

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

BOARD OF DIRECTORS

Draft Minutes of the April 17, 2008, Meeting
City Council Chambers
808 West Spokane Falls Blvd., Spokane, Washington

MEMBERS PRESENT

Richard Munson, City of Spokane Valley
Dick Denenny, City of Spokane Valley
Bonnie Mager, Spokane County
Al French, City of Spokane
Richard Rush, City of Spokane
Nancy McLaughlin, City of Spokane
Allan Gainer, City of Cheney

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Jim Plaster, Director of Finance & Administration
Steve Blaska, Director of Operations
Molly Myers, Communications Manager
Susan Millbank, Ombudsman & Accessibility Officer
Steve Doolittle, Human Resources Manager

PROVIDING LEGAL COUNSEL

Mike Ormsby, K & L Gates LLP

MEMBERS ABSENT

Mark Richard, Spokane County, Chairman
Charlotte Lawrence, City of Airway Heights

GUESTS

None

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

In the absence of Chairman Richard, Chairman Pro Tempore Denenny called the meeting to order at 5:40 p.m. and conducted roll call.

Mr. Denenny announced that public expressions would be moved up to number two on the agenda.

2. **PUBLIC EXPRESSIONS**

Ms. Barb Beddor, of Star USA, explained that her organization organizes sporting events. She said she supports the ballot measure to continue financial support for public transportation. She added that following the 2007 US Figure Skating championship in Spokane, our city is now on the nationwide map. The championship shattered all records and the attendance in Spokane was higher than when it was held in Los Angeles. Ms. Beddor said a big part of the success was the transportation services provided by Spokane Transit. Spokane is one of four finalists for the 2010 figure skating event and excellence in public transportation is a factor in deciding the winning city. She appealed to the citizens of Spokane to support Spokane Transit at the ballot in May.

Dr. John Olsen said the ballot mailings will take place April 30, May 1 and May 2. He said the majority of people vote at the beginning and the end. He has written a letter of support to the Spokesman-Review. He added that the tax collected on a \$100 purchase is just over \$8, of which 30 cents goes to Spokane Transit. He is impressed with the ridership increase over the past year and said many people are dependent on transit, particularly the disabled whose lives would be greatly impacted without the service.

3. RECOGNITIONS AND PRESENTATIONS

A. Washington State Department of Transportation Wall of Fame Awards

Every year WSDOT recognizes exemplary employees from across the state through their Wall of Fame Awards. The recipients will be honored at the state transportation conference in early September in the Tri-Cities. Mr. Doolittle said the STA winners are: Camille Bray, Clerk/Typist II, Transportation; Anne Irmer, Vanpool Supervisor; and, the Facilities and Grounds Team.

B. 2008 Bus and Van Roadeo Winners

Mr. Blaska announced the winners of the Bus and Van Roadeo as follows:

Fixed Route Division

First Place: Scott Leinen Second Place: Gabe Fernos Third Place: Don Gardner

Paratransit Division

First Place: Steve Pinkerton Second Place: Jill Thornton Third Place: Donna Graff

C. Annual Safety Awards

Names of all the employees with over one year of safe service are included in the Board information packets. Mr. Doolittle read out the names of those employees with more than twenty-five years of safe service. He added that there are 54 employees with more than fifteen years of safe service.

D. 2007 Paratransit Services Van Rider Satisfaction Survey

Mr. Bill Robinson of Robinson Research presented the results of the STA Paratransit Services Van Rider satisfaction survey. A survey was conducted by telephone of 400 riders and some caregivers in late October, 2007. The overall satisfaction rate was in the "excellent" and "very good range." The majority of paratransit riders use the service on weekdays, and most have not used a system in another area. Most riders prefer a live reservationist on the telephone even if it means waiting on hold, and the majority are happy with negotiating their pick up times. The only complaint from a few riders was that the van was late. However, it should be understood that this service is not a personal door-to-door service and other passengers' actions may delay the pick up times along the way. The overall message from the survey is that paratransit customers are very happy with the service provided by STA and First Transit (formerly Laidlaw).

E. 2007 On Board Rider Survey Detailed Observations Report

Mr. Robinson presented the results of the On-Board Rider survey that included 3,500 bus riders. In summary, four out of five people were satisfied with STA's service with safety being a big factor. The majority thought that STA has performed very well in meeting or exceeding the expectations of the majority of its riders. Ridership on weekdays is the highest and a third of riders rely completely on the bus with 40% mostly dependent on the service. The average age of riders is between 19 and 24, with incomes of less than \$20,000 annually. If students are taken out of the results, the income level increases to \$30,000. Mr. Robinson commented that the overall results of the survey are "as good as it gets."

4. EXECUTIVE SESSION

At 6:25 p.m., Mr. Ormsby announced that the Board would adjourn for an Executive Session for the following purpose:

Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

The STA Board of Directors will reconvene in open session at approximately 6:35 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 at the open public session.

At 6:35 p.m., Mr. Ormsby returned to announce the Board would reconvene at 6:45 p.m.

At 6:45 p.m., Mr. Ormsby returned to announce the Board would reconvene at 6:55 p.m.

At 6:55 p.m. the Board of Directors reconvened and Chairman Pro Tempore Denenny declared the meeting back in open public session.

5. BOARD ACTION: CONSENT AGENDA

- A. Motion to Approve Minutes of the March 20, 2008 Board Meeting.
- B. Motion to Approve Accounts Payable Voucher and Warrant nos. 550383 through 550814, and Worker's Compensation Warrant nos. 200081 through 200235 totaling \$2,839,235.70 for the period March 1 through March 31, 2008.
- C. Motion to Review and Ratify Renewal of 2008-2009 Excess Worker's Compensation Liability Insurance Renewal with Safety National Insurance Company at the rate of \$.0567 per worker hour, for an estimated premium of \$56,946.

Mr. French moved to approve consent agenda items 5. A – C. Mr. Munson seconded and the motion passed unanimously.

6. BOARD ACTION: OTHER ITEMS

- A. Approval of Agreement with City of Spokane to Conduct Traffic Impact Analysis of Transit Center Alternatives
Ms. Meyer said this item has been deleted since the agreement with the City of Spokane is within the authority of the CEO at \$11,540 and does not require Board action.
- B. Approval of Mobius Kids Scholarship Program
Mobius Kids is a children's museum located in Riverpark Square downtown. Using funds from the Washington State Special Needs Formula Grant program, Spokane Transit proposes to participate in the Mobius Kids Scholarship program through the distribution of up to 200 day passes per month for one year. This program is similar to the "Feed Spokane" program approved by the Board in 2006. Mr. Rush asked if the passes would be for fixed route only. Mr. Blaska said they would be for fixed route buses and paratransit vans. **Ms. McLaughlin moved to approve STA's participation in Mobius Kids Scholarship program and authorize the CEO to execute an agreement with Mobius. Mr. Munson seconded and the motion passed unanimously.**

7. BOARD INFORMATION

- A. Committee Minutes
- B. Miscellaneous Correspondence
- C. February 2008 Operating Indicators
- D. February 2008 Financial Results Summary
- E. 2008 First Quarter Travel Report

8. CEO REPORT

Ms. Meyer reported that in addition to the surveys presented at this meeting, the employee survey has just been completed and results will be available at the June Board meeting. Public outreach meetings continue almost daily and several jurisdictions in the PTBA have passed resolutions supporting the STA sales tax reauthorization.

9. STAFF REPORTS:

A. 2008 State Legislative Session Final Report

Ms. Millbank advised the Board that this was a short session from January 14 to March 13, 2008, but a record number of bills were introduced. HB 3261 would exclude public transit communications systems from the definition of a wireless communications device. However although this bill passed in the House, it did not pass in the Senate. The bill to ban the use of using a wireless communications device while driving becomes effective July 1, 2008 and it was hoped that transit operators in addition to emergency service providers would be included in the exemption but they were not. It is anticipated that this will be brought back in the next session and will pass. In the meantime, however, transit agencies will consider the following options: Continue the current practice until challenged; consider all calls as emergency or a need to summon aid; avoid routine communications while the vehicle is moving; retrofit vehicles with "hands free" options; configure radios with a toggle switch to allow the operator to switch from handset to headset; and, ask the Attorney General for an interpretation of the law.

B. 2008 Mission and Priorities

Ms. Meyer explained that the mission and priorities remained unchanged; however, new projects have been included for 2008 with emphasis on safety, increasing ridership, and excellence in customer service. In 2008 it is anticipated that the Transit 2020 long range plan will be completed; a Federal Transit Administration (FTA) Triennial Review and state annual audit will be completed; a tariff policy will be completed based on recommendations from the Citizen Advisory Committee; implementation of Phase I of the Smart Bus Initiative; and, the replacement of 20 buses and 12 vans. Continued employee training is also a priority.

C. March 2008 Ridership Highlights

Mr. Blaska said there was a 9.6% increase in fixed route ridership for the month of March, resulting in an 11.6% increase year-to-date. Paratransit had a 0.8% increase in March with a -0.8% decrease year-to-date.

D. February 2008 Financial Highlights

Mr. Plaster reported a combined year-to-date, as of February 2008, favorable total revenue and total expenditures budget variance of \$344,341. The financial update for February 2008 shows a favorable budget variance for total operating revenues of \$1.3 million which is an increase of 9.2% with a growth over 2007 of 8.4%. The total revenue of \$11.5 million shows a variance of -0.8% and a 3.2% growth over 2007. Operating expenses of \$9.1 million show a favorable variance of 4.4% and a growth of 15.1% over 2007. Capital expenditures year-to-date were \$1.0 million out of a \$24.3 million annual budget.

10. NEW BUSINESS – None.

11. BOARD MEMBERS' EXPRESSIONS

Mr. Rush asked where bike lockers are located. Mr. Blaska said they are at Park and Ride lots and in the basement of the Plaza. He suggested calling STA's customer service at 328-RIDE to inquire about

availability. Mr. French said the Ad Hoc Committee will meet to consider a strategy following the outcome of the sales tax reauthorization in May. They will review options available to the agency should the vote fail, including beginning the process of down-sizing the transit system. It will be necessary to start this process as soon as possible since the 0.3% funding would cease to be collected beginning July 2009.

Mr. Denenny expressed his condolences to Jacque Tjards, Purchasing Manager, and GERALYN Garberg, former Clerk of the Authority, in the passing of their father.

Mr. Munson said the City of the Spokane Valley will consider support of the STA sales tax reauthorization at their meeting on April 22.

12. Cable 5 Broadcast Dates and Times of the April 17, 2008 Board Meeting:
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|--------------------------|------------|
| Saturday, April 19, 2008 | 4:00 p.m. |
| Monday, April 21, 2008 | 10:00 a.m. |
| Tuesday, April 22, 2008 | 8:00 p.m. |
13. Next Committee Meetings (1230 West Boone Avenue, Spokane, Washington):
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| Operations & Customer Service | May 7, 2008, 1:30 p.m. (Southside Conference Room) |
| Citizen Advisory Committee | May 14, 2008, 5:00 p.m. (Northside Conference Room) |
14. Next Board Meeting, Thursday, May 15, 2008, 5:30 p.m., City Council Chambers, 808 West Spokane Falls Blvd., Spokane, Washington.

NOTE: The June Board meeting has been moved from June 19 to June 12 at 5:30 p.m.

15. ADJOURNED
With no further business to come before the Board, Chairman Pro Tempore Denenny adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority