

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

BOARD OF DIRECTORS

Draft Minutes of the November 19, 2015, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Tom Trulove, Small Cities Representative
(Cheney), *Chair*
Steve Peterson, Small Cities Representative
(Liberty Lake)
Shelly O'Quinn, Spokane County (*by phone*)
Al French, Spokane County (*by phone*)
Amber Waldref, City of Spokane
Jon Snyder, City of Spokane (*alternate for Mumm*)
Chuck Hafner, City of Spokane Valley
Ed Pace, City of Spokane Valley
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

Steve Lawrence, Small Cities Representative
(Airway Heights)
John Higgins, Small Cities Representative
(Medical Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*

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

PROVIDING LEGAL COUNSEL

Laura McAloon, K & L Gates LLP

GUEST

Greg Wright, Washington State Dept of Transportation

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

Chair Trulove called the meeting to order at 1:33 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

Mr. Pace moved to approve the agenda, Ms. Waldref seconded and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Chad Kuntz, 1207 East Providence, referenced the Washington State Public Transportation Plan and said he was disappointed that passenger rail is not coming to Spokane.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **Washington State Department of Transportation (WSDOT) State Public Transportation Plan**
Greg Wright, Public Transportation Community Liaison for WSDOT showed a video of the Transportation Plan which can be located at the following website:
www.watransplan.com

For the past two years WSDOT staff has been working on a 20 year statewide transportation plan. Mr. Wright said there has been extensive public outreach and encouraged STA Board members and staff to go the webpage to make comments and complete a questionnaire.

Ms. Meyer said she and Karl Otterstrom have been involved in this process.

B. Third Quarter 2015 Years of Service Awards

Mr. Doolittle read the names of the employees with 5, 10, 15, 20, 25 and 30 years of service.

Those with 25 years of service include: Coach Operator, Teresa Troyer; Vehicle Technician, Steve Montgomery; Maintenance Assistant, Betty Stansbury; and Customer Service Representative, Lonnie Olson. Mr. Olson was present to receive his award. Maintenance Trainer Jerry Lemke was recognized for his 30 years of service.

C. Third Quarter 2015 Employee Recognition Awards

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

Steve B recognized the following retirees from the Fixed Route Operations department:

D. Monte DeChenne, Fixed Route Supervisor, Retirement

Mr. DeChenne served STA for 30 years as a Coach Operator and Supervisor. He volunteered for events such as the 2010 U.S. Figure Skating Championship and acted as lead coordinator.

E. Rhoda Crosby, Coach Operator, Retirement

Ms. Crosby served STA for 20 years and received many compliments from her customers.

F. Thomas Holzer, Coach Operator, Retirement

Mr. Holzer dedicated 25 years of service to STA and received multiple awards including 17 years of safe driving.

G. William Elliott, Coach Operator, Retirement

Mr. Elliott served STA and the community for 28 years as a coach operator. He earned numerous customer service excellence awards and was also a union officer.

H. Jane Olson, Coach Operator, Retirement

Ms. Olson worked for 26 years as a coach operator and earned 20 years of safe driving.

Mr. Blaska congratulated all these employees and wished them well in their retirement.

Mr. Trulove also thanked everyone involved in the recent windstorm for their extraordinary efforts in keeping public transit service on the road.

5. PUBLIC HEARING

A. STA's Affirmative Action Plans

Mr. Trulove opened the public hearing at 1:50 p.m.

Mr. Doolittle said the Federal Transit Administration requires that STA reaffirm its commitment to equal employment opportunity and update its Affirmative Action Plans annually. This year another plan for Minorities and those with Disabilities was also required. Associated Industries assists STA with the compilation of the plans. Notice of the public hearing has been advertised and no comments have been received.

Current Status

Out of the 925 applications received during the past year, 61 (7%) were hired. Out of the 61 there were:

- 10% Minorities
- 23% Women
- 15% Veterans
- 7% Disabled

All categories except the disabled met or exceeded the available employees in the Spokane market. The nature of many STA jobs, such as coach operator, van operator, and mechanic creates a difficulty for people with disabilities.

Mr. Doolittle added that the goal for STA is to continue its good faith effort.

Mr. Peterson asked if staff has reached out to technical colleges.

Mr. Doolittle said several jobs at STA have been filled by graduates from the Spokane Community Colleges though their mechanics program. One female student mechanic took part in a job shadowing program at STA but decided against pursuing this career.

Mr. Peterson asked if STA participates in the school districts' career path efforts.

Mr. Doolittle replied that many jobs at STA require a Commercial Drivers' License (CDL) and this requires an applicant to be over 21 years of age. STA's Human Resources staff does participate in school job fairs.

Mr. Trulove asked three times for comments from the public.

Hearing none, he closed the hearing at 2:05 p.m.

6. BOARD ACTION – CONSENT AGENDA

Ms. Waldref moved to approve the following consent agenda items 6. A through E. Mr. Hafner seconded and the motion passed unanimously.

A. Approve the minutes of the October 22, 2015 Board meeting.

B. Approve the following vouchers and payroll for October 2015:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (October)	Nos. 587032-587506	\$ 5,135,219.86
Workers Comp Vouchers (October)	Nos. 215723-215937	\$ 74,154.93
Payroll 10/02/2015	ACH – 10/02/2015	\$ 1,072,425.01
Payroll 10/16/2015	ACH – 10/16/2015	\$ 1,077,695.21
Payroll 10/30/2015	ACH – 10/30/2015	\$ 1,094,604.25
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,548.59
Travel Advance Voucher	No. 2017	\$ 236.00
OCTOBER TOTAL		\$ 8,461,883.85

C. Adopt a resolution approving STA's Affirmative Action Plans (Women & Minorities and Veterans & Disabilities).

D. Adopt a resolution to approve Amendment No. 2 of Agreement No. GCA 1450, an Interlocal Agreement among Spokane Regional Transportation Council, Spokane County, City of Spokane, Washington State Department of Transportation, and Spokane Transit Authority, to Form a Regional Transportation Systems Center Operating Board, Define Its Organization and Authority, and Establish a Regional Transportation Systems Center Jurisdictional Area.

- E. 1.) Accept the on-site construction contract for the Boone Bus Washer Replacement Project as complete and conditionally authorize release of \$19,757.62 in retainage to Dardan Enterprises, Inc.
- 2.) Accept the manufacturer's contract for the Bus Washer Replacement project as complete and conditionally authorize release of \$28,093.35 in retainage to Westmatic Corporation. Each release is conditioned on pending certificates approving release from the Department of Revenue, Employment Security, and the Department of Labor and Industries.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Planning & Development Committee

A. Final Proposed 2016 Operating & Capital Budgets

Ms. Warren said this is the third time the Board has seen the budgets and the final proposed version is offered for adoption. The October public hearing garnered no comments. She added that she would explain the differences between the draft budgets and the final proposed budgets:

Medical Premiums

Premera: 9% increase (from 12%)

Dental: 10% increase (from 5%)

Medical/Dental \$213K lower

Workers' Compensation \$242K lower

Insurance \$30K higher

The items above result in approximately \$425K in savings.
There were no changes to revenue assumptions.

The capital budget was reviewed by the Board in detail previously and totals \$14.6M, including \$5M for fleet replacement.

It is anticipated that \$7.6M will be drawn down in 2016 resulting in a cash balance at year-end 2016 of \$17.8M after reserves.

The budget for 2016 is \$81,381,756 (10% less than 2015).

Ms. Warren explained that this item has been reviewed and recommended for Board approval by the Planning & Development Committee.

Ms. Waldref asked how the 2015 grants budget reflected in what STA actually received.

Ms. Warren said it was within \$100K of the amount budgeted.

Mr. French said the budgets have been thoroughly reviewed by the committee.

Mr. French moved to adopt, by resolution, the final proposed 2016 Operating and Capital Budgets, Mr. Pace seconded and the motion passed unanimously.

Performance Monitoring & External Relations Committee

B. Repeal Resolution No. 654-09 Regarding Standing Committee and Direct Performance

Monitoring & External Relations Committee to Formulate a Citizen Advisory Committee

Ms. Waldref said this item was recommended for approval by committee consensus and thanked Mr. Hafner who chaired the committee meeting in her absence.

She said when the Board and Committee process was updated four years ago; the future of the Citizen Advisory Committee (CAC) was not addressed. Staff and the Performance Monitoring & External Relations (PM&ER) committee have been looking at reframing the public input process for some time and recommend bringing the CAC under the PM&ER. The CAC will report to that committee and

bring information and recommendations forward. The PM&ER committee will inform the Board accordingly.

Mr. Blaska added that it does not limit the CAC's scope of advice, just the process. The PM&ER committee will pass a resolution to adopt the CAC Charter. At this time, the Board will consider a resolution to repeal the old CAC resolution from 2009 and direct the PM&ER committee to form a Citizen Advisory Committee.

Mr. Peterson moved to adopt, by resolution, the repeal of resolution no. 654-09 regarding a standing committee, and direct the Performance Monitoring & External Relations Committee to formulate a Citizen Advisory Committee. Mr. Hafner seconded.

Ms. Waldref said she would invite the CAC Chair to attend meetings of the PM&ER.

The motion passed unanimously.

8. BOARD ACTION – OTHER: None.

9. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

i. End of Year Goals

Mr. Trulove said the committee reviewed his ambitious goals for the remaining months of the year.

A public hearing was held on the proposed 2016 Operating & Capital Budgets at the October 22, 2015 Board meeting and today, the budgets were adopted.

He added that he set a goal for this November meeting to discuss the STA Moving Forward plan as a vision for the future. There has been extensive public outreach regarding the plan over the past three years.

At the December 17, 2015 Board meeting he hopes a decision will be made about the Moving Forward plan and how to finance it. He said he was pleased at the progress made so far.

Mr. Otterstrom reviewed the STA Moving Forward ten-year plan with the Board and explained that it was based upon *Connect Spokane*, STA's Comprehensive Plan, adopted in 2010. He added that the Moving Forward plan was predicated on the absence of debt and on phased growth and development. The plan contains proposed corridors for High Performance Transit (HPT), for example, South Regal to North Monroe which has already received partial funding from grants.

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

i. STA Moving Forward Ten Year Plan & Funding Discussion

Mr. French said the goal of the Planning & Development Committee was to have a presentation on STA Moving Forward that would serve as a foundation for discussion. No recommendation about the plan was made by the committee.

Ms. O'Quinn added that the plan is a good starting point and it can be re-adjusted in terms of priorities, projects, and timelines.

Mr. French said it is an opportunity for the Board to affirm that the plan reflects the goals of the Board.

Mr. Snyder commented that there have been changes in resources from a year ago; grants have been obtained for some of the Moving Forward projects and the budget growth assumptions have also changed.

Ms. Waldref said that the Moving Forward ten-year plan is a shorter vision of the thirty-year Comprehensive Plan. STA is running good service currently and would like to provide more and better service in the future with varied modes of transportation.

Ms. O'Quinn said that using the plan as a starting point does not preclude discussion of projects such as the Central City Line and other corridors.

Mr. Hafner said he agrees with Ms. O'Quinn and the Planning & Development Committee. The Board must agree on a vision and review projects and how to fund them.

Mr. Snyder asked if the Board should vote on this today.

Ms. O'Quinn suggested that there is no need for a vote but a consensus would suffice.

Mr. Trulove agreed.

Mr. Peterson said he believes in the plan but the question is how to pay for it. He suggested that bus passengers pay more rather than to continue to fall back on sales tax revenue.

Mr. Trulove said these issues will be discussed at the December meeting.

Mr. Blaska said it is important that the Board define a starting point with the next step being timing and resources. Staff can provide more information about grants and fares at the next Planning & Development Committee meeting.

Ms. Waldref commented that the Cities of Liberty Lake and Spokane Valley are in the process of updating their comprehensive plans and asked if these should be included in STA's plan.

Mr. Otterstrom said STA's plans are consistent with those of other jurisdictions.

Mr. Pace said the Moving Forward plan took a lot of work and is the basis for future planning. He added that if the City of Spokane wants the Central City Line, they need to pay for it, including its ongoing maintenance. He will not vote for an increase in sales tax in the City of Spokane Valley.

Mr. Snyder said this should be discussed in December.

The Board agreed by consensus that STA retain the entire vision of STA Moving Forward as a starting point for discussions related to the scope and timing of future investments.

Mr. Trulove said that when the ballot measure failed in April, a commitment was made to review the Operating & Capital Budgets and the Moving Forward plan in detail. The budgets have been reviewed and there is agreement to use the Moving Forward plan as a starting point for the common goal of improving transit.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Waldref said the committee recommended consent agenda item 6. C, D and E. to the Board for approval. Also discussed was the third part of the fixed route fleet replacement program - procurement mechanisms.

Discussion ensued about battery, electric and diesel powered vehicles and procurement options.

Ms. Meyer added that two bus manufacturers, New Flyer and Proterra, are interested in the Central City Line.

12. CEO REPORT

Ms. Meyer thanked Steve Blaska for acting as the Interim CEO in her absence and also the other Directors, Jan Watson, and Susan Millbank for their efforts.

She also expressed her appreciation to all the employees who worked so tirelessly during the recent windstorm to keep service on the road.

Ridership

Ms. Meyer reported that fixed route bus ridership in October decreased by 8.5% over October 2014 for a year-to-date decrease of 4.1%. This is a continuing trend for most transit agencies and low gas prices play a part.

Paratransit ridership decreased 3.1% over October 2014 for a 1.7% decrease year-to-date.

Vanpool ridership decreased by 14.7% over October 2014 for a year to date decrease of 10.9%. There are two fewer vans in service (96 versus 98). Vanpool marketing efforts are taking place at employer sites.

It should be noted that October 2015 had one less weekday than October 2014.

Non-Capital Revenue

Non-capital revenue through September 2015 was 3.3% (\$1.2M) above budget and 1.2% above 2014 actual.

Sales Tax Revenue

October 2015 sales tax revenue (collected on August retail sales) was flat (0%) over October 2014 for a year-to-date increase of 4.0% over budget.

Operating Expenditures

Operating expenditures through September 2015 were 9.0% (\$4.4M) under budget, mostly due to lower than anticipated fuel costs at 47.0% below budget and the timing of expenditures for contracted transportation for paratransit, computer materials and services, and vehicle repairs.

Mr. Snyder said he is a member of the Washington State Traffic Safety Commission and heard that there will likely be an increase in accidents and fatalities with the increased number of cars on the road.

13. BOARD INFORMATION

- A. Committee Minutes
- B. September 2015 Financial Results Summary
- C. October 2015 Sales Tax Summary
- D. September 2015 Operating Indicators
- E. September 2015 Operating Indicators
- F. Preparation for Fixed Route Replacement Program Part 3: Procurement Mechanisms
- G. STA Holiday Service and Office Hours
- H. Plaza Renovation Update
- I. January 2016 Service Change

14. EXECUTIVE SESSION – None.

15. NEW BUSINESS – None.

16. BOARD MEMBERS' EXPRESSIONS

Mr. Trulove thanked the Commissioners for calling in to the meeting.
Mr. Snyder commended STA employees for their efforts during the windstorm.
Mr. Trulove agreed they did a fantastic job.
Ms. Waldref said a friend used the bus during the storm and was thankful for the service.
Mr. Trulove and Mr. Hafner wished everyone a Happy Thanksgiving.

17. ADJOURNED

With no further business to come before the Board, Chair Trulove adjourned the meeting at 3:20 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 November 19, 2015 Board Meeting:

Saturday, November 21, 2015	4:00 p.m.
Monday, November 23, 2015	10:00 a.m.
Tuesday, November 24, 2015	8:00 p.m.

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

Planning & Development	Dec 2, 2015, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Dec 2, 2015, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Dec 9, 2015, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, December 17, 2015, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.