

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

## **BOARD OF DIRECTORS**

Draft Minutes of the May 17, 2012, Meeting  
Spokane Transit Boardroom  
1229 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Al French, Spokane County, Chair  
Chuck Hafner, City of Spokane Valley  
Mike Allen, City of Spokane  
Art Kulibert, Small Cities Representative  
(Medical Lake)  
Richard Schoen, Small Cities Representative  
(Millwood)  
Rhonda Bowers, Labor Representative

### **STAFF PRESENT**

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

### **MEMBERS ABSENT**

Amber Waldref, City of Spokane  
Gary Schimmels, City of Spokane Valley  
Mark Richard, Spokane County  
Nancy McLaughlin, City of Spokane

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, K & L Gates LLP

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

Chair French called the meeting to order at 10:00 a.m. and conducted roll call.

#### 2. **PUBLIC EXPRESSIONS**

None.

#### 3. **RECOGNITIONS AND PRESENTATIONS**

##### A. **Gerald Cleveland - Retirement**

Mr. Blaska said Mr. Cleveland is a competent professional with 30 years of service and no preventable accidents – a great achievement.

##### B. **Richard Lewis – Retirement**

Mr. Blaska said Mr. Lewis began his transit career 38 years ago before the Public Transportation Benefit Area was formed. He was a coach operator first and moved to Facilities and Grounds in 2000. He was well known for the care of the landscaping, especially the roses, around the Boone Avenue facility.

Mr. French expressed the Board's appreciation to both employees and wished them a happy retirement.

##### C. **2011 Safety Awards**

Mr. Doolittle said the awards represented employees who had no preventable accidents. He read the names of those with 25 years or more of safe service with Coach Operator Gary Anderson at 35 years.

##### D. **2011 Perfect Attendance Awards**

As presented.

#### 4. **BOARD ACTION: CONSENT AGENDA**

**Mr. Hafner moved approval of the following consent agenda items 4.A through I. Mr. Allen seconded and the motion passed unanimously.**

A. Approve the minutes of the April 18, 2012 Board Meeting.

B. Approve the following vouchers and payroll:

| <u>DESCRIPTION</u>                  | <u>VOUCHER/ACH NUMBERS</u> | <u>AMOUNT</u>          |
|-------------------------------------|----------------------------|------------------------|
| Accounts Payable Vouchers           | Nos. 571309 – 571707       | \$ 2,069,613.35        |
| Workers Comp Vouchers               | Nos. 208917 – 209056       | \$ 42,912.48           |
| Payroll 4/6/2012                    | ACH – 4/6/2012             | \$ 1,237,445.57        |
| Payroll 4/20/2012                   | ACH – 4/20/2012            | \$ 976,766.76          |
| WA State – DOR (Use Tax)            | ACH – W0640                | \$ 7,691.12            |
| Wire 4/20/12 – First American Title | Wire – F0707               | \$ 842,117.23          |
| <b>GRAND TOTAL</b>                  |                            | <b>\$ 5,176,546.51</b> |

- C. Review and adopt a resolution amending the Board Governing Committees’ functions to include “matters involving real estate” under the Board Operations Committee functions.
- D. Award a five-year contract to Penser North America, Inc., for Workers Compensation Third Party Claims Administration Services for an estimated three-year value of \$112,050, with prices adjusted according to the CPI-U for years four and five.
- E. Authorize the CEO to execute an amendment to the City of Spokane 37th Avenue Cooperative Inter-Local Agreement that will increase the STA contribution to the project cost by up to \$135,000 for a total project allocation of \$767,500.
- F. Approve the Travel Advance Expense Account for travel advances for employees.
- G. Approve the Scope of Work as presented and authorize staff to release a Request for Proposals for vehicle advertising.
- H. Ratify the CEO’s decision to pay and/or reimburse necessary travel and related expenses in accordance with STA’s Travel Policy for selected candidates invited to Spokane for Transportation Manager interviews.
- I. Authorize contract negotiations between STA and CH2M Hill concerning the Central City Small Starts Applications Services scope of work as published February 21; and, authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with David Evans and Associates.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS

None.

6. BOARD ACTION – OTHER

A. Vacation of Wilbert Vault Alley

Mr. Otterstrom said STA acquired the land known as the Wilbert Vault property to ensure the availability of sufficient space to meet existing and future needs. There is an alleyway running east-west mid-way between Sharp and Sinto from Cedar Street which belongs to the City of Spokane. STA has petitioned the City to vacate the alley and has been advised that conditions apply. The Board Operations Committee reviewed this item at their meeting but could not take any action to recommend it to the Board since the functions of the committee did not include real estate matters. That has since been rectified (see consent agenda item 4.C).

**Mr. Schoen moved to approve the vacation of the Wilbert Vault alley; proceed with the application submittal to the City of Spokane Council to vacate the alley immediately east of Cedar Street between Sharp and Sinto Avenues; authorize the CEO to negotiate with the City of Spokane any conditions of said vacation; and, approve the acquisition of said real estate at the assessed value of \$9,400.88. Mr. Allen seconded and the motion passed unanimously.**

B. Proposed Lease of Commercial Space at the Plaza

Ms. Warren said NAI Black, the Plaza property management company, has brought forward a request for a new lease from Subway. If approved, the lease would begin August 1, 2012 for an initial term of five years with five, three year options to renew. Subway wishes to locate on the first floor level of the Plaza.

Mr. French said the Board Operations Committee reviewed the lease and would have recommended approval if they had the authorization.

**Mr. Hafner moved to approve the lease for Subway to begin August 1, 2012. Mr. Allen seconded and the motion passed unanimously.**

C. Vacation of Indiana Avenue (Mirabeau Park & Ride)

Mr. Otterstrom explained that Spokane County transferred its interest in property near Sprague and Balfour to Spokane Transit. That property is now the Mirabeau Park and Ride and it has been determined that there is a sliver of unvacated property on the park and ride property. Staff is now pursuing vacation of that property with the City of Spokane Valley at no charge.

**Mr. Allen moved to authorize, by resolution, the City of Spokane Valley, acting on behalf of Spokane Transit, to apply for the vacation of right-of-way underlying the Mirabeau Park and Ride and to accept all vacated portions of said right-of-way at no cost to Spokane Transit. Mr. Hafner seconded and the motion passed unanimously.**

7. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French reported the committee discussed real estate matters at their meeting and continued to look at ways to streamline Board meetings. He encouraged suggestions from Board members.

8. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

In Ms. Waldref's absence, Ms. Meyer reported that there will be a workshop on July 11 at STA beginning at 11:30 a.m. on the annual strategic plan and budget. A draft agenda is included in the grey folders. She requested input from the Board since it will be a planning effort to see where STA is going in 2013.

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Hafner reported that the Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) project will be an invaluable element for STA. The committee is reviewing STA's Rules of Conduct for public transportation. They will continue to recommend condensing reports and will provide a recommendation to the Board in June on the format of financial reports. He thanked Ms. Warren and her staff for their work. In July the committee will review operations reports and organizational priorities.

10. STAFF REPORTS

A. Ridership Highlights

Mr. Blaska reported that fixed route ridership in April showed a slight increase of 1% over last year and there was a 0.2% increase year-to-date. Paratransit ridership was flat with a decrease of -0.6% year-to-date. The Eastern Washington University Eagle pass program experienced an increase in sales.

B. Financial Highlights

Ms. Warren reported that the operating (fare) revenue for March 2012 is \$2.7M; a decline of -3.6% over the previous year due primarily to the beginning of the sale of monthly rolling passes in January 2011 which spiked an increase in revenue at that time. Total revenue is \$15.4M including a \$141K

favorable variance due to higher sales tax receipts than had been budgeted. Operating expenses show a favorable variance of \$846K. Fuel expenses are favorable to budget but \$75K higher than last year. Capital expenditures are \$1.2M out of an annual budget of \$16.2M with \$4K spent on cooperative street and road projects. The total combined favorable revenue and expenditures budget variances is \$987K. Sales tax receipts for April (reflecting February sales) are 5% more than April 2011 and 2 ½ % above budget. In comparison to other jurisdictions, STA's sales tax revenue was average at 3%.

11. CEO REPORT

Ms. Meyer said she has been elected to the Transit Development Corporation Board - an affiliate of the American Public Transportation Association (APTA). This appointment makes her a member of the Transit Cooperative Research Program's Oversight and Project Selection committee (TOPS). Ms. Meyer said she will attend her first committee meeting in June. All expenses are paid by TOPS.

Mr. French said this is a prestigious appointment and puts STA's CEO at the cutting edge of transit on a national level. Ms. Meyer was nominated by former Federal Transit Administration Deputy Administrator, Sherry Little.

Ms. Meyer thanked Naci Seyhanli, Video Production Specialist with the Spokane Regional Health District, for his expertise in recording the STA Board meeting and also thanked the Health District for the opportunity to rent their highly specialized equipment. Mr. Seyhanli has been a pleasure to work with and staff looks forward to his assistance with future Board meetings.

Bloomsday

Ms. Meyer reported that STA provided special Bloomsday commuter service from six locations. The total riders at 21,237 decreased almost -5% from last year and the number of finishers decreased by -7%. Regular fixed route service decreased by -8.7%. It was a fun event and the loading procedures were done differently this year to cut down waiting time. Bloomsday staff arranged for a band to play while people waited for their bus.

Federal Legislative Update

Ms. Meyer reported that the Senate/House Conference Committee, with Senator Boxer as Chair, met on May 8 to begin negotiating a new federal transportation bill (SAFETEA-LU). It is unlikely that it will be accomplished before June 18 to pass before June 30 when SAFETEA-LU expires so it is anticipated that there will be another extension. There is little hope for a new bill before the November elections. STA receives approximately \$8M a year from the federal government.

A public open house was held May 16 at Plaza to show the proposed High Performance Transit (HPT) corridors and obtain public input. Ms. Meyer gave kudos to the Communications Department for their excellent work on the 2<sup>nd</sup> floor displays. This is the first of many opportunities for the public to offer feedback. STA employees were also invited to a meeting at Boone Avenue to complete a survey and provide their opinion.

Mr. Hafner said he arrived when the program was ending and did not know much about the topic.

Mr. Otterstrom said the title of the campaign is "Moving Forward." It is a plan to define components of the bus system that are a high priority for future investment with grants or other funding opportunities (see item 12.J in the Board packet). The first phase is scoping, then evaluation and finally recommendation. Currently the project is in the public and employee outreach phase; coming later to the Board this summer will be action to define the corridors.

12. BOARD INFORMATION

A. Committee Minutes

- B. March 2012 Financial Results Summary
- C. First Quarter 2012 Capital Budget Status Report
- D. First Quarter 2012 Statement of Net Assets & Federal Grant Reports
- E. First Quarter 2012 Travel & Training Summary
- F. March 2012 Operating Indicators
- G. First Quarter 2012 Operating Indicators
- H. First Quarter 2012 Performance Measures
- I. Plans and Reports: Draft Publications
- J. High Performance Transit (HPT) Network – Corridor Definition Refinement

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. Hafner said he likes the new Board meeting format and location. He never liked the dais setting at City Hall. Mr. French agreed.

Ms. Meyer gave credit to Clerk of the Authority, Jan Watson, for her work with the Public Health District and STA's Facilities and Grounds Department.

15. EXECUTIVE SESSION

At 10:40 a.m., Ms. McAloon announced that the Board would adjourn for an Executive Session.

While the provisions of the open public meeting law do not apply to planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining and grievance proceedings, we are announcing our intent to discuss these matters.

The STA Board of Directors will reconvene in open session at approximately 10:55 a.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 10:55 a.m. the Board of Directors reconvened and Chair French declared the meeting back in public session. No action was taken.

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 10:57 a.m.

Respectfully submitted,

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

Cable 5 Broadcast Dates and Times of May 17, 2012 Board Meeting:

|                        |            |
|------------------------|------------|
| Saturday, May 19, 2012 | 4:00 p.m.  |
| Monday, May 21, 2012   | 10:00 a.m. |
| Tuesday, May 22, 2012  | 8:00 p.m.  |

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

|   |  |
|---|--|
| Planning & Development                      | June 6, 2012, 10:00 a.m. (Southside) 1229 West Boone |
| Performance Monitoring & External Relations | June 6, 2012, 1:30 p.m. (Southside) 1229 West Boone  |
| Board Operations                            | June 13, 12:30 p.m. (Northside) 1230 West Boone      |

Next Board Meeting: Thursday, June 21, 2012, 10:00 a.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.