

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

BOARD OF DIRECTORS

Draft Minutes of the April 17, 2014, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Amber Waldref, City of Spokane, Chair
Chuck Hafner, City of Spokane Valley
Ed Pace, City of Spokane Valley
Al French, Spokane County
Mike Allen, City of Spokane
Candace Mumm, City of Spokane
Richard Schoen, Small Cities Representative
(Millwood)
Tom Trulove, Small Cities Representative
(Cheney)
Rhonda Bowers, Labor Representative

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Steve Doolittle, Director of Human Resources
Beth Bousley, Director of Communications & Customer Service
Susan Millbank, Ombudsman & Accessibility Officer
Lynn Holmes, Financial Services Manager

PROVIDING LEGAL COUNSEL

Laura McAloon, K & L Gates LLP

MEMBERS ABSENT

Shelly O'Quinn, Spokane County

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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**
Mr. Allen moved to approve the agenda, Mr. French seconded and the motion passed unanimously.
 3. **PUBLIC EXPRESSIONS**
None.
 4. **RECOGNITIONS AND PRESENTATIONS**
 - A. **Hal Greif, Coach Operator – Retirement**
Mr. Doolittle said Hal Greif has worked for Spokane Transit for 25 years, 24 of which have been as Coach Operator. He has always demonstrated professionalism and excellent customer service and has earned many years of safety and perfect attendance awards.
 - B. **First Quarter 2014 Years of Service Awards**
Mr. Doolittle read the names of employees with 5, 10, 15, 20, and 25 years of service. Brent Mayer and Jane Olson, Coach Operators, have served 25 years.
 - C. **First Quarter 2014 Employee Recognition Winners**
Mr. Doolittle read the names of those who won the employee recognition awards for the first quarter of 2014. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

5. PUBLIC HEARING:

A. Connect Spokane Service Allocation Policy Amendment

Mr. Otterstrom said this is a public hearing on a proposed revision to *Connect Spokane: A Comprehensive Plan for Public Transportation's* Service Allocation Policy.

Amendments to the plan include a 60% allocation of fixed route service to basic service (instead of the 35% currently in the Plan) and no more than 25% of fixed route service to High Performance Transit (HPT) (instead of the 50% currently in the Plan).

Mr. French asked what the present level is.

Mr. Otterstrom said there is currently no allocation to HPT.

Ms. Waldref confirmed that this covers a 10 – 15 year horizon.

Mr. Otterstrom agreed and added that it can be adjusted as necessary.

Ms. Waldref opened the public hearing at 1:43 p.m.

She asked three times for comments from the public.

Hearing none, she closed hearing at 1:44 p.m.

6. BOARD ACTION – CONSENT AGENDA

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

A. Approve the minutes of the March 20, 2014 Board meeting.

B. Award a Contract for Security Services to Securitas.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

None.

8. BOARD ACTION – OTHER:

Ms. Meyer explained that the vouchers included in the Board packet did not include the correct amount for payroll related invoices since the state retirement contributions (PERS) had not been included. The correct amount is reflected in table below.

A. Approve the following vouchers and payroll for March 2014:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (March)	Nos. 580053-580386	\$ 2,071,199.46
Workers Comp Vouchers (March)	Nos. 212699-212835	\$ 46,642.00
Payroll 03/07/2014	ACH – 03/07/2014	\$ 1,342,747.29
Payroll 03/21/2014	ACH – 03/21/2014	\$ 1,002,247.82
WA State – DOR (Use Tax)	ACH – W0640	\$ 9,708.13
MARCH TOTAL		\$ 4,472,544.70

Mr. French moved to approve the March vouchers as revised, Mr. Allen seconded and the motion passed unanimously.

9. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French, Acting Committee Chair, said the committee discussed STA Moving Forward and asked staff to come back with additional messaging next month. They also discussed the Plaza renovation and recommended doing the first floor only at this time with some electrical work on the 2nd floor.

This will also come back to the Board next month for a decision. The Citizen Advisory Committee's configuration was also discussed and it was decided to continue with the current format.

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French said Mr. Otterstrom reviewed High Performance Transit (HPT) which is a key ingredient of the Moving Forward project. The committee discussed the service allocation policy and the Central City Line with the related economic impact study. Ms. Mumm made a presentation on a recent conference she attended in Denver concerning growth, land use, and bicycles as a form of transportation.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Allen said the committee reviewed the consent agenda items and viewed a demonstration of the Smart Bus implementation process. There was also a presentation on mobility training and a facilities report. An agenda item for a free fare day in coordination with the "Dump the Pump" national promotion by the American Public Transportation Association (APTA) was removed since the Board Operations committee believed there would be more participation if this was offered in the fall.

12. CEO REPORT

Ridership

Ms. Meyer reported that fixed route ridership in March increased by 3.9% over March 2013 for a year-to-date increase of 1.5% and an increase in average weekday ridership of 5.1%. This increase may be attributed to college students since Spring Break was in March last year and April this year. Paratransit ridership increased by 2.0% over March 2013 for a year-to-date decrease of 1.0%. There has been an increase in special use van participation. There were the same number of weekdays in March 2014 as in March 2013.

Non-Capital Revenue

Non-capital revenue through February 2014:

- + 6.4% (\$742K) over budget
- + 8.9% (\$1.0M) over 2013 actual.

Sales Tax Revenue

March 2014 sales tax revenue (based on January sales):

- + 4.2% (\$133K) over March 2013
- + 2.4% year-to-date over budget.

Operating Expenditures

Operating expenditures through February 2014:

-8.6% (\$906K) below budget mainly due to lower than budgeted fuel expenses and the timing of information services expenditures.

2014 State Legislative Report

Ms. Meyer said the legislative session ended on March 13. The focus and priorities that the Board approved for 2014 were to monitor proposed legislation, particularly that which may affect Spokane Transit and/or the Spokane region positively or negatively. The House and Senate were not able to agree on a multi-year transportation revenue package. However, some legislators have expressed interest in having a special session prior to the 2015 session to adopt such a package.

Bills of Interest:

- SSB 5173 (signed) Employees of the state and its political subdivisions are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
- ESSB 6517 (signed) Amends RCW 42.56.250 and adds driver's license numbers and identicaid numbers to the list of information that is exempt from public inspection and copying.
- SHB 2105 (signed) Public agencies... must make the agenda of each regular meeting of the governing body available online no later than twenty-four hours in advance of the published start time of the meeting.
- ESB 5964 (signed) Each member of the governing body of a public agency must complete training in Open Public Meeting Act requirements within 90 days of assuming their duties.

Ms. McAloon said the latter applies to the STA Board members but they will be required to do this training for their own jurisdictions and this will fulfil their public Board needs. It will be effective in 2015.

Ms. Bowers asked if this applies to her as a non-voting member.

Ms. McAloon said it does and Spokane Transit will be required to make training available to her.

Mr. French added that the training is available online.

- (ESSB 6001) The 2013-2015 Supplemental Transportation Budget was signed by the Governor on April 4, 2014.
- There are no changes to STA funding in the supplemental budget.

Ms. Meyer reported that the arbitrator's decision in the matter of binding interest arbitration for AFSCME 3939, the paratransit employees' union, has been received. The contract expired in 2012 so the decision is retroactive. The arbitrator recognized STA for fiscal responsibility and balanced that into his decision. The outcome is \$110,000 higher over three years than STA offered.

Ms. Meyer added that the arbitrator was chosen by both management and the union.

13. BOARD INFORMATION

- A. Committee Minutes
- B. February 2014 YTD Financial Results Summary
- C. March 2014 Sales Tax Summary
- D. February 2014 Operating Indicators
- E. In-Person Assessment Program & Mobility Training Updates - 2013
- F. Passenger Facilities Report
- G. Grant Applications Update
- H. May 2014 Service Change

14. NEW BUSINESS – None.

15. BOARD MEMBERS' EXPRESSIONS

Mr. Pace said he went on a bus ride with Mr. Otterstrom in the Spokane Valley. He was impressed with the professionalism of the coach operators and the cleanliness of the bus. He saw that buses were full in some areas, particularly from downtown to the Valley Transit Center.

Ms. Mumm went to the Plaza to see the smoking area. She said it is a creative and artistic structure that appears to be working well.

Ms. Bowers said that although the changes to the service allocation policy have alleviated some concerns and ATU 1015 generally supports the concept of High Performance Transit corridors, the union still believes the Central City Line (CCL) is an artificially created corridor which should have a separate funding source. Opinions are mixed as to whether streetcar lines spur economic growth and in

other communities where they exist or are being planned; they are viewed as a luxury item not as transit. Buses get people from their homes to their jobs not streetcar lines. She added that it will be difficult to get the union members to support the Central City Line.

Ms. Waldref asked when the economic impact study will be completed.

Ms. Meyer said it anticipated to be available in September and will be reviewed by property developers to ensure they support the methodology. She added that the CCL vehicle is a bus not a streetcar.

Ms. Waldref asked that ATU 1015 be kept involved as the study evolves.

Mr. French asked for a list of the communities referenced by Ms. Bowers where the streetcar lines were thought of as a luxury item and not an economic stimulus.

Ms. Waldref said she enjoyed riding the electric bus after the last Board meeting.

16. EXECUTIVE SESSION

At 2:08 p.m., Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purpose:

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

The STA Board of Directors will reconvene in open session at approximately 2:20 p.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 2:20 p.m., Ms. McAloon announced the Board of Directors will reconvene at 2:25 p.m.

At 2:25 p.m., Ms. McAloon announced the Board of Directors will reconvene at 2:30 p.m.

At 2:30 p.m., the Board of Directors reconvened and Chair Waldref declared the meeting back in public session. No action was taken.

17. ADJOURNED

With no further business to come before the Board, Chair Waldref adjourned the meeting at 2:31 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 April 17, 2014 Board Meeting:

Saturday, April 19, 2014	4:00 p.m.
Monday, April 21, 2014	10:00 a.m.
Tuesday, April 22, 2014	8:00 p.m.

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

Planning & Development	May 7, 2014, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	May 7, 2014, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	May 14, 2014, 12:30 p.m. (Northside) 1230 West Boone

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Next Board Meeting: **Thursday, May 22**, 2014, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington. **(NOTE: 4th Thursday of the month)**