

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

## **BOARD OF DIRECTORS**

Minutes of the February 21, 2019, Board Meeting  
Spokane Transit Boardroom  
1230 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Candace Mumm, City of Spokane, *Chair*  
Al French, Spokane County  
Chris Grover, Small Cities Representative (Cheney)  
Lori Kinnear, City of Spokane  
Pamela Haley, City of Spokane Valley  
Josh Kerns, Spokane County  
David Condon, City of Spokane  
Sam Wood, City of Spokane Valley  
Kate Burke, City of Spokane  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*  
Veronica Messing, Small Cities Representative  
(Airway Heights) *Ex Officio*  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **STAFF PRESENT**

E. Susan Meyer, Chief Executive Officer  
Roger Watkins, Chief Operations Officer  
Karl Otterstrom, Director of Planning & Development  
Nancy Williams, Director of Human Resources  
Brandon Ropez-Betty, Director of Communications  
& Customer Service  
Lynda Warren, Director of Finance & Information  
Services

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **MEMBERS ABSENT**

None

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1. **CALL TO ORDER AND ROLL CALL -**  
Chair Mumm called the meeting to order at 1:34 p.m. and conducted roll call. She reminded Board members of her challenge to ride the bus and encouraged them to express their recent experience of using transit as they introduced themselves.
  2. **APPROVE BOARD AGENDA**  
**Mr. French moved to approve the agenda, Mr. Grover seconded and the motion passed unanimously.**
  3. **PUBLIC EXPRESSIONS**  
Mr. Dave Tyvan spoke about his background and experiences riding the bus. He offered some constructive criticism for a few of the drivers and supervisors. Chair Mumm thanked him for appearing.
  4. **RECOGNITIONS AND PRESENTATIONS**
    - A. **4<sup>th</sup> Quarter 2018 Years of Service Awards**  
Ms. Williams advised that at the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association. Ms. Williams listed and acknowledged individuals for having completed 5, 10, 15, 20, 30 and 35 years of service. A list of names was provided in the packet.

B. 4<sup>th</sup> Quarter 2018 Employee Recognition Committee Awards (ERC)

Ms. Williams noted that ERC is a Board approved recognition program to acknowledge employees who go the extra mile to help STA achieve core objectives. The program is administered by an employee committee and is very successful. She noted it is recognized by employees as a prestigious award. A list of the award winners was announced and included in the packet.

5. PUBLIC HEARING:

A. September 2019 Service Revisions - Draft Recommendation

Mr. Otterstrom presented draft recommendations for the September 2019 Service Revisions. He noted the entire program was reviewed last month but was being presented here as a public hearing.

Following the presentation, Chair Mumm called for comments. None were forthcoming. Chair Mumm noted she was going to close the hearing but wanted to ensure the Board could access the plan. She asked if the hyperlink in the packet or on the website could be sent to the full board. Mr. Otterstrom said that could be done and he noted that the final recommendation would be completed by the end of the month and a link will be sent to Board members when it is available.

Mr. Otterstrom noted one of the recommendations is to make the Cheney changes in May (not September). He said this is a smaller change that only requires CEO approval but staff are bringing this to the Board's attention for information.

6. BOARD ACTION – CONSENT AGENDA

- A. Minutes of the January 17, 2019, Board Meeting – Corrections/Approval
- B. January 2019 Vouchers (*Lynda Warren*)
- C. 29th and Regal Budget Reallocation – (*Karl Otterstrom*)
- D. Division Study – Agreement for the Joint Management of Division Street Transportation Planning Study between Spokane Transit Authority (STA) and Spokane Regional Transportation Council (SRTC) (*Karl Otterstrom*)

**Mr. French moved to approve Consent Agenda 6A through 6D. Ms. Haley seconded and the motion passed unanimously.**

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS

A. STA Moving Forward Performance Matrix and 2019 Performance Measures

Ms. Kinnear advised that this item was presented to the Performance Monitoring and External Relations Committee on February 6, 2019. She deferred to Mr. Watkins to present.

Mr. Watkins reviewed the STA Moving Forward (STAMF) matrix components and referred directors to [www.stamovingforward.com](http://www.stamovingforward.com) for full details on what is being tracked. He then focused on the 2019 Performance Measures and noted a few are being modified for 2019 and the balance remain the same as approved by the Board in 2018. The measures being modified for 2019 include:

- Fixed Route Ridership 2019 goal-2.0% increase from 2018 ridership (2018 goal was 1.5% increase from 2017 ridership)
- Vanpool Ridership goal-1.0% increase from 2018 ridership vs. 2018 goal of 2.5% increase from 2017
- Paratransit Passengers per Revenue Hour 2019 goal is 2.8% vs. 3% in 2018
- Fixed Route Ease of use – 2019 goal is 60% vs. 58% goal in 2018 - representing the percentage of fixed route passenger boarding(s) occurring at locations where a passenger shelter is provided.
- Maintenance Cost – Paratransit / Vanpool – 2019 goal is \$1.28 (or less) per mile vs. \$0.92 (or less) per mile in 2018 - which is an increase due to replacement of mobile data computers (MDC) being reclassified as an operating expense not a capital expense.

**Ms. Kinnear recommended the Board approve the 2019 Performance Measures as presented. Mr. Grover seconded the motion and it passed unanimously.**

**B. Discuss Bus Stops at Helena and Napa Streets on Sprague**

Ms. Meyer advised that she and Mr. Otterstrom worked together to prepare the presentation and Mr. Otterstrom took the podium. He noted that the agenda item could be found in the grey folder, along with a copy of a letters received from Mr. Scott Simmons, Director of Public Works, City of Spokane. He advised this item was introduced to Board Operations Committee on March 13, 2019, and was discussed and they recommended to send it to Planning and Development Committee via the Board for consideration of the bus stop location alternatives requested in the letter. Today, staff are bringing it to the attention of the full Board for information and referral to Planning and Development Committee.

Mr. Otterstrom advised that staff will seek policy guidance related to the City of Spokane’s request, as it would result in operational changes to transit service on a portion of Sprague Avenue and because it has implications for outstanding project expenses and additional high-performance transit (HPT) investments on Sprague Avenue. He reviewed the specific requests and statements of the letter and provided background context of service in that corridor. He spoke about the City of Spokane Comprehensive Plan in 2001 – themes, overall goals, and transportation options, and reminded the group the goal of *Connect Spokane*: “High Performance Transit to connect Spokane County’s urban centers and destinations”. He reviewed the background of the corridor and the history of changes made during the design planning stage and showed before and after pictures of stops in question.

Mr. Otterstrom provided a considerable amount of detail on the project and then reviewed the transit project expenses and noted the Board Operations Committee is recommending the written request submitted by the City of Spokane on January 24, 2019, be referred to the Planning and Development Committee for consideration.

Chair Mumm advised that Board Operations Committee had held a lengthy discussion and felt the appropriate process would be to go through the Planning and Development Committee. She said there is a lot to consider and wanted the Board to have full background. Mayor Freeman said that as a member of the Planning and Development Committee, he would be interested in hearing from Board members from the City of Spokane on the matter. Discussion ensued. Mayor Condon noted he thought city staff should be invited to the Planning and Development Committee meeting. Chair Mumm reminded of the process and explained why city staff had not been invited to the Board meeting. Chair Mumm and Mr. French provided guidance to staff of specific items they would like to hear about at the Planning and Development Committee meeting. Chair Mumm also suggested Mayor Condon communicate with Mr. Simmons regarding obtaining his delay assertions, etc., and have that information provided at Planning and Development Committee, too.

**Mr. Grover moved to forward to Planning and Development Committee as presented and to invite city staff. Mr. French seconded the motion and it passed unanimously.**

8. BOARD ACTION – OTHER  
None

9. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Ms. Mumm asked the Board to look at the rest of the year to try to move one or two meetings to an alternate location. She thought there might be an opportunity to take meetings deeper into community being served, suggesting possibly in Cheney. She asked if the Board would be willing to consider moving a meeting to one or two other locations.

Mr. French replied that in the past it had been done and it presented a challenge for the Audio/Video (AV) setup to record and broadcast as well as being challenging to advertise the meetings in such a fashion and to an audience that would get people to show up. He advised he wouldn’t want to build the expectation that a lot more people would show up. Chair Mumm said she had already met with AV crew and they only need notice one day ahead of the meeting. She said it just might offer more convenience for people out in the West Plains

or Spokane Valley. Ms. Messing suggested it might be easier for a Committee to meet instead of full board. Ms. Mumm asked for further comments or suggestions. Brief discussion ensued.

*Mayor Freeman left the meeting. at 2:45*

*Council member Lori Kinnear left the meeting. at 2:46*

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. Grover noted Mr. French had chaired the meeting in his absence. Mr. French said the report summarized by Mr. Otterstrom was about 29th & Regal intersection improvement budget being reallocated to the overall Monroe Regal Line as a consent agenda item. Also of note, staff provided the committee an overview of the Transit Development Plan (TDP), which is STA's six year plan that is updated annually, as well as a review of the work program for the committee, and the Central City Line Design and Public Outreach efforts. Additionally, Mr. Watkins provided an update of the Zero Emissions Fleet study.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Kerns advised that Chair Kinnear left her report with him to review. The committee approved the STA/SRTC agreement for the Division Street Study that provided for reimbursement for activities within the scope of study to be managed by STA, saying SRTC will oversee the consultant contract and will be responsible for paying for work performance. The City of Spokane also a partner in this study. The committee approved the Moving Forward Performance Matrix and 2019 Performance Measures as reported today. Reports to committee included 2019 Service Revisions, 2018 Paratransit Survey findings, and Legislative update from CEO. The next meeting is March 6th.

12. CEO REPORT

- **Ridership** - Ms. Meyer provided an in depth look at Ridership statistics for January 2019, percentage of increase/decrease, number of rides, 2019 goals, and On-Time performance for Fixed Route and Paratransit.  
She reviewed the specifics of the Fixed Route Universal Transit Access Pass (UTAP) ridership and noted Eagle Pass ridership was down 7.2%, or 6,027 rides. This reduction is a continuation of the reduction in ridership since the service change in September 2018 in Cheney and staff expects it to continue to be down until the service change in May. Ms. Meyer provided an overview of the other UTAP programs and offered that staff will provide an update to Kendall Yard program in March. She explained the difference between Revenue vs. Non-Revenue ridership and the performance for each in January. She noted staff will continue to evaluate ridership and will report in March when year-end 2018 numbers are available.
- **Revenue Update** - January 2019 Sales Tax (November 2018 Sales) up 9.7% above January 2018; 9.7% above year-to-date and 10.9% above budget year-to-date. Expenditures for 2018 have not been closed out and will be provided in March.
- **Legislative Update** – She provided committee cut off dates, the bills staff are watching, and impacts they may have on transit. Many bills still being heard are Puget Sound-centric, not applicable to STA's Public Transportation Benefit Area (PTBA). Long term goal is to electrify the fleet and many of these could benefit STA.
- **Federal Update** - Congress passed and the President signed the Fiscal year 2019 Appropriations including the Transportation – Housing & Urban Development (HUD) bill. The Grant Capital Investment Program of \$2.55B is the most relevant to STA because that is where the Small Starts grant program is (\$526.5M v. \$401M in 2018). This is the year staff expects to have an agreement with FTA for the Central City Line. Also reviewed were the Bus/Bus Facilities funding for (*formula*) and (*competitive*) grants and also the Low/No emissions grants (*competitive*).
- **Surplus Van Grant Program** – Applications accepted through February 22<sup>nd</sup> and review, scoring, and announcements will occur in March, with distribution anticipated in May.

- **Boone Northwest Garage** – pictures and brief update. On time, on budget.
- **Folding E-Bikes** – Allowed on buses as long as they are able to be folded and stowed out of the aisle. Chair Mumm requested a demonstration of a folding e-bike in the future.
- **Transportation Demand Management Executive Board** – Ms. Meyer was appointed to the board and will provide information as the group develops plans and recommendations to the Secretary of Transportation Washington State.
- **Central City Line Open House** – Held February 19<sup>th</sup>; 60% design renderings of stations; over 50 members of public in attendance. The next open house will be associated with the construction phasing review in the fall of 2019.
- **American Public Transportation Association (APTA)** hosts a legislative conference annually in Washington, DC. She advised Chair Mumm, Commissioner French, Deputy Mayor Haley, and Mayor Freeman will accompany CEO and staff in mid-March.

13. BOARD INFORMATION

- A. Committee Minutes
- B. January 2019 Sales Tax Summary
- C. December 2018 Operating Indicators
- D. 2019 Transit Development Plan (TDP) Overview
- E. Central City Line (CCL): Design and Public Outreach Update
- F. 4<sup>th</sup> Quarter 2018 Service Planning Public Input Report
- G. Low Income Pass Program – Update
- H. 2018 Paratransit Survey Findings

14. NEW BUSINESS

*(None)*

15. BOARD MEMBERS' EXPRESSIONS

Mr. Kennedy complimented STA for the program that provides retired vans to organizations. Merry Glen is a residential home that his daughter lived in for many years. The program provides vehicles and allows these organizations to offer a better quality of life to residents. He thinks STA does a lot of good things but this program has an especially warm place in his heart, providing quality of life to individuals that really need the help.

Mayor Grover complimented STA on behalf of the City of Cheney and EWU students for staff's quick and thoughtful response to the decrease in ridership. He mentioned there had been a lot of construction and the redesign of the PUB also affected ridership, but said he really appreciated the quick response.

16. EXECUTIVE SESSION – 3:10 – 3:30; 3:30 – 3:40

At 3:10 p.m., Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purpose:

1. Considering the selection of a site or the acquisition of real estate when public knowledge regarding such consideration would cause a likelihood of increased price.  
(RCW 42.30.110(1)(b)).
2. To discuss Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.  
(RCW 42.30.110(1)(i)).
3. Although collective bargaining is not subject to the Open Public Meetings Act, the Board is announcing its intent to discuss that as well.

The STA Board of Directors will reconvene in open session at approximately 3:30 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

At 3:30 p.m. Ms. McAloon said the Board will reconvene at 3:40 p.m.

*Council Member Veronica Messing left meeting at 3:30*

*Mayor David Condon left meeting at 3:30*

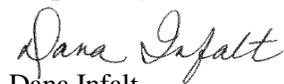
At 3:40 p.m. the Board of Directors reconvened.

**Mr. French moved to approve the proposed contract with AFSCME 3939 for 2018 through 2021. Mr. Wood seconded and it passed unanimously.**

17. ADJOURNED

With no further business to come before the Board, Chair Mumm adjourned the meeting at 3:40 p.m.

Respectfully submitted,

  
Dana Infalt  
Clerk of the Authority

Cable 5 Broadcast Dates and Times of February 14, 2018 Board Meeting:

Saturday, February 23, 2018	4:00 p.m.
Monday, February 25, 2018	10:00 a.m.
Tuesday, February 26, 2018	8:00 p.m.

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

Planning & Development	March 6, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 6, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 13, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 21, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.