

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

BOARD OF DIRECTORS

Draft Minutes of the February 20, 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
Shelly O'Quinn, Spokane County
Al French, Spokane County
Mike Allen, City of Spokane
Candace Mumm, City of Spokane
Richard Schoen, Small Cities Representative
(Millwood)
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

Tom Trulove, Small Cities Representative
(Cheney)

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
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

Brian McClatchey, K & L Gates LLP

GUEST

Bruce Rafford

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

Chair Waldref called the meeting to order at 1:30 p.m. and conducted roll call. She welcomed new Board member Ed Pace, City Council Member from the City of Spokane Valley.

2. **APPROVE BOARD AGENDA**

Mr. Allen moved to approve the agenda, Mr. Schoen seconded and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

None.

4. **RECOGNITIONS AND PRESENTATIONS**

None.

5. **PUBLIC HEARING:**

A. **Draft 2014 Title VI Program Update**

Mr. Otterstrom said this is a public hearing on the updates to STA's 2014 Title VI Program which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin.

STA's program expires on March 23, 2014 and the key requirements are as follows:

- Adoption of program by STA Board
- To include demographic make-up of STA non-elected committee members
- To update Limited English Proficiency (LEP) Plan
- Evaluation of service and fare changes over the last three years
- To include list of Title VI investigations and complaints over the last three years.

STA will continue outreach efforts to the community and neighborhood organizations and participate in workshops for LEP populations at World Relief and other agencies. There are approximately 49,000 minorities (11%) in the Public Transportation Benefit Area (PTBA). Concentrations of this population are in East and Northeast Spokane, Airway Heights and Cheney. These areas have reliable and frequent transit service. The same can be said for the low income population in the PTBA.

Mr. French wanted to know if these numbers included the correctional facility in Airway Heights.
 Mr. Otterstrom said they did.
 Mr. French asked if that number could be extracted.
 Mr. Otterstrom said staff is using the Census information.
 Board action on this item will be taken in March.

Ms. Waldref opened the public hearing at 1:45 p.m.
 She asked three times for comments from the public.
 Hearing none, she closed hearing at 1:46 p.m.

6. **BOARD ACTION – CONSENT AGENDA**

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

- A. Approve the minutes of the January 16, 2014 Board meeting
- B. Approve the following vouchers and payroll for January 2014:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (January)	Nos. 579334-579694	\$ 4,294,008.54
Workers Comp Vouchers (January)	Nos. 212473-212634	\$ 51,009.75
Payroll 01/10/2014	ACH – 01/10/2014	\$ 1,068,681.52
Payroll 01/24/2014	ACH – 01/24/2014	\$ 1,020,913.93
WA State – DOR (Use Tax)	ACH – W0640	\$ 9,794.45
JANUARY TOTAL		\$ 6,444,408.19

- C. Approve travel of Board member to APTA Legislative Conference & legislative meetings in Washington, D.C.
- D. Adopt a resolution amending the Board Governing Committees’ guidelines.
- E. Adopt a resolution approving a pilot fare structure which authorizes the City Ticket pass as valid fare payment on Route 27 – Hillyard and Route 39 – Mission between The Plaza and the Arena during all hours of operation from March 1, 2014, to June 30, 2015.

7. **BOARD ACTION – COMMITTEE RECOMMENDATIONS**

Planning & Development:

- A. **Approval of STA Moving Forward Implementation Scenarios**

Ms. Mumm said there was unanimous approval of this item from the Planning & Development Committee.

Mr. Otterstrom said the initiative behind “STA Moving Forward” was to identify High Performance Transit (HPT) corridors. A Board Workshop was held on the subject in September 2013.

Additional scenarios were requested by the Board and 9 scenarios considered. Scenarios 0 and 1 were eliminated. Scenarios 3D, 4 and 5 require funding from a High Capacity Transit (HCT) tax. These were discussed and would require two ballot initiatives – HCT and the additional sales tax. It was decided to eliminate these scenarios. Four scenarios were left: 2, 3A, 3B, and 3C requiring additional

sales tax. Following discussion, it was decided to focus on one scenario for expansion and one for improving the current service, see table below:

Name	Description	Additional Sales Tax Equivalent
Scenario A	Sustain service levels and implement two or more HPT corridors, expand park and ride facilities and make other service and facility improvements	.003
Scenario B	Sustain service levels, improve facilities and expand park and ride capacity	.002

Mr. Otterstrom said this item will be brought back next month with cost estimates and further detail. He asked for Board approval as a basis for public outreach.

Mr. Allen said if STA requests the full amount (3/10ths of one percent sales tax) there will be no option for further funding in the future.

Mr. Otterstrom said staff is working on long-term funding. Current levels of service cannot be sustained indefinitely and vehicles need to be replaced.

Mr. French moved to approve scenarios A and B as the basis for preparing public outreach on the scenarios and associated investments. Mr. Schoen seconded.

Mr. French asked if staff will provide an analysis on the projection of increased ridership depending on which scenario is chosen.

Mr. Otterstrom said the Spokane Regional Transportation Council (SRTC) can project ridership and already did an analysis for the Central City Line. However there are limitations on ridership models.

Mr. French said it would be a useful tool for the cities to use in linking their plans for land use and density to transit.

Ms. Meyer added that staff will bring a proposal to the Board regarding the Central City Line in terms of an extension to Spokane Community College and building a maintenance facility there. This aspect works into the competitive aspect of federal small starts grants.

Ms. Waldref asked if the economic development aspect is being researched for other corridors such as North Division which would be of interest to businesses like Northtown Mall.

Mr. Otterstrom said a similar study would be planned for another corridor in the future.

The motion passed unanimously.

8. BOARD ACTION – OTHER:

None.

9. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Ms. Waldref said the committee discussed the STA Moving Forward scenarios; Board consent agenda items; timeline for a ballot measure; and, review of the Citizen Advisory Committee (CAC) which was formed in 2004 to engage the public and over time became project-based. The committee discussed citizen engagement in the Moving Forward scenarios.

Ms. Meyer said the current committee is similar to what it was at its inception. Its members have been good messengers for STA. This discussion will continue at the Board Operations Committee level. Mr. Blaska has led the CAC meetings for 8 years and now Ms. Bousley has taken over that staffing lead.

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

i. Scope of 2014 Transit Development Plan

Mr. Otterstrom said the Transit Development Plan (TDP) is an annual 6 year program that includes STA Moving Forward. Public outreach on the plan will continue until the public hearing in June and Board adoption in July.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Allen said the committee reviewed the Title VI Program, and the City ticket agenda item which helps to address some downtown issues.

12. CEO REPORT

Ridership

Ms. Meyer reported that fixed route ridership in January increased by 0.8% over January 2013 for a year to date increase of 0.9%. Paratransit ridership decreased 3.1% over January 2013. This could be due to weather related impacts and an accident involving a group van. There were the same number of weekdays in January 2014 as in January 2013.

Sales Tax

January sales tax revenue (based on November sales) increased by 4.6% (\$165,000) above January 2013.

There will be a presentation at the March 20, 2014 Board meeting of the 2013 year-end financial reports.

Central City Line Economic Development Impact Study

The purpose of the study is to quantify and communicate anticipated economic development impacts of the Central City Line project and provide data that can be used in preparing successful grant applications.

SRTC will coordinate the study through an advisory group that will include representatives from business, education, and the City of Spokane. STA has budgeted up to \$130,000 for planning consultants for 2014. It is anticipated that the study will be complete at the end of July.

State Legislative Update

Ms. Meyer said the legislative session is over halfway through and is scheduled to end on March 13.

Multi-Year Transportation Package:

- Senator King introduced a \$12.29 Billion proposal over 12 years.
- The bill under consideration includes an 11.5 cent gas tax increase and changes to sales and use tax on transportation projects. There is less funding for transit than in the House package and the Governor may call special session in December.

Bills of Interest:

- SB 6250 – employers of public employees must submit a digital copy of their collective bargaining agreement to the Public Employee Relations Commission (PERC) within 30 days of its effective date. PERC must maintain a website that allows the public to view and download these agreements for up to ten years following their expiration.
- SB 6227 – any person operating a motor vehicle while holding, reading from, or manually entering information into a personal wireless communications device is guilty of a traffic infraction. STA equipment does not meet the definition of such a device.

- HB 1892 – expands the current definition of a transportation improvement eligible to receive Transportation Benefit District (TBD) funding to include transportation projects and programs of local significance.
- HB 2376 – amends the Public Records Act to exempt driver’s license numbers and indenticard numbers from public inspection. This would protect STA coach and van operators.
- SHB 1953/SHB 1959 – local options for King County Metro and Community Transit in Snohomish County. They would have the ability to tax more for transit, for example, Community Transit is already at the 9/10ths of one percent maximum.

13. BOARD INFORMATION

- A. Committee Minutes
- B. January 2014 Sales Tax Summary
- C. December 2013 Operating Indicators
- D. Fixed Route System Ridership Analysis – 2013 Year End Summary

14. NEW BUSINESS – None.

15. BOARD MEMBERS’ EXPRESSIONS

Ms. Waldref said she and Ms. Mumm attended a Smart Growth conference in Denver. She was impressed with the renovation of Union Station in the downtown area which will be the hub for Amtrak, light rail and commuter rail.

Ms. Mumm shared that there are bicycles for rent and racks on buses to accommodate them.

Ms. Hafner thanked Ms. Meyer, Ms. Bousley and Mr. Otterstrom for a good presentation to the Visit Spokane Board today. The topics were the Plaza and the Central City Line.

Ms. Waldref said the smoking area is now open on the Wall Street side of the Plaza.

Ms. Meyer said it has moved the majority of smokers away from Post Street.

16. EXECUTIVE SESSION

At 2:40 p.m., Mr. McClatchey 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 3:10 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 3:10 p.m., Ms. Warren announced the Board of Directors will reconvene at 3:15 p.m.

At 3:15 p.m., Mr. McClatchey announced the Board of Directors will reconvene at 3:20 p.m.

At 3:20 p.m., the Board of Directors reconvened and Chair Waldref declared the meeting back in public session.

17. ADJOURNED

With no further business to come before the Board, Chair Waldref adjourned the meeting at 3:22 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 February 20, 2014 Board Meeting:

Saturday, February 22, 2014	4:00 p.m.
Monday, February 24, 2014	10:00 a.m.
Tuesday, February 25, 2014	8:00 p.m.

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

Planning & Development	March 5, 2014, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	March 5, 2014, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	March 12, 2014, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 20, 2014, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.