

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

BOARD OF DIRECTORS

Draft Minutes of the April 23, 2015, Special Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Tom Trulove, Small Cities Representative
(Cheney), *Chair*
Steve Peterson, Small Cities Representative
Alternate (Airway Heights)
Amber Waldref, City of Spokane
Karen Stratton, City of Spokane
Candace Mumm, City of Spokane
Chuck Hafner, City of Spokane Valley
Ed Pace, City of Spokane Valley
Shelly O'Quinn, Spokane County
Al French, Spokane County
Rhonda Bowers, Labor Representative

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
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL

Brian Werst, K & L Gates LLP

MEMBERS ABSENT

None

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, Ms. O'Quinn seconded and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Mayor Freeman, City of Millwood, spoke about the proposed bylaws changes. He said that at the February meeting of the Public Transportation Improvement Conference (PTIC) it was passed by a majority that the STA Bylaws be amended to reflect a change in the STA Board composition. This was not accomplished at the March STA Board meeting. The current proposed bylaws amendments include weighted voting. He made the following points:

- Weighted voting was not required by the PTIC and is contrary to the wishes of the members.
- There is no justification for weighting percentages other than the City of Spokane wants to dilute the vote.
- A formal study should be undertaken on weighted voting.

Mayor Higgins, City of Medical Lake, said he would also like to see a study undertaken on weighted voting. He added that Mayor Condon's letter was offensive.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **Jeff Thrower, Coach Operator – Retirement**

Mr. Blaska said Mr. Thrower has enjoyed a 22 year career at Spokane Transit, working mostly on the valley routes, and he earned safety awards for 18 years.

B. First Quarter 2015 Years of Service Awards

Mr. Doolittle read the names of the employees with 5, 10, 20, 25, and 30 years' service. Donna Graff, Paratransit Van Operator, was present and received her 25 year service award from supervisor Anita Teague. Frank English, Associate Building Maintenance Specialist, was also present and received his 25 year service award from Assistant Facilities & Grounds Manager, Darin Hoffman. Eligibility Specialist, Karla Gibbons, has served Spokane Transit and the community for 30 years. She was presented with her award by Transportation Manager - Paratransit & Vanpool, Denise Marchioro.

C. First Quarter 2015 Employee Recognition Winners

Mr. Doolittle read the names of those who won the employee recognition awards for the first quarter of 2015. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

5. BOARD ACTION – CONSENT AGENDA

Mr. Pace moved to approve the following consent agenda items 5. A through F. Ms. Mumm seconded and the motion passed unanimously.

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

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
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

- C. Authorize submission of Additional Congestion Mitigation and Air Quality (CMAQ) grant application – Monroe High Performance Transit (HPT) Infrastructure Upgrades.
- D. Authorize Budget & Task Order to Begin Design & Engineering for Boone Northwest Garage.
- E. Approve Spokane Regional Transportation Management Center (SRTMC) Agreement.
- F. Approve Award of Additional Van Grant Vehicle.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS: None.

7. BOARD ACTION – OTHER:

A. STA Bylaws Amendment

Mr. Trulove said the current version of the bylaws in the Board information packet has been circulated as required to the jurisdictions in the Public Transportation Benefit Area (PTBA).

Mr. Hafner said he and Mayor Grafos of the City of Spokane Valley agree on the following motion.

Mr. Hafner moved to adopt the STA Bylaws amendments on pages two and three and defer the other amendments. Mr. Pace seconded.

Mr. Trulove explained that the bylaws amendments specified on pages two and three are to:

- Change the number of voting Board members from the Small Cities from two to three.
- Keep the current rotation of Small Cities; the new member will be from the City of Liberty Lake.
- Change the number of voting Board members from the City of Spokane from three to two.

Mr. Pace said before the PTIC meeting he sent an email to Mr. Trulove saying he would like to see all five of the Small Cities have voting membership on the STA Board but state law restricts the total voting number to nine. However, he supports the addition of a Small City member.

Ms. O'Quinn is in favor of the motion and was disappointed that it was not adopted last month. She added that any other proposed amendments to the bylaws should not be considered until the Board composition is changed.

Ms. Mumm asked when the deadline for submitting additional comments will be.

Mr. Werst suggested the Board submit comments to the Clerk on or before May 5, 2015. Legal Counsel will incorporate any additional proposed amendments to the bylaws and the Clerk will circulate these on May 7 (two weeks prior to the May 21, 2015 Board meeting).

The motion passed 5 votes to 4 as follows:

Yes

Tom Trulove, Chuck Hafner, Shelly O'Quinn, Ed Pace, Steve Peterson.

No

Al French, Amber Waldref, Candace Mumm, Karen Stratton.

8. **BOARD OPERATIONS COMMITTEE:**

A. **Chair's Report**

Mr. Trulove said the proposed amendments to the STA Bylaws were discussed.

9. **PLANNING & DEVELOPMENT COMMITTEE:**

A. **Chair's Report**

Mr. French said the committee recommended the Board approve the Congestion Mitigation & Air Quality (CMAQ) grant application for the Monroe High Performance Transit (HPT) Infrastructure Upgrades. This item was forwarded to the consent agenda. There will be a public hearing at the May 21, 2015 Board meeting on Bus Stop Policy Framework: Draft Comprehensive Plan Amendments.

10. **PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:**

A. **Chair's Report**

Ms. Waldref said the committee reviewed, discussed and recommended for approval consent agenda items 5.D, E and F. There was also a fare change update. Committee members also used their phones to do Beta testing of real time bus information. Mr. Blaska added that the public release will be in the summer.

11. **CEO REPORT**

Ridership

Ms. Meyer reported that fixed route ridership in March decreased by 2.8% over March 2014 for a year-to-date decrease of 2.4%. Lower ridership has been noted among college students; better weather conditions and lower gas prices could have had an effect. Staff will continue their outreach efforts to the colleges. Paratransit ridership decreased 1.6% over March 2014 with 3.2% decrease year-to-date. Vanpool ridership decreased by 8.0% over March 2014 for a year to date decrease of 7.5%. The number of riders in the vans decreased and fewer people are paying more as a result. The vanpool program grows and shrinks with groups that are temporary as in the construction industry. It should be noted that March 2015 had one more weekday than March 2014.

Non-Capital Revenue

Non-capital revenue through February 2015 was 5.1% over budget and 1.4% below 2014 actual.

Sales Tax Revenue

March 2015 sales tax revenue (based on January sales) increased by 5.1% (\$168K) above March 2014 for a year-to-date increase of 0.6% over budget.

Operating Expenditures

Operating expenditures through February 2015 were 7.8% (\$837K) under budget, mostly due to lower than anticipated fuel costs at almost 50% below budget and the timing of expenditures for computer materials and vehicle repairs.

State Legislative Update

The last day of the session is April 26. There has been no agreement yet on the operating budget so there will be a special session.

The House and the Senate budgets both include grants for:

- Special Needs
- Vanpool
- Regional Mobility

Neither reauthorized a “Fee Bill” meaning that Spokane Transit will lose \$1.6M.

The House bill is \$15 Billion with \$760 Million for public transportation and includes \$1.7M for the Central City Line (CCL) and the West Plains Transit Center for \$8.7M.

The Senate bill is almost \$14 Billion with \$486 Million for public transportation and includes \$1.7M for the CCL but no funding for the West Plains Transit Center.

A new Transit Capital Grants program in the House funds the CCL for \$18M and in the Senate for \$10M.

STA Moving Forward/Proposition 1

STA staff made 52 presentations area wide. Ms. Meyer thanked the Planning and Communications Departments as well as Board members who were involved.

Mr. Trulove said it has been a very good process and staff has done a great job.

12. BOARD INFORMATION

- A. Committee Minutes
- B. February 2015 Financial YTD Results Summary
- C. March 2015 Sales Tax Summary
- D. February 2015 Operating Indicators
- E. Bus Stop Policy Framework Draft Comprehensive Plan Amendments
- F. Transit Development Plan – Major Activities
- G. Fare Change Update
- H. 2015 APTA Nomination for Outstanding Public Transportation Manager

13. NEW BUSINESS – None.

14. BOARD MEMBERS’ EXPRESSIONS

Ms. Mumm said she just returned from a planning conference in Seattle where there were approximately 6,000 participants. She added that Spokane Transit has done a lot of planning and is a good partner in the planning process.

Ms. O’Quinn asked for a copy of the CEO report PowerPoint. She added that people have expressed concern to her about the costs of STA’s marketing. She requested the costs from January and how it has impacted ridership.

Mr. Pace was also asked that question.

Ms. Meyer emphasized that the ballot initiative campaign has advertised but that has nothing to do with STA who does advertising on a regular basis and that has not changed.

Ms. O’Quinn said she needs to know so that she can answer questions when asked about it.

Ms. Waldref thanked staff for all their efforts on educating the public on the ballot measure. Last night students from Gonzaga wanted information and she appreciated that staff were there to provide it.

Mr. French said the paperwork for the APTA Transportation Manager of the year was submitted in time. He recognized Ms. Millbank for her work in getting that done. Ms. Meyer received federal, state and local officials' endorsement for the award. He and Mr. Trulove thanked staff for their efforts on the ballot measure education process.

15. EXECUTIVE SESSION

At 2:22 p.m., Mr. Werst announced that the Board would adjourn for an Executive Session for the following purpose:

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 2:32 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.

At 2:34 p.m., the Board of Directors reconvened and Chair Waldref declared the meeting back in public session.

16. ADJOURNED

With no further business to come before the Board, Chair Trulove adjourned the meeting at 2:36 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 April 23, 2015 Special 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.