

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

BOARD OPERATIONS COMMITTEE MEETING

Meeting Minutes for December 12, 2012

Northside Conference Room

MINUTES

MEMBERS PRESENT

Al French, Spokane County, Chair
Amber Waldref, City of Spokane, Planning &
Development Committee Chair
Chuck Hafner, City of Spokane Valley, Performance
Monitoring & External Relations Committee Chair
E. Susan Meyer, CEO, Ex-officio

STAFF PRESENT

Steve Blaska, Director of Operations
Lynda Warren, Director of Finance
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority
Susan Millbank, Ombudsman & Accessibility Officer

MEMBERS ABSENT

None

1. CALL TO ORDER AND ROLL CALL

Chairman French called the meeting to order at 1:33 p.m. and conducted roll call.

2. COMMITTEE ACTION/DISCUSSION

a. November 7, 2012 Committee Minutes

Mr. Hafner moved to approve the November minutes and Ms. Waldref seconded. The motion passed unanimously.

3. COMMITTEE CHAIR REPORTS

a. Amber Waldref, Planning & Development (P&D):

Ms. Waldref said the High Performance Transit Project review focused on a possible Park & Ride at Farwell Road. The land at Highway 2 & Farwell Road belongs to the Washington State Department of Transportation (WSDOT) and has been designated as a future park and ride. It has not been determined how the costs would be allocated between STA and WSDOT. Preliminary design work was presented. At this time there is no service to this area, so it could be one of the park and rides that will be on a future projects list. The Plaza renovation was added to the committee work program and it was finalized. The six year planning guide was reviewed and moved forward to the Board. The Board will give guidance to staff on preparing the six year plan. The plan centers on current service levels, identifying funding sources and continuing with the Moving Forward effort. Current funding will not sustain STA at the current service levels indefinitely.

Mr. French asked about the cost of the STA Moving Forward project. Mr. French suggested being prepared to answer the question "If STA is unable to sustain current service levels, why is STA looking toward the future?" Discussion ensued. Ms. Meyer said that good transportation planning takes time and involvement and it is the responsible thing to do, to plan for the future when additional revenue is available. STA's first priority is sustaining service. Ms. Meyer said that the Moving Forward project is all staff supported. In 2013 there will be some consulting work on the corridors. Mr. French suggested putting a dollar amount on staff time involved in the project.

b. Chuck Hafner, Performance Monitoring & External Relations (PM&ER):

Mr. Hafner said there was a quorum. The Committee took action and moved forward to the Board the Police Department Interlocal Agreement, Award of Contract for Ten (10) Paratransit Vans, the Tariff Policies and the Performance Measures. Mr. Blaska said that the Tariff Policy amendments will require a super majority. There were no changes with the exception that the \$50 minimum for vanpoolers to receive a monthly bus pass was dropped. The Organization-Based Pass Program consists of a different billing structure with each of the different entities.

Mr. French suggested two different consent agenda items; one requiring a super majority and one requiring a simple majority. Mr. French said that fare issues required a super majority of the Board. Ms. Watson said that normally a majority is of those present, but a super majority is 5 (Aye's) out of 9 (total Board members). Discussion ensued. It was agreed by the Committee to split the agenda items.

Mr. Hafner said that there is a revision to the Commercial Advertising Policy which is a Board discussion item. The revision will include prohibitions to tobacco, marijuana, firearms, alcohol and political advertising. Ms. Meyer said the major focus of the change is to move towards advertising only goods and services, not issues. Examples of advertising that would not run if the revision is approved would be any religious, anti-religious or union ads. Ms. Waldref asked how this policy compares to other transit agencies. Ms. Meyer said all are different. Through the bid process, it was determined that there was no cost difference when eliminating issue advertising with the contractor selected.

Mr. Hafner said there has been discussion related to a need for bus service in the Valley near the Community Center which houses the Women Infant and Children (WIC) program off Broadway. Mr. Hafner has had discussions with STA staff related to this service. Mr. Blaska said that four or five years ago STA provided service as a pilot project. During that one year time, there was only one customer of that facility requesting service during the hours in question.

4. REAL ESTATE

a. Fairgrounds Property

Ms. Meyer said that the appraisal came in at \$1,105,000 or \$2.25/square foot less \$460,000 for site development which results in an "as is" value of \$645,000. A public hearing is scheduled for the Board meeting. Ms. Meyer said that STA uses this site for 150 days / year for training. If STA sold the property to the County and the property was developed in a few years, STA would need to buy a piece of property to use for training. Ms. Meyer said STA needs 8-11 acres for training. If the County gave STA a perpetual lease and shared maintenance costs, that would be appealing to STA. Discussion ensued regarding other property that might be available. Ms. Meyer suggested another alternative could be postponing this decision until after the Moving Forward project has been completed and all could be evaluated. Ms. Meyer said that the purchase was funded through local and federal resources, including an 80% match from FTA Section 5307 funding. The property was acquired under the assumption it would be developed as a park and ride lot for light rail. If STA retains the property, FTA could then designate it for its current transit use. Ms. Meyer will be meeting with Rich Hartzell, Director of the Spokane County Fair & EXPO Center, to discuss the master plan for that land and surrounding areas. All of the environmental work was completed in 2007.

The Committee members agreed to remove the Fairgrounds item from the agenda and cancel the public hearing in order to have more time to evaluate the options.

5. BOARD OF DIRECTORS AGENDA: December 20, 2012 - Review

Mr. French said that Fairground items 4A and 8Ai will be removed from the agenda. The consent agenda items will be split as discussed. The Committee agreed that an Executive Session should be scheduled for December to discuss the performance of a public employee (the CEO). A meeting will be scheduled on Monday, December 17th at 12:15 p.m. with the Board Operations Committee members for this purpose, prior to the December 20th Board meeting.

The Committee members approved the agenda as amended.

6. COMMITTEE STRUCTURE

Ms. Meyer said that the new committee structure started eight months ago. Staff is looking at ways to balance efficiency and use of Board members' time, so that informed decisions can continue to be made. Mr. Hafner said he does review all the information, but some Board members have not reviewed everything prior to the meeting. Board members are extremely busy and serve on many committees. Mr. French said that Board members set policy and do not need to know all the details; he suggested a briefer version. Ms. Watson said the cover sheet summarizes the pertinent points and Board members could obtain more information upon request. Mr. French said that the Board does not need to micro-manage and would request back up information if needed. Ms. Waldref said that the Health Department has all the detailed information on their website that can be accessed by its Board. She added that in the Planning & Development Committee the agenda is necessary along with the main discussion items. The Committee Chairs should review all the information. Ms. Waldref said that the goal with this new structure was to have less information. Mr. Blaska said that the staff summary sheets should contain everything that is required. The attachments are background. The presentations for the Committee may be longer to ensure understanding of the item. The goal would be to have efficient, concise Board and Committee meetings and that Board members have ownership in the process and the decisions that are made. Ms. Meyer said that in the past, prior to her tenure, the organization was viewed as staff driven. Mr. French agreed and said very little information was passed to Board members and there was no interaction between the Committees and the Board. Further discussion will occur at the Board meeting on December 20th.

7. **SUCCESSION PLANNING**

Ms. Meyer said this is a follow up discussion regarding changing the rotation of Vice Chair and Chair for the STA Board of Directors from Small Cities to the City of Spokane in 2013 and 2014. Discussion ensued. Mr. French will have discussions with Council member Mike Allen and representatives from the Small Cities who will serve on the Board in 2013 and 2014. The Committee Chair positions were discussed. Ms. Meyer suggested that Committee Chair and member positions be two year terms for continuity. The Committee positions will be appointed at the January Board meeting.

8. **PERFORMANCE MEASURES: BOARD DEVELOPMENT**

Ms. Meyer said that Board development was added as a performance measure. A measure for Board development could be that two Board members would attend transit training per year in the form of American Public Transportation Association (APTA) conferences. Mr. Hafner said his primary concern was the lack of a quorum at the Committee meetings.

9. **LETTER FROM ELIZABETH BRADY REGARDING PARATRANSIT SERVICE**

Ms. Brady lives outside the boundary for Paratransit service and is requesting an exception. Ms. Meyer said that STA has never made an exception to the policy. If an exception is made for one, then service would have to be provided for all who request it outside the boundary. The Committee agreed that STA will not make an exception.

10. **PROPOSED 2013 BOARD & COMMITTEE MEETING CALENDAR**

Ms. Watson mentioned the exceptions to the normal meeting schedule in 2013. Mr. French said that some dates may need to be adjusted due to Board member's schedules.

With there being no further business to come before the Committee, Chair French adjourned the meeting at 3:08 p.m.

Respectfully submitted,

Merilee Robar
Executive Assistant