other proceeding may be paid as incurred, and prior to a final determination of conduct, if the action, claim, or other proceedings makes no assertion that the person named acted outside the scope of his or her employment or authority, and that the Corporation makes no claim that the person's acts or failure to act were outside the scope of the person's employment or authority.

Sec. 8.6 Interpretation. This Article of the By-laws is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes, and laws as hereafter amended, and interpretative case law.

The failure of the Corporation to obtain insurance for any claim, action, or other proceedings against the Corporation shall not be construed to limit this indemnification.

ARTICLE IX. - AMENDMENTS

These By-laws, as adopted by the Board of the Spokane Transit Authority, may be revised or amended at any regular or special meeting of the Board, with the provision that members

receive copies of the proposed change(s) at least two weeks prior to that meeting.

The foregoing By-laws of the Spokane Transit Authority, have been adopted and approved by the majority of the total Board on the ____ day of _____, 20__.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 8.A BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Board Operations *(Trulove)*

SUBMITTED BY: Tom Trulove, Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head ___ Chief Executive Officer ___ Legal Counsel ___

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 9.A PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Planning & Development *(French)*

SUBMITTED BY: Al French, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer [signature] Legal Counsel [signature]

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 10.A PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Waldref)*

SUBMITTED BY: Amber Waldref, Committee Chair

SUMMARY:

A verbal report will be given at the Board meeting.

RECOMMENDATION TO BOARD: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer [signature] Legal Counsel [signature]

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 12.A COMMITTEE MINUTES – INFORMATION

- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to CEO & Clerk of the Authority

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SUMMARY:

Minutes of the March 4, 2015 Planning & Development Committee and Performance Monitoring & External Relations Committee meetings are attached. Minutes of the March 11, 2015 Board Operations Committee meeting are attached.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer [signature] Legal Counsel [signature]

attachment

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

PLANNING & DEVELOPMENT COMMITTEE
MEETING 10:00 A.M.

Minutes of the March 4, 2015, Meeting
Southside Conference Room

MEMBERS PRESENT
Candace Mumm, City of Spokane
Shelly O'Quinn, Spokane County

MEMBERS ABSENT
Al French, Spokane County*
Ed Pace, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio

*Chair

STAFF PRESENT
Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Susan Millbank, Ombudsman & Accessibility Officer
Merilee Robar, Executive Assistant, Finance & Information Systems
Don Skillingstad, Capital Projects Manager
Kathleen Weinand, Transit Planner

GUESTS

1. CALL TO ORDER AND ROLL CALL

Acting Chair O'Quinn called the meeting to order at 10:07 a.m. Ms. O'Quinn asked that the record reflect that Committee members O'Quinn and Mumm were present as well as STA staff.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Ms. Mumm, acted as chair at the February 4, 2015 meeting. Ms. Mumm reported that the NACTO (National Association of City Transportation Officials) presentation had been postponed until March. Ms. Mumm said she would give the NACTO presentation if there was time for it on the agenda.

4. COMMITTEE ACTION

A. MINUTES OF THE FEBRUARY 4, 2015, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the February 4, 2015 Planning & Development Committee meeting minutes. The motion was seconded by Ms. O'Quinn. Motion passed unanimously.

B. BOARD CONSENT AGENDA

1. REQUEST FOR AUTHORIZATION TO SUBMIT CONGESTION MITIGATION AND AIR QUALITY (CMAQ) GRANT APPLICATIONS

Staff is requesting authorization to submit CMAQ grant applications. Mr. Otterstrom explained that the item was for action by the Board and staff proposed that it move on to the Board consent agenda if approved by the Committee. The Spokane Regional Transportation Council (SRTC) requires Board endorsement for the submission of CMAQ grant applications. STA's policies state that any project

above 1 million dollars requires Board endorsement if the project is not in the current Capital Improvement Program. Mr. Otterstrom reported that SRTC released a call for projects for CMAQ grant applications for the fiscal years of 2018-2020. The award amount for the three-year period is anticipated to be $11.5 million. The CMAQ program provides funding for transportation projects and programs to help meet the requirements of the Clean Air Act. Eligible project categories are Travel Demand Management, Traffic Flow Improvements, and Particulate Matter (PM_{10}) Reductions. Staff is proposing to submit 5 grants. Agencies are allowed to submit up to six grant applications.

Proposed STA CMAQ Grant Applications

	Project Title	**CMAQ Amount**	**Comments**
1	Fixed Route Bus Replacement	$1.28 Million	Included in CIP
2	I-90 Corridor Planning Study	$650,000	Project supports STA Moving Forward
3	Division High Performance Transit Corridor Improvements	$2.6 Million	Project supports STA Moving Forward
4	Transit Rider Education & Marketing Strategies	$450,000	Project supports STA Moving Forward
5	Bicycle Storage Improvements at Transit Facilities	$584,000	Project supports STA Moving Forward
	Total Request	**$5.56 Million**	

Ms. O'Quinn asked what amount was awarded in the last call for projects. Mr. Otterstrom said that STA asked for over $6 million but was awarded approximately $4 million.

The deadline for application submittal is April 30th, 2015. SRTC is expected to approve the prioritized list in July of 2015. Mr. Otterstrom said that if the STA ballot measure is unsuccessful in April, staff will request guidance from the Board regarding whether any of the proposed grant applications should be withdrawn, such as the Division HPT Corridor Improvements. Discussion about several of the projects ensued.

Ms. Mumm moved to recommend submittal of all of the grant applications to the Board for review. Acting Chair O'Quinn seconded and the motion passed unanimously.

C. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

1. REQUEST FOR APPROVAL OF THE WEST PLAINS TRANSIT CENTER PREFERRED ALTERNATIVE

Mr. Otterstrom explained that this item is specific to the Interchange Justification Report (IJR). There are many processes to complete on these projects such as county traffic assessment, essential public facilities work and NEPA environmental review. A preferred alternative for access to I-90 from the park and ride needs to be selected as part of the federally required Interchange Justification Report and will be the basis for further design development.

Mr. Doolittle asked to pause the item discussion in order to clarify the motion made for the CMAQ grant application submittals. The motion recommended that the item go to the Board for review rather that moving forward to the Board consent agenda for approval. Ms. Mumm volunteered to restate the motion using the language in the recommendation. There was

discussion regarding the wording of the motion. Acting Chair O'Quinn stated for the record that the intent of the motion made was to send the item to the Board for their approval so that the applications could be submitted.

Mr. Otterstrom reminded the Committee that the West Plains Transit Center will include 100 (plus) parking stalls, three loading platforms, a pedestrian bridge, landscaping, lighting and security systems, shelters, bike lockers, and real time information signage. The service and improvements will be part of the future High Performance Transit (HPT) network. The preliminary design of the West Plains Transit Center includes the preparation of the Interchange Justification Report (IJR). The IJR consists of an in-depth analysis to justify a "break" in access along I-90 as required by the Federal Highway Administration (FHWA). A break in access includes the construction of flyer stops. H.W. Lochner is preparing the IJR as part of the firm's contract to provide all design, engineering and related services for the project. The IJR requires an analysis of alternative designs for the flyer stop locations. Four alternatives were selected for analysis.

Alternative #1 "No Build"	Alternative #2	Alternative #3A	Alternative #3B
• Park and ride lot only • No flyer stops • No pedestrian bridge	• Westbound center median flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection	• Westbound on-ramp flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection	• Westbound shoulder flyer stop • Eastbound off-ramp flyer stop • Pedestrian bridge connection
• Buses would exit I-90, cross to the south side and service the park and ride lot and other connecting routes	• Westbound buses would exit I-90 in the center median, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot	• Westbound buses would exit I-90, proceed to the on-ramp stop, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot	• Westbound buses would exit I-90 at the shoulder stop, load/unload and continue on to Cheney • Eastbound buses would exit I-90, stay within the off-ramp area, load/unload and continue on to Spokane • West Plains connecting routes would provide connections to the park and ride lot

The West Plains Transit Center Technical Committee ranked the four alternatives using three separate methods. The alternatives scoring included the following criteria: travel time, safety, pedestrian travel distance, deviations, environmental impacts, compatibility with local plans, operations and maintenance, systems operations cost, and construction cost.

In all three scoring scenarios the results were the same. Alternative #2, the original STA concept, was the highest scoring alternative and resulted in the preferred alternative. The results of the scoring exercise and resulting preferred alternative were presented to the Core Stakeholder Group on February 11, 2015, for concurrence and recommendation to the Board.

Mr. Otterstrom explained the major differences between the preferred alternative #2 versus alternative #1 "base condition" as well as the cost analysis for each and 30 year cost estimates. Over a useful life of 30-years, the Net Present Value of the cost of Alternative #1 "Base Condition" is almost 2-times the Net Present Value of the cost of design, construction and operations and maintenance of the Alternative #2 flyer stops. The flyer in Alternative #2 stops will pay for themselves within 10 years when measured against the costs of Alternative # 1 "base condition."

Ms. Mumm asked what would happen if the project was not implemented. Mr. Otterstrom said that the West Plains cities would not be connected by transit and STA would not be able to provide access to the West Plains employment areas. Ms. Mumm asked if there would be pedestrian access, as well as auto access. Mr. Otterstrom said that there are sidewalks provided by the county and additional sidewalks are being built. The county has also talked about creating a trail in the project vicinity. Staff is working with engineers to make sure that as many modes as possible will be accommodated. Ms. Mumm asked what population was creating the demand. Mr. Otterstrom stated that there are roughly 1000 jobs immediately in the vicinity of the interchange area. People coming from Spokane or the Valley to jobs or people that live in that area or in Medical Lake are traveling to Spokane. Ms. Mumm asked if there was any interface with the airport. Mr. Otterstrom said that they are looking at connecting Airway Heights through the Spokane International Airport Park as part of the STA Moving Forward Plan. Mr. Otterstrom said there may also be the opportunity for inter-city buses to connect at the transit center which would provide greater access. Ms. Mumm asked if the facility would comply with Americans with Disabilities Act. Mr. Otterstrom agreed that it would be fully compliant. Ms. Mumm asked if the project site is in the Urban Growth Area (UGA). Mr. Otterstrom replied that it is in the UGA but is near its boundary.

Acting Chair O'Quinn said that she did not have problems with the alternatives; however, looking ahead at the next steps she did not see the Essential Public Facilities (EPF) siting process listed which is a requirement. Mr. Otterstrom agreed that the EPF should have been included in the list and that staff is currently working with the county regarding the EPF. Ms. O'Quinn said that she almost felt that the request was out of step with the process. Mr. Otterstrom said that I-90 is a designated Essential Public Facility. Staff believes the siting requirement is the transit center. The intent of the essential public facilities law is to help protect agencies from after-the-fact lawsuits and restrictive zoning. As Commissioner Mielke had suggested, staff looked at the example of how Avista handled a transmission lines project and EPF. Staff will propose something similar for the county commissioners to decide on. Ms. O'Quinn said that it did not seem that the recommendation should be made to the Board until the EPF decision is made by the county commissioners. Ms. Mumm said that her experience with EPF and NEPA/SEPA is that they can be conducted concurrently and that she felt the recommendation could still move forward. Discussion ensued regarding the Essential Public Facilities piece of the project. Ms. Mumm suggested making a recommendation contingent upon the EPF siting process decision by the commissioners. Mr. Otterstrom said that putting a contingency on the recommendation would allow time for the EPF process to catch up without losing any time on the project. Ms. O'Quinn said that she would be fine with making the recommendation contingent on the EPF, however, she feels that

staff is out of step in the project timeline. Ms. Mumm said that she would make the recommendation contingent.

Ms. Mumm moved to recommend Board approval of Alternative #2 as the preferred alternative contingent on the completion of the Essential Public Facilities siting process for the West Plains Transit Center for purposes of the Interchange Justification Report and further design development. Acting Chair O'Quinn seconded the motion. Motion passed unanimously.

Acting Chair O'Quinn recommended that STA present to the board of county commissioners in March. Ms. O'Quinn said she would make sure that STA is scheduled for a board meeting in which all three commissioners are present.

Mr. Otterstrom pointed out that there has been a regional mobility grant submitted and it is in the governor's budget over two biennia.

Acting Chair O'Quinn said that she assumed that property acquisition would not happen until after decisions have been made. Mr. Otterstrom said that was correct and the Board will not be asked anything on that until the processes have been completed. Staff is conducting due diligence such as water and soil testing.

5. COMMITTEE REPORTS

A. 2014 UNAUDITED YEAR-END FINANCIAL REPORT & UPDATED FORECAST

Ms. Warren explained that the Performance Monitoring and External Relations Committee is concerned with the regular yearly financials and the Planning and Development Committee is involved with the budgeting and forecasting. After year-end close out, the financials are presented to both Committees. Ms. Warren presented a detailed report on the 2014 unaudited year-end financial report & updated forecast. Detailed information was provided in the Committee packet and presentation hardcopies.

2014 Budget Summary

Favorable Revenue Budget Variance	$2.6 Million
Favorable Expense Budget Variance	$4.0 Million
Total Favorable Budget Variance	**$6.6 Million**

Total Operating Revenues	$68.8 Million
Total Operating Expenses	$58.9 Million
Operating Revenue Exceeds Expenses	**$ 9.9 Million**

2014 Capital Budget Status Summary

Capital Projects	State Funding	Federal Funding	Local Funding	2014 Budget Total	Expensed to Date	Remaining Balance
Total Revenue Vehicles	$227,287	$1,784,404	$3,199,141	$5,210,832	$4,802,978	$407,854
Total Non-Revenue Vehicles	$0	$0	$191,750	$191,750	$138,183	$53,567
Total Facilities - Maintenance and Administration	$0	$820,000	$3,073,160	$3,893,160	$1,165,793	$2,727,367
Total Facilities - Passenger and Operational	$0	$203,673	$2,390,645	$2,594,318	$661,680	$1,932,638
Total Technology Projects	$0	$1,782,700	$6,796,800	$8,579,500	$3,234,929	$5,344,571
Total High Performance Transit	$250,000	$1,220,450	$447,182	$1,917,632	$553,636	$1,363,996
RECONCILING ITEMS (ITEMS BUDGETED AND ANTICIPATED TO HAVE BEEN PAID IN 2013 BUT DELAYED TO 2014):					$616,911	(616,911)
RECONCILING ITEMS (ITEMS UNBUDGETED IN 2014):					111,918	(111,918)
GRAND TOTAL	**$477,287**	**$5,811,227**	**$16,098,678**	**$22,387,192**	**$11,286,027**	**$11,101,165**

During the presentation, Acting Chair O'Quinn inquired about the difference of approximately $1 million dollars between the 2013 actual amount and 2014 budgeted amount for administration expenses. Ms. Warren said much of the difference was due to added staffing in 2014 and that this account is also a catchall for many things such as I.T., consultants, travel, etc. Ms. Warren said that she would look up the details and also provide Ms. O'Quinn with the 2013 budget.

Regarding the 2014 cash balance, Ms. Mumm asked what the target is for reserves and what kind of ratio is used. Ms. Warren said that STA has three things that make up the reserve line: a percentage of operating costs, $5.5 million for self-insurance, and $4.95 million for right of way acquisition. STA uses the standard best practice of 15% to calculate the operating cost reserve amount.

Ms. Warren reviewed the current financial forecast which is based on a 2.5% sales tax revenue trend line. Discussion ensued regarding the percentage of sales tax used for budgeting and how it is selected by the Board. Ms. Mumm said that she favors a statistical range approach. Ms. O'Quinn said that the Board made the decision and it was unanimous to support the recommendation of 2.5%. She said the Board had been conservative to create long-term stability for the organization. Ms. Mumm said that she thought it was also conservative to look at the upper trend to ensure that there are not excess reserves due to under-budgeting. Ms. Warren said that the Planning & Development Committee will have the discussion again, as well as the entire Board, when budgeting is discussed again. Ms. O'Quinn stated that it was agreed by the Board to be conservative in budgeting for the future sustainability of the organization and that it only became an issue when it came to the modeling and the ballot measure. Ms. Mumm thanked Ms. O'Quinn for the history. Further discussion ensued. Ms. Warren asked if there were any further questions about the budget. Ms. Mumm asked if the next step would be the Board budget workshop in June or July. Ms. Warren agreed that the Board usually has a budget workshop in

July. Mr. Otterstrom said that using the actuals from last year as the base information for developing the Transit Development Plan will not change the picture much.

B. BUS STOP POLICY FRAMEWORK – BEST PRACTICES

Mr. Otterstrom explained that this item is a continuation from the presentation at the February Committee meeting. The bus stop policy framework is a two phased project to address the areas surrounding bus stops and associated features. Phase I is intended to propose and implement amendments to *Connect Spokane*. The possible products of Phase II include: design standards, adjacent parking standards, memo of understanding, code changes and informational materials. Mr. Otterstrom reviewed the timeline for the Phase I scope of work starting with an inventory of current conditions and a review of best practices in January. This will be followed by stakeholder outreach and public input through May and ending in adoption of amendments to the comprehensive plan in June of 2015. Staff is currently meeting with jurisdictions. A draft of the proposed amendments is intended to be provided at the April Committee meeting. Mr. Otterstrom reported on some of the specific stakeholders who will be asked to provide input, such as partner jurisdictions and appropriate committees. Mr. Otterstrom gave a brief overview of Transit Cooperative Research Program & American Public Transportation Association Best Practices for overall bus stop considerations. The topic of transit advertising was addressed. Mr. Otterstrom said that members of the City of Spokane city council broached the idea of procuring more shelters by funding them through advertising. Mr. Otterstrom said that in general, transit advertising provides a relatively small amount of revenue. Most bus stop shelter advertising sales happen in large metro areas. Acting Chair O'Quinn asked who is responsible for the bus stops – the jurisdiction or STA? Mr. Otterstrom said that jurisdictions are ultimately responsible for the public right of way. In the case of bus shelters, STA has a site license agreement with the jurisdiction to locate and maintain bus shelters in the right-of way. Everything else in the right-of-way is the responsibility of the jurisdiction; however, STA asks to repair sidewalks or to make stops accessible as funding allows. The jurisdiction gives STA authority to make repairs or changes. Annual bus bench advertising revenue for Spokane Valley, the City of Spokane and the city of Cheney was reviewed. Mr. Otterstrom reviewed several shelter advertising models and the benefits and challenges associated with each, as well as examples of approaches in other cities. Mr. Otterstrom reviewed the costs of installing or retrofitting shelters and potential shelter advertising issues. STA's existing policies regarding bus stops permit advertising pursuits for additional revenue; however, shelter advertising at mid-sized agencies does not significantly improve the affordability of shelter installations and existing off-site advertising regulations prohibit commercial advertising at STA shelters and are subject to local zoning regulations. Staff recommends that changes to advertising regulations should be pursued on a separate track from policies related to the design and quantity of shelters and passenger amenities. Mr. Otterstrom asked if the Committee had any concerns with the separate tracks. There were none.

The following policy questions are proposed:

- Should there be a shift from the current roles and responsibilities between STA and local jurisdictions for the installation, maintenance, and liability of signs and poles and other stop investments?

  Mr. Otterstrom said staff will come back to the Committee with a proposed framework regarding responsibilities.

- Should design considerations for shelters and benches be better defined?

  Ms. Mumm said there is a shared responsibility for ADA requirements, safety and visibility because they are in the jurisdiction's right-of-way. Ms. Mumm said that STA's assistance in designing the parameters would be welcome. Neighborhoods would like to have some design options.

- Should *Connect Spokane* contain policy to support the establishment of official design standards for stop areas?

  Ms. Mumm said that the City of Spokane needs that. Mr. Otterstrom said this is not to put all the bells and whistles at every stop but is about getting the base standard for ADA resolved.

- Should there be a periodic review of bus stop area conditions?

Ms. Mumm and Acting Chair O'Quinn agreed that there should be review by STA.

Mr. Otterstrom said the Committee will continue to discuss the bus stop policy framework at the April Committee meeting.

C. NATIONAL ASSOCIATION OF CITY TRANSPORTATION OFFICIALS (NACTO) CONFERENCE REPORT

Ms. Mumm gave a brief overview of the NACTO conference she attended in October of 2014. Ms. Mumm shared case studies from a presentation called "Great Streets are Great for Business." The presentation focused on looking at investments in streets in a different way. The concept is to start thinking about streets as an economic driver and major assets rather than just an expense. Investing in the avenues, main streets and transit corridors in cities promotes economic development and area identity. "Flexible Streets" and street transformations were highlights of the presentation. Ms. Mumm encouraged STA staff to attend the next conference.

Ms. Mumm said there would be a public meeting March 10th regarding narrowing or "right sizing" Monroe Street. Acting Chair O'Quinn suggested that Ms. Mumm ask city engineers for a pedestrian/car accident report for Monroe. There are many accidents on Monroe.

6. COMMITTEE INFORMATION

No items presented this month.

7. CEO REPORT

Ms. Millbank gave a brief update in on behalf of Ms. Meyers. Ms. Millbank said that the STA employee awards banquet is scheduled for Sunday, March 29th and STA Board members are invited to attend. Invitations will be sent to all Board members.

Ms. Millbank urged the Committee to keep an eye on the reform bill Engrossed Substitute Senate Bill (ESSB) 5990 which removes sales tax on state projects.

8. NEW BUSINESS

None.

9. COMMITTEE MEMBERS' EXPRESSIONS

Acting Chair O'Quinn and Ms. Mumm stated that they would not be able to attend the April 1 Committee meeting due to other obligations. Ms. O'Quinn suggested looking into an alternate day/time for the Planning & Development Committee meetings because there seems to be a lot of conflict with members' other meetings. Ms. Warren suggested bringing it up at the Board Operations Committee meeting. Mr. Otterstrom said it might be best to wait until the realignment of the Board happens since this might affect the Committees.

10. REVIEW OF APRIL 1, 2015, COMMITTEE MEETING AGENDA

As presented in packet.

11. NEXT MEETING – WEDNESDAY, APRIL 1, 2015 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 BOONE AVENUE

12. ADJOURN

Acting Chair O'Quinn adjourned the meeting at 11:49 a.m.

Respectfully submitted,

A. Stephens by aw

Angela Stephens, Executive Assistant

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the March 4, 2015, Meeting

Southside Conference Room

MEMBERS PRESENT
Amber Waldref, City of Spokane *
Karen Stratton, City of Spokane
Patrick Rushing, City of Airway Heights
Rhonda Bowers, Labor Representative

MEMBERS ABSENT
E. Susan Meyer, CEO (Ex-officio)
Chuck Hafner, City of Spokane Valley

* Chair

STAFF PRESENT
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance and Information Svcs.
Beth Bousley, Director of Communications and Customer Svc.
Steve Doolittle, Director of Human Resources
Susan Millbank, Community Ombudsman & Accessibility Officer
Merilee Robar, Exec. Assistant, Finance and Information Svcs.

GUESTS
None

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1. CALL TO ORDER AND ROLL CALL

   Chair Waldref called the meeting to order at 1:31 p.m. Introductions were made. There was no correspondence requiring the Committee's attention.

2. PUBLIC EXPRESSIONS

   None.

3. COMMITTEE CHAIR REPORT

   None.

4. COMMITTEE APPROVAL

   A. MINUTES OF THE FEBRUARY 4, 2014, COMMITTEE MEETING

   Mr. Rushing moved to recommend approval of the February 4, 2014, Committee meeting minutes. The motion was seconded by Ms. Stratton and passed unanimously.

5. COMMITTEE ACTION

   A. Board Consent Agenda

   (No items were presented this month.)

   B. Board Discussion Agenda

   (No items were presented this month.)

6. COMMITTEE REPORTS

   A. PLAZA OPERATING TACTICS EVALUATION

   Mr. Blaska explained that the Plaza renovation project represents a significant enhancement to the functionality of that facility. Part of the community outreach for the project included recommendations from an Ad Hoc Committee led by the Downtown Spokane Partnership. The Ad Hoc Committee suggested five strategies and tactics related to facility operations and customer relations. Staff assessed the recommendations for the five strategies/tactics and Mr. Blaska provided feedback on each:

   1. *Conduct a courtesy campaign which communicates and encourages appropriate public behavior.*

      An initiative is underway to update messaging on transit vehicles and expand the program to include facilities such as the Plaza. Messaging supporting the Rules of Conduct will be deployed on stanchions, signage, and electronic media.

      Several of the techniques employed may serve as examples of how this campaign could be conducted community-wide in concert with other organizations. Staff is recommending continuing implementation of this initiative to encourage positive behavior of the general public in and around the Plaza. No Board action is requested for implementation.

2. *Investigate alternatives for queuing passengers who are preparing to board buses. The objective is to manage the sidewalk space in order to better accommodate both those individuals who are waiting for the bus and pedestrians passing by.*

   The concept will be to establish a demarcation line away from the curb. Passengers waiting for a bus will be instructed to wait behind that line. This could achieve three purposes: it encourages passengers who choose to wait outside to gather under cover, closer to the Plaza; it creates a pathway between the curb and the demarcation line which is available for pedestrians passing through; it enables space for passengers to get off buses as they arrive.

   The experiment will be conducted using temporary markings on the sidewalk, instructional signage, and a focused effort by Plaza staff and Security personnel to educate pedestrians and transit customers.

   Measures of success include: whether there is an increase of pedestrian activity using the pathway that has been created; how well people respond to these voluntary control measures as they learn the rules; and an assessment that the new techniques do not impose any barriers to individuals with mobility challenges. Staff proposes starting this test is in early May. Board support for this experiment will be requested.

3. *Explore alternatives for individuals who are trespassed from STA services and the Plaza to have meaningful ways to mitigate their exclusions by doing constructive things rather than being excluded - similar to what the Community Court does.*

   Mr. Blaska thanked Ms. Millbank for her input on this item. He said that the Plaza is the site of over 23,000 passenger boardings a day in addition to other uses by the general public. A full range of security measures are employed to provide a safe environment. Even if mitigation actions were desirable, Spokane Transit does not have the legal authority like Community Court does to impose alternative sanctions. Most people are verbally warned numerous times to control their behavior. But, when a person constantly refuses to follow the Rules of Conduct, the time comes when, for the sake of the people who are behaving civilly, STA must finally exclude the person for a longer length of time. As a public transportation service, it is beyond STA's expertise to know what actions or community services might be engaged that would entice changes in behavior for each of these individuals.

   Staff recommends that STA sustains its current relationship with the Spokane Police Department and Community Court. No action is required from the Board at this time.

4. *Increase security presence at the Plaza.*

   STA currently has ten limited-commission and nine contract security personnel on duty at the Plaza during weekdays. In addition, there is comprehensive video camera coverage. Mr. Blaska said that the last survey of Plaza users found that those who use the Plaza feel safe. A downtown-wide survey conducted by the Mayor's Task Force on Urban Environment resulted in similar feedback. It is the presence of obnoxious behavior, not illegal acts, that is most bothersome across downtown and at the Plaza. Increased visibility of security personnel may provide an additional deterrent to obnoxious behavior. This would be achieved with more security personnel assigned to the Plaza. Staff will determine an appropriate staff increase between contract security and limited commissioned officers in order to increase the visibility of a security presence. No Board action is requested at this time; resources will be reallocated within the overall budget to fund an increased security presence.

5. *Expand limited commission area to enable STA security to expand their area of coverage.*

   To implement this tactic, provisions for the limited commissions and geographic authority of STA security personnel would need to be fundamentally changed. Their authority comes from the State RCW 9.91.025 - *Unlawful Transit Conduct*. To apply, the conduct must occur while on or in a transit vehicle or in or at a transit station. It is this concept that justifies the use of transit funding for security purposes.

   SPD has granted STA security officers a limited commission to enforce some limited provisions of the Spokane Municipal Code. However, the limitation is these infractions must occur under the terms of the RCW. This constraint is why a layered security presence exists in order to provide seamless security in the downtown core. STA's expectation is that the security presence in other parts of the downtown core is the jurisdiction of the SPD and DSP Security Ambassadors. Spokane Transit contributes to both of those efforts.

   Mr. Blaska noted that STA began providing funds for an SPD officer in the downtown core in 2006. STA also provides seven parking spaces in the Plaza at no expense to the City or SPD. STA is

assessed a fee as a member of the Business Improvement District. Due to STA's own security and maintenance efforts, those services are not required on STA property, enabling those resources to be allocated in other locations. Staff does not recommend extending STA security authority beyond those areas defined by the RCW. No Board action is requested at this time.

B. FIXED ROUTE SYSTEM RIDERSHIP ANALYSIS – 2014 YEAR END SUMMARY

Mr. Blaska said that at 11,324,434 trips, 2014 represented the highest ridership year in STA history. This is a continuation of three consecutive years of ridership growth. In 2012, ridership increased by 1.9% compared to 2011. STA sustained this positive trend in 2013 with an additional 0.5% ridership growth, which is especially impressive in light of the fact that ridership increased in spite of the 2010/2011 service reductions. These reductions were required in order to bring the level of service into alignment with the severe revenue shortfall caused by the economic recession.

STA's strategy has been to use pass programs and targeted outreach to encourage more ridership on existing service. Using this same strategy, a goal of another 0.5% increase in ridership was set for 2015. In 2014, users of the Universal Transit Access Pass (UTAP) accounted for 20% of all revenue trips. Current members of the UTAP program include Eastern Washington University; City of Spokane; Spokane County; Washington State University – Spokane; and the Community Colleges of Spokane (SCC and SFCC). Mr. Blaska noted that further expansion of UTAP relationships with other large employers and organizations is a huge opportunity for STA. He concluded by highlighting changes to individual route-by-route weekday ridership comparing 2013 and 2014.

C. YEAR END 2014 PERFORMANCE MEASURES

Mr. Blaska explained that ridership for both Fixed Route and Paratransit achieved their respective goals for 2014 (1% growth for Fixed Route and sustaining current service for Paratransit). Fixed Route's achieved a 2.1% growth which resulted in over 11.3 million rides – attributable to the success of the Universal Pass Program.

Paratransit ridership has largely remained stable due to the continuing effectiveness of mobility training, personalized eligibility programs, and the van donation program. Paratransit ridership in 2014 was 1.6% lower than in 2013 (475,169 vs. 483,038).

Vanpool failed to meet its 2014 objective (a 9% increase over 2013). The program ended 2014 with 2.1% growth (246,331 trips vs. 241,257 in 2013). The vanpool market is very dynamic and the number of new vanpool groups continues to outpace those that disband. The current marketing effort and incentive program enhance this positive relationship. These efforts will continue as a goal to achieve 7% growth was set for 2015. The company-wide average exceeded the goal of a 4.5 average (on a 5 point scale) from customer observations in our Quality Counts! survey program. At 99.4%, Fixed Route exceeded our goal of 95% of surveyed trips running on time. Paratransit was at 93.71%; these checks represent automated vehicle location information compiled for every trip.

Mr. Blaska said that both Fixed Route and Paratransit far surpassed the goal of keeping cost per passenger at least 95% of the average cost of the urban systems in Washington State. Fixed Route cost per passenger was $4.02 in 2014 (68.9% of the urban systems' average). STA's cost per passenger increased just $0.02 or 0.6% over 2013. Paratransit cost per passenger was $26.40 (58.8% of the urban systems' average).

At 0.08, Fixed Route was slightly above the standard of 0.07 preventable accidents per 10,000 miles. In 2014, we began counting all accidents, even if there is no damage involved. This helped raise our rate as 19 of the 48 preventable accidents had "no damage." At 0.11, Paratransit was slightly above our standard of 0.10 preventable accidents per 10,000 miles.

D. YEAR END 2014 UNAUDITED FINANCIAL REPORT AND UPDATED FORECAST

Ms. Warren reviewed in detail the 2014 year-end financial results. Items highlighted included:

- Annual revenues exceeded budget by $2.6 million. This reflects additional sales tax revenue of $2.5 million above what was budgeted.
- Annual operating expenses were $4.0 million below budget. Paratransit and Fixed Route combined for $3.4 million of these savings.
- Due to the timing of projects, approximately $11.1 million of the adopted capital budget remained unexpended in 2014. The majority of this was incorporated into the 2015 capital budget.

E. PROJECT UPDATE: MORAN PRAIRIE PARK & RIDE IMLEMENTATION

Mr. Blaska explained that that throughout the planning process for the High Performance Transit Network and subsequent Monroe-Regal corridor evaluation process, the need for a park and ride facility in the vicinity of 57th Ave. and Palouse Highway was identified as a near term high priority. This facility would serve the needs of increased ridership and demand for park and ride capacity, and also act as a needed layover facility for operators.

The site location study evaluated 33 sites, which were narrowed down to three which were more advantageous than the rest. Spokane County completed a traffic analysis for each site to ensure surrounding level of service standards were not significantly impacted and that access to each site was possible. A Phase I environmental site assessment was completed for each and no recognized environmental conditions were identified. A zoning and land development analysis was also completed to ensure the proposed use was allowed on each site. Staff is proposing to begin negotiations with the landowner of the highest ranking site. If those negotiations fail, staff proposes to begin negotiations with the second ranked site, and finally the third-ranked site.

Staff received a proposed scope of work from Coffman Engineers, Inc., for the first phase of the project (property acquisition) which includes all necessary surveys, exhibits, legal descriptions, appraisals, and coordination services required to meet all federal acquisition regulations. The consultant fee for this work is $44,200. Estimated direct expenses and fees to be paid by STA (not included in the consultant fee) are approximately $14,500. These fees would include costs for the title report, application fees, legal fees, taxes, closing/escrow services, etc. The total estimated cost for the acquisition process, excluding the cost of the property, is $58,700, which is within CEO authorization.

7. CEO REPORT

A. In Ms. Meyer's absence, Ms. Millbank gave a brief Legislative update calling specific attention to ESSB 5990. This bill has passed the Senate. As it is currently written, it will exempt highway improvement projects that are administered by WSDOT from paying all sales tax including local sales tax.

8. COMMITTEE INFORMATION

A. January 2015 Financial Results Summary – *as presented.*
B. February 2015 Sales Tax Revenue Information – *as presented.*
C. 2014 State Audit – *as presented.*
D. January 2014 Operating Indicators – *as presented.*
E. Fourth Quarter 2014 Safety and Loss Summary – *as presented.*
F. Year End Safety and Loss Summary – *as presented.*
G. May 2015 Minor Service Change Update – *as presented.*
H. Community Outreach and Involvement – *as presented.*
I. STA Proposition 1 Public Education Update – *as presented.*

9. DRAFT APRIL 2015 COMMITTEE PACKET AGENDA REVIEW

Chair Waldref asked if there were any comments about the draft agenda for the next Committee meeting. None were forthcoming.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

None.

12. ADJOURN

Chair Waldref adjourned the meeting at 3:22 p.m.

13 NEXT MEETING – WEDNESDAY, APRIL 1, 2015, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Jeanette Van Dort

Jeanette Van Dort, Executive Assistant

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BOARD OPERATIONS COMMITTEE MEETING

Meeting Minutes for March 11, 2015
Northside Conference Room

MEMBERS PRESENT
Tom Trulove, City of Cheney, Board Operations Committee Chair
Amber Waldref, City of Spokane, Performance Monitoring & External Relations Committee Chair
Al French, Spokane County, Planning & Development Committee Chair & Vice Chair (by phone)
E. Susan Meyer, Chief Executive Officer, Ex-officio

STAFF PRESENT
Beth Bousley, Director of Communications & Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

MEMBERS ABSENT
None

GUESTS
Laura McAloon, K & L Gates LLP, Legal Counsel

1. CALL TO ORDER AND ROLL CALL

Chair Trulove called the meeting to order at 12:40 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Ms. Waldref and Mr. Trulove approved the revised agenda. It was agreed to postpone the Executive Session until Mr. French would be available by phone.

3. CHAIR'S COMMENTS

Mr. Trulove attended the American Public Transportation Association (APTA) Legislative conference in Washington, DC this past week along with Ms. Meyer and Mr. French. It was a great opportunity to interact with professionals from other transit agencies and share ideas. It was a good program with informative sessions. Meetings were held with consultants and Federal Transit Administration (FTA) staff regarding the Central City Line (CCL).
Ms. Waldref asked if a response has been received from the FTA regarding entering into project development for the CCL.
Ms. Meyer said that a verbal response was received. STA will be approved for project development by the FTA after the Legislature approves the transportation budget, of which $1.7M is included in that budget for the CCL.
Ms. Meyer also said that meetings with members of Congress went well and were positive.
Discussion ensued regarding projects and technology of the different bus manufacturers.

4. COMMITTEE ACTION/DISCUSSION

a. February 11, 2015 Committee Minutes

Ms. Waldref moved approval of the February 11, 2015 minutes and Mr. Trulove seconded. The motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Al French, Planning & Development (P&D)

In Mr. French's absence, Mr. Otterstrom reviewed the "Request for Approval of the West Plains Transit Center Preferred Alternative" item. An Interchange Justification Report (IJR) is required by the Federal Highway Administration and Washington State Department of Transportation. The IJR is a comprehensive analysis for the purposes of justifying a new access point (break) on a limited access freeway. Four (4) alternatives were developed and reviewed by the core stakeholder group. The core stakeholder group will forward their recommendation to the Board for their approval. Mr. Otterstrom said the P&D Committee moved to approve this item subject to a successful completion of the Essential Public Facilities process. The Washington State Legislature RCW states that the comprehensive plan of each county and city shall include a process for identifying and siting essential public

facilities. Spokane County has defined Park & Rides as Essential Public Facilities. STA will be requesting that the West Plains Transit Center be a local, location sensitive project so that it could bypass this process.
Mr. Otterstrom said there will be information in the Board packet regarding the Bus Stop project. Discussion centered on advertising. The recommendation from Staff is to decouple the goal of adding more shelters from the discussion of providing advertising. Currently, advertising is jurisdiction specific and not allowed on shelters.

2. APPROVE COMMITTEE AGENDA - Continued

a. Executive Session

Mr. French joined by phone for the Executive Session from 1:00 p.m. – 1:30 p.m.

At 1:00 p.m., Ms. McAloon announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purpose:

1. Reviewing the performance of a public employee
2. Reviewing the performance of a publicly bid contract

The STA Board Operations Committee will reconvene in open session at approximately 1:15 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they 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 1:15 p.m., Ms. Waldref announced the STA Board Operations Committee will reconvene at 1:25 p.m.
At 1:25 p.m., Ms. Waldref announced the STA Board Operations Committee will reconvene at 1:30 p.m.
At 1:30 p.m., the STA Board Operations Committee reconvened and Chair Trulove declared the meeting back in public session. No action was taken.

5. COMMITTEE CHAIR REPORTS - Continued

b. Amber Waldref, Performance Monitoring & External Relations (PM&ER)

Ms. Waldref commented that more detail about projects is necessary at times because two members of the Committee are either new or returning after a few years. Mr. Blaska gave an update on the Plaza Ad Hoc Committee recommendations and pilot projects that will be starting. A review of 2014 ridership results and performance measures were given. Ms. Warren gave the 2014 Unaudited Year-end Financial Report and Updated Forecast. The Moran Prairie Park & Ride was an information update for the Committee.

6. PUBLIC TRANSPORTATION IMPROVEMENT CONFERENCE (PTIC)

Ms. McAloon said that as a result of the action at the February 19, 2015 Public Transportation Improvement Conference (PTIC) meeting to change the composition of the STA Board, the STA Board must amend its Bylaws. The PTIC voted to change the STA Board composition as follows:

Spokane County – 2
City of Spokane – ~~3~~ 2
City of Spokane Valley – 2
Small Cities – ~~2~~ 3

Legal Counsel prepared a draft to amend the STA Bylaws and the Clerk has emailed the draft to each member jurisdiction. Ms. McAloon reviewed the draft changes with the Committee.

Mayor Trulove suggested edits regarding the appointment of alternates for the small cities to the Board and the addition of ex-officio elected officials from the small cities without direct representation. He suggested that the alternate be an elected official from the small city currently sitting on the Board.
Ms. Waldref agreed with the suggestion regarding alternates.

Mayor Trulove asked about a small city wanting to step out of rotation.
Ms. McAloon said the small cities can amend their rotation schedule with an interlocal agreement.

Ms. McAloon said the City of Liberty Lake would join the Board as a result of the PTIC decision because they are next on the rotation schedule.

Ms. Waldref said she will bring up 'weighted voting' for discussion at the Board meeting.
Ms. McAloon suggested if additional changes to the Bylaws are being contemplated related to those being discussed, they should occur at the same time for record purposes and the history of the agency.

Discussion ensued regarding adding elected officials from the small cities not currently sitting on the Board as ex-officio, non-voting members.
Ms. McAloon said the Bylaws would also have to be amended if the Board decided to add ex-officio, non-voting elected officials from the small cities without direct representation.

The Board Operations Committee directed Legal Counsel to include Mayor Trulove's requested edits in a draft for discussion by the full Board. Should the STA Board decide to add Mayor Trulove's edits, the draft must be circulated with at least two weeks' notice to all member jurisdictions prior to taking action.

Ms. McAloon said when the Bylaws are adopted by the current STA Board, a City of Spokane Board member would leave the Board and an elected official from the City of Liberty Lake would join.

7. **BOARD MEMBER TRAVEL TO AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES**

Ms. Meyer said that the Bylaws require Board approval for Board member travel. STA has budgeted for four Board members to travel to APTA conferences in 2015. Both Mayor Trulove and Mr. French attended the recent APTA Legislative conference in Washington, DC. City of Spokane Valley Councilmember Ed Pace and Spokane Councilmember Candace Mumm have indicated an interest in attending the APTA Annual Meeting to be held in San Francisco, CA on October 4-7, 2015. If additional Board members want to attend, those would be unbudgeted.
Ms. Waldref expressed interest in attending the October meeting.
Ms. Watson said that approval for APTA travel in October will be requested at the July Board meeting.

8. **BOARD OF DIRECTORS AGENDA: MARCH 19, 2015**

Committee members reviewed the draft agenda. No changes or edits were made.

9. **CEO REPORT**

Ms. Meyer said that she and Mr. Otterstrom met with the City of Spokane Valley leadership about transit. STA will discuss transit at an event on April 2. The event will be co-hosted by the Spokane Valley Chamber of Commerce and the Greater Valley Support Network. Jarrett Walker, Consultant in Public Transit Planning, will also present at the event.

10. **NEW BUSINESS**

Mr. Doolittle invited Board members and their spouses to attend the STA Award Banquet on Sunday March 29 at Northern Quest.

11. **ADJOURN**

Chair Trulove moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair Trulove adjourned the meeting at 2:15 p.m.

Respectfully submitted,

Merilee Robar
Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 12.B FEBRUARY 2015 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached are the February 2015 financial results.

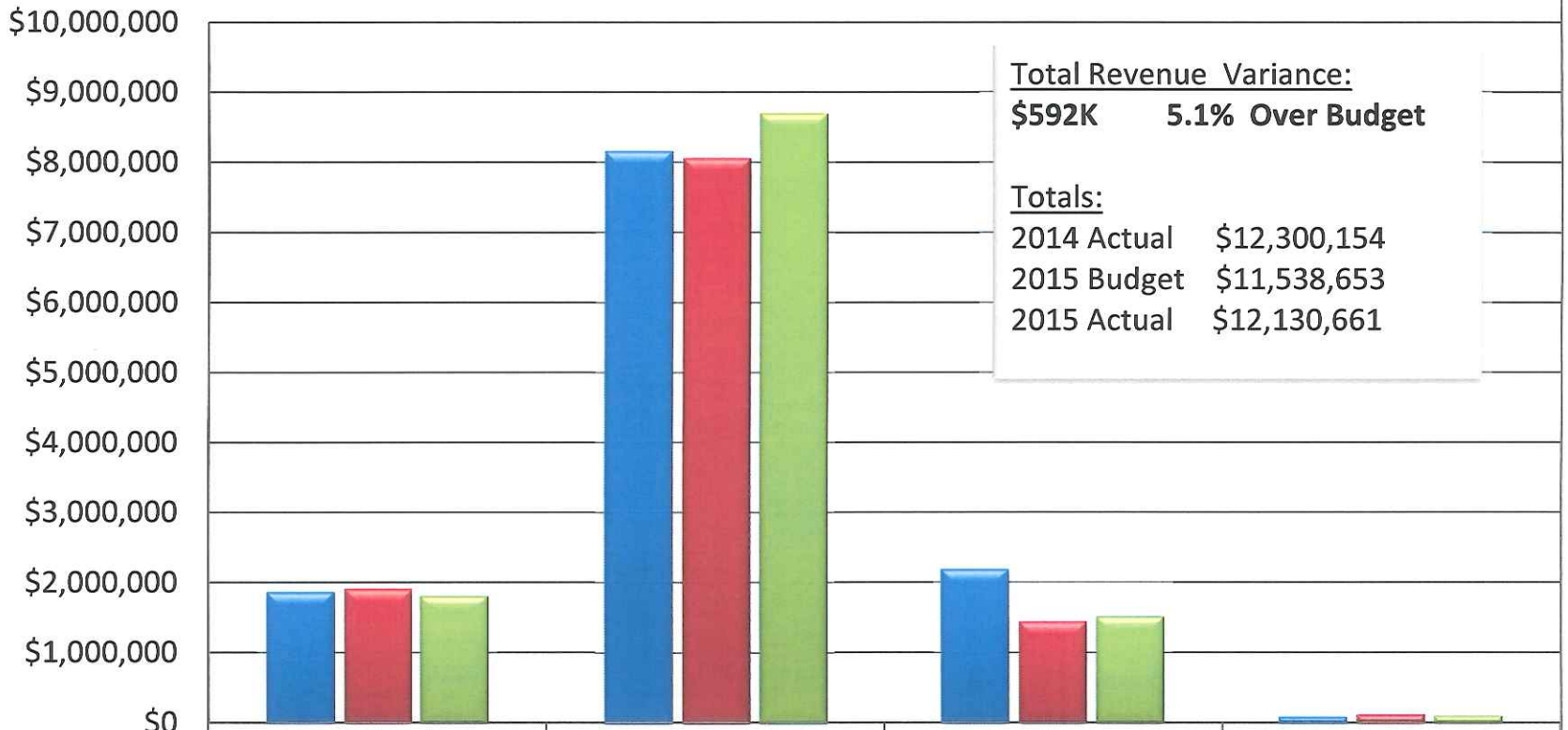
- Sales Tax Revenue is year-to-date 7.9% above budget and 6.6% above 2014 actual.
- Fares and Other Transit Revenue is year-to-date 5.5% below budget.
- Overall, year-to-date actual operating revenue is 5.1% above budget mainly due to sales tax revenue and the timing of grant revenue.
- Operating expenditures are 7.8% below budget due to:
  - Fuel expenses being 49.2% below budget
  - The timing of expenditures for computer materials and vehicle repairs

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit
Revenues [1]
February 2015 Year-to-Date (YTD)

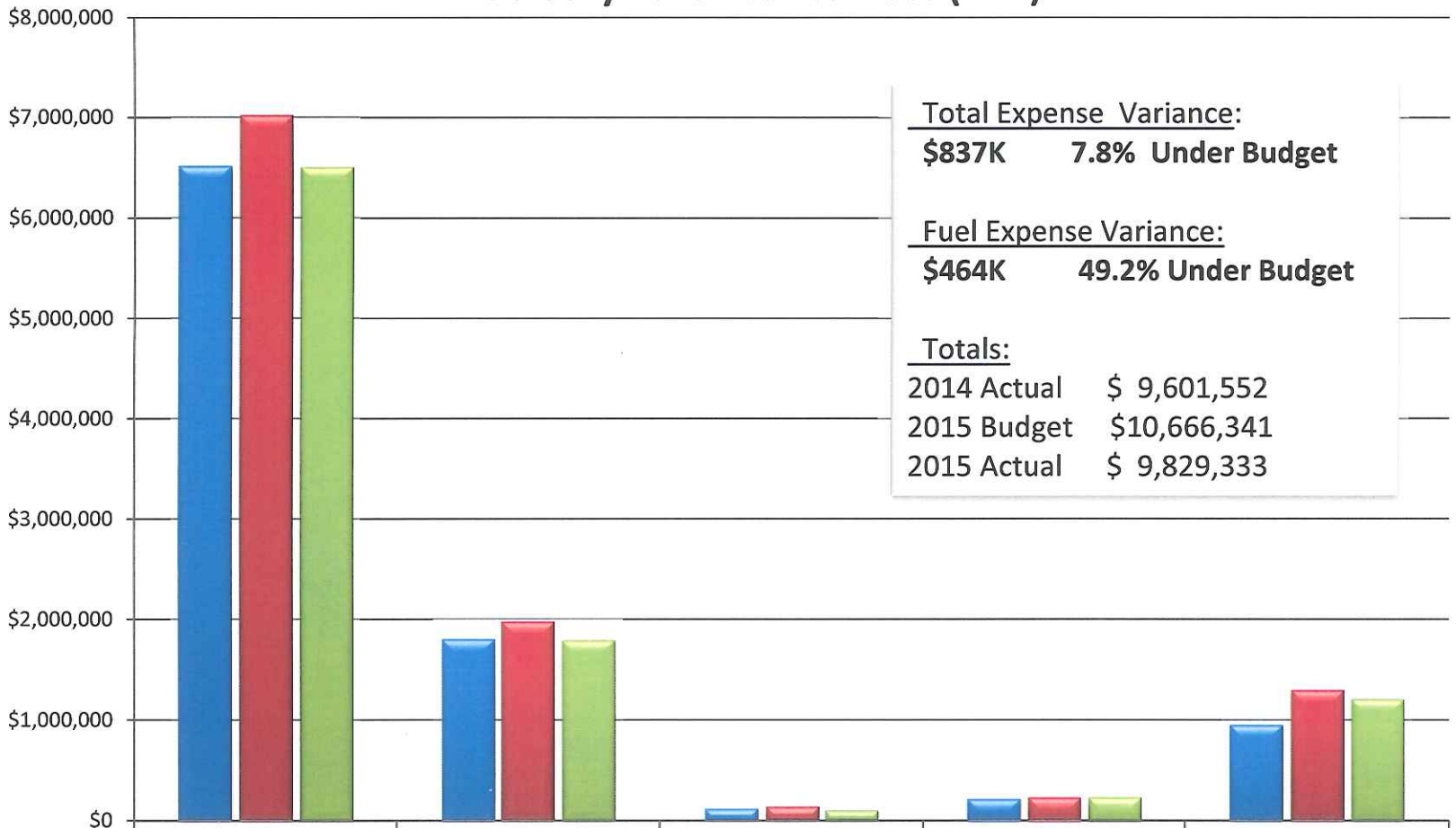


	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Misc
2014 YTD Actual	$1,861,295	$8,162,942	$2,188,471	$87,445
2015 YTD Budget	1,910,946	8,062,817	1,443,313	121,578
2015 YTD Actual	1,805,178	8,700,727	1,517,040	107,716

[1] Above amounts exclude grants used for capital projects. Year-to-date February 2015, state capital grants reimbursements total $0 and federal capital grants reimbursements total 103,009.

3/16/2015

Spokane Transit
Operating Expenses [1]
February 2015 Year-to-Date (YTD)



	Fixed Route	Paratransit	Vanpool	Plaza	Administrative
2014 YTD Actual	$6,514,912	$1,800,073	$116,569	$216,860	$953,138
2015 YTD Budget	7,021,738	1,975,581	137,994	233,350	1,297,677
2015 YTD Actual	6,502,669	1,788,645	100,408	231,073	1,206,539

[1] Year-to-date February 2015 capital expenditures total $96,120.

3/16/2015

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 12.C MARCH 2015 SALES TAX REVENUE INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

Attached is March 2015 sales tax revenue information.

March sales tax revenue, which represents sales for January 2015, was:

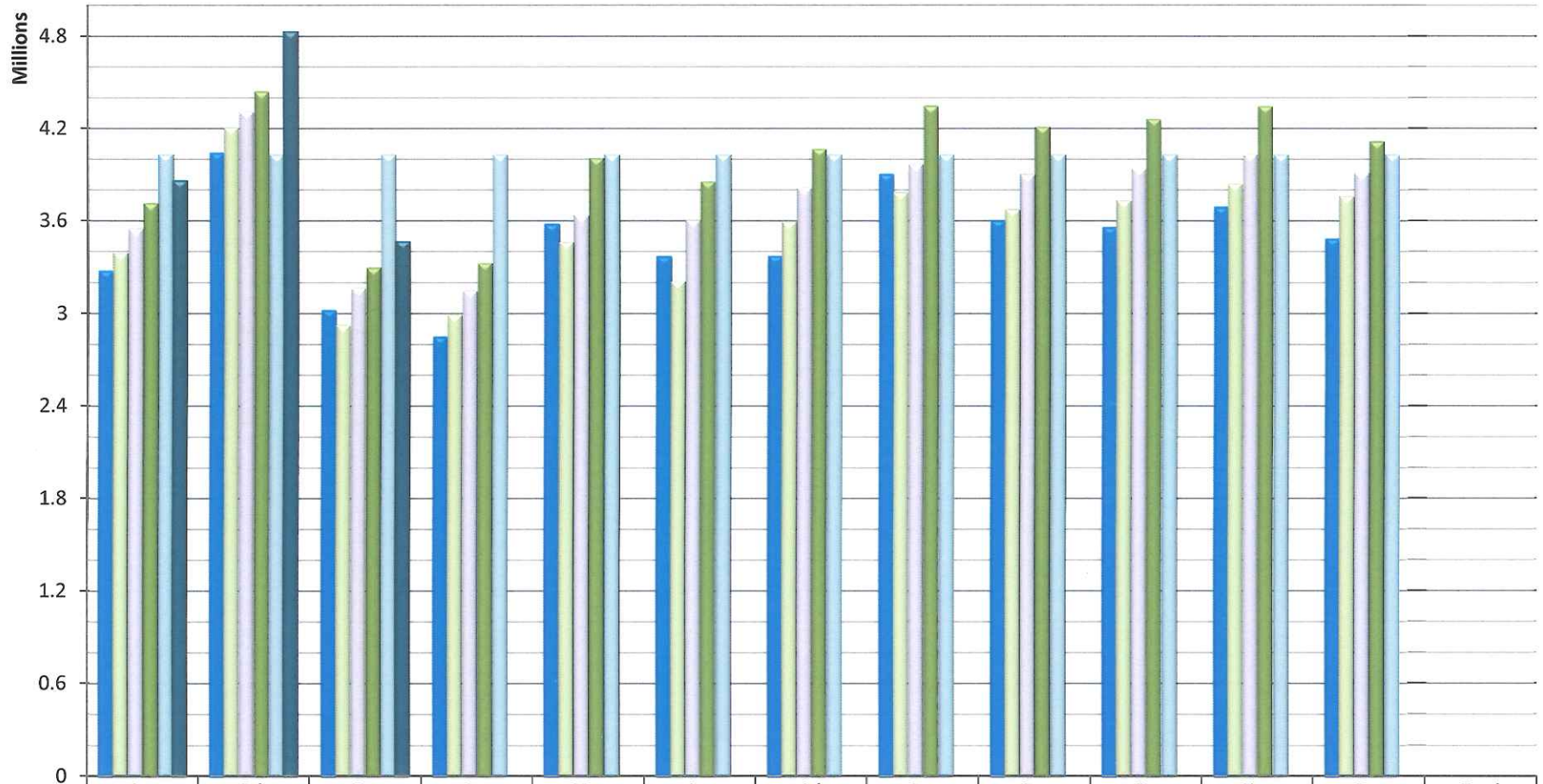
+5.1% over March 2014 actual
+0.6% YTD above budget

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

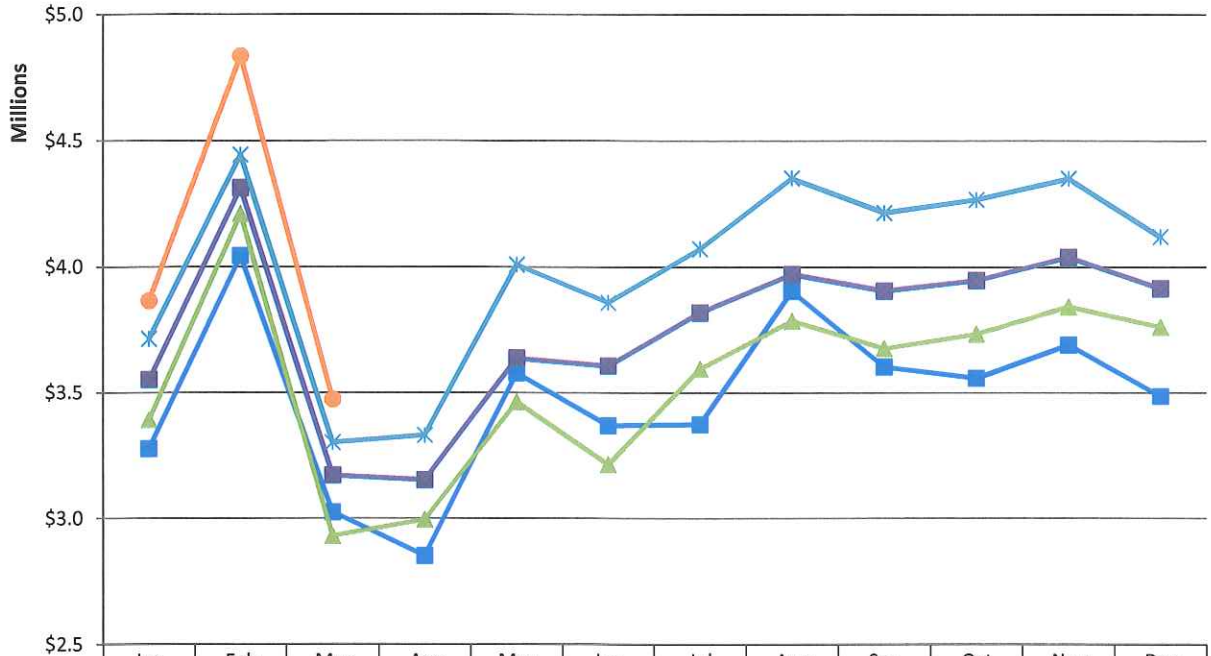
2011 - 2015 SALES TAX RECEIPTS [1]



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2011 Act.	3,280,053	4,044,312	3,026,407	2,852,674	3,580,365	3,371,401	3,374,386	3,904,877	3,604,628	3,559,362	3,691,465	3,486,068	41,775,998
2012 Act.	3,393,162	4,210,587	2,931,140	2,995,322	3,464,079	3,214,084	3,595,195	3,786,787	3,677,285	3,733,831	3,842,726	3,761,526	42,605,722
2013 Act.	3,552,629	4,313,315	3,170,287	3,152,776	3,638,110	3,607,445	3,818,364	3,971,379	3,905,284	3,946,531	4,038,362	3,913,617	45,028,101
2014 Act.	3,717,183	4,445,759	3,303,019	3,331,820	4,010,737	3,860,469	4,073,091	4,352,108	4,215,907	4,267,406	4,349,765	4,119,702	48,046,965
2015 Bud.	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	4,031,408	48,376,901
2015 Act.	3,865,250	4,835,478	3,471,459	-	-	-	-	-	-	-	-	-	12,172,187
$ Mo. Var.	148,066	389,719	168,441	-	-	-	-	-	-	-	-	-	
% Mo. Var.	4.0%	8.8%	5.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
$ YTD Var.	148,066	537,785	706,226	-	-	-	-	-	-	-	-	-	
% YTD Var.	4.0%	6.6%	6.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	-4.1%	7.9%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

[1] Sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

Sales Tax Revenue History-March 2015(1)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	$3.3	$4.0	$3.0	$2.9	$3.6	$3.4	$3.4	$3.9	$3.6	$3.6	$3.7	$3.5
2012	$3.4	$4.2	$2.9	$3.0	$3.5	$3.2	$3.6	$3.8	$3.7	$3.7	$3.8	$3.8
2013	$3.6	$4.3	$3.2	$3.2	$3.6	$3.6	$3.8	$4.0	$3.9	$3.9	$4.0	$3.9
2014	$3.7	$4.4	$3.3	$3.3	$4.0	$3.9	$4.1	$4.4	$4.2	$4.3	$4.3	$4.1
2015	$3.9	$4.8	$3.5									

(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

Sales Tax Summary (with Mitigation for All Jurisdictions)
March 2015

	YTD 2014	YTD 2015	$ CHANGE[1]	% CHANGE
AIRWAY HEIGHTS	328,150	434,578	106,428	32.4%
MEDICAL LAKE	$ 60,159	$ 67,356	$ 7,197	12.0%
SPOKANE	9,343,059	10,151,932	808,872	8.7%
STA	11,465,961	12,172,187	706,226	6.2%
PFD	2,025,195	2,145,632	120,437	5.9%
SPOKANE COUNTY	5,179,589	5,444,718	265,129	5.1%
LIBERTY LAKE	506,087	530,704	24,617	4.9%
SPOKANE VALLEY	4,400,132	4,456,464	56,332	1.3%
CHENEY	297,208	278,322	(18,886)	-6.4%
MILLWOOD	94,858	87,918	(6,940)	-7.3%
ALL	**$ 33,700,398**	**$ 35,769,810**	**$ 2,069,412**	**6.1%**

[1]Airway Heights change reflects the additional sales tax revenue due establishing its TBD effective April 1, 2014.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING

April 23, 2015

AGENDA ITEM 12.D FEBRUARY 2015 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring & External Relations (Waldref)

SUBMITTED BY: Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning

SUMMARY: February 2015 had the same number of weekdays as February 2014.

FIXED ROUTE

Average weekday ridership decreased 1.0% (42,537 vs. 42,974 in February 2014) and is down 1.0% (41,847 vs. 42,258) YTD. Total ridership decreased 0.8% (932,539 vs. 939,881 in February 2014) and is down 2.2% (1,919,822 vs. 1,962,798) YTD. The ridership goal for 2015 is 0.5% growth.

- Adult ridership decreased 3.8% (607,568 vs. 631,461 in February 2014) and is down 4.1% (1,255,965 vs. 1,310,235) YTD.
  - CCS Pass program ridership decreased 3.0% (88,571 vs. 91,346 in February 2014) and is down 2.5% (175,684 vs. 180,169) YTD.
  - Eagle Pass ridership decreased 16.4% (94,307 vs. 112,846 in February 2014) and is down 13.0% (202,615 vs. 233,021) YTD.
- Youth ridership increased 2.8% (58,394 vs. 56,826 in February 2014) and is up 0.8% (117,165 vs. 116,205) YTD.
- Reduced Fare / Para increased 13.9% (114,887 vs. 100,892 in February 2014) and is up 7.7% (230,644 vs. 214,081) YTD.
- UTAP program ridership decreased 11.3% (195,189 vs. 217,251 in February 2014), and is down 9.1% (403,320 vs. 440,047) YTD.

PARATRANSIT

Monthly ridership decreased 3.5% (37,075 vs. 38,421 in February 2014) and is down 4.1% (76,069 vs. 79,300 in 2014) YTD. The decrease in the YTD numbers is partially attributable to the combined effect of the Mobility Training and the ability of some customers to use the fixed route system for some trips due to a mild winter in 2015. The 2015 ridership goal is to maintain 2014 ridership.

VANPOOL

Vanpool customer trips were down by 7.0% (18,888 vs. 20,306 in February 2014) and down 7.3% (39,969 vs. 43,097) YTD. The 2015 ridership goal is a 7% increase over 2014.

CUSTOMER SERVICE

Total monthly pass sales were down 26.9% (9,171 vs. 12,540 in February 2014). YTD sales were down 0.6% (20,486 vs. 20,615 in 2014).

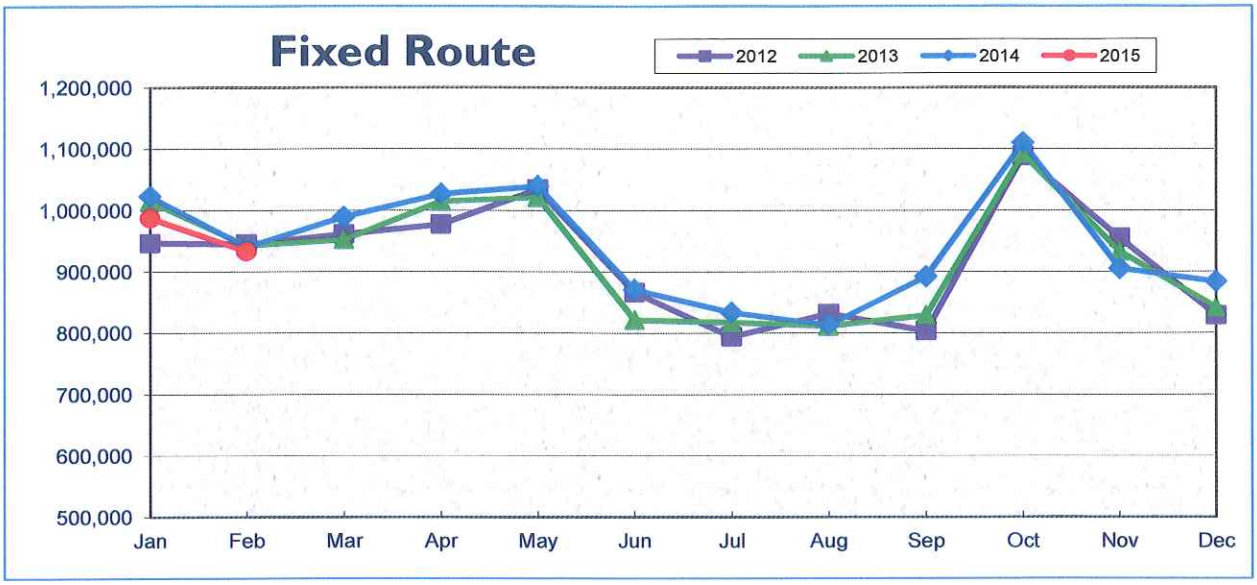
- Adult Pass sales decreased 18.9% (3,811 vs. 4,700 in February 2014) due to decreased purchases from Rosauers, Salvation Army and Spokane Detox. YTD sales were up 4.6% (8,931 vs. 8,541 in 2014).
- ESBP sales decreased 9.4% (1,202 vs. 1,326 in February 2014) due to decreased purchases from UMPQUA (Sterling Savings), Davenport, Group Health, Sacred Heart, School District 81, Travelers, and Washington Trust Bank. YTD sales were down 22.1% (2,000 vs. 2,566 in 2014).
- Student Pass sales decreased by 80.4% (235 vs. 1,196 in February 2014). The largest purchasers of these passes are SCC (43), SFCC (66), School District 81 (88) and College of English Language (25). YTD Student Pass sales decreased 14.4% (435 vs. 508 in 2014).
- Youth Pass/Smartcard monthly sales decreased 46.7% (1,182 vs. 2,218 in February 2014) due decreased purchases from DSHS, Rosauers, STA Web Sales and Special Mobility Services. YTD sales decreased 11.8% (2,928 vs. 3,318 in 2014)..
- Reduced Fare Pass/Smartcard monthly sales decreased 16.7% (1,561 vs. 1,873 in February 2014) due to decreased purchases from Special Mobility Services, Spokane School District 81. YTD sales increased 16.0% (3,753 vs. 3,234 in 2014).

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head SB Chief Executive Officer [signature] Legal Counsel [signature]

RIDERSHIP


Fixed Route
2012
2013
2014
2015
1,200,000
1,100,000
1,000,000
900,000
800,000
700,000
600,000
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Jan
Feb
Mar
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Jul
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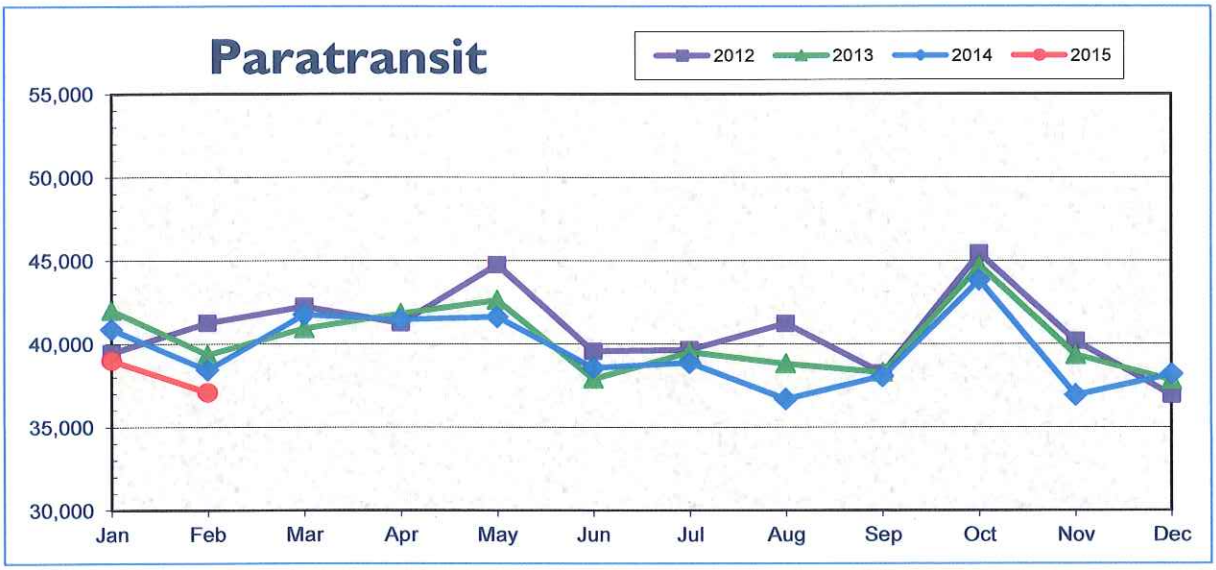
Dec


Paratransit
2012
2013
2014
2015
55,000
50,000
45,000
40,000
35,000
30,000
Jan
Feb
Mar
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May
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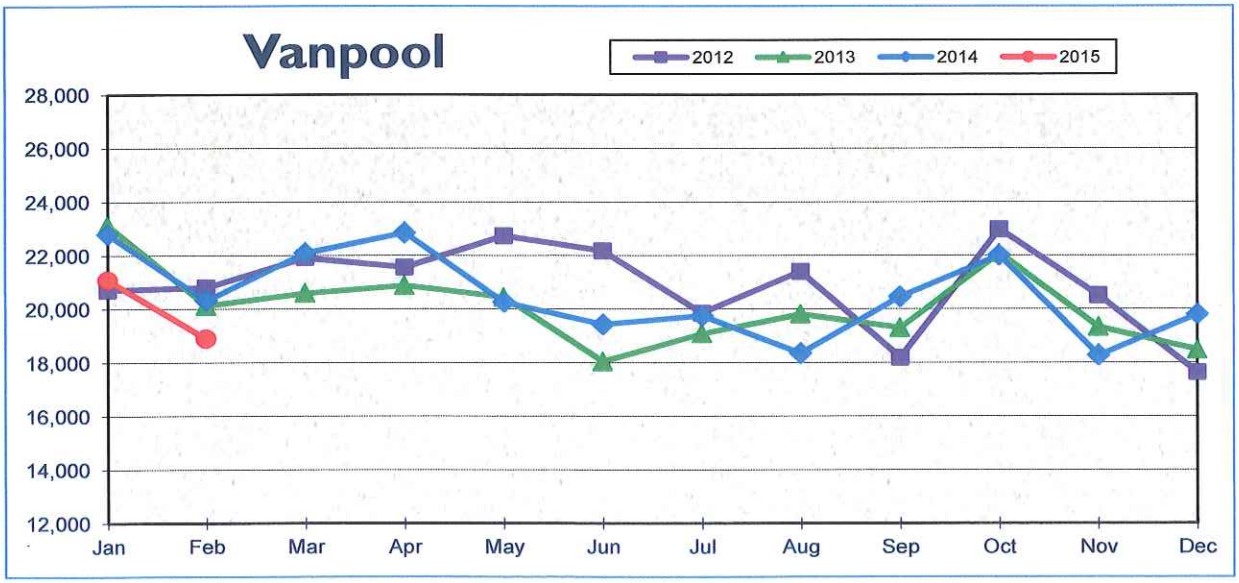
Vanpool
2012
2013
2014
2015
28,000
26,000
24,000
22,000
20,000
18,000
16,000
14,000
12,000
Jan
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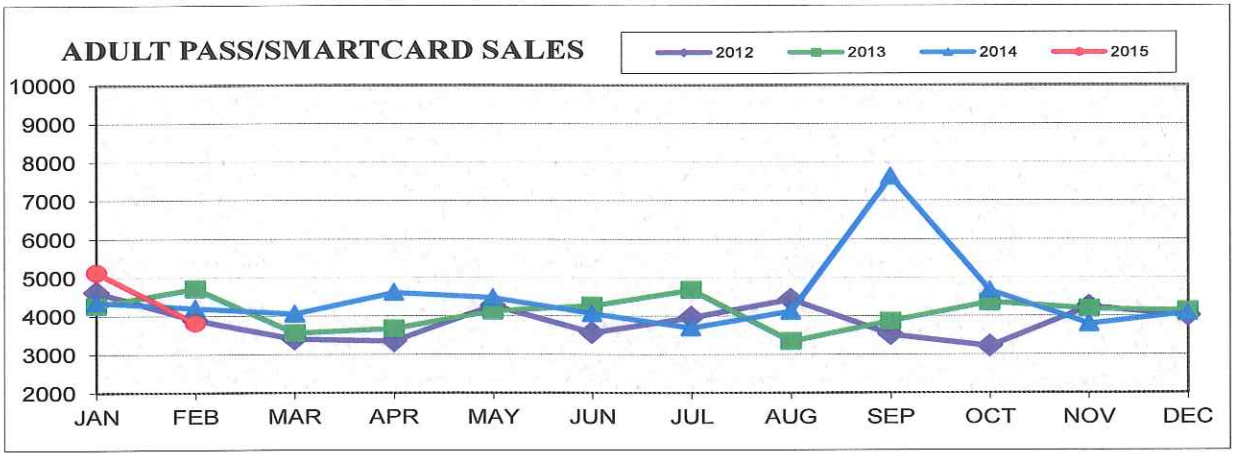
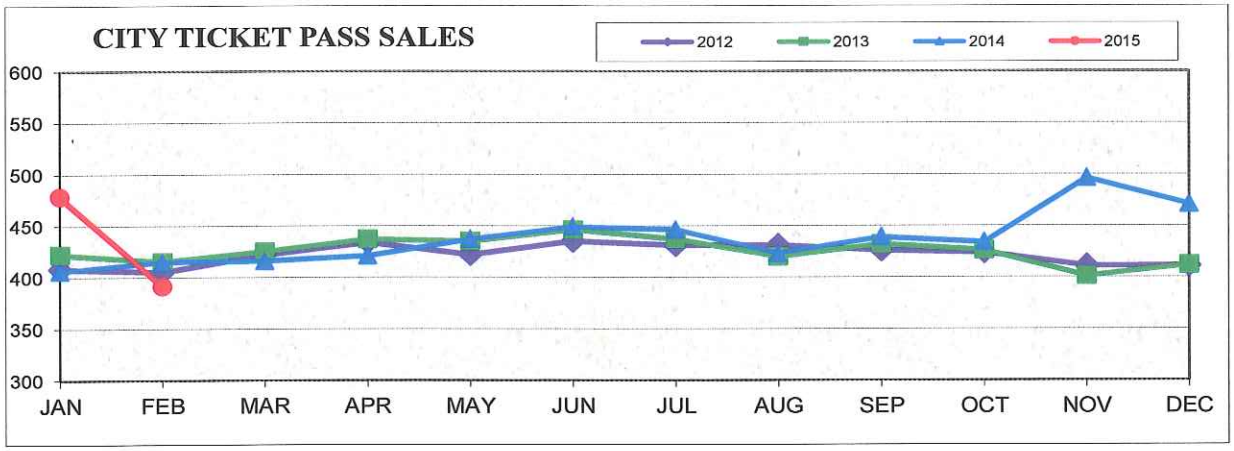
PASS SALES


ADULT PASS/SMARTCARD SALES
2012
2013
2014
2015
10000
9000
8000
7000
6000
5000
4000
3000
2000
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


CITY TICKET PASS SALES
2012
2013
2014
2015
600
550
500
450
400
350
300
JAN
FEB
MAR
APR
MAY
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AUG
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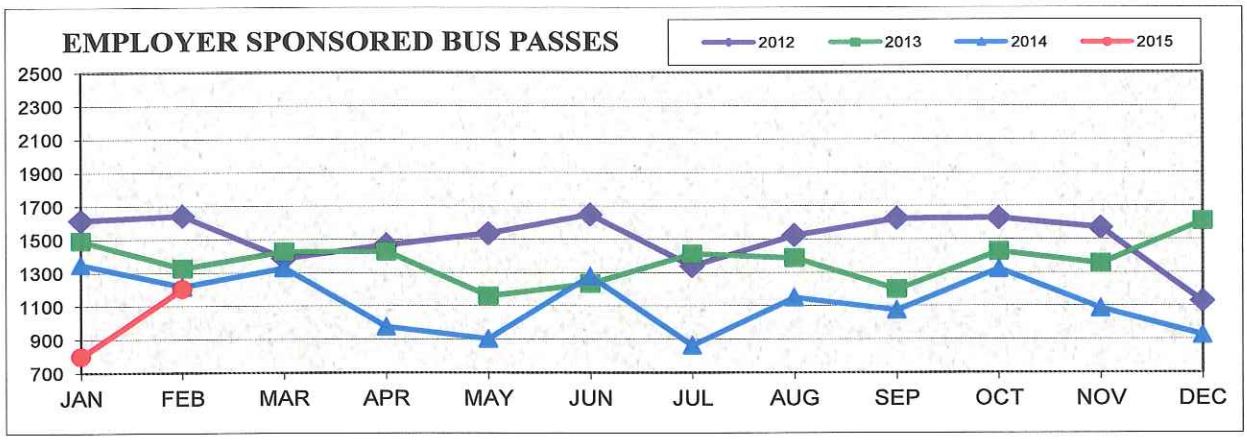
OCT
NOV
DEC


EMPLOYER SPONSORED BUS PASSES
2012
2013
2014
2015
2500
2300
2100
1900
1700
1500
1300
1100
900
700
JAN
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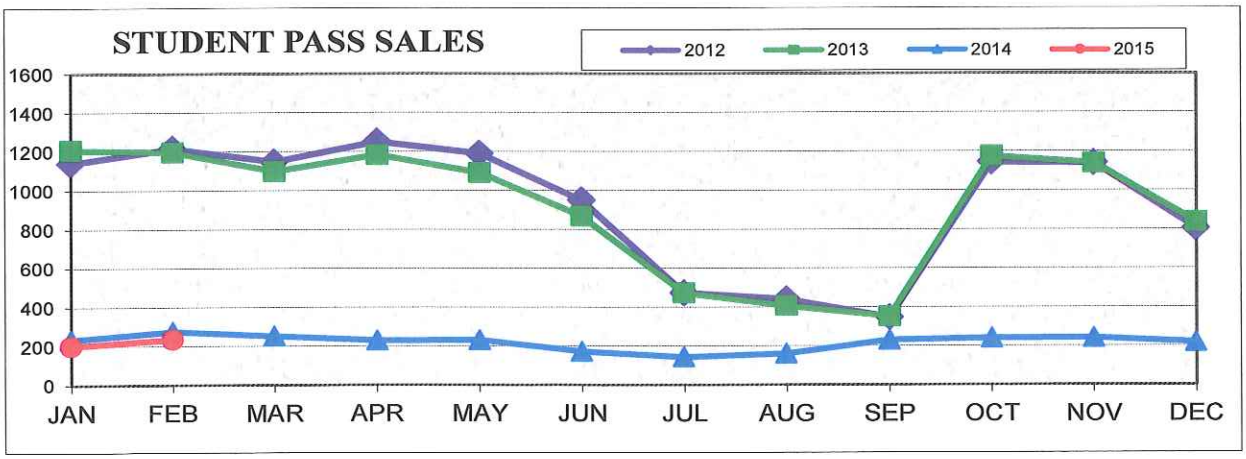
DEC


STUDENT PASS SALES
2012
2013
2014
2015
1600
1400
1200
1000
800
600
400
200
0
JAN
FEB
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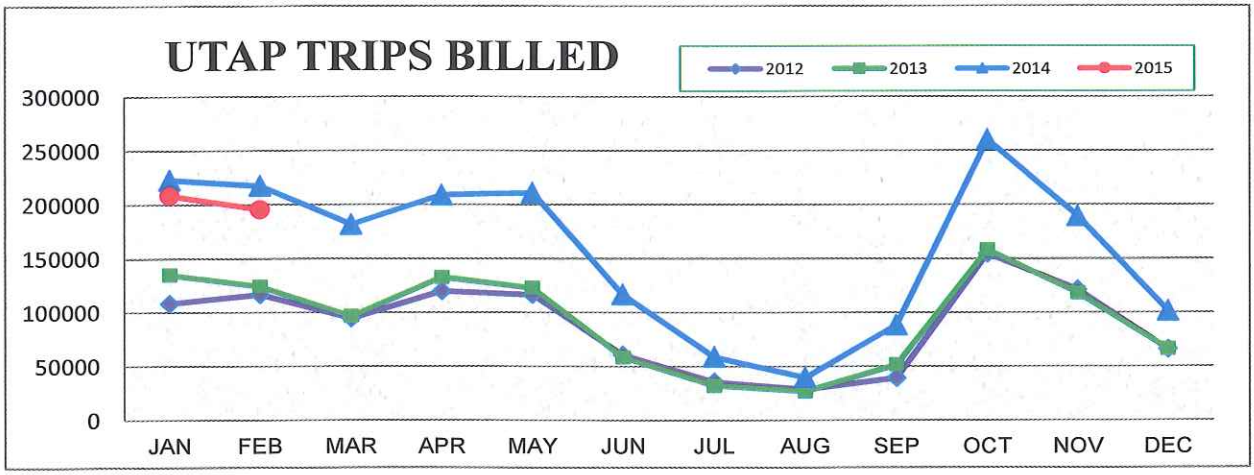
SEP
OCT
NOV
DEC

PASS SALES


UTAP TRIPS BILLED
2012
2013
2014
2015
300000
250000
200000
150000
100000
50000
0
JAN
FEB
MAR
APR
MAY
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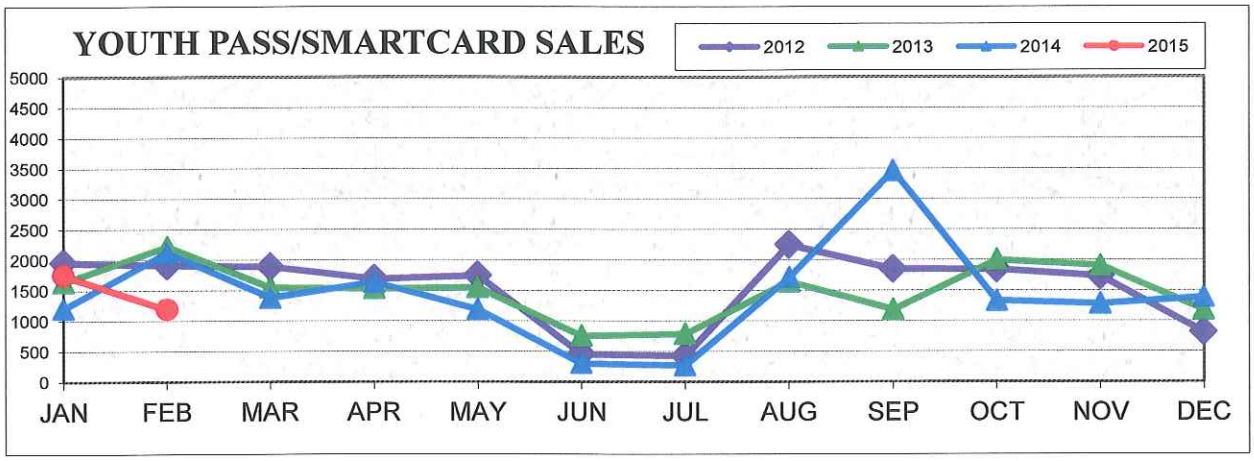
AUG
SEP
OCT
NOV
DEC


YOUTH PASS/SMARTCARD SALES
2012
2013
2014
2015
5000
4500
4000
3500
3000
2500
2000
1500
1000
500
0
JAN
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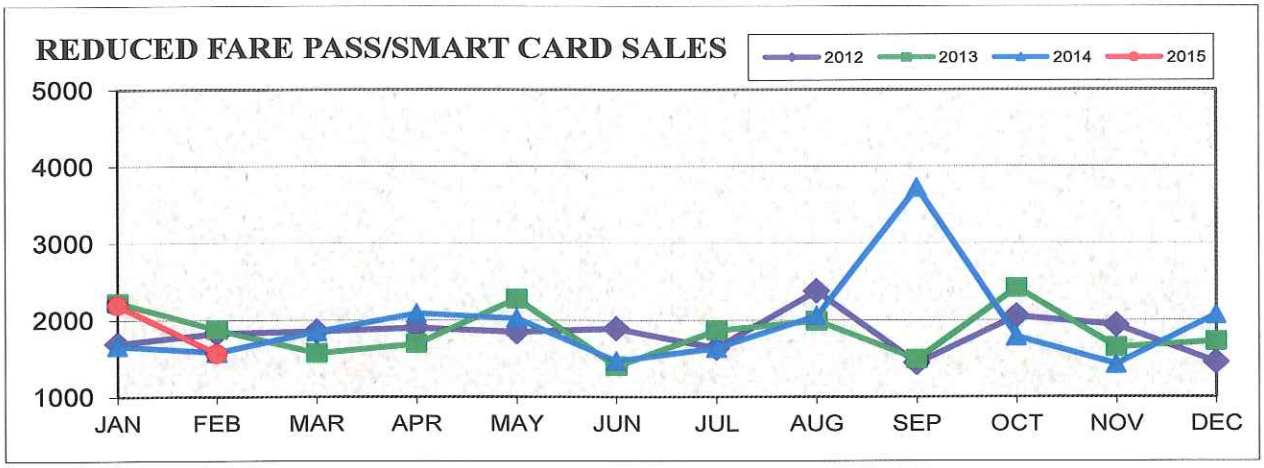
OCT
NOV
DEC


REDUCED FARE PASS/SMART CARD SALES
2012
2013
2014
2015
5000
4000
3000
2000
1000
JAN
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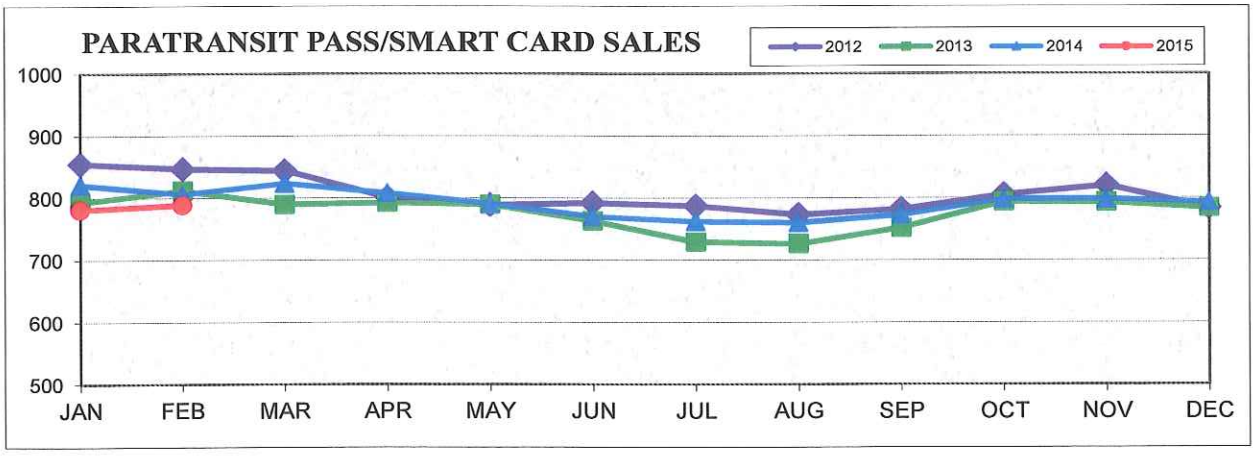
SEP
OCT
NOV
DEC


PARATRANSIT PASS/SMART CARD SALES
2012
2013
2014
2015
1000
900
800
700
600
500
JAN
FEB
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MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 12.E BUS STOP POLICY FRAMEWORK DRAFT COMPREHENSIVE PLAN AMENDMENTS

REFERRAL COMMITTEE: Planning & Development *(French)*

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

At the April 1, 2015 meeting, the Planning and Development Committee discussed a project to address ongoing issues surrounding bus stop access, signs and poles, shelters, benches and other bus stop features and the need for better defined standards, policies, procedures and coordination with partner jurisdictions in these areas. As a part of this project process, over the past months the Committee has reviewed an inventory of existing conditions and industry best practices for these areas and has provided staff direction on priorities, shelter advertising and other policy related to these areas.

Throughout February and early March staff met with the following stakeholder groups and individuals in order to receive feedback on policy questions related to bus stop areas:

- STA Citizen Advisory Committee (2 times)
- Local jurisdiction staff & WSDOT Engineers (3 times)
- Cheney City Admin. Mark Schuller & Public Works Dir. Todd Ableman
- City of Spokane Urban Forester, Angel Spell
- City of Spokane Community Assembly Pedestrian Transportation and Traffic Committee (PeTT)
- Spokane County Access 4 All Advisory Committee
- City of Spokane Valley Planning Commission
- City of Spokane Neighborhood Services Staff
- Spokane Valley Mayor Dean Grafos, City Admin. Mike Jackson & Public Works Dir. Eric Guth

The following is a summary of the input received from the various stakeholders regarding bus stop areas:

- Cleanliness is a high priority.
- Desire for more shelters.
- Infill of missing sidewalks is important for improving access to bus stops.
- Crosswalks and signal timing near bus stops impact their accessibility.
- Coordination between local jurisdictions and STA on the review of Development Proposal needs improvement.
- Jurisdictions are interested in requiring bus stop improvements as development mitigation and would like more guidance from STA for when this is appropriate.
- Support for creating design standards for bus stop area improvements
- Responses to the idea of advertising on shelters ranged from indifference to aversion.
- Input in the design of shelters and other amenities is important to some communities.
- Functionality of bus stop features is more important than aesthetics.
- Fiscal responsibility when making investments is important.
- Placement of shelters should consider planning efforts in the area.
- Lighting of bus stop areas is important for visibility of passengers and security.
- Concern about crime, security and undesirable behaviors (sleeping, smoking) at stops deters riders.

- Snow and ice can be a barrier to stop access.
- A periodic review of bus stop conditions is supported.
- The existing criteria for which stops warrant a shelter does not need to be changed but the process by which shelter installation is prioritized and implemented should be more transparent.
- People with disabilities emphasized the need for non-sloped, hard-surfaced boarding area at stops.
- Stop design should limit delay to other traffic.
- Support for trash receptacles at stops.
- Support for centralized management of bus stop signs.

Staff has prepared draft amendments to the *Connect Spokane* based on the input gathered. The draft (attached) will be circulated for comment and refined as needed. A hearing on the draft amendments is proposed for the May Board meeting. The Board could then take action at the June Board meeting.

In addition to the amendments to *Connect Spokane,* the Board is asked to adopt findings and recommendations to guide Phase II of the project which will start in June. These recommendations could include an outline of items to be addressed by bus stop design guidelines, direction to seek centralized management of bus stop signs, direction to work with local and regional jurisdictions to develop coordinated procedures for the approval of bus stop locations and STA review of development applications.

RECOMMENDATION TO BOARD: Information.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer ASM Legal Counsel LM

2015 Draft Amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*

The following new strategy is proposed to be added to the *High Performance Transit Connect Strategies* (pg. 25):

High Performance Transit Network Facility Design and Service Communications Standards

> ***Develop standard guidelines for facility design and service branding communications for the HPT Network.***

Nested within STA's overall branding strategy, distinctive facilities and branding for the HPT Network communicate its unique attributes to customers and those developing the built environment.

System Infrastructure Polices, SI-3.0 – Passenger Interface Components (pgs. 60-61) are proposed to be amended as follows:

SI-3.0 – Passenger Interface Components

3.1 Stops

All STA bus stops shall feature signs mounted in a uniform manner to identify the area as a stop and provide ~~with~~ readable and accurate information.

Transit stops are one of the most important pieces of the transit network and should be treated accordingly. They determine the access for the customers, so their placement, type, and branding should be carefully considered.

3.2 Benches

STA shall work with local authorities to ensure that bus benches are placed properly, designed adequately, and serve the needs of customers sufficiently.

Benches provide comfort for all types of passengers. Although local jurisdictions are responsible for the operations and maintenance of bus benches, coordination with STA increases the likelihood that everyone's needs are being met. Generally, STA recommends bench locations which meet one of the following criteria:

1) 10 or more weekday average boardings
2) Transfer point between two or more routes
3) Adjacent to ridership generator with a high proportion ~~percentage~~ of riders with limited mobility

3.3 Shelters and Awnings

The placement and maintenance of shelters or other weather cover for passenger waiting areas where appropriate shall be encouraged.

STA shall work with local and regional jurisdictions to position bus shelters, awnings and other weather protection which can encourage ridership by protecting waiting

patrons from adverse weather elements. Shelters also provide an appropriate location for posting important ridership information. Stops with new shelters will comply with the Americans with Disabilities Act. Stops to have shelters funded by STA must meet at least one of the following criteria:

1) 25 or more weekday average boardings
2) Transfer point between two or more routes
3) Adjacent to a ridership generator with a high proportion ~~percentage~~ of riders with limited mobility

3.4 Lighting

Stops, benches, and shelters shall have pedestrian-scale lighting whenever possible.

While any lighting enhances the safety and security of transit stops, System Infrastructure benches, and shelters, lighting designed specifically to illuminate the path of a pedestrian can do a better job than general street lights.

3.6 Pedestrian Infrastructure

As funding allows, Spokane Transit may partner with local jurisdictions to improve pedestrian infrastructure in locations where there is a direct and tangible benefit to customers accessing a transit stop or other transit facility.

The vast majority of STA's transit customers use public sidewalks to access transit stops. By allowing people to safely and efficiently reach their destination, pedestrian infrastructure plays a significant role in completing the transit network. STA supports efforts to improve and enhance pedestrian connections to its facilities. Financial contributions to such infrastructure should maximize transit benefit and grant opportunities and should be directly determined by Spokane Transit, and other jurisdictions or agencies.

3.7 Accessibility

When making improvements and/or designing bus stops, STA shall partner with local and regional jurisdictions to assure that bus stops promote usability for all passengers, including passengers who use mobility devices.

Inaccessible bus stops can effectively prevent the use of fixed-route bus service by people with disabilities, thus limiting their mobility and potentially leading to increased paratransit costs. Accessibility improvements for people with disabilities can enhance the usability of the transit system for all riders.

3.8 HPT Stations and Stops

The permanence of the HPT Corridor shall be expressed to customers and those developing the built environment with distinctive amenities at HPT stations and stops.

Enhancements that distinguish stations in High Performance Transit (HPT) Corridors from other types of transit stops are a critical part of the High Performance Transit principles.

DRAFT

System Infrastructure Connect Strategies (pg. 62) are proposed to be amended as follows:

System Infrastructure Connect Strategies

Design Standards for Bus Stop Areas

Coordinate with local and regional jurisdictions to establish, maintain and implement uniform design standards for the bus stop environment.

Standardization of the elements that make up the bus stop area results in less confusion for coach operators, passengers and other users of the street right-of-way. Established, agreed-upon standards can also streamline the design of street improvements and the review of private development proposals.

ADA Transition Plan

Develop a plan to systematically address obstacles to accessibility at bus stops.

Many more barriers to accessibility at STA bus stops exist than possibly be can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

Periodic Review of Conditions

Conduct a periodic review of bus stop area conditions.

Implement procedures to periodically review the location and condition of bus stop areas and bus stop amenities. Compile a report of the findings at minimum every 5 years and make it available to the public and decision-makers to inform subsequent bus stop area investments.

All other System Infrastructure Connect Strategies will be/are housed in the Capital Improvement Program.

Annex 2, Spokane Transit's Title VI Policy, System-wide Transit Amenities Services Policy is proposed to be amended as follows:

System-wide Transit Amenities Service Policy

Installation of transit amenities along bus routes are based on the number of passenger boardings at stops and stations along those routes and the High Performance Transit facility standards with variances from this policy to support connectivity of routes and riders with limited mobility.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 12.F TRANSIT DEVELOPMENT PLAN – MAJOR ACTIVITIES

REFERRAL COMMITTEE: Planning & Development *(French)*

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for the six year planning horizon and submit it to the Washington State Department of Transportation no later than September 1. New and revised major activities for the six year planning horizon must be identified as part of the effort to draft the 2015 TDP. The following Major Activities were identified in the 2014 TDP which was adopted last year:

Major Activities 2015-2020

Currently Planned

- Expand maintenance facilities to meet existing and planned needs
- Continue Smart Bus: CAD/AVL Implementation
- Continue Business Systems Implementation
- Continue Plaza Renovation
- Fleet Replacement (2015-2021)
- Implement STA Moving Forward/HPT Network Development (2015-2020)

Additional Activities

- Fixed Route Radio Replacement
- Smart Card Upgrade/Farebox Upgrade
- Universal Transit Access Pass (UTAP) Expansion

Staff has identified the following new activities to be considered for inclusion in this year's update to the six-year plan:

Major (New) Activities 2016-2021

- Develop a Transit Asset Management Plan pursuant to new federal requirements (2015-2016)
- Procure a new contract for supplemental Paratransit service (as early as 2018)
- Coordinate with local and regional jurisdictions to establish Design Standards for Bus Stop Areas (2015)
- Develop an ADA Transition Plan to systematically address obstacles to improve accessibility to bus stops (2016)
- Develop and implement procedures to periodically review and improve the condition of bus stop areas and bus stop amenities.

Some activities are subject to the outcome of Proposition 1; the preliminary draft will reflect that outcome. Other activities and revisions may be included as further input on the TDP is gathered.

RECOMMENDATION TO BOARD: Information.

FINAL REVIEW FOR BOARD BY:

Division Head KO Chief Executive Officer BM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 12.G FARE CHANGE – UPDATE

REFERRAL COMMITTEE: Performance Monitoring & External Relations *(Waldref)*

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Steve Blaska, Director of Operations

SUMMARY: As discussed at the December 3, 2014, Committee meeting, STA is evaluating our fares and fare structure for a proposed fare change. This fare change may be implemented as early as July 1, 2016. Prior to bringing a final recommendation to the Board in October 2015, we will conduct a public outreach process, as well as ensure we meet all requirements of Title VI compliance. Part of the Title VI analysis involves cross tabulating data from the ridership survey that will be conducted in April. The results of this survey are expected to be completed in late May.

At this point there is no decision required by the Board of Directors. At the May Committee meeting, staff will present the public outreach plan to the Committee in order for Board members to know the substance of the conversation we are having with the public. Based on the input staff receives during public outreach, we will then present a draft recommendation in September which encompasses feedback received by the public. That draft recommendation will be presented to the Committee and be the subject of a Public Hearing. After this final review and input, a final recommendation will be submitted to the Board of Directors for approval in November.

During the May Committee meeting, staff will solicit the Committee's input on the following:

- Review of major objectives
- An outreach strategy
- A proposed timeline

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head LW Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

April 23, 2015

AGENDA ITEM 12.H 2015 APTA NOMINATION FOR OUTSTANDING PUBLIC TRANSPORTATION MANAGER

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Amber Waldref, 2014 STA Board Chair

SUMMARY:

At their October 23, 2014 meeting, the Board unanimously approved the nomination of E. Susan Meyer, Chief Executive Officer, for the 2015 APTA Outstanding Public Transportation Manager.

Attached is the nomination document that was sent to APTA on April 7.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head ___ Chief Executive Officer ESM Legal Counsel ___

2015 APTA AWARDS Nomination Form

AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

Award Nomination for: (check one)

- ☑ Outstanding Public Transportation Manager Award
- ☐ Outstanding Public Transportation Board Member Award
- ☐ Outstanding Public Transportation Business Member Award
- ☐ Distinguished Service Award (State & Local)
- ☐ Hall of Fame Award
- ☐ Innovation Award
- ☐ Outstanding Public Transportation System Achievement Award
  - ☐ Providing fewer than 4 million passenger trips annually
  - ☐ Providing more than 4 million and fewer than 20 million passenger trips annually
  - ☐ Providing 20 million or more passenger trips annually

For Individual Awards

Nominee's Full Name E. Susan Meyer

Business Phone 509-325-6095 Email smeyer@spokanetransit.com

Home Address 22801 E. Settler Drive

City Liberty Lake State/Zip WA/99019 Home Phone 509-499-5179

Job Title CEO - Spokane Transit Authority Employer Spokane Transit Authority

Business Address 1230 West Boone Avenue

City Spokane State/Zip Washington/99201

Nominator's Name Spokane Transit Board of Directors (2014 STA Board Chair, Amber Waldref)

Employer Spokane City Council Job Title Council Member, District 1

Nominator's Business Address 808 West Spokane Falls Blvd

City Spokane State/Zip Washington/99201 Home Phone

Business Phone 509-625-6719 Email awaldref@spokanecity.org

THE INFORMATION CONTAINED HEREIN IS ACCURATE AND VERIFIABLE.

Nominator's Signature Amber Waldref Date 4/7/15

For Organization Awards (Outstanding Public Transportation System Achievement and Innovation)

Name of Organization _____

Address _____

City _____ State/Zip _____

Nominator's Name _____

Employer _____ Job Title _____

Nominator's Business Address _____

City _____ State/Zip _____ Home Phone _____

Business Phone _____ Email _____

THE INFORMATION CONTAINED HEREIN IS ACCURATE AND VERIFIABLE. (MUST BE SIGNED BY HEAD OF TRANSIT SYSTEM)

Name _____ Job Title _____

Signature _____ Date _____

Often a list of leadership characteristics looks like the promises Girl Scouts make – ...be honest...courageous...responsible... use resources wisely, make the world a better place... The reality is that actions speak louder than words. It is because of nearly 10 years of positive action and solid achievement that the Spokane Transit Authority (STA) Board of Directors unanimously voted to nominate E. Susan Meyer as the American Public Transportation Association Outstanding Public Transportation Manager of 2015.

As a single parent, Susan took the steps necessary, while working full time as the director of external affairs at a local university, to earn both her undergraduate degree in psychology and a master's degree in business administration. Since then, Susan has exemplified dynamic leadership and success at every point in her career. Prior to joining STA, her positions included vice president, human resources and corporate relations for a global telecommunications manufacturer; director of community relations for a natural gas supplier; and executive director of a non-profit economic development organization.

Spokane County Commissioner Al French, long-time STA Board member, past chair and current chair pro tem sums up Ms. Meyer's 10 years at STA: "As CEO since 2005, working with her Leadership Team, employees, and stakeholders, Susan has directed a transformation throughout STA. Embracing innovations that serve our customers, advance efficiency, heed the environment, and enhance our region, Susan and her team have evolved STA from a good system to an excellent one that is now a highly valued asset in our region."

Leadership – Professionalism

In 2002, voters in STA's region voted down a measure that would have replaced lost state funding. In response, the Board of Directors promised that STA would take the steps necessary to become a source of pride for the region. The Board promised accountability, and in 2004, a second ballot measure passed. It was imperative that the Board find a leader who could turn their words into action because the 2004 vote came with only five years of funding. A reauthorization vote loomed in 2009. The Board needed a leader who could plan and implement concrete, transparent changes at Spokane Transit under a strict, immovable timeline. Susan Meyer was hired to take action.

CEO E. Susan Meyer (L) discusses Spokane Transit's accomplishments with Congresswoman Cathy McMorris Rodgers, at STA, October 2014

Susan's first decisions defied the historic STA logic of carefully hoarding revenue for some future rainy day. Instead, Susan invested in STA's customers, employees, technology, and infrastructure. Under her leadership, bus ridership increased by 45 percent in just three years. She resisted cutting operator hours. In fact, she promoted hiring more operators in order to free up every operator for advanced training every year. In return, the operators went through enhanced customer service training. This training was the foundation of a new secret shopper program that held all STA employees accountable to measurable objectives for excellent customer service.

Accountability – Excellence

Through her first STA years, Susan never lost sight of the 10 promises the Board had made to the community in 2004 to improve Spokane Transit. With the threat of losing one-half of STA's funding to an unsuccessful ballot in 2009, it was imperative that the regional taxpayers saw measurable results.

The Board of Directors promised action; Susan Meyer delivered with results that met or exceeded the promises made. One year early – 2008 – another vote passed with a 65% approval rating and no sunset clause. The funding is permanent.

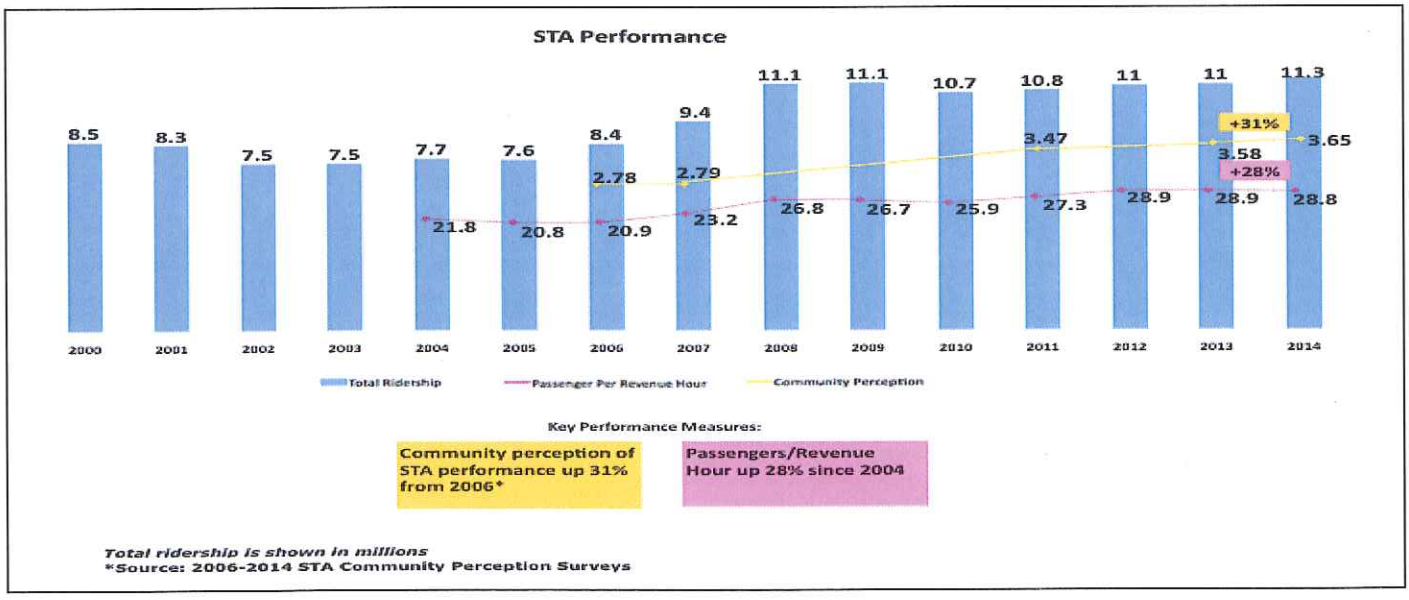
Because fixed route ridership increased by 45 percent from 2005 to 2008, in 2008, Spokane Transit was one of ten recipients nationally for the Federal Transit Administration Award for Success in Enhancing Ridership. But this was only the beginning. By 2014, STA had set a ridership record of 11.3 million fixed route rides.

Ms. Meyer's commitment to accountability did not end in 2008. The Board of Directors established five priorities to guide STA. Each priority has measurable performance objectives attached to it. Reports on the performance measures are given quarterly and available to the public on STA's website. The five priorities are:

Ensure Safety – emphasize the safety of our customers and employees
Earn and Retain the Community's Trust – increase ridership
Provide Outstanding Customer Service – at every interaction with STA
Enable Organizational Development – well-trained employees; engaged board; involved community
Exemplify Financial Stewardship – efficient, cost-effective operation; maintain tight control of public resources; plan for future needs

Additionally, due to Ms. Meyer's initiative, STA joined the American Bus Benchmarking Group, where STA's performance metrics are compared with 16 urban transit systems across the United States.

The following graph highlights STA's growth in ridership, passengers per revenue hour, and the concurrent improvement in the community's perception of STA.



Integrity

When Susan started, she promised Spokane Transit employees that they could always count on her to be open and transparent. Members of the three labor unions at STA might have had doubts when she promised that she would always give the reasoning behind her decisions and answer any business-related question. Time has proven that Ms. Meyer has kept her promises.

A person acting with integrity knows (admits) when it is time to expand one's knowledge base. Although Susan and the Board of Directors were confident that her public sector leadership skills were translating well to the public sector, in 2007, she requested a peer review through APTA's peer review program. Susan believed that learning from experienced CEOs from other transit agencies would be invaluable. The reviewers found that STA had made significant gains, but they also made substantial recommendations. When implemented under Susan's direction, these recommendations took STA to the next level of excellence. For example, their recommendations led to new ways to hire and train coach operators; increase the real (and perceived) cleanliness of buses; and to the institutionalization of "Quality Counts!" STA's secret shopper program.

Acting with integrity often means making the correct, but difficult, decisions that will inevitably lead to unhappy customers. Nowhere was this more apparent when, because of the recession, it became necessary to reduce fixed route service in 2010 and 2011. The proposed service reductions were made with the pledge and assurance that the remaining service would be strong and productive. Although this strategy proved successful – in fact, ridership increased – this was not comforting to those who lost service. This was especially difficult for customers whose residences ended up more than three-quarters of a mile from a fixed route and who lost door-to-door Paratransit service to their homes. It must be noted, however, that because of Ms. Meyer's leadership and commitment to internal cost-saving and cost-cutting measures, coupled with successful efforts to win Federal and State grants, a third service reduction planned for 2012 was cancelled.

An ability to listen to criticism with an open mind is a hallmark of great leadership. Susan is open to differing opinions and is the first to admit if she has been wrong. Her ability and desire to learn from her mistakes is another demonstration of her integrity.

Diversity

The Spokane region has a very small minority population, which calls for specific and targeted efforts to recruit members of minority groups when positions open. Under Ms. Meyer's leadership, STA's Human Resources Department has expanded and maintains a strong presence in Spokane's workforce efforts. In addition to participating in multiple job fairs each year, a member of the Human Resources Department is a member of the Spokane WorkSource Diversity Recruitment Committee. Spokane Transit works tirelessly to employ people with diverse backgrounds and capabilities and the effort shows: 10% of STA's workforce is minority, exceeding the local market average of 7%; and, 27% of STA's workforce is female, matching the local market average of 27%.

Inclusiveness – Fairness and Equity – Teamwork

Every large organization has a number of teams. A true team develops when members feel that their opinions are heard, and they are treated with fairness and respect. In order to develop her STA team, Ms. Meyer instituted All-Employee Meetings. Because of the differences in shifts and duties, it was

impossible to hold just one meeting for all employees. Susan took the concept of all employees at one meeting and turned it into four meetings, all in one day, that each employee has the opportunity to attend. The set of meetings happens at least twice a year. Although four meetings is four times the work, it shows the value of giving a voice to every member of the team. Employees also complete confidential surveys. The results from the latest survey noted that 85% of respondents are satisfied with STA as a place to work.

Ms. Meyer believes that the most important measure of the STA team comes from riders and the community. As noted earlier, the annual community survey shows that the positive perspective of STA continually improves. As measured through Quality Counts!, STA's secret shopper program, Ms. Meyer has set a high bar for all employees to perform their duties in a professional and courteous manner. In 2014, the goal for "Professional and Courteous" was set at 4.5 out of 5 possible points. The combined score for customer service representatives, paratransit reservationists, security, administrators, managers, and fixed route and paratransit operators was 4.53. Quality Counts!!

Overtime, Ms. Meyer assembled a Leadership Team made up of people who also are strong leaders. Susan is the first to point out that her success is due in great part to the members of the Leadership Team who share her vision and passion for excellence. But, the Leadership Team relies on the Board of Directors for policy guidelines, and Susan did not feel that the Board's connection to her and her team was as robust as it could be. While attending an APTA conference in 2011, Susan listened to a presentation about developing the leadership capacity of the Board. The concept was soon put into practice at STA. Amber Waldref, Spokane City Councilmember and Chair of the 2011 (and 2014) STA Board of Directors, states, "I have so appreciated Susan Meyer's leadership in finding a way to redesign and redefine the responsibilities of the STA Board, while enhancing the partnership between the Board and CEO. Because of Susan's initiative, the Board is now more engaged, more effective, and more educated about STA and transit than ever before."

Ms. Meyer also wants people in the Spokane community to feel like they are part of the STA team. As an example, *STA Moving Forward* is STA's draft long-range plan developed after a robust three-year stakeholder input and planning process. However, from September through November 2014, in order to gather final input on the plan, approximately 6,300 interactions occurred with community members, through various outreach efforts, throughout the Spokane region.

Teamwork does not run in just one direction. In her effort to include the community in STA, Ms. Meyer gives her time and talent to boost the goals of many civic organizations, including:

- City of Spokane Mayor's Economic Roundtable
- Downtown Spokane Partnership Board
- Spokane Regional Transportation Council
- Dean's Advisory Board at the EWU College of Business & Public Administration
- Honorary Commander's Program at Fairchild Air Force Base
- Greater Spokane Incorporated

CEO E. Susan Meyer presents Lonnie Olson, STA Customer Service Representative, with the 2015 Washington State Department of Transportation Wall of Fame Award for Outstanding Employee – at the annual Employee Awards Banquet, March 2015

Advancing Public Transportation
Susan Meyer feels an obligation to share her expertise in order to further the public transportation industry and her own professional development.

Steve Blaska, STA's operations director and a member of the Leadership team, sums up what he believes Spokane Transit has gained from Ms. Meyer's continuing efforts to advance public transportation, "Susan has done a superb job fulfilling STA's vision to become a source of pride for our region. Her engagement with leaders at all levels – our community, our state, and nationally – insures we meet our region's needs, learn from others best practices, and obtain the resources needed to be at the forefront for innovation and quality of service."

Local

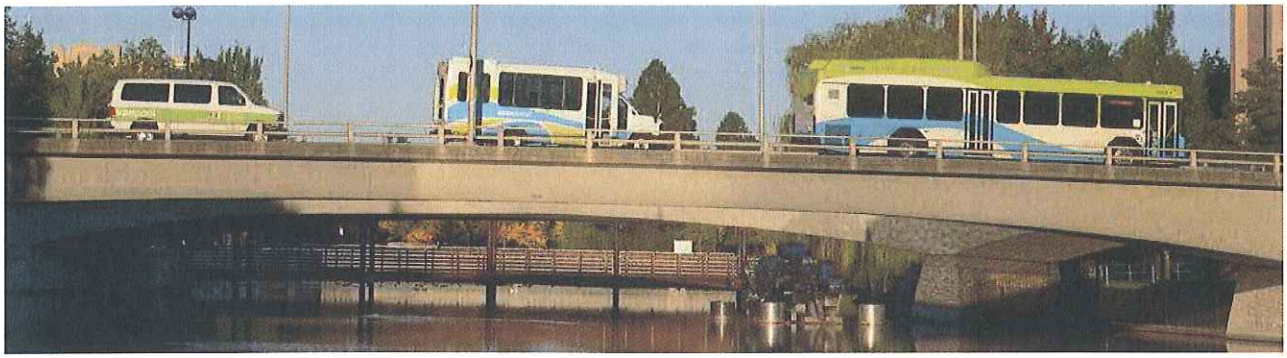
- Board Member, Spokane Regional Transportation Council, the Spokane region's Metropolitan Planning Organization, 2012 – Present
- Member, Greater Spokane Incorporated (combination Chamber and Economic Development Council) Transportation, Energy, and Infrastructure Committee, 2010 – 2014

State

- President 2012 and 2013, Chair Messaging Committee 2014 and 2015, Board Member, Washington State Transit Association (WSTA) 2005 – Present
- Member, Governor's Connecting Washington Task Force, which recommended a 10-year package of critical projects across the state, including transit, 2011
- Member, Washington State Department of Transportation Public Transportation Planning Council, 2012 – Present
- Secretary of the Department of Transportation Appointee - Washington State Transportation Improvement Board, which distributes nearly $100 million annually for transportation projects, 2014 – 2018

National

- Member, Transit Development Corporation Board/TRCP Oversight and Project Selection Committee (TOPS), 2012 – Present
- Committee Vice-Chair, APTA BRT Council, 2013 – Present
- Member, APTA Mid-Size Operations Committee, 2013 – Present
- Member, APTA Bus and Paratransit CEO Committee, 2013 – Present



Spokane Transit fixed route service provided 11.3 million rides in 2014. Paratransit services provided over 475,000 rides, and STA's commuter vanpool vans provided more than 246,000 passenger trips, with as many as 98 vans on the road for long distance commutes of 20, 40 or even 100 plus miles daily. More than 80 percent of the people who reside in STA's Public Transportation Benefit Area (PTBA) are within one-half mile of basic fixed route service and approximately 82 percent of the PTBA population has been a customer of Spokane Transit.

Two of STA's measurable objectives are to constrain both fixed route and paratransit operating cost per passenger to no more than 95 percent of the statewide average for urban systems. In 2014, the fixed route cost per passenger was $4.02 – 68.9 percent of the urban average. The paratransit cost per passenger was $26.40, which is 58.8 percent of the urban average. All these statistics paint the picture of a highly effective, efficient, and successful public transportation system.

Many leaders believe that once the effort has been successful in turning "good" into excellent, the heavy lifting is done. They just want to take a while to sit back and admire their work. Ms. Meyer believes that contentment soon turns excellence back to good – and that is not good enough. Ms. Meyer firmly believes in always moving forward.

STA Moving Forward

Based on years of input from citizens and technical preparation, Spokane Transit has proposed a plan to the community that will maintain existing service levels and add more resources to improve service throughout the region. The plan includes two "High Performance Transit" (HPT) lines, extended hours, expanded service to new areas, and new or enhanced park and rides, transit centers, passenger shelters, and other features. HPT is a term coined by Spokane Transit to describe bus service designed to decrease the time it takes to get from A to B. HPT includes amenities such as more frequent service, off-board fare payment, and multi-door passenger loading. This plan is estimated to increase fixed route ridership by more than 3.4 million rides a year by 2024.

As a young girl, Susan promised to "make the world a better place." Over the past 10 years, through her courageous and strong leadership and actions, she has more than fulfilled this promised for public transportation in the Spokane region.

CATHY McMORRIS RODGERS
5TH DISTRICT, WASHINGTON

REPUBLICAN CONFERENCE CHAIR

DEPUTY WHIP

COMMITTEE:
ENERGY AND COMMERCE
SUBCOMMITTEE ON HEALTH

Congress of the United States
House of Representatives

COUNTIES:
ASOTIN
COLUMBIA
FERRY
GARFIELD
LINCOLN
PEND OREILLE
SPOKANE
STEVENS
WALLA WALLA
WHITMAN

March 31, 2015

American Public Transportation Association
1666 K Street NW
Washington, DC 20006

Dear APTA Nominating Committee:

I am writing to support Ms. E. Susan Meyer's nomination as the APTA Outstanding CEO of the Year for 2015.

In 2005, Ms. Meyer joined the Spokane Transit Authority (STA) as its Executive Director. Coming from the private sector, Ms. Meyer transformed the agency and its culture to one based upon "customer service" and "agency efficiency", all while regaining the trust and support of our local community. Her successful leadership strategies were quickly recognized and in 2008, STA was recognized as a "Top 20" agency for fastest ridership growth in the nation.

Under Ms. Meyer's leadership, the agency established performance metrics that are reported to the community on a regular basis to insure complete transparency for the public. Furthermore, STA is one of the very few agencies that operate with no debt, thereby allowing every revenue dollar to be focused on system operations and customer satisfaction programs.

Ms. Meyer's leadership skills have also been recognized at the Washington State level where she was elected to serve as the President of the Washington State Transit Association in 2012 and 2013. Currently, Ms. Meyer serves on the Washington State Department of Transportation Public Transportation Planning Council and the Federal Transit Administration sponsored Transit Cooperative Research Program.

In 2014, under Ms. Meyer's leadership, STA achieved its highest annual ridership of over 11.3 million boardings. The agency's slogan is "Spokane Transit, How a Great City Moves" which embodies the positive image and attitude that Ms. Meyer has brought to Spokane Transit and the entire Spokane region. As such, I offer my support for Ms. E. Susan Meyer on her nomination as the APTA 2015 Outstanding CEO.

Sincerely,

Cathy McMorris Rodgers
Member of Congress

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Cheney

OFFICE OF THE MAYOR

TOM TRULOVE, MAYOR

March 24, 2015

American Public Transportation Association
1666 K Street NW
Washington, D.C. 20006

Dear APTA Nomination Committee:

On behalf of the City of Cheney it is my pleasure to join other leaders in our region and state in supporting the selection of Ms. E. Susan Meyer as the APTA Outstanding CEO of the Year for 2015. Ms. Meyer has been a strong and effective leader, transforming the Spokane Transit Authority into a highly respected asset for our communities.

Our City of Cheney is home to a large state university where well over half the students commute on a daily basis. The Cheney run consequently is one of STA's largest and carries over 20 percent of the commuters over the highway from Spokane. The service is quick, efficient, reliable and frequent and because of Ms. Meyer's insistence on customer service, quite popular with the university and our city. It has a large effect on reducing automobile traffic and parking problems in our community.

Ms. Meyer is also forward looking. She has led efforts to improve and increase area transit with an eye to future developments, including the role of transit in generating economic development. Our long range plan, STA Moving Forward, includes a number of innovative ideas focused on meeting the needs and desires of our region.

Ms. Meyer's leadership has been recognized at the state level where she was elected to serve as President of the Washington State Transit Association in 2012 and 2013. She is often asked to make public presentations and testify before legislative bodies as the "face" of transit in our state. She also serves on the Washington State's Public Transportation Planning Council and the Federal Transit Cooperative Research Program.

Under Ms. Meyer's leadership STA is fiscally sound, debt free and has survived the last recession with minimal impact. With revitalization of the local economy, STA is moving forward with more and even better service. Ridership is increasing along with satisfaction.

Few people are as passionate about their mission or more focused on success and solid performance. We think Ms. Meyer is truly an outstanding CEO and support her selection as the APTA 2015 Outstanding CEO.

Sincerely,

Tom Trulove
Mayor

Recommendations for E. Susan Meyer as the American Public Transportation Association Outstanding General Manager for 2015

"...It is my honor to offer my support for the selection of E. Susan Meyer as the APTA 2015 Outstanding CEO."
– David A. Condon, Mayor, City of Spokane, Washington

Spokane City Council voted to support E. Susan Meyer for APTA Outstanding CEO of the year for 2015

"...Knowing the STA of the past and STA now, gives me great confidence that under Susan's leadership, Spokane Transit will move forward as one of the top public transportation agencies in the country. For this reason, I wholeheartedly support her nomination as American Public Transportation Association Outstanding Public Transportation Manager of 2015."
– Al French, Spokane County Commissioner, past chair STA Board of Directors, and

"...The slogan for the latest expansion effort is "STA Moving Forward." The agency's slogan is "Spokane Transit, how a Great City Moves." Both of these slogans reflect the positive image and attitude that Ms. Meyer has brought to Spokane Transit and the Spokane region..."
– Lynn Peterson, Washington State Secretary of Transportation

"...It is without hesitation that I offer my support for the Selection of E. Susan Meyer as the APTA 2015 Outstanding CEO."
– Patrick D. Rushing, Mayor, City of Airway Heights, Washington

"...I offer my enthusiastic support for the selection of E. Susan Meyer as the APTA 2015 Outstanding CEO. Ms. Meyer has been a wonderful leader of our transit agency and she well deserves the recognition."
– Kevin Freeman, Mayor, City of Millwood, Washington

"...I personally support the selection of Ms. E. Susan Meyer as the APTA Outstanding CEO of the Year for 2015. The selection of Ms. Meyer as the CEO for Spokane Transit Authority (STA) in 2005 marked the turning point in the history of the agency in regaining the trust and support of the community."
– Ed Pace, member STA Board and Councilmember City of Spokane Valley

"...It is without hesitation that I offer my support for the selection of E. Susan Meyer as the APTA 2015 Outstanding CEO."
– Hugh Severs, Council Member, City of Liberty Lake, Washington

"...Given the challenges her transit agency has faced, the diverse ridership and Board she must answer to and the way she has successfully navigated this multi-dimensional challenge, she is more than deserving of APTA recognition..."
– Candace Mumm, Spokane City Council, District 3

Full letters of recommendation are available upon request.

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EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose of:

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 ____ 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.

Estimated time - 10 minutes