

Spokane Transit Authority  
1230 West Boone Avenue  
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## **BOARD OPERATIONS COMMITTEE MEETING**

Meeting Minutes for February 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**

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  
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 12:36 p.m. and conducted roll call.

#### **2. APPROVE COMMITTEE AGENDA**

Mr. Trulove and Ms. Waldref reviewed the agenda. No changes were suggested.

#### **3. CHAIR'S COMMENTS**

Mr. Trulove said he would like to begin the February Board meeting with his expectations.

Ms. Waldref suggested a review of STA's rules of procedure.

Mr. Trulove agreed and said that he would remind the Board members that the focus is on STA, not their jurisdictions at the Board meetings.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. January 7, 2015 Committee Minutes**

*Ms. Waldref moved approval of the January 7, 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 highlights of the committee meeting. The bus stop policy framework was discussed at length and is a review of the related policies in the Comprehensive Plan regarding bus stops and the amenities at those stops. The Board will receive a presentation. Meetings will be held with jurisdictions to receive their input as this is a regional issue.

Mr. Trulove asked about the revenue from advertising.

Mr. Otterstrom said that the bus benches are owned by the jurisdictions so they receive the revenue. Advertising on bus shelters is prohibited by sign codes.

Discussion ensued regarding maintenance of benches and signs.

Ms. Meyer commented that at one stop there are two different benches and each has a different advertising vendor.

Mr. Otterstrom said that often times the benches are not ADA compliant because they block the sidewalk.

Ms. Waldref said that the City of Spokane's bus bench advertising contract is expiring.

Mr. Otterstrom said bus stop signage is uniform now and contains much more information. The maintenance of the sign poles needs to be addressed. The poles are more expensive than the signs.

Ms. Waldref asked if stop consolidation was still occurring.

Mr. Otterstrom replied that it is still occurring in isolated cases.

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

Ms. Waldref said she chaired her first PM&ER committee meeting. The committee is forwarding to the Board consent agenda the Award of Contract for Seven (7) 40-Foot Fixed Route Coaches. The manufacturer of the coaches has suggested a new timeline of 22-24 months versus 12-18 months historically. If the ballot measure passes, this schedule will meet the fleet requirement or if the ballot measure does not pass, then these coaches will be inserted as replacements to the current fleet.

Mr. Trulove asked if there is a market for buses that have been ordered but then do not get purchased.

Mr. Blaska said STA is purchasing these coaches from Gillig Corporation through an inter-governmental purchase agreement.

Ms. Waldref said the committee is also forwarding to the Board consent agenda the Draft 2015 Performance Measures. Ms. Meyer also shared an update on Washington State legislative transportation activity that might impact STA and will update the full Board at the February Board meeting.

*Mr. French joined via conference call at 12:58 p.m.*

6. PUBLIC TRANSPORTATION IMPROVEMENT CONFERENCE (PTIC)

Ms. McAloon said that the PTIC is a mandatory conference required by statute to be held at least every 4 years. The CEO of STA sends notice out to all the jurisdictions. At past conferences, STA's attorney has facilitated the meetings and given historical information.

Ms. Meyer said STA has paid for the cost of printed materials (maps, notices) for the PTIC meetings.

Ms. McAloon reviewed the process. Chair Trulove would call the meeting to order and do roll call. Ms. Watson, Clerk of the Board, will take minutes. A letter was sent in December and the legislative body of each jurisdiction should have sent to the Clerk the appointed representative who will attend this conference. That representative would have voting authority.

Ms. Watson said that she has not yet heard from Mayor Higgins, City of Medical Lake.

Ms. McAloon said that Medical Lake needs to take that action. A jurisdiction with a strong Mayor can appoint a representative, but notice needs to be sent to the Clerk.

Mr. French asked if something from the County is needed authorizing the three Commissioners that are attending.

Ms. McAloon said the statute specifies all three Commissioners attend the conference, so nothing else is needed.

Ms. Waldref asked if the PTIC is used in other transit agencies.

Ms. McAloon said that the PTIC is called different names in other agencies, there are no definite procedures and is up for interpretation. The only piece that is clear is who attends the meeting. The PTIC includes all three County Commissioners and one representative from each of the cities in the Public Transportation Benefit Area (PTBA).

Mr. Trulove asked about background information.

Ms. McAloon said that historically a presentation has been made that includes all the information.

Ms. McAloon reviewed the draft presentation for the Committee. The STA Board must adopt and review the Comprehensive Transit Plan that establishes and considers levels of service, funding sources, impact of the plan and integration with other transits and future growth. The purpose of the PTIC is to review the composition of the governing body and review the boundaries of the PTBA. A PTIC meeting is required every four years and the last one was February 9, 2011 which was a continued discussion from 2010. Two of STA's Board composition reviews have been triggered by the incorporation of Liberty Lake and the incorporation of Spokane Valley. Each of the ten PTIC delegates are entitled to one vote. There is no procedure in the event of a tie or if a simple or super majority is required. The Rules of Procedure should be determined at the beginning of the conference through motions. Ms. McAloon suggested adding this step to the agenda after the Chair is elected.

Ms. McAloon reviewed the STA Board composition minimum requirement which is no more than nine voting members comprised of County Commissioners and elected representatives from the cities within the PTBA plus one non-voting member recommended by the labor organizations. The STA Board could add ex-officio (non-voting) elected officials to the STA Board if the STA Bylaws are changed to accommodate this.

Ms. McAloon said as Board members the expectation is that the ex-officio members would actively participate in meetings.

Mr. French commented that all the Small Cities could then be represented on the Board and would be in compliance with the State statute of nine voting members.

Mr. Trulove said the advantage is that those ex-officio members would be part of the conversation.

Ms. McAloon said the statute specifically states that cities that don't have direct representation may through legislative action designate a voting Board member for the purpose of expressing their opinion.

Mr. French said that in prior PTIC meetings a topic of conversation was the time required of Board members to attend STA meetings. With a broader pool of ex-officio members it would be easier to fill in for absences of regular members.

Ms. McAloon said that as a result of the 2003 PTIC meeting STA amended its Bylaws so that it was mandatory that the Small Cities on the Board would designate an alternate from one of the three Small Cities not currently sitting on the Board. The idea was that it would force participation and more involvement. Ms. McAloon asked if alternates are selected according to the Bylaws.

Ms. Watson said that the City of Cheney has appointed a representative from the City of Medical Lake who is not currently sitting on the Board. The Mayor of Airway Heights has appointed an elected official from Airway Heights in his absence.

Ms. McAloon reminded the Committee that the alternate should be from a Small City not currently sitting on the Board so technically they would not be able to vote.

Mr. French commented that due to the time involved to attend meetings perhaps creating a different alternate structure might be less of a burden for Small Cities.

Mr. Trulove agreed and suggested that Small Cities not currently sitting on the Board could attend the monthly Board meetings to keep informed about STA.

Mr. French said that STA Board meetings during the day conflicts with those members that have day jobs and meetings at night conflict with either current evening meetings or family commitments. It is a historical situation, not unique.

Ms. McAloon reviewed the history of prior PTIC meetings. Draft slides showing population and ridership in each jurisdiction in the PTBA were reviewed and suggestions were made. As a result of questions asked at past meetings, those slides were added.

Mr. Trulove said it is good to include those. Sales tax revenue varies by the different developments in each jurisdiction and population varies especially in Cheney when school is in session.

Ms. Waldref asked about counting the boardings at the Plaza.

Mr. Otterstrom said the count is where each boarding takes place in the network.

Mr. Blaska said that ridership is skewed because for those that work in the City of Spokane but live elsewhere, all the return trips are counted as being from the City of Spokane.

Mr. French said that some may comment that the population of the unincorporated Spokane area is overstated and the amount of population for the Small Cities is understated. There was a shift in population from unincorporated to incorporated, but the amount is insignificant compared to the amount of revenue. The retail area was the largest component of the shift, not the residential component.

Mr. Trulove would hope that the outcome of the PTIC meeting would be consensus on STA's direction. Both enhanced communication and the possibility that there will be an STA supporter in each jurisdiction would indicate success. The meeting may need to be continued to refine the ideas and review a draft proposal.

Ms. Waldref suggested the first meeting be to share ideas. If an alternative composition is suggested, then legal counsel could draft that verbiage.

Ms. McAloon said that nine members was the STA Board limit until 2010 when the statute was amended to include nine *voting* members.

Ms. Waldref said non-voting members could be on the Board.

Mr. Trulove commented that the Board's focus should be on the underlying goals, not who gets to vote.

Ms. Waldref said that for three years, those Small Cities not on the Board do not receive consistent information. For those Small Cities to be part of the conversation would be valuable.

Mr. Trulove said that those representatives would then share information with their constituents.

Ms. McAloon said that the three year term for the Small Cities is in the Bylaws and could be changed. All other jurisdictions have a one year term and have to be reappointed every year.

Mr. Trulove commented that if non-voting members were included on the Board and if they were asked to fill in as a voting member then they would be knowledgeable.

Mr. French asked if a second meeting is necessary, are there requirements when that meeting should take place and should the meeting take place before or after the April ballot measure.

Ms. McAloon said there are no meeting requirements for a second meeting. If a second meeting is necessary that meeting would be an additional PTIC meeting. The PTIC is an organization that has one sole charge; it does not have regular meetings or a meeting place. It is questionable whether it falls under the Open Public Meetings Act because it is an organization of jurisdictions that can take action on one item and it is not a committee or sub-committee. STA has taken responsibility and assumes that this meeting is subject to the Open Public Meetings Act and noted every meeting as a special meeting.

Mr. French asked if a second meeting is necessary does a Chair need to be elected and Rules need to be accepted.  
Ms. McAloon said that at the last PTIC meeting the Chair remained the same for the first and second meeting.  
Ms. Watson said from the prior PTIC minutes “Mr. Richards adjourned the November 17, 2010 meeting and opened the February 2011 meeting and remained as Chair”. No action was taken on the Rules.  
Ms. McAloon said action on the Rules should happen at a second meeting.  
Mr. Trulove said that if a second meeting is necessary that a date for that second meeting be included with the motion.  
Ms. Watson said that at the last meeting the motion “was to convene another meeting of the PTIC no later than mid-February 2011”.

No further comments were received.

**7. BOARD OF DIRECTORS AGENDA: FEBRUARY 19, 2015**

No changes. All members approved the draft agenda.

Ms. Waldref asked about the public education piece for the ballot measure and would it be available for Board members at the Board meeting.

Ms. Bousley said it will be provided.

Ms. McAloon said that the Public Disclosure Commission (PDC) no longer provides the service of reviewing the public education pieces. Legal counsel has reviewed.

**8. CEO REPORT**

Ms. Meyer said that the Central City Line (CCL) project was included in the 2013 House Transportation Revenue Package for \$11.7M. STA has received a request from Representative Riccelli’s office for an amount to be included in the 2015 House Transportation Revenue Package. Washington State Transit Association (WSTA) solicited information from all transit agencies about what each would do with funding if the amount was \$300M (which was the amount for transit capital projects in 2013). This fee bill funding would be distributed by formula (1/3 miles, 1/3 hours and 1/3 trips). In that calculation, STA’s formula share would be \$18M. \$18M is the amount that provides 30% local share for the CCL and improves STA’s competitiveness for a Federal Grant. The entire local share for the CCL would come from the State. The money that STA has in the STA Moving Forward plan could be spent on other projects. STA has notified WSTA that if STA received \$18M it would be used for the Central City Line.

Ms. Meyer said that in order for the West Plains Transit project to receive a regional mobility grant, the regional mobility grant funding has to be at \$50M for the biennium. By statute the funding is to increase to \$50M in 2015. The CCL is the number six project in the State and will receive its second biennium funding of \$1.7M. This is the first request for the West Plains Transit Center and is \$1.7M for the first biennium.

Discussion ensued regarding the State transportation package.

**9. NEW BUSINESS**

None

**10. 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 1:55 p.m.

Respectfully submitted,

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