

Spokane Transit Authority
1230 West Boone Avenue
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BOARD OPERATIONS COMMITTEE MEETING

Meeting Minutes for April 9, 2014
Northside Conference Room

MEMBERS PRESENT

Mike Allen, City of Spokane, Performance
Monitoring & External Relations Committee Chair
Al French, Spokane County, Planning &
Development Committee Chair *
Tom Trulove, City of Cheney, Vice Chair
E. Susan Meyer, Chief Executive Officer, Ex-officio

MEMBERS ABSENT

Amber Waldref, City of Spokane, Board Operations
Committee Chair

* Acting Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Beth Bousley, Director of Communications & Customer
Service
Susan Millbank, Ombudsman & Accessibility Officer
Jessica Charlton, Project Manager
Brandon Ropez-Betty, Sr. Communications Specialist
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

Acting Chair French called the meeting to order at 12:34 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Mr. Allen moved approval of the April 9, 2014 agenda and Mr. Trulove seconded. The motion passed unanimously.

3. CHAIR'S REPORT

No report was given.

4. COMMITTEE ACTION/DISCUSSION

a. March 12, 2014 Committee Minutes

Mr. Trulove moved approval of the March 12, 2014 minutes and Mr. Allen seconded. The motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom said the Service Allocation Policy amendment is a revision to the Comprehensive Plan and on the Board agenda for a public hearing in April and action in May. The proposed change is to lower the threshold for annual fixed-route revenue service hours allocated to High Performance Transit (HPT) service from 50% to 25%.

Ms. Meyer said that this amendment clarifies that HPT service is fixed route service.

Mr. Otterstrom said that the basics of HPT were discussed with the committee.

Mr. French said that Ms. Mumm made a presentation on a conference she attended that focused on an increase in partnership with cycling. A bike share program was available at each stop.

Mr. Allen asked if the utilization of STA's bike carriers has been studied.

Mr. Blaska said that two years ago an extensive study was done and very seldom was the two bike capacity reached. The biking community was asked about desired amenities and at that time a three bike carrier was no more desirable than more comprehensive facilities at major stops. A change to a three bike carrier would require retro fitting on each bus and at that time the cost would have been a \$150,000 investment.

Ms. Meyer mentioned that Bicycle Alliance is opening a Spokane office.

b. Mike Allen, Performance Monitoring & External Relations (PM&ER)

Mr. Allen mentioned that two items were reviewed and moved forward to the Board consent agenda. The existing security firm was awarded the contract for Security Services. Also, on the consent agenda was the request for “Free Ride Day” in support of National “Dump the Pump” Day, June 19. At the PM&ER meeting, Mr. Allen suggested “Free Ride Day” be on a day when schools are in session to maximize bus use.

Ms. Meyer said that more conversation with staff regarding “Free Ride Day” will be held.

The Committee received reports on the Smart Bus Project, the In-Person Assessment Program and Passenger Facilities.

6. **PLAZA RENOVATION: PHASING – DISCUSSION & GUIDANCE**

Ms. Meyer complimented Jeff Warner, ALSC Architects and Tom Arnold, Coffman Engineers for their assistance in the Plaza renovation cost estimates. Phase 1 estimate costs are \$4.7M.

Ms. Meyer said that staff is suggesting the renovation be completed in two phases. The first phase would include first floor renovation along with some HVAC changes and relocating security offices to the second floor. At some point in the future the second floor would then be completed. The second phase would include marketing of the rotunda space. The leasing agent said most retailers prefer first floor space and encouraged STA to fill first floor space before marketing the second floor.

Discussion ensued regarding the Plaza.

Mr. French agreed with the request to move forward with the Phase 1 renovation plan.

Mr. Allen agreed with moving ahead with Phase 1, but suggested temporary barriers be used during renovation both on the first floor and the rotunda area on the second floor.

Ms. Meyer said the South area of the Plaza on the first floor will include barriers and other areas will be left open for patrons.

Discussion continued regarding how much of the Plaza will be partitioned off during Phase 1 renovation.

Ms. Meyer said that STA will work with downtown partners in regards to the temporary barriers.

Ms. Meyer said that Mr. French reviewed the Plaza Renovation 30% design with the Architect and Engineer.

Mr. Otterstrom reviewed the design plan with the Committee.

Mr. Allen asked about the placement of doors to enter and exit the south side waiting area.

Discussion ensued regarding retail space in the northeast corner of the first floor that would have its own entrance.

Mr. Otterstrom discussed the relocation of security offices from the first to second floor to provide more retail space.

Mr. Allen asked about police presence on the first floor if security offices are relocated.

Mr. Doolittle said that a security officer will be present in the customer service area on the first floor.

Ms. Charlton explained the security officer location and the increased visibility and open design of the first floor.

Mr. Blaska suggested that signage could reflect both Security & Customer Service offices.

Mr. Allen said that a law enforcement presence is important.

Mr. French commented that relocating the escalators improves visibility on the first floor.

Ms. Meyer said that there will be increased security presence and cameras on the first floor with this renovation.

Mr. French suggested that signage be posted regarding surveillance cameras.

Ms. Meyer said that the next step is for the Planning & Development Committee to review the Plaza Renovation 30% Design & Phase 1 Cost Estimate in May and then forward to the Board. The Committee members agreed.

7. **STA MOVING FORWARD: REFINED APPROACH – DISCUSSION & GUIDANCE**

Ms. Meyer briefly summarized the last two and one half years of STA Moving Forward work and STA ballot history. The .002 (two tenths of one percent) and .003 (three tenths of one percent) scenarios were reviewed. She said that staff has concluded that the question before the Board is, if the .003 (three tenths of one percent) ballot initiative should be in 2015 or 2016?

Mr. French agreed with STA's strategy. He said that the .002 (two tenths of one percent) increase on the ballot does not accomplish either short or long term what the agency considers is in the best interest of the community. He mentioned that past Board decisions have looked at what is best for the community and how best the agency can meet those needs.

Mr. Trulove said timing is important as a school bond measure in Cheney is on the ballot in 2015.

Mr. French agreed and said that the decision needs to be made as to whether STA should have a ballot measure in 2015 or 2016.

Ms. Meyer said that the decision will be made by the STA Board in December 2014. The STA Board will review the elements of the .003 (three tenths of one percent) package over the next several months.

Mr. Allen said he is most interested in maintaining STA bus service over a longer period of time and how that can be accomplished. He said he would like to review the Central City Line. Mr. Allen said he would also like to see what .002 (two tenths of one percent) and .003 (three tenths of one percent) would do to the forecast model.

Mr. French said that a .003 (three tenths of one percent) ballot measure is the best way to go for the first time.

The Committee agreed that a work session focused on STA Moving Forward with only members of the Board Operations Committee and staff would be held at the next regular Board Operations meeting on May 14 from 12:30 – 3:30 p.m.

Ms. Meyer said that staff will develop a draft agenda for the meeting.

Ms. Watson said she will send the May draft Board agenda to Board Operations Committee members for their review prior to the May 14 meeting so that it does not need to be addressed at the meeting.

8. CITIZEN ADVISORY COMMITTEE (CAC) - DISCUSSION

Ms. Meyer said that staff recommends no change to the Citizen Advisory Committee (CAC) at this time. The CAC members will have either one or two year term limits which is part of the current Charter. The term limits will be enforced.

Mr. Allen asked about the selection process at the end of term limits.

Ms. Meyer said that the selection and term limits will follow the Charter. STA will advertise and recruit new members.

Committee members agreed with the recommendation.

9. BOARD OF DIRECTORS AGENDA: APRIL 17, 2014

Committee members had no changes to the agenda.

Mr. Allen moved approval of the April 17, 2014 Board of Directors agenda and Mr. Trulove seconded. The motion passed unanimously.

10. CEO REPORT - NONE

11. NEW BUSINESS - NONE

12. ADJOURN

Mr. French moved to adjourn the meeting and all members approved. With there being no further business to come before the Committee, Acting Chair French adjourned the meeting at 2:02 p.m.

Respectfully submitted,

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