

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

BOARD OF DIRECTORS

Draft Minutes of the June 19, 2014, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Amber Waldref, City of Spokane, Chair
Al French, Spokane County
Shelly O'Quinn, Spokane County
Mike Allen, City of Spokane
Richard Schoen, Small Cities Representative
(Millwood)
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
Beth Bousley, Director of Communications & Customer Service
Susan Millbank, Ombudsman & Accessibility Officer

MEMBERS ABSENT

Candace Mumm, City of Spokane
Chuck Hafner, City of Spokane Valley
Ed Pace, City of Spokane Valley
Tom Trulove, Small Cities Representative
(Cheney)

PROVIDING LEGAL COUNSEL

Laura McAloon, K & L Gates LLP

1. **CALL TO ORDER AND ROLL CALL**

Chair Waldref called the meeting to order at 1:30 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

Since there was no quorum present, this item could not be approved.

3. **PUBLIC EXPRESSIONS**

None.

4. **RECOGNITIONS AND PRESENTATIONS**

None.

5. **PUBLIC HEARINGS**

A. **Draft 2014-2020 Transit Development Plan**

Ms. Waldref opened the public hearing at 1:34 p.m.

Mr. Otterstrom said the Transit Development Plan (TDP) is a component of STA's comprehensive planning document *Connect Spokane*. The TDP includes the Service Implementation Plan (SIP) and the Capital Improvement Program (CIP). The Board provided guidance for the 2014-2020 TDP in December 2013 including High Performance Transit (HPT) and reconfiguration of the Plaza.

Board action on the TDP will be requested in July.

Public comment

Karen Miller, Lynn Kimball and Wendla Fargar spoke about the need for growing paratransit service in the Spokane region and wanted to ensure this was included in the TDP.

Ms. O'Quinn arrived at 1:45 p.m.

Hearing no more comments, Ms. Waldref closed the hearing at 1:50 p.m.

B. Tariff Policy Amendment: Vanpool Fare Policy

Ms. Waldref opened the public hearing at 1:51 p.m.

Mr. Blaska said the object of the vanpool program is to recover all operating and capital costs and grow the program by 9% in 2014.

Board action on this item will be requested in July.

Ms. Waldref asked three times for public comment.

Hearing none, she closed the public hearing at 1:53 p.m.

No quorum was present at this time. Ms. Waldref suggested that action items 6 and 8 be moved to later in the agenda.

9. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Waldref reported that no meeting was held in June but a Board Workshop on STA Moving Forward was held instead. The workshop focused on High Performance Transit corridors, new and expanded park and ride lots and transit centers, and the Central City Line. Later in the year the Board will decide if there should be a ballot measure in the spring of 2015 with the purpose of increasing revenue to pay for these improvements. More information will be available at the July 24 Board meeting.

Ms. Waldref added that the Central City Line is a proposed new route that has been discussed for the past five years. Staff will recommend an extension of service to Spokane Community College. The cost estimate for the CCL has gone up since 2011 and staff is researching an alternate method of propulsion to the catenary system since it is more than originally estimated. The local investment is \$15M. An independent cost review was done which validated the higher costs.

Ms. Meyer said costs for all three proposed modes were underestimated.

Ms. O'Quinn asked what the cost is now.

Ms. Meyer said the cost per mile was estimated at \$12M in 2011 but is now \$21M plus sales tax and cost escalator which had not been included before. The cost of the catenary system nearly doubled. She added that staff is researching induction technology as an alternative which would allow electric buses to charge via a plate placed in the street.

Mr. Allen asked what the cost of operating the CCL would be compared to the traditional bus system.

Mr. Otterstrom said the costs associated with a catenary system may be more expensive per hour but the cost of fuel is less. Costs for an electric bus are not yet available.

Ms. Meyer said staff has met with the Core Stakeholders group and they are supportive of the extension to Spokane Community College and the induction technology.

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

No report.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

i. Fare Evaluation

Mr. Allen said the committee discussed a recommendation for a fare evaluation and also the tariff policy.

12. CEO REPORT

Ridership

Ms. Meyer reported that fixed route ridership in May increased by 1.8% over May 2013 for a year- to-date increase of 1.5% and an increase in average weekday ridership of 4.5%. The goal is a 1% increase over 2013. Paratransit ridership decreased by 2.4% over May 2013 for a year-to-date decrease of 1.3%. There was one less weekday in May 2014 than in May 2013. Vanpool ridership increased 9.5% over last year for an increase of 3.9% year-to-date. The goal is 9%.

Non-Capital Revenue

Non-capital revenue through April 2014:
 + 6.5% (\$1.4M) over budget
 + 8.5% (\$1.8M) over 2013 actual.

Sales Tax Revenue

May 2014 sales tax revenue (based on March sales):
 + 10.2% (\$373K) over May 2013
 + 3.9% year-to-date over budget.

Operating Expenditures

Operating expenditures through April 2014:
 7.4% (\$1.6M) below budget mainly due to lower than budgeted fuel expenses, contracted transportation, vehicle repairs, and the timing of expenditures for planning consultants (STA Moving Forward).

Mr. Schoen asked if there is a long-term purchase contract for fuel.

Ms. Warren said for the past five years STA has partnered with the City and County for fuel purchases and obtains a better price than the state.

Ms. Meyer reported a stabbing occurred on June 7, 2014 at the Plaza. The police caught the suspect the same evening. STA Security Officers responded very well and shared videos of the incident and the suspect with the police from cameras in and around the Plaza.

The following items 6 and 8 required a quorum so Ms. Waldref asked if Mr. French and/or Mr. Hafner could be reached by telephone.

Mr. French and Mr. Hafner joined the meeting by telephone at 2:10 p.m.

6. BOARD ACTION – CONSENT AGENDA

Mr. Allen moved to approve the following consent agenda items 6. A and B. Mr. Schoen seconded and the motion passed unanimously.

- A. Approve the minutes of the May 22, 2014 Board meeting.
- B. Approve the following vouchers and payroll for May 2014:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (May)	Nos. 580768-581215	\$ 3,164,423.00
Workers Comp Vouchers (May)	Nos. 212952-213138	\$ 58,942.66
Payroll 05/02/2014	ACH – 05/02/2014	\$ 1,025,358.68
Payroll 05/16/2014	ACH – 05/16/2014	\$ 1,348,376.92
Payroll 05/30/2014	ACH – 05/30/2014	\$ 1,053,251.59

WA State – DOR (Use Tax)	ACH – W0640	\$	8,148.52
MAY TOTAL		\$	6,658,501.37

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS:
 None.

8. BOARD ACTION – OTHER:

A. Interlocal Agreement between City of Spokane Valley and Spokane Transit for Fiber Use
Mr. Allen moved to authorize the Chairman to sign an Interlocal Agreement between Spokane Transit Authority and the City of Spokane Valley. Ms. O’Quinn seconded and the motion passed unanimously.

13. BOARD INFORMATION

- A. Committee Minutes
- B. April 2014 Financial Results Summary
- C. May 2014 Sales Tax Summary
- D. April 2014 Operating Indicators
- E. 2013 Annual Route Report
- F. Removal of Rural Bus Stops

14. NEW BUSINESS – None.

15. BOARD MEMBERS’ EXPRESSIONS - None

16. EXECUTIVE SESSION - None

17. ADJOURNED

With no further business to come before the Board, Chair Waldref adjourned the meeting at 2:16 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.

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

Planning & Development	July 9 , 2014, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	July 9 , 2014, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	July 16 , 2014, 12:30 p.m. (Northside) 1230 West Boone

Next Board Workshop: 2015 Strategic Planning & Budget

Wednesday, July 9, 2014, 11:30 a.m. – 1:30 p.m., STA Southside Conference Room, 1229 West Boone Avenue, Spokane, Washington.

Next Board Meeting: **Thursday, July 24, 2014**, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

NOTE: Changes to Committee and Board meeting dates due to July 4 holiday shown in bold