

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

BOARD OF DIRECTORS

Draft Minutes of the July 16, 2009, Meeting
City Council Chambers
808 West Spokane Falls Blvd., Spokane, Washington

MEMBERS PRESENT

Dick Denenny, City of Spokane Valley, Chairman
Nancy McLaughlin, City of Spokane
Mark Richard, Spokane County
Richard Munson, City of Spokane Valley
Wendy Van Orman, City of Liberty Lake
Al French, City of Spokane
Richard Rush, City of Spokane

MEMBERS ABSENT

Matthew Pederson, City of Airway Heights
Bonnie Mager, Spokane County

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Jim Plaster, Director of Finance & Administration
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Mike Volz, Assistant Director of Finance & Administration
Susan Millbank, Ombudsman
Molly Myers, Communications Manager
Jacque Tjards, Purchasing Manager
Mike Toole, Safety Manager

PROVIDING LEGAL COUNSEL

Laura McAloon, K & L Gates LLP

GUESTS

Diana Wilhite, City of the Spokane Valley Councilmember
Dr. Kerry Brooks, Washington State University
Diane Hansen, U Centered Solutions

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

In Chairman Denenny's absence, Commissioner Mark Richard, STA's 2008 Board Chairman, called the meeting to order at 5:33 p.m. and conducted roll call.

2. **RECOGNITIONS AND PRESENTATIONS**

A. **Spokane Regional Transportation Council (SRTC) Proposed Board Changes**

Ms. Diana Wilhite is a Councilmember for the City of the Spokane Valley and serves on the SRTC Board. She said the mission of the SRTC is to provide for the safe and efficient movement of people and goods into, within, and through the Spokane Region with an integration of balanced multi-modal transportation choices. The Big Tent meeting of stakeholders in the fall of 2008 culminated in a request that SRTC be unified in a vision, governance and financing strategy. It was agreed that SRTC would develop a vision for the region; develop a strategic regional transportation plan; establish regional transportation priorities; facilitate timing, funding and development of regionally significant transportation projects; provide environmental screening during the planning process; receive and direct regionally collected transportation revenues based on adopted plans, programs and projects; monitor whether programs and projects that have been selected for public funding are on schedule for completion and within budget; and, provide for regular and consistent communications for all transportation stakeholders.

Mr. Denenny arrived at 5:44 p.m.

The existing SRTC Board consists of members of the Spokane City Council (2), Spokane County (2), City of the Spokane Valley (1), Washington State Department of Transportation (WSDOT) (1), Spokane Transit (1), Small Cities (1) and a private sector transportation provider (1). The representative for Spokane Transit is a small cities' elected official. It is proposed that the Board increase the Small Cities' representation to two elected officials and add one member each from the Transportation Technical Committee, and the new proposed Bi-Partisan Council. Also proposed is a member from the airport and rail service; the latter would be an ex-officio member. SRTC Committees would be increased from the present Technical Committee to include a Transportation Advisory Committee, Bi-Partisan Committee, Small City Caucus and Citizen Advisory Committee.

Ms. Wilhite said the SRTC Board prefers that it consist of mostly elected officials, however there are members existing and proposed who are non-elected officials. Ms. McLaughlin said she has spoken with Latisha Hill of the SRTC Policy Subcommittee and suggested that the STA representative could be a Board member or staff member; it would be the STA Board's choice. Ms. Wilhite said no decision has been made but the SRTC Board will discuss it at their retreat. Ms. Van Orman said she is the Spokane Transit representative on the SRTC Board currently. She and Mr. Rush agreed that having the Spokane Transit CEO on the SRTC Board would be good in terms of expertise and knowledge of transit matters. Mr. Munson said it has not been decided and all members will have to sign an interlocal agreement. Mr. French commented on the amount that each jurisdiction pays the SRTC; STA pays the same amount as other jurisdictions that have two Board members. He added that if the other proposed members join, their payment should mean that the remaining members pay less. Ms. Wilhite said she will prepare a budget to show the details.

Mr. Munson and Mr. Richard expressed concern about how the SRTC does business and prepares Board members for meetings. There is little time for each jurisdiction to discuss the issues before the monthly Board meeting. It would be helpful if they prepare Board members like STA does, for example, at one meeting an item is discussed and at the following meeting it is considered for approval. Mr. Richard also commented that the proposal for the SRTC Board composition requires outreach and discussion before it is approved.

Ms. Meyer referred to her presentation to the SRTC Board on May 14, 2009 that referenced the addition of the CEO to the existing Small Cities' representative of STA. She explained that STA pays more to SRTC than Spokane City, Spokane County and WSDOT. In the current proposal outlined by Ms. Wilhite there are six non-elected officials which is almost half of the Board's composition. Sound Transit has half of their transit board members on their Metropolitan Planning Organization (SRTC equivalent). Discussion followed as to the proposed changes to the SRTC Board.

Mr. Denenny said this subject requires more dialog and asked if the Board would like to reiterate the original vote at the January Board meeting that approved STA having two voting representatives on the SRTC Board, to include Board members and the CEO. Mr. French said that the Board should maintain flexibility and suggested two representatives from STA with no more than one staff member. Mr. Denenny said SRTC needs a representative who is technically knowledgeable. Ms. McLaughlin said she is in agreement with the original Board action. **Mr. French moved to direct the STA Board to communicate with the SRTC Board their ongoing desire to have two voting members on the SRTC Board representing STA to be appointed by the STA Board and at no time should there be more than one staff member. Mr. Munson seconded.** Ms. McLaughlin said if the STA Board's position changes now, there is less chance of SRTC support since there may be two elected officials and no staff member, which may result in less technical expertise. Ms. Meyer said she has heard the SRTC Board members say that STA will have too much representation if there are two positions for

transit even if those two positions are filled by elected officials. Ms. McLaughlin said she would vote against the motion since she prefers the Board's original decision in January. Ms. Van Orman said flexibility and experience is needed on the SRTC Board. Mr. Richard said it is important that the STA Board make a unanimous decision. He is against the motion and wants to see how the SRTC retreat goes. Mr. Munson called for the question. The motion failed four to three with Ms. McLaughlin, Mr. Denenny, Mr. Richard and Ms. Van Orman voting no and Mr. French, Mr. Rush and Mr. Munson voting yes.

Mr. Richard thanked Ms. Wilhite for her presentation and the discussion on the SRTC Board composition. **Mr. Richard moved to re-affirm the Board's previous position expressed at the January 15, 2009 Board meeting: that STA should have two voting representatives on the SRTC Board, to include Board members and the CEO. Ms. McLaughlin seconded and the motion passed unanimously.**

B. Years of Service Awards

Mr. Toole read the names of employees with 10, 15, 20, 25 and 30 years of service. These employees were commended for their years of service to STA and the community.

C. First and Second Quarter 2009 Employee Recognition Winners

Mr. Toole read the names of those employees who won the employee recognition awards for the first and second quarters of 2009. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

3. PUBLIC EXPRESSIONS – None.

4. PUBLIC HEARING:

A. 2010 Disadvantaged Business Enterprise Program and Goals

Mr. Denenny opened the public hearing at 6:58 p.m., called upon staff for a presentation and asked three times for comments from the public. There were no public comments. Mr. Denenny closed the hearing at 7:02 p.m.

5. BOARD ACTION: CONSENT AGENDA

Mr. Denenny pointed out that the correct wording for item 5.D is in the grey folders.

Mr. Richard moved to accept consent agenda items 5.A through G. Mr. French seconded and the motion passed unanimously.

A. Minutes of the June 18, 2009 Board Meeting

B. Motion to approve Accounts Payable Voucher and Warrant nos. 557250 through 557671, and Worker's Compensation Warrant nos. 202971 through 203174 totaling \$1,992,999.91 for the period June 1 through June 30, 2009.

C. Motion to approve a Valleyfest special event fare of \$0.50 for a day pass for shuttle service for September 16, 2009.

D. Motion to approve an award of contract to Centerline Construction and Design Inc. for the replacement of approx 314 feet of floor trench drains in the Boone Avenue facility for \$60,000. Total cost for this project including specification development, construction work, construction oversight, and any necessary change orders will not exceed the \$90,000 budget.

E. Motion to grant the CEO authority to award a contract to the lowest responsive and responsible bidder for a roof replacement project at the Fleck Service Center Annex Building, provided it is within the budgeted amount of \$140,000.

- F. Motion to approve an award of contract for the Point of Sale and Inventory Control System to Productive Solutions for an amount not to exceed \$80,500, excluding sales tax and shipping charges, to replace the current outdated system and improve accountability.
- G. Adopt a resolution to revise the Section 401(a) Retirement and Section 457 Deferred Compensation Plans Loan Guidelines.

6. BOARD ACTION: OTHER ITEMS

A. 2010 Disadvantaged Business Enterprise (DBE) Program and Goals

Mr. French moved to adopt a resolution approving STA's Disadvantaged Business Enterprise (DBE) Program goal of .89% for Fiscal Year 2010. Mr. Munson seconded and the motion passed unanimously.

B. Approval for Citizen Advisory Committee Member Travel to State Conference

Mr. Blaska requested Board approval for up to two CAC members to travel to the state conference in Seattle on September 25, 2009. He said the networking and training opportunities are excellent. **Mr. Richard moved to approve the request, Mr. French seconded, and the motion passed unanimously.**

C. Approval for Board Member and Citizen Advisory Committee Member Travel to APTA Sustainability Conference

Ms. Meyer said the American Public Transportation Association (APTA) is holding its 2009 Sustainability and Public Transportation Workshop in Salt Lake City, Utah between August 2 and 4, 2009. Staff requests the Board consider approving travel for one Board Member and one CAC member to this conference. A potential project for the Citizen Advisory Committee to undertake is the development of a sustainability plan for STA and this workshop is an ideal forum in which these matters will be discussed. **Mr. Munson moved to approve the request, Mr. French seconded and the motion passed unanimously.**

C. Revision to Board Meeting Calendar

This item was tabled from the June meeting. Ms. Meyer said Commissioner Mager has to find out whether she can attend if the STA meetings are moved to the third Wednesday since she has a conflict at that time. **Mr. Munson moved to defer this item to the September 17, 2009 Board meeting and Mr. French seconded.** Mr. Rush said the meeting would not be broadcast live if changed to this time. However he asked staff to find out if Cable Channel 5 would consider switching the re-broadcast of the City Council meeting which is shown at that time. Ms. Meyer said she would. **The motion passed unanimously.**

7. BOARD INFORMATION

- A. Committee Minutes
- B. Miscellaneous Correspondence
- C. May 2009 Operating Indicators
- D. May 2009 Financial Results Summary
- E. Second Quarter Travel Report
- F. May 2009 Financial Highlights
- G. June 2009 Ridership Highlights
- H. Vanpool Fare Update

8. CEO REPORT

National Veterans Wheelchair Games

Ms. Meyer reported that more than 600 participants registered for this event. Spokane Transit has already provided more than 2,000 trips between July 12 and 15. There have been many compliments from attendees about the coach operators and other STA staff.

Transportation Authorization Update

The administration has proposed an eighteen month extension of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETY-LU) with no new projects. The House Transportation and Infrastructure Committee led by Congressman Oberstar has passed the Surface Transportation Authorization Act of 2009 for approximately \$450 Billion. The Senate Environment and Public Works Committee led by Senator Boxer has passed an eighteen month extension on this Act. Highway trust fund options include \$7 Billion through September and \$20 Billion through the 18 month extension in March 2011. The latter includes \$18 Billion for highways and \$2 Billion for transit. The outcome of these two items will be known before the August legislative recess.

American Recovery and Reinvestment Act (ARRA)

Spokane Transit obligated 100% of its allocation of stimulus funding by July 3, in advance of the September 1, 2009 deadline. There is a possibility that STA may receive additional funding that is unobligated by other transit agencies.

Ms. Meyer reported that she met with legislators in Washington, D.C. to discuss issues including the implementation of a High Performance Transit Network in the Spokane region.

9. STAFF REPORTS:

A. Comprehensive Plan for Public Transportation/Transit 2020

Mr. Otterstrom said Nelson/Nygaard, consultants, have produced the framework and foundation in their Transit 2020 long-range planning effort for a document to be called "The Comprehensive Plan for Public Transportation." Staff will now finalize the plan using the information from Nelson/Nygaard and the plan is intended to guide STA over the course of the next 20 to 25 years. It will be updated every five to seven years. Mr. Richard asked if Nelson/Nygaard created a foundation or articulated the full package. Ms. Meyer said they provided a full package but staff has elected to finish it by making it a longer plan. Mr. Denenny said this plan will require a huge public input process. Mr. Otterstrom said outreach will begin in the fall, however public input has already been received on specific parts of the plan, for example, the Downtown Alternatives Analysis which resulted in the Plaza renovation project.

Ms. Meyer said the SRTC Board discussion at this meeting was very healthy. Although an agreement has not yet been reached, the idea of involvement from the airport and others is exciting.

B. 2010 Budget Planning Guidance

Staff proposes to rely on the same principles as the Board adopted for the 2009 budget:

- Sustain quality – regardless of service level
- Preserve essential capital projects
- Maintain flexibility
- Develop a sustainable plan by avoiding long-term commitments that may not be funded
- Complete short & long term plans (Transit 2020)

The 2010 budget will allow STA to continue current levels of service and complete its short and long-term planning. There is currently a strong cash balance, meaning that the choice of whether to reduce service or seek additional funding can be delayed until the end of the first quarter of 2010. Mr. Rush suggested asking the legislature for funding at previous levels, prior to the reduction of the Motor Vehicle Excise Tax (MVET). Ms. Meyer said there is a joint state taskforce working on transportation but it does not include transit. Mr. French suggested passengers from Idaho who use STA's service via the Park and Ride lot in Liberty Lake pay a parking fee since they do not pay Washington sales tax. Ms. Meyer said an analysis is being done to ascertain where the cars come from. It would be possible to have a parking fee collection system at that park and ride.

The consensus of the Board was to agree with staff's proposal for planning the 2010 budget.

C. Plaza Renovation Update

Mr. Otterstrom said the Operations and Customer Service Committee met on July 1 and approved the release of a combined Request for Qualifications/Proposals from those interested in providing project management services for the Plaza. As part of this approval, the committee asked Dan Murphy, committee member, to share the RFQ/P with architectural and engineering firms prior to release to obtain feedback on the scope of work. Mr. Murphy is sharing this with a retired architect and also Mr. French has agreed to look at it.

D. 2005-2009 Job Access Reverse Commute (JARC) Program Report

Ms. Millbank introduced Dr. Kerry Brooks of Washington State University, and Diane Hansen of U-Centered Solutions who, along with Ian Von Essen, GIS Manager at Spokane County, have been leading the Lifeplan Improvement through Feasible Transportation Services (LIFTS) program. LIFTS is one of the original JARC programs and there are two components: Pedestrian network and accessibility mapping; and a web based Geographic Information Systems (GIS) job-seekers' tool. The objective of the mapping project was to develop a digital pedestrian path network map based on the Public Transportation Benefit Area (PTBA). This map would identify features that are barriers or aids for people using the path to access fixed route buses and would be used to conduct an accessibility gap analysis. The barriers and aids could include curb ramps, immovable obstacles and surface height changes in sidewalks. Most of the information regarding these barriers and aids was collected by WSU students hired by the project to walk these paths and map the various accessibility features. The job-seekers' tool provides information on bus routes, job training sites, affordable housing options, child care facilities and employment sites. Ms. Millbank, Dr. Brooks and Ms. Hansen gave a demonstration as to how the website can be accessed and used. The funding for these programs comes from a match between federal JARC funds and a Washington State Special Needs grant. Mr. Munson said this is an exciting project. The next steps in the process include adding more layers of information to the website. Ms. Van Orman, Ms. McLaughlin and Mr. Denenny expressed their appreciation for this project and said it would improve peoples' lives. Mr. Denenny thanked and congratulated the team on their efforts. Mr. Richard added his thanks to the WSU students involved in the project.

10. NEW BUSINESS – None.

11. BOARD MEMBERS' EXPRESSIONS

Mr. Rush thanked Ms. Meyer and Mr. Otterstrom for taking part in the Council Connections program he hosted. He also thanked Mr. French for his efforts to have Spokane Transit designated as the planner for the streetcar analysis and for preserving the right-of-way on Main Street. Ms. Van Orman thanked Mr. Otterstrom for researching transportation possibilities for the Hawkstone development in Liberty Lake.

12. EXECUTIVE SESSION – None.
13. CABLE 5 BROADCAST DATES AND TIMES OF THE JULY 16, 2009 BOARD MEETING:
- | | |
|-------------------------|------------|
| Saturday, July 18, 2009 | 4:00 p.m. |
| Monday, July 20, 2009 | 10:00 a.m. |
| Tuesday, July 21, 2009 | 8:00 p.m. |
14. NEXT COMMITTEE MEETINGS (1230 West Boone Avenue, Spokane, Washington):
- | | |
|-------------------------------|--|
| Operations & Customer Service | September 2, 2009, 1:30 p.m. (Southside Conference Room) |
| Citizen Advisory Committee | September 9, 2009, 5:00 p.m. (Northside Conference Room) |
15. NEXT BOARD MEETING: Thursday, September 17, 2009, 5:30 p.m., City Hall Council Chambers, 808 West Spokane Falls Blvd, Spokane, Washington.

Note: There are no Board or Committee meetings in August.

16. ADJOURNED
With no further business to come before the Board, Chairman Denenny adjourned the meeting at 9:00 p.m.

Respectfully submitted,

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