

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

BOARD OF DIRECTORS

Draft Minutes of the April 18, 2013, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Chuck Hafner, City of Spokane Valley, Chair
Gary Schimmels, City of Spokane Valley
Al French, Spokane County
Amber Waldref, City of Spokane
Mike Allen, City of Spokane
Art Kulibert, Small Cities Representative
(Medical Lake)
Richard Schoen, Small Cities Representative
(Millwood)

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Steve Doolittle, Director of Human Resources
Lynn Holmes, Assistant Director of Finance
Molly Myers, Communications Manager
Susan Millbank, Ombudsman & Accessibility Officer

MEMBERS ABSENT

Shelly O'Quinn, Spokane County
Nancy McLaughlin, City of Spokane
Rhonda Bowers, Labor Representative

PROVIDING LEGAL COUNSEL

Laura McAloon, K & L Gates LLP

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1. **CALL TO ORDER AND ROLL CALL**
Chair Hafner called the meeting to order at 10:00 a.m. and conducted roll call.
 2. **APPROVE BOARD AGENDA**
Mr. Schimmels moved approval of the agenda, Mr. French seconded and the motion passed unanimously.
 3. **PUBLIC EXPRESSIONS**
None.
 4. **RECOGNITIONS AND PRESENTATIONS**
 - A. **First Quarter 2013 Years of Service Awards**
Mr. Doolittle read the names of employees with 5, 10, 15, 20, 25, 30, and 35 years of service. Gary McMurtery and Bob Niehenke in the Maintenance Department have served 30 years each and Coach Operator Kevin Eaton has served 35 years. Gary McMurtery and Bob Niehenke, and his wife Shelley, were present. Mr. Hafner thanked the employees on behalf of the Board.
 - B. **First Quarter 2013 Employee Recognition Winners**
Mr. Doolittle read the names of those who won the employee recognition awards for the first quarter of 2013. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.
 5. **PUBLIC HEARING**
 - A. **September 2013 Service Revisions**
Mr. Hafner opened the public hearing at 10:08 a.m.
Mr. Otterstrom explained that the proposed revisions are based on the Service Implementation Plan (SIP) and the budget. Public comment has been received through an online survey and 31 mostly


positive comments were received. The scope of service revisions is much smaller than in 2011 but still requires a public hearing.

Proposed schedule revisions are shown in the table below:

Proposed Schedule Revisions

Routes Under Consideration for Revised Schedules		
21 West Broadway +	42 South Adams *	94 East Central/Millwood +
23 Maple/Ash +	43 Lincoln/37 th *	96 Pines/Sullivan +
25 Division +	44 29 th Ave *	97 South Valley
27 Hillyard *	45 Regal +	98 Liberty Lake via Sprague +
29 S.C.C. +	66 EWU/Cheney *	124 North Express
32 Trent/Montgomery	68 Cheney Local *	173 VTC Express
33 Wellesley +	90 Sprague +	174 Liberty Lake Express

* Not listed in the Preliminary Proposal
 + Changed from the Preliminary Proposal
Bold: routing changes



Also proposed is a change to Zone 10 to reduce passenger crowding on the street corner so customers do not board only alight.

A proposed modification of bus staging at Spokane Community College is included to improve service delivery and resolve safety concerns.

The Performance Monitoring & External Relations Committee (PMER) will consider the proposal at their meeting on May 1 and the Board will take action on May 16, 2013. Service changes will be effective September 15, 2013.

Mr. French appreciates the good work done by staff to tweak the system in order to enhance performance. In Seattle the news is full of serious cuts in transit service.

Mr. Hafner asked for public comment three times. There was no public comment. He closed the hearing at 10:18 a.m.

6. BOARD ACTION – CONSENT AGENDA

Mr. French moved to approve the following consent agenda items 6. A through C. Mr. Allen seconded and the motion passed unanimously.

- A. Approve the minutes of the March 21, 2013 Board meeting.
- B. Approve the following vouchers and payroll for March, 2013:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers	Nos. 575584 - 575952	\$ 2,984,512.30
Workers Comp Vouchers	Nos. 211058 - 211148	\$ 59,237.88
Payroll 03/08/2013	ACH – 03/08/2013	\$ 1,291,828.54
Payroll 03/22/2013	ACH – 03/22/2013	\$ 979,900.15
WA State – DOR (Use Tax)	ACH – W0640	\$ 12,648.63
MARCH TOTAL		\$ 5,328,127.50

C. Approve the consolidation of all Paratransit/Special Needs Grant funding to help meet overall Paratransit costs and apply the normal STA budgeting process to guide decision-making for other projects formerly tied to this grant.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS

Board Operations Committee:

A. Streamlining Board and Committee Authority

Mr. Hafner said the Committees and Board have looked at different ideas to streamline the information given to them. The Board Operations Committee met on April 10 and discussed reducing the number of decisions coming to the Board and Committees as follows:

Operating Expenses

CEO can approve Scopes of Work \leq \$1,000,000

(Currently Committee approves Scopes of Work > \$200,000)

Capital Purchases

- **Replacement Equipment in Board-approved Capital Improvement Program & Budget**

CEO can approve Scopes of Work & Awards of Contract not to exceed approved budget

(Currently Committee approves & Board awards if > \$200,000)

- **New Equipment & Construction in the Board-approved Capital Improvement Program & Budget**

CEO can approve Scopes of Work & Awards of Contract \leq \$1,000,000

(Currently Committee approves & Board awards > \$200,000)

- **New Equipment & Construction not in the Board-approved Capital Improvement Program & Budget**

Committee approves & Board awards > \$200,000

(No change)

Disposal of Equipment

CEO can approve disposal of equipment with a market value \leq \$25,000

(Current CEO authority is market value < \$5,000)

Revenue Contracts

- **Leases**

CEO can negotiate new leases and Board approves

CEO can negotiate and approve renewing leases

(Currently Board approves all leases & renewals)

- **Advertising Contract**

CEO can approve Scopes of Work, negotiate and award advertising contracts

(Currently Committee approves Scope and Board awards)

Ms. Meyer added that the Board will still have oversight and approval of the capital and operating budgets but will be able to spend more time on strategic governance issues than approving items that have already been included in the budgets each year.

Mr. French agreed that the Board should not be required to approve capital items that have already been approved in the budget and recommends approval of this change in the CEO's authority.

Mr. Hafner also agreed that this change will save the Board time.

Mr. French moved to approve the Board and Committee authority as outlined and request staff to prepare appropriate resolutions and policies to implement said changes. Mr. Allen seconded and the motion passed unanimously.

8. BOARD ACTION

A. Congestion Mitigation & Air Quality Improvements (CMAQ) Grant Applications

Mr. Otterstrom explained that Spokane Regional Transportation Council (SRTC) released a Call for Projects for the CMAQ program for fiscal years 2014-2017. The anticipated amount to be awarded is \$20 million. The CMAQ program provides funding for transportation projects and programs that help meet the requirements of the Clean Air Act. SRTC set funding proportion for the projects according to the following criteria: Travel Demand Management 40%; Traffic Flow Improvements 45%; and, Particulate Matter Reductions 15%.

Spokane Transit submitted seven applications, three of which are in the Capital Improvement Program (CIP) and do not require Board approval: 1) Fixed Route Bus Replacement \$2.1 million; 2) West Plains Transit Center \$2.0 million; and, 3) Central City Line \$1.5 million. Four applications are for projects not yet approved by the Board in the current Capital Improvement Program (CIP): **4) Fare System Upgrade/Smart Card Enhancement \$1.0 million; 5) Universal Transit Access Pass Program – Community Colleges of Spokane \$1.5 million; 6) Improvements to North Division Street \$1.4 million; and 7) Improvements to the North Monroe/South Regal Corridor \$3.5 million.** The last two corridor improvements are included in the STA Moving Forward program as the lowest cost options. The grant applications are due in two weeks so this item is being brought before the Board directly instead of going through the Planning & Development Committee first.

Ms. Waldref asked why the short notice.

Mr. Otterstrom said although the timeline was known in the fall, the STA Moving Forward project has been progressing since then and results were needed to get all the projects in line in terms of cost and those not in the current CIP. He added that in addition to the Division and Monroe/Regal corridors, the West Plains Transit Center (Cheney route) and the Central City Line are also included. All of these projects are in STA Moving Forward.

Mr. Allen appreciated the Smart Card Enhancement which will make it easier to access transit.

Mr. French moved to approve submission of the grant applications numbered 4 – 7 listed above for Congestion Mitigation & Air Quality (CMAQ) program for the fiscal years of 2014-2017 as presented. Mr. Allen seconded and the motion passed unanimously.

9. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. Hafner said at their meeting of April 10 the committee discussed the Central City Line; van grants; streamlining of Board and Committees' work; Liberty Lake Park & Ride; and, the possibility of reopening the smoking area at the Plaza. The April Board agenda was also reviewed.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

i. Plaza Update

Mr. Allen reported that he and Ms. McAloon attended a meeting downtown about smoking enforcement. An ordinance authorizing law enforcement to write citations to violators is moving forward on the City of Spokane Council agenda.

Mr. Blaska said the recent problems on Post Street with smoking and disruptive behavior does not represent all Spokane bus riders and moving transit from the Plaza will not fix the problem. There is a misperception by some in the community that transit is not widely used. Spokane Transit provided 11 million rides in 2012 and is second only to King County Metro in passengers per hour of service. The

recently completed Community Perception Survey shows strong transit use and support for transit. A healthy downtown includes public transit. There are currently 42 downtown businesses in the Employer Sponsored Bus Pass program in addition to City of Spokane and Spokane County employee pass programs. The City Ticket program provides 450 parking spaces at the Arena for people to park and ride the bus, thus freeing up parking in the downtown core.

The vast majority of the 11,700 daily boardings at the Plaza are people using the facility for the purpose it was intended – as a transit center.

Mr. Otterstrom explained what the downtown transit situation was like in 1981 where a “Wall of Buses” congregated on Riverside and Howard, blocking businesses and taking up too much space. He outlined the timeline of studies beginning in 1970 and culminating in the Plaza opening in 1995. The Plaza was originally planned as a high-rise mixed-use building until a lawsuit discouraged private partners. The study by Nelson/Nygaard consultants in 2008 looked at alternatives to the Plaza, some of which inconvenienced passengers and were more costly. These included: Dual Peripheral Centers; Downtown Grid System; Downtown Transit Mall; Move to Intermodal Center; and, Stay at the Plaza and Improve Plaza Operations. On December 20, 2008, the STA Board of Directors unanimously approved the option to remain at the Plaza and make improvements.

Mr. Blaska reiterated that the problem currently is an increase in disruptive and rude behavior in the downtown pedestrian environment. STA has a published “Code of Conduct” for behaviors on the bus and at transit facilities, and has made security a priority.

Mr. Allen thanked staff for an excellent overview. He emphasized the importance of passengers continuing to have the convenience of coming into the downtown core and not having to transfer to other buses to get to work.

Mr. Hafner said the transit system affects people throughout the region and encouraged all interested parties to work together and get the job done.

ii. September 2013 Service Revisions

This item is for Board discussion following the public hearing and before action is taken at the May Board meeting. Mr. Allen appreciates that while many transit agencies are drastically reducing service, Spokane Transit is still growing.

11. PLANNING & DEVELOPMENT COMMITTEE:

A. STA Moving Forward Update

Mr. Otterstrom updated the Board on the Open Houses that took place in March. The final all-corridor Open House on April 10 was well attended.

Phase II of the project will be substantially complete in May with Phase III beginning in the fall of 2013. Phase III will finalize a set of transit services and projects for the next 10 to 15 years if revenue becomes available.

At the May 16, 2013 Board meeting, a report will be presented on the corridor projects and the Board will be asked to adopt the screening criteria. At the July 10, 2013 Board Workshop, the Board will review the screened project list and give guidance on implementation scenarios.

Ms. Meyer said this update will be provided to employees at the next All Employee Meeting in the fall.

12. CEO REPORT

Ridership

Ms. Meyer reported that fixed route ridership in March decreased 1.6% over March 2012 for a year to date increase of 1.7%. Paratransit ridership decreased 3.1% over March 2012 for a year to date decrease of 0.5%. There was one less weekday in March 2013 than in March 2012.

State Legislative Update

Ms. Meyer reported that the legislative session ends on April 28, 2013. However, it is anticipated that there will be a special session to resolve the general fund budget. The House and Senate passed their transportation budgets and the House Transportation Revenue package will be available next week.

2013-2015 Biennium House Budget

Ms. Meyer said the budget includes \$19.5 million statewide for special transportation (paratransit) and it is anticipated that STA would receive \$1.4 million for the biennium.

Vanpool funding remains at \$6 million; STA is currently planning for ten new vans per year.

The Regional Mobility Grant proposes that \$200,000 be re-appropriated for the final Plaza renovations and that \$500,000 for Central City Line (CCL) in 2013-15 and \$1.7 million in 2015-17 be appropriated. No decision has yet been made.

Representative Judy Clibborn sponsored a new House Transportation Revenue and Budget package of \$7.8 billion over 12 years to be funded through a 10 cent increase in fuel tax and other auto-related fee increases. It is disappointing that only \$10 million per year is designated for all public transportation of which STA's share is estimated at \$620,000 per year.

The Plaza

The Downtown Spokane Partnership (DSP) has been working with the Spokane Police Department (SPD) to locate officers in the Peyton Building space that formerly housed the Rex Burgers restaurant. Spokane Transit has been asked to provide four additional parking spaces at the Plaza. The SPD already has two. It is not clear yet how STA will be compensated. Also requested is that STA clear Zone 1 of buses on the corner of Post and Riverside in front of the new SPD offices. The police want their presence to be visible and wish to park police cars in front of the building. This would be problematic for STA's operations since the buses from Zone 1 would have to be integrated into other zones, causing crowding and holding up traffic.

Ms. Waldref suggested the police park the two cars on Post where there would still be good visibility.

Mr. Hafner asked how many officers would be transferred to the new office.

Ms. Meyer said there would be seven in addition to the two currently housed in the Plaza. She added that she didn't know if those two officers would also be moved into the new offices. Since STA has an interlocal agreement with SPD to pay for the services of one officer, those funds could be used elsewhere if the officer is moved. She recommended that STA does not give up Zone 1.

Ms. Waldref moved to keep transit operations in Zone 1, Mr. Allen seconded.

Discussion ensued regarding the availability of parking for the police cars.

Mr. French said he supports the motion and worries about the safety of stacking up buses and impairing visibility for drivers and pedestrians.

The motion passed unanimously.

Ms. Meyer asked what the Board thought about providing four additional parking spaces at the Plaza for SPD. It would require STA to give up revenue parking at \$125 per month per space to accomplish this.

Mr. Allen supports this as a goodwill effort.

Mr. Allen moved to approve the request for an additional four parking spaces for the Spokane Police Department at the Plaza. Mr. Schimmels seconded.

Ms. Waldref suggested other partners in the area could give up a parking space.

Mr. Allen amended his motion to ask staff to research other partners in the downtown area to help address the SPD parking request. Mr. Schimmels seconded the amendment.

Mr. Schoen asked how many parking spaces STA has at the Plaza.

Mr. Blaska said there are approximately 40 presently occupied by STA, police, security ambassadors, vendors, and others who have leases. The Downtown Spokane Partnership has already agreed to give up the two spaces occupied by the security ambassadors.

Mr. Hafner said STA wants to be a good neighbor but agrees with the amended motion.

Mr. Schoen said STA cannot compromise its operational capabilities.

Mr. French amended Mr. Allen's motion to add "as long as the City of Spokane maintains the police substation at the current staffing level."

Ms. McAloon restated the motion:

"As long as there is a police substation located on the Plaza block at street level with a staffing level of at least seven police officers, allow the City of Spokane up to four additional parking spaces at the Plaza at no cost, and authorize staff to research other downtown partners to also provide parking for public safety."

Mr. Schoen seconded the amendment and the motion passed unanimously.

Plaza Smoking Section on Wall Street

Ms. Meyer said there have been problems with smokers going elsewhere to smoke since the smoking section at the Plaza on Wall Street was closed last summer. She asked the Board what they thought about re-opening the smoking section. She added that the conversion of Wall to a two-way street means that the smoking section would now be less than the required 25 feet away from a door. Ms. McAloon said it was unlikely that STA would obtain an exemption from the Health District since it would have to be proven that no smoke will ever enter the building.

Discussion ensued regarding the smoking area.

Mr. Schoen said a reason STA closed the smoking area was because of complaints from nearby businesses.

Ms. Meyer clarified that converting Wall Street to two way traffic eliminated the area.

Mr. Kulibert said he was not in favor of promoting a smoking area.

The Board agreed by consensus not to pursue this further.

Plaza Relocation

Ms. Meyer asked the Board if they would be prepared to make it known that STA is not going to relocate its operations away from the Plaza. The ongoing conversation is a distraction to completing STA Moving Forward and the Plaza renovations.

Mr. Kulibert moved to keep Spokane Transit operations at the Plaza and Mr. Schoen seconded.

Mr. French said there needs to be more dialog and outreach. The interested parties do not have enough information and it would not be a positive message at this time.

Mr. Hafner asked if STA has had such dialog.

Ms. Meyer said there has been dialog among the downtown businesses and organizations, but not with STA.

Mr. Allen said he was against the motion and preferred to have staff show the Plaza presentation seen today to educate businesses and organizations downtown.

Mr. Kulibert withdrew his motion and Mr. Schoen his second.

Mr. French said he will attend a DSP retreat on April 19 and will speak about the issue. The DSP President, Mark Richard, was previously on the STA Board and was involved in the discussions about the Plaza that stemmed from the 2008 Nelson/Nygaard report.

Mr. Schoen said there are no viable options to the Plaza and this was decided by the Board in 2008.

Mr. Hafner agreed that STA's operations should stay where they are and the neighbors educated via outreach efforts.

13. BOARD INFORMATION

- A. Committee Minutes
- B. February 2013 Financial Results Summary
- C. March 2013 Sales Tax Summary
- D. First Quarter 2013 Procurement Report
- E. February 2013 Operating Indicators
- F. Spokane Regional Transportation Council (SRTC) Horizon 2040 Update

14. NEW BUSINESS
None.

15. BOARD MEMBERS' EXPRESSIONS
Ms. Waldref said Ms. Meyer and the Police Chief will appear on an upcoming "Council Connections" program.

16. EXECUTIVE SESSION

At 12 noon, Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purposes:

1. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.

The STA Board of Directors will reconvene in open session at approximately 12:10 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 in open public session. No action is anticipated.

At 12:10 p.m. the Board of Directors reconvened and Chair Hafner declared the meeting back in public session.

17. ADJOURNED

With no further business to come before the Board, Chair Hafner adjourned the meeting at 12:12 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 day after the meeting.

Cable 5 Broadcast Dates and Times of April 18, 2013 Board Meeting:

Saturday, April 20, 2013	4:00 p.m.
Monday, April 22, 2013	10:00 a.m.
Tuesday, April 23, 2013	8:00 p.m.

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

Performance Monitoring & External Relations	May 1, 2013, 10:00 a.m. (Southside) 1229 West Boone
Planning & Development	May 2, 2013, Noon (Southside) 1229 West Boone
Board Operations	May 8, 2013, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 16, 2013, 10:00 a.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.