

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

BOARD OF DIRECTORS

REVISED Minutes of the June 16, 2010, Meeting
City Council Chambers
808 West Spokane Falls Blvd., Spokane, Washington

MEMBERS PRESENT

Wendy Van Orman, City of Liberty Lake, Chair
Amber Waldref, City of Spokane
Jon Snyder, City of Spokane
Dean Grafos, City of Spokane Valley
Gary Schimmels, City of Spokane Valley
Bonnie Mager, Spokane County
Richard Rush, City of Spokane
Rhonda Bowers, Labor

MEMBERS ABSENT

Mark Richard, Spokane County
Patrick Rushing, City of Airway Heights

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Jim Plaster, Director of Finance & Administration
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Mike Volz, Assistant Director of Finance
Susan Millbank, Ombudsman & Accessibility Officer
Molly Myers, Communications Manager

PROVIDING LEGAL COUNSEL

Laura McAloon, K & L Gates LLP

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1. **CALL TO ORDER AND ROLL CALL**
Chair Van Orman called the meeting to order at 5:34 p.m. and conducted roll call.
 2. **APPROVAL OF BOARD AGENDA**
The Board agenda was approved by consensus.
 3. **RECOGNITIONS AND PRESENTATIONS**
 - A. **Konstantin Isayev – Retirement**
Mr. Blaska commended Mr. Isayev for his 28 years of service at STA. He has held many positions including mechanic and foreman. He will be greatly missed.
 - B. **New Non-Voting Labor Member**
Ms. McAloon introduced Ms. Rhonda Bowers, Coach Operator, as the new STA Board member representing the labor organizations. She referred to recent legislation (ESHB 2986) that passed to include a non-voting labor representative on some Public Transportation Benefit Area (PTBA) boards. Although the position is non-voting, the representative will have full participation in Board discussions. The non-voting labor member is excluded from Executive Sessions that pertain to collective bargaining and it is the Chair's discretion to allow Executive Session participation that relates to other subjects. Ms. McAloon suggested that the STA Board Chair decide at each meeting depending on the subject to be discussed in Executive Session. Board members welcomed Ms. Bowers.
 4. **PUBLIC EXPRESSIONS**
Barb Chamberlain said she is a bicycle and transit user and would like to see more transit connections for bicycles and improvements to streets such as curb cuts. She suggested a facility at the Plaza where people could leave their bicycles for the day. She added that healthier people who walk, bike and use transit are less likely to incur health care costs.

Ms. Meyer said this testimony would be a part of the public hearing record on the Draft Comprehensive Plan.

5. PUBLIC HEARING:

A. Draft Comprehensive Plan for Public Transportation: Connect Spokane

Ms. Van Orman opened the public hearing at 5:48 p.m. and called upon Mr. Otterstrom to make a presentation. Mr. Otterstrom thanked Ms. Chamberlain for her comments. He said work on the plan began in 2006 by Nelson/Nygaard, consultants, who provided an analysis of the Plaza and other options for a transit hub. In 2008 the Board adopted their recommendation to keep the Plaza in place. The consultants also did a route-by-route assessment, produced an analysis of travel demand growth and identified opportunities for enhanced service routes. The service design guidelines were adopted by the Board in December, 2009. In 2010, an analysis was done by David Evans and Associates which reviewed key aspects of the High Performance Transit Network (HPTN) scenarios. At the April 2010 Board Workshop, Board members concurred with the preliminary HPTN proposal. There has been considerable public outreach including meetings with technical committees, presentations to regional transportation groups, website information, and a display at the Plaza. The plan itself encompasses background, services and activities, and programs.

Mr. Otterstrom said he participating in the Spokane Regional Transportation Council's Visioning Process and that group has reviewed the HPTN process.

Ms. Meyer said she made a presentation to the SRTC Board in 2008 and has asked to make a presentation on the Comprehensive Plan at their July Board meeting but has not heard back yet.

Mr. Snyder, who is also an SRTC Board member, said he would like to see that happen and added that SRTC would benefit from this.

Ms. Van Orman agreed and said transportation involves all modes including freight mobility and pedestrians.

Mr. Otterstrom said there is an integration of modes in the HPTN. He added that the timeline for the Comprehensive Plan includes a Board Workshop on June 30, a recommendation from the Operations and Customer Service Committee on July 7, and consideration for adoption by the Board on July 21.

Mr. Snyder said the plan looks good and STA should use it as a tool for funding.

Mr. Otterstrom said the plan helps to guide decisions on capital investments.

Ms. Meyer invited Board members to call before the workshop with any questions or comments.

Mr. Snyder said he has suggestions and staff agreed to meet with him prior to the Board Workshop.

Ms. Van Orman called for public comment three times and hearing none, she closed the hearing at 6:11 p.m. She asked Ms. Watson, Clerk of the Authority, to read a letter from Adam Haines about magnetic levitation trains into the record.

Upon request, a copy of the public hearing recording is available at STA, 1230 West Boone Avenue, Spokane, WA 99201.

6. BOARD ACTION: CONSENT AGENDA

Mr. Snyder asked that item 6.D be removed from the consent agenda and discussed separately. The Board members agreed. **Mr. Rush moved to approve consent agenda items 6. A-C. Mr. Snyder seconded and the motion passed unanimously.**

- A. Motion to approve minutes of the May 19, 2010 Board Meeting.
- B. Motion to approve Accounts Payable Voucher and Warrant nos. 562066 through 562460, and Worker's Compensation Warrant nos. 204689 through 204844 totaling \$2,575,887.61 for the period May 1 through May 31, 2010.
- C. Motion to award a contract for armored car and money processing services to Loomis Armored U.S., Inc. for a five year period commencing July 1, 2010.

6. D. U.S. Department of Transportation (USDOT) and Federal Transit Administration (FTA) Grant Program Opportunities

USDOT and FTA recently issued grant opportunities for capital projects allowing transit agencies to apply for federal funds. STA is eligible for: 1) Discretionary Bus and Bus Facilities Program; 2) Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) Program; and, 3) Transportation Investment Generating Economic Recovery (TIGER II) Program. STA plans to submit three applications to the Discretionary Bus and Bus Facilities Program: Boone Avenue Facilities Roof Replacement; Radio Upgrade; and Asset Management System Replacement.

Mr. Otterstrom said STA does not have projects that are ready to apply for TIGGER or TIGER II grants.

Mr. Snyder asked if any of this grant money could be used for transit-related street projects.

Ms. Meyer said no, it could not.

Mr. Rush moved to authorize staff to file grant applications for the following capital projects: Boone Avenue Facilities Roof Replacement; Radio Upgrade; and Asset Management System Replacement. Ms. Mager seconded and the motion passed unanimously.

7. BOARD ACTION: OTHER ITEMS

A. Tariff Policy Update: Rolling Monthly Passes

Mr. Blaska said the Board approved the Tariff Policy in 2009 following the input of the Citizen Advisory Committee. At that time rolling monthly passes were not included. Staff is now making the recommendation that transit riders can purchase a pass at any time for use during a 31 day period that begins at the first use of the pass. This will spread purchases out over the month and avoid long lines at the customer service department at the end of a month. The customer ticket vending machines will be able to add a month's value and it will be more convenient for the customer and STA staff.

Mr. Rush moved to adopt by resolution the proposed Spokane Transit Authority Tariff Policy for Fixed Route and Paratransit Services. Ms. Mager seconded. Mr. Rush added that he would like to see a longer pass for dedicated customers, for example, quarterly or annual. Mr. Blaska said customers will be able to purchase additional months with the rolling pass. **The motion passed unanimously.**

B. September 2010 Service Reduction: Final Recommendation

Mr. Otterstrom said the service reduction proposal has received considerable input from the public and has been to the Operations and Customer Service Committee and the Board several times, including a public hearing last month. The proposed service reduction of 2.9% (12,710 hours) is a result of lower sales tax revenues. Further service reductions of 7% in 2011 and 7% in 2012 are anticipated. There is also a need to eliminate poorly used routes. Letters have been sent to the seventeen paratransit users who live in those areas. It is proposed to implement the service reduction on September 19, 2010 for fixed route and March 13, 2011 for paratransit. In the latter case it will take some time to map the boundaries which will allow those impacted to have the opportunity to make other travel plans. The final recommendation includes the continuation of Saturday service on Route #23, the reduction of midday frequency to 45 minutes on Route #74, and to offset the schedule of Route #91 with Route #29 with the routing to remain the same.

A public hearing was held at the June 16 Board meeting. Six people made comments of which three related to the elimination of Route #35 and how this would affect the residents of the Windriver Home. Ms. Marchioro, Paratransit Manager, spoke with the coordinator at the Windriver Home about the possibility of using a special use paratransit van. Many written comments have been received. The Operations and Customer Service Committee recommended approval of the service reductions at their June 2 meeting.

Mr. Schimmels moved to adopt a resolution approving the 2010 Service Reduction final recommendation as presented. Mr. Snyder seconded.

Mr. Rush hoped that this will be the last reduction and that the tax revenues will improve so that future reductions will not be needed.

Ms. Van Orman agreed this is a very difficult decision to make.

Ms. Waldref thanked staff for assisting group home residents with the offer of a special use van.

Ms. Mager commended staff for their work to try and mitigate the impacts of the service reductions and find other solutions.

The motion passed unanimously.

C. Co-Operative Street/Road Projects: City of Spokane Funding Reallocation

Mr. Otterstrom said in early 2005, SRTC published a call for street and road projects seeking STA funding. The SRTC Board recommended 23 proposals to STA. In March, 2005 the STA Board approved allocating \$5.9M to street and road projects, including the Havana Street/Burlington Northern Santa Fe (BNSF) Crossing of which STA's share would be \$1.179M or 9.5% of the project cost whichever was less. Projects eligible for STA funding were to have "tangible and accountable public transit benefits." A recent internal audit of the cooperative projects concluded that the Havana Street/BNSF Crossing project did not meet this criterion. Staff proposes a reallocation of the \$1.179M funding to the City of Spokane street preservation projects which do have a transit benefit. (See attached project list).

Ms. Mager moved to approve the reallocation of \$1,179,000 from the Havana Street/BNSF Crossing project to staff-identified projects for an STA share not to exceed \$1,179,000; limit STA's share of the actual costs of said projects to 80%; and, authorize the CEO to execute an interlocal agreement with the City of Spokane consistent with this approval. Mr. Snyder seconded.

Mr. Schimmels asked if this work would be done on contract or by City employees.

Mr. Otterstrom said it would be done by City employees.

Ms. Van Orman asked what grading would be used for the streets.

Mr. Otterstrom said it would vary. The City is planning to rebuild streets that are below par.

Mr. Rush thanked staff for working this out with the City to a mutually beneficial solution.

The motion passed unanimously.

D. Amendments to STA By-Laws

Ms. McAloon said the proposed amendments relate to the recent addition of a non-voting labor representative to the STA Board (Article II Section 2.1). The one non-voting member will be selected by the labor organizations at Spokane Transit. Section 2.2 allows the labor organizations to appoint an alternate member. The term of the appointment is one year beginning in January. At this time staff has also updated terminology. For example, the title of Executive Director has been changed to Chief Executive Officer and the duties of this position have been updated. The By-laws have been circulated to all jurisdictions and no comments have been received.

Mr. Rush moved to adopt a resolution amending the By-laws as presented. Ms. Waldref seconded and the motion passed unanimously.

8. STAFF REPORTS:

A. Downtown Transportation Alternatives Analysis (DTAA) Update

Mr. Otterstrom explained that the DTAA is a cooperative effort between Spokane Transit and the City of Spokane. The analysis is funded entirely with state and federal grants and the outcome will be a locally preferred alternative for implementation. The preferred alternative defines a transit mode in a specific corridor. The High Performance Transit Network (HPTN) will have multiple corridors in the downtown area. The decision-making process will be undertaken by core stakeholders, with the advice

of a sounding board, technical advisory group, consultant team (CH2M Hill) and the public at large. The planning will end in the first quarter of 2011. There will be an Open House on June 29, 2010 between 6 pm and 8 pm in the Champions Room at the Arena facilitated by CH2M Hill. The purpose of the Open House is to obtain public input on the objectives and priorities of the project and augment ideas about how to connect various places within the study area.

Mr. Snyder asked if STA has been through a similar study before.

Ms. Meyer said a study was done in the 1990's when the Plaza/Arena shuttle buses were converted to trolley replica vehicles in a partnership between the organization now known as the Downtown Spokane Partnership and STA.

Ms. Waldref asked about the next step of design and structure.

Mr. Otterstrom said "Small Starts" funding could be requested. The Federal Transit Administration suggested STA and the City of Spokane request an earmark to go towards design and construction.

Mr. Snyder asked if the proposed HPTN corridors – Division and Monroe – could be included in the DTAA.

Mr. Otterstrom said they could eventually be an extension.

Mr. Rush asked how current service in the DTAA area would be affected.

Ms. Meyer said this will be part of the discussion and all modes other than the buses currently in service cost more.

Ms. Van Orman asked about free fare zones in the downtown area.

Mr. Otterstrom said generally the cost exceeds the benefit.

B. May 2010 Ridership Highlights

Mr. Blaska reported a 5.0% decrease in fixed route ridership from May 2009 to May, 2010 for a 1.8% decrease year-to-date. Paratransit ridership for the same period decreased by 1.2% for a year-to-date increase of 2.1%. There has been a decline in adult cash fares and youth passes. Adult pass totals remain about the same. Staff assesses the ridership decline to the impact of continued high unemployment and lower economic activity in the region.

C. April 2010 Financial Highlights

Mr. Plaster reported that operating revenue year-to-date was \$3.3M representing an increase of 15.6% over the same period in 2009. Total revenue year-to-date of \$20.7M shows an increase of 3.6% above last year. Overall, year-to-date favorable budget variances (revenues and expenditures combined) were \$2,123,974. Washington State Department of Transportation requested that STA take the remainder of the Special Needs Grant in one sum rather than draw it down on a monthly basis. This attributed to the increase in revenue. Sales tax revenue was 3.1% above budget in May, reporting March sales, and 1.6% below budget year-to-date as of May. Compared with other jurisdictions in the region, STA is in the middle at a 2.6% decrease in sales tax cash receipts.

Mr. Plaster commented that it is very encouraging to see positive sales tax revenues for the second month in a row.

Mr. Snyder said if there is a favorable variance, can the service cuts be rescinded.

Mr. Plaster said there will be a budget planning workshop in the fall when the 2011 proposed service cut may be moderated if the sales tax revenues remain positive.

9. CEO REPORT – None.

10. NEW BUSINESS – None.

11. BOARD MEMBERS' EXPRESSIONS

Ms. Van Orman said she received an email from China about modular high-speed trains.

Ms. Waldref asked if Mr. Otterstrom would make a presentation on the Comprehensive Plan at a future Growth Management Steering Committee meeting. Mr. Otterstrom said he would.
Ms. Van Orman thanked Ms. Bowers for joining the Board.

12. BOARD INFORMATION

- A. Committee Minutes
- B. Miscellaneous Correspondence
- C. Bus Stop Consolidation Project: Phase I Implementation Plan
- D. Disadvantaged Business Enterprise (DBE) Program and Goal for Federal Fiscal Years 2011, 2012 and 2013
- E. Paratransit Supplemental Pass Subsidy Program - Grant Update
- F. April 2010 Operating Indicators
- G. April 2010 Financial Results Summary

13. EXECUTIVE SESSION – None.

14. CABLE 5 BROADCAST DATES AND TIMES OF THE JUNE 16, 2010 BOARD MEETING:

Saturday, June 19, 2010	4:00 p.m.
Monday, June 21, 2010	10:00 a.m.
Tuesday, June 22, 2010	8:00 p.m.

15. NEXT COMMITTEE MEETINGS (STA Southside Conference Room, 1229 West Boone Avenue, Spokane, Washington):

Operations & Customer Service	July 7, 2010, 1:30 p.m.
Citizen Advisory Committee	July 14, 2010, 5:00 p.m.

16. NEXT BOARD WORKSHOP: Wednesday, June 30, 2010, 2:30 p.m. – 4:30 p.m., STA Southside Conference Room, 1229 West Boone Avenue, Spokane, Washington to discuss:
Draft Comprehensive Plan for Public Transportation

17. NEXT BOARD MEETING: Wednesday, July 21, 2010, 5:30 p.m., City Hall Council Chambers, 808 West Spokane Falls Blvd, Spokane, Washington.

18. ADJOURNED

Mr. Rush moved to adjourn the meeting at 7:42 p.m. Mr. Snyder seconded and the motion passed unanimously.

Respectfully submitted,

Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority