

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

## **BOARD OF DIRECTORS**

Draft Minutes of the January 16, 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  
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)  
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  
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**

Laura McAloon, K & L Gates LLP

### **MEMBERS ABSENT**

Member from City of Spokane Valley (TBD)

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

Ms. Waldref welcomed new Board members Tom Trulove, Mayor of Cheney, representing the small cities and Candace Mumm, City of Spokane Councilmember. Mr. Trulove said he appreciates the transit service to Cheney and Ms. Mumm said she is a bus rider.

Another Board member from the City of the Spokane Valley will be appointed next Tuesday, Jan 21.

#### 3. **PUBLIC EXPRESSIONS**

Ms. Waldref said Gary Schimmels, former Board member from the City of the Spokane Valley, passed away this week. On behalf of the Board she said he was a very special man who will be greatly missed in the community and thoughts and prayers are with his family at this time. He left the STA Board just last month. The memorial service will take place on Tuesday, January 21 at 11:00 a.m. at St. Joseph's Catholic Church, 4521 N Arden Rd, Otis Orchards.

#### 4. **RECOGNITIONS AND PRESENTATIONS**

##### A. **Years of Service Awards**

Mr. Doolittle read the names of employees with 5, 10, 15, 25, and 30 years of service. Bryan Prescott in the Maintenance Department served 25 years and was present for the recognition by the Board and by his department manager, Don Reimer.

B. Fourth Quarter 2013 Employee Recognition Winners

Mr. Doolittle read the names of those who won the employee recognition awards for the fourth quarter of 2013. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

5. BOARD ACTION – CONSENT AGENDA

Mr. French commented that his name did not appear in those present at the December 19, 2013 Board meeting. He said he arrived during the Executive Session. Ms. Waldref took the approval of the Board meeting minutes off the consent agenda to be handled separately.

**Mr. French moved to approve the following consent agenda items 5. B through D. Mr. Allen seconded and the motion passed unanimously.**

- B. Approve the minutes of the December 19, 2013 Board workshop.
- C. Approve the following vouchers and payroll for December 2013:

| <u>DESCRIPTION</u>                   | <u>VOUCHER/ACH NUMBERS</u> | <u>AMOUNT</u>          |
|--------------------------------------|----------------------------|------------------------|
| Accounts Payable Vouchers (December) | Nos. 578977-579333         | \$ 3,323,531.79        |
| Workers Comp Vouchers (December)     | Nos. 212375-212472         | \$ 54,998.78           |
| Payroll 12/13/2013                   | ACH – 12/13/2013           | \$ 1,101,513.29        |
| Payroll 12/27/2013                   | ACH – 12/27/2013           | \$ 1,041,524.83        |
| WA State – DOR (Use Tax)             | ACH – W0640                | \$ 13,039.59           |
| <b>DECEMBER TOTAL</b>                |                            | <b>\$ 5,534,608.28</b> |

D. Approve travel by Board Chair to Legislative Meetings in Olympia.

- 5. A. Approve the minutes of the December 19, 2013 Board meeting.

**Mr. French moved to approve the minutes of the December 19, 2013 amended to indicate his attendance. Mr. Hafner seconded and the motion passed unanimously.**

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS

Board Operations Committee:

- A. Amendment to Board Operations Committee Functions

Ms. Waldref said the Board Operations committee proposes to amend their functions in order to add the Chair Pro Tempore to the committee composition. She added that discussion had been held with Mr. Schoen and Mr. Trulove about the office of Chair for 2015, which according to the rotation would be a member representing the small cities. However, in anticipation of a ballot measure in 2015 it would behoove STA to have the representative of one of the larger jurisdictions chair the Board and this was agreed upon. A small cities representative would therefore be elected Chair Pro Tempore this year and would serve two years in that position, becoming Chair in 2016.

**Mr. Allen moved to adopt a resolution amending the composition of the Board Operations Committee to add a fourth member: the Chair Pro Tempore. Mr. Hafner seconded and the motion passed unanimously.**

- B. Election of 2014 Board Chair Pro Tempore

**Mr. Schoen nominated Mr. Trulove to serve as Chair Pro Tempore for 2014. Ms. Mumm seconded and the motion passed unanimously.**

Ms. McAloon said this election can be re-visited in a year and a small cities representative can be elected again as Chair Pro Tempore for 2015.

C. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2014

Ms. Waldref said the Board Operations Committee reviewed the proposed appointments and recommended approval as follows:

Planning & Development Committee – Al French, Shelly O’Quinn, Candace Mumm, and City of Spokane Valley member to be determined.

Performance Monitoring & External Relations – Mike Allen, Chuck Hafner, Richard Schoen, Tom Trulove, and Rhonda Bowers (non-voting).

**Mr. Allen moved to confirm the appointments to the two committees as presented. Mr. Hafner seconded and the motion passed unanimously.**

D. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees

**Mr. French moved to confirm the appointment of the Chairs of the two committees as follows: Planning & Development Committee – Al French, and Performance Monitoring & External Relations – Mike Allen. Mr. Allen seconded and the motion passed unanimously.**

Ms. Bowers said the past year there were problems with obtaining a quorum at the Performance Monitoring & External Relations committee (PMER) meetings. She is a member of that committee.

Mr. Allen apologized as Chair of the committee that he was not able to attend consistently due to a new job he had taken. This year the committee meeting will take place in the afternoon which will better suit his schedule.

Ms. McAloon said a committee is not mandated to have a quorum.

Ms. Waldref gave a brief background on the reorganization of the Board committees two years ago based upon the recommendations of a consultant who is an expert in Board governance. The committee meetings mean that the Board members are in touch with the business coming before the Board and it decreased the time spent in Board meetings.

Mr. Allen said the committee structure has helped to make the Board meetings more efficient and less time-consuming.

Ms. Waldref said she appreciated the concern and expressed the need for good meeting attendance.

7. BOARD ACTION – OTHER:

None.

8. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Ms. Waldref said she will attend legislative briefings next week in Olympia with Ms. Meyer.

i. Plaza Renovation Update

Ms. Waldref said the Board made a commitment to renovating the Plaza in 2008 but plans were delayed until recently due to the economic recession.

Mr. Otterstrom said the Plaza renovation 30% design is now underway and involves refining floor plans, preparing conceptual renderings and cost estimates, continued stakeholder outreach and beginning public outreach.

Retail currently occupying the second floor will be considered for re-location to the first floor. Public restrooms would be moved down to the first floor in addition to Customer Service. Activity on the second floor will consist of the existing STA operations: Call Center; Mobility Center; Security offices; and, a staff break room. Meeting rooms are also proposed for the second floor with the intention of rental to neighborhood businesses.

Mr. Otterstrom said the escalator would be moved and the waterfall removed. The cougar sculptures may also be moved elsewhere and the artist is involved in that discussion. It is proposed to use the 6,000 square feet on the second floor rotunda as an exhibit area to show Native American artifacts or a traveling exhibit. The Museum of Arts and Culture (MAC) has shown interest.

Ms. Mumm asked if entrance to such an exhibit would be free.

Mr. Otterstrom said there would probably be a fee depending on the nature of the exhibit.

Ms. Meyer added that Starbucks has shown an interest in locating on the first floor two years ago, however, they must access from the exterior and this could be arranged.

Mr. Otterstrom said he and Ms. Meyer have presented this proposal to the Greater Spokane Inc. (GSI) Executive Committee and it was favorably received.

Ms. Mumm asked if these plans would generate more revenue for STA.

Ms. Meyer said the four retailers currently at the Plaza generate revenue so additional stores would add more. She added that there is currently \$3.2 million in STA's capital budget and the remaining funding would need to come from federal and state grants.

Ms. Mumm said the revenue projections would be an important element of the project presentation.

Mr. Otterstrom said this item will be brought back to the Board in February for review of the final report, renderings and cost estimate, and March for approval.

9. PLANNING & DEVELOPMENT COMMITTEE:

*No meeting in January.*

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

*No meeting in January.*

11. CEO REPORT

Ridership

Ms. Meyer reported that fixed route ridership in December increased by 1.5% over December 2012 for a year to date increase of 0.5%. Paratransit ridership increased 2.4% over December 2012 for a year to date decrease of 1.4%. There was one more weekday in December 2013 than in December 2012.

Revenue

Total (non-capital) revenue through November 2013 was 6.3% (\$3.6 million) over budget and 5.9% (\$3.4 million) above 2012 actual.

Sales Tax

December sales tax revenue (based on October sales) increased by 4.0% (\$152,000) above December 2012 for a year-to-date increase of 5.7% (\$2.4 million).

Ms. O'Quinn asked what percentage of growth was budgeted for 2014.

Ms. Meyer said it was 1.5% as directed by the Board.

Operating Expenditures

Expenditures through November 2013 were 6.2% (\$3.5 million) under budget, mostly due to lower than anticipated fuel and paratransit contracted services expenses.

Mr. Allen asked if staffing levels were the same.

Ms. Meyer said the majority of the year was flat with a few new hires at the end of the year.

State of the State Address

Ms. Meyer said she was honored to be invited to Governor Inslee's state of the state address on January 14. The Governor mentioned STA's Central City Line project in his speech.

Legislative Issues

Ms. Meyer said the new legislative session has begun and she will keep the Board informed at each Board meeting of any transit-related legislation.

Ms. McAloon said she just found out that a bill has been proposed by Senator Benton and co-sponsored by Senator Roach from Vancouver, Washington, outlining a change in the governance of a Public Transportation Benefit Area (PTBA). It would add every legislator in the area to the PTBA Board which could mean 15 new Board members to STA's existing ten.

Mr. French surmised that it could have something to do with the Columbia River Crossing project.

Ms. Meyer said local control would continue to be the aim of Spokane Transit and she will discuss it with legislators next week.

12. BOARD INFORMATION

- A. Committee Minutes
- B. November 2013 Financial Results Summary
- C. December 2013 Sales Tax Summary
- D. November 2013 Operating Indicators

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS

15. EXECUTIVE SESSION - None.

16. ADJOURNED

With no further business to come before the Board, Chair Waldref adjourned the meeting at 2:24 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](http://www.spokanetransit.com) the week after the meeting.

Cable 5 Broadcast Dates and Times of January 16, 2014 Board Meeting:

|                            |            |
|----------------------------|------------|
| Saturday, January 18, 2014 | 4:00 p.m.  |
| Monday, January 20, 2014   | 10:00 a.m. |
| Tuesday, January 21, 2014  | 8:00 p.m.  |

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

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

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