

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

BOARD OF DIRECTORS

Draft Minutes of the May 22, 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
Shelly O'Quinn, Spokane County
Mike Allen, City of Spokane
Richard Schoen, Small Cities Representative
(Millwood)
Tom Trulove, Small Cities Representative
(Cheney)
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

Candace Mumm, City of Spokane

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

GUESTS

Jeff Warner, ALSC Architects
Mike Prager, Spokesman Review

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**

John Lemus of Skills'kin, the largest local provider of jobs for people with disabilities, spoke about how his employees rely on the bus for transportation to work. He is in favor of an effective public transportation system and will support a ballot measure that will expand service capacity.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **Gabe Fernos, Coach Operator – 2014 APTA International Rodeo Winner**

Mr. Fernos was named "Best Driver in North America" by the American Public Transportation Association (APTA) following his win of the International Rodeo in Kansas City in the 40 ft. coach category. This is a difficult course that requires skill and precision. He has won local and state competitions in the past and has 21 years of safe driving awards at Spokane Transit. The Board congratulated Mr. Fernos on this outstanding achievement.

B. **Karl Otterstrom, Director of Planning - Planner of the Year Award**

Mr. Otterstrom was recently named "Planner of the Year" by the Inland Empire Section of the American Planning Association. The Board congratulated Mr. Otterstrom.

C. **Fred Green, Coach Operator – Retirement**

Mr. Green has been employed by Spokane Transit for 24 years and accumulated 15 years of safe driving. His regular route was #90 East Sprague.

D. Kathy Georgeson, Coach Operator – Retirement

Ms. Georgeson has been employed by Spokane Transit for 33 years and most enjoyed driving the #60 Airport route.

E. 2013 Safety Awards

Mr. Doolittle scrolled through the names of 266 employees who earned a safety award and read the names of those with between 25 and 35 years of safe service. Kevin Eaton, Coach Operator, has 33 years of safe driving and Steve Caro, First Class Mechanic, has 35 years of safe service.

F. 2013 Perfect Attendance Awards

Mr. Doolittle read the names of employees with perfect attendance in 2013.

The Board congratulated all these employees on their service.

5. BOARD ACTION – CONSENT AGENDA

Mr. French moved to approve the following consent agenda items 5. A - D. Mr. Allen seconded and the motion passed unanimously.

- A. Approve the minutes of the April 17, 2014 Board meeting.
- B. Approve the following vouchers and payroll for April 2014:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (April)	Nos. 580387-580767	\$ 5,433,859.68
Workers Comp Vouchers (April)	Nos. 212836-212951	\$ 50,299.70
Payroll 04/04/2014	ACH – 04/04/2014	\$ 1,347,287.36
Payroll 04/18/2014	ACH – 04/18/2014	\$ 1,199,607.42
WA State – DOR (Use Tax)	ACH – W0640	\$ 13,497.24
APRIL TOTAL		\$ 8,044,551.40

- C. Approve by resolution the Final Draft Amendment to Connect Spokane: A Comprehensive Plan for Public Transportation.
- D. Approve, by resolution, the consolidation of all amendments, changes, and resolutions of the Spokane Transit Authority Tariff Policy and Procedures for Fixed Route and Paratransit Services into one document.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Planning & Development Committee

A. Plaza Renovation: Approval of Design & Budget Proposal

Mr. French said the Planning & Development Committee met and recommended approval of this item. Mr. Otterstrom explained the floor plans are now complete and consistent with the projects goals approved by the Board. The construction cost estimate is also complete and outreach has taken place with STA employees, the public and commercial stakeholders. He thanked Ms. Charlton, STA Project Manager, and consultants, ALSC Architects and Coffman Engineers, for their many hours of work on the project to reach this stage.

First floor

The plans include more retail; designated waiting areas visible to the street; relocation of customer service from the second floor; and restrooms in addition to those on the second floor. Customer service will be located in the middle of the atrium and the escalators will be repositioned with the removal of the waterfall feature. Monitors will show real time information. Additional retail spaces next to

Subway will be marketed for food vendors. Parts of the wall and ceiling will be clad with a wood-like finish for a warmer, quieter feel.

Second Floor

The security office will be relocated to the second floor, but there will be the same security presence on the first floor and outside. Some updates to the HVAC system will be made. Meeting rooms and the future use of the rotunda are scheduled for Phase II at a later date.

Exterior

The first floor rotunda will be marketed as retail with an interior and exterior presence; suggestions include a coffee shop with an outside door and seating.

Ms. Bowers said the waiting area outside is not enclosed.

Mr. Otterstrom said an enclosure would encroach upon the sidewalk on Sprague Avenue.

Budget

DESIGN ELEMENT	FIRST FLOOR	SECOND FLOOR
Architectural	\$710,000	\$150,000
Mechanical	\$260,000	\$472,000
Electrical	\$531,000	\$58,000
Escalator Relocation	\$562,000	
Southwest Stair Infill	\$49,000	
Security Offices		\$243,000
Call Center		\$85,000
CONSTRUCTION COST SUB-TOTAL	\$2,112,000	\$1,008,000
COST		
CONSTRUCTION COST SUB-TOTAL	\$3,120,000	
Exterior Allowance	\$300,000	
Other Project Costs	\$1,282,000	
PHASE I PROJECT COST	\$4,702,000	

The estimated total cost of Phase I is \$4,702,000.

Mr. Allen asked what the estimate is of additional revenue from new tenants.

Mr. Otterstrom said it would be approximately \$85,000 - \$100,000 but the increased revenue is a secondary benefit.

Ms. Meyer added that the increased revenue does not pay for the renovation project but the cost of square footage may be higher as a result. Subway has been very successful.

Mr. Otterstrom said construction will begin in May 2015 with completion in late summer 2016. The building will be kept open for business and the Performance Monitoring & External Relations Committee will monitor the progress.

Ms. Waldref said the current projected expenses are for the first floor only.

Mr. Otterstrom agreed.

Ms. Meyer introduced Jeff Warner of ALSC Architects and thanked him for the work accomplished so far.

Discussion ensued regarding the escalators, real time monitors, and waterfall.

Ms. O'Quinn asked about the cost of Phase II.

Ms. Meyer said it will depend on what is planned for the rotunda. The cost is anticipated to be under \$2 million and Phase II will be brought before the Board at a later date.

Mr. French moved to approve the Plaza renovation design proposal and a project budget of \$4,702,000. Mr. Hafner seconded.

Mr. French amended his motion to provide clarity as follows: Approve Phase I of the Plaza renovation design proposal and a project budget of \$4,702,000. Mr. Hafner seconded and the amended motion passed unanimously.

7. BOARD ACTION – OTHER:
None.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Waldref said the committee reviewed STA Moving Forward and the scenario that would require an additional three tenths of one percent (0.003) sales tax. Committee members looked at projects, service improvements, costs, ridership, amenities, and the Central City Line. She invited Board members to a Board Workshop to take place between 12:30 p.m. and 3:30 p.m. on Wednesday, June 11, 2014.

Ms. Meyer added that the Board will take action in July for public outreach.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. French said the committee recommended approval of Board consent agenda items 5. C and D and action item 6.A Plaza Renovation. Next month they will review the draft Transit Development Plan and a proposal to extend the Central City Line to Spokane Community College.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Mr. Hafner, Acting Chair, said the committee reviewed Commute Trip Reduction, Ridership Survey, Electric Bus, and Van Grant Recipients at the meeting.

11. CEO REPORT

Ms. Meyer reported that she attended the 2014 APTA Bus & Paratransit Conference in Kansas City in early May. In addition to the win by Mr. Fernos in the bus roadeo, the STA Maintenance Team did well in their competition. Rob Howard, paratransit van operator, will take part in the Paratransit Roadeo event in June in St. Paul, MN.

Ridership

Ms. Meyer reported that fixed route ridership in April increased by 1.2% over April 2013 for a year-to-date increase of 1.4% and an increase in average weekday ridership of 0.8%. Paratransit ridership decreased by 0.9% over April 2013 for a year-to-date decrease of 1.0%. There were the same number of weekdays in April 2014 as in April 2013.

Non-Capital Revenue

Non-capital revenue through March 2014:

- + 7.8% (\$1.3M) over budget
- + 9.2% (\$1.5M) over 2013 actual.

Sales Tax Revenue

April 2014 sales tax revenue (based on February sales):

- + 5.7% (\$179K) over April 2013
- + 2.7% year-to-date over budget.

Operating Expenditures

Operating expenditures through March 2014:

7.5% (\$1.2M) below budget mainly due to lower than budgeted fuel expenses, contracted transportation, vehicle repairs, and the timing of information services expenditures.

Bloomsday

	2013	2014	% Change
Race Finishers	47,165	44,626	-5.7%
STA Shuttle Service	20,537	18,461	-11.3%
STA Regular Service	11,202	14,262	+21.5%
STA Total	31,739	32,723	+3.1%

Ms. Meyer said although ridership on the Bloomsday shuttle decreased, ridership on the regular bus service increased. Overall ridership was up by 3.1%.

Federal Transit Administration (FTA) Triennial Review

Ms. Meyer reported that reviewers will be onsite June 5 and 6. This review occurs every three years and its purpose is to examine a grantee's performance and adherence to federal policies and procedures. The results will be reviewed by the Performance Monitoring & External Relations Committee.

STA Facilities Master Plan

The Facilities Master Plan will consider system growth through 2040 and will be brought to the Planning & Development Committee for review in the fall of 2014.

Smart Bus Pilot Fleet

Ten buses will be outfitted with Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) equipment and put into service June 2. The remainder of the fleet is projected to be equipped by the end of September.

Mr. Allen expressed his interest in riding one of these buses.

12. BOARD INFORMATION

- A. Committee Minutes
- B. March 2014 YTD Financial Results Summary
- C. April 2014 Sales Tax Summary
- D. March 2014 Operating Indicators
- E. STA Bus Passenger Survey
- F. Electric Bus Evaluation
- G. Grant Vehicle Recipients
- H. Energy Preservation Projects

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS - None

15. EXECUTIVE SESSION

At 2:48 p.m., Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purpose:

1. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.
2. 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 3:25 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 3:25 p.m., the Board of Directors reconvened and Chair Waldref declared the meeting back in public session. No action was taken.

16. ADJOURNED

With no further business to come before the Board, Chair Waldref adjourned the meeting at 3:27 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 May 22, 2014 Board Meeting:

Saturday, May 24, 2014	4:00 p.m.
Monday, May 26, 2014	10:00 a.m.
Tuesday, May 27, 2014	8:00 p.m.

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

Planning & Development	June 4, 2014, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	June 4, 2014, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	No meeting in June

Next Board Workshop

Board Workshop: STA Moving Forward	June 11, 2014, 12:30 p.m. (Southside) 1230 West Boone
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Next Board Meeting: Thursday, June 19, 2014, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.