

Spokane Transit Authority  
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## **BOARD OPERATIONS COMMITTEE MEETING**

Meeting Minutes for March 9, 2016  
Northside Conference Room

### **MEMBERS PRESENT**

Al French, Spokane County, Board Operations  
Committee Chair  
Amber Waldref, City of Spokane, Planning &  
Development Committee Chair  
E. Susan Meyer, Chief Executive Officer, Ex-officio

### **MEMBERS ABSENT**

Tom Trulove, City of Cheney, Board Operations  
Committee Member  
Chuck Hafner, City of Spokane Valley, Performance  
Monitoring & External Relations Committee Chair  
and Chair Pro Tempore

### **STAFF PRESENT**

Beth Bousley, Director of Communications & Customer  
Service  
Karl Otterstrom, Director of Planning  
Steve Blaska, Director of Operations  
Steve Doolittle, Director of Human Resources  
Susan Millbank, Ombudsman & Accessibility Officer  
Jan Watson, Executive Assistant to the CEO & Clerk of the  
Authority

### **GUESTS**

None

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

Chair French called the meeting to order at 1:35 p.m. and conducted roll call.

#### **2. APPROVE COMMITTEE AGENDA**

Committee members reviewed the agenda.

*Ms. Waldref moved approval of the agenda and Mr. French seconded the motion. There was no further discussion and the motion passed.*

#### **3. CHAIR'S COMMENTS - None**

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. February 10, 2016 Special Committee Minutes**

*Ms. Waldref moved approval of the February 10, 2016 minutes and Mr. French seconded. There was no further discussion and the motion passed.*

#### **5. COMMITTEE CHAIR REPORTS**

##### **a. Amber Waldref, Planning & Development (P&D)**

Ms. Waldref said Commissioner French attended the meeting for Commissioner O'Quinn, along with Council Members Mumm and Pace. There was no further discussion regarding the STA Moving Forward Plan or funding. Council Member Pace requested ridership data for the Spokane Valley.

Mr. Otterstrom said that he sent some data to him and will send additional information.

Ms. Waldref continued with her report saying that the Transit Development Plan (TDP) mid-range planning guidance was reviewed. The P&D's recommendations from their February meeting has been incorporated into the document and minor edits have been red-lined. The Board will receive the TDP as information in their March Board packet.

Ms. Waldref said in follow up to the public expressions at the last Board meeting, the Committee discussed both the impact on traffic with the future re-design of East Sprague and the idea of alternative temporary bus service during the water main project in Peaceful Valley. STA will follow up with the City of Spokane as to the timeframe on that water main project.

Mr. Blaska said that Brandon Rapez-Betty, Sr. Communications Specialist, has responded to the Peaceful Valley neighborhood leadership that STA will provide service during the water main project and details will be announced at a later date.

Ms. Meyer said a meeting is scheduled with Mr. Stone, business owner, to discuss the impact on traffic on East Sprague due to the planned High Performance Transit (HPT) corridor.

**b. Chuck Hafner, Performance Monitoring & External Relations (PM&ER)**

In Mr. Hafner's absence, Mr. Blaska summarized the meeting. He said the Committee approved both the Budget Amount for the Jefferson Lot Improvement and the Award of Contract for the Plaza Upgrades and these were forwarded to the Board consent agenda. The Jefferson Lot item was three separate capital projects and staff is requesting the Committee recommend the Board approve the scope of work as a single project. The Plaza upgrade was awarded to Walker Construction and recommended for approval. The Committee was briefed on the Purchase of Nine (9) Fixed Route Replacement Coaches, the Year End 2015 Unaudited Financial Report and the Year End 2015 Performance Measures. If time allows at the Board meeting, both Year End reports can be shared, otherwise they will be included as information.

Ms. Waldref asked about the Jefferson Lot project budget.

Mr. Otterstrom said the total budget for the Jefferson Lot project is \$554K. This includes rehabilitation of pavement and seal coating, security cameras with communication infrastructure, and a platform for loading and unloading passengers. The lot is owned by WSDOT and leased to the City of Spokane. STA then sub-leases the lot from the City of Spokane. The current lease with the City expires on May 15, 2021, concurrent with the expiration of the City's lease with WSDOT. STA is seeking affirmation from WSDOT that the lot will continue to be available for lease following the expiration of the City's lease.

Ms. Waldref asked about the communication plan for the Plaza upgrades and other potential items following the March 17 Board meeting.

Ms. Bousley said that STA Communications staff has been finalizing a messaging plan to all audiences.

Ms. Waldref asked about the Year End 2015 Financial Report.

Mr. Blaska said a modification was made to the way cash is displayed that makes it clearer.

Ms. Meyer said that STA was under budget in expenses and over budget in sales tax revenue.

**6. BOARD OF DIRECTORS AGENDA: MARCH 17, 2016 - REVIEW**

Discussion ensued regarding agenda items and time allocated to those items.

Mr. French asked if an update to the discussion on Board alternates is planned.

Ms. Meyer said there is not. However, the Liberty Lake City Council passed a resolution to identify any small city Mayor to be the STA alternate in the absence of the appointed representative or alternate representative to STA. Ms. Meyer will check with Ms. McAloon, Legal Counsel, regarding any other updates that she may have received.

The PM&ER Committee report was reduced from 20 minutes to 5 minutes.

*Ms. Waldref made a motion to adopt the Board of Directors meeting agenda as amended for March 17, 2016 and Mr. French seconded. There was no further discussion and all voted in favor.*

**7. CEO REPORT**

Ms. Meyer handed out a map showing the final voter results of Proposition 1 that was held April 2015.

Mr. French asked about the North Indian Trail area election results.

Mr. Otterstrom mentioned that Indian Trail had presentations by groups with opposing views. Of the areas that were going to receive new service, this area was the exception to the rule.

Ms. Meyer reported that the 2015-2017 Supplemental Transportation Budget has passed the House and Senate. Included in this budget is \$3M for the Central City Line (CCL). Representatives have expressed their intent to fund \$6M in each of the two future biennium's for the CCL.

Ms. Meyer said that Ms. Warren, Mr. Blaska and Mr. Otterstrom have met with representatives from the City of Spokane staff regarding the STA Moving Forward Plan and STA's financials. The City staff members are currently of the opinion that the Moving Forward Plan can be implemented in its entirety for a 1/10<sup>th</sup> of one percent additional sales tax. Discussion ensued.

Mr. Blaska said that to complete the STA Moving Forward Plan and sustain that service, 2/10ths of one percent additional sales tax revenue is required. The package has a net increase in hours that is distributed across the system. There is an ongoing capital requirement to sustain the additional service. STA is sustainable through 2022. There is a \$42M fleet replacement in 2022-2026 that is not accounted for.

Ms. Waldref asked if there have been comparisons between the Central City Line (CCL) route and any other route that would have increased service.

Mr. Otterstrom answered there have not been any comparisons to date.

Ms. Meyer said that Mr. Blaska is continuing conversations with the Spokane Police Department (SPD) to discuss options for an agreement in 2016. Proposals have gone out to the SPD and STA is waiting for a response. Visibility is the issue, not coverage. SPD is very responsive.

Ms. Meyer said that STA is a member of the American Bus Benchmarking Group (ABBG). This group consists of 20 transit agencies across the country. This group measures and compares its performance measures against each other. This group will meet in Spokane on March 22 & 23 for a Paratransit Workshop. Spokane was chosen because of its superior Paratransit group.

**8. NEW BUSINESS**

Mr. French asked about STA's Fairgrounds property. Spokane County has an interest in purchasing the property.

Ms. Meyer said that STA owns the property and the Spokane County Fair & Expo Center uses the property. STA uses this property for bus operator training.

Mr. French asked if STA had looked at the possibility of using Spokane County Raceway as a training facility. Functionally, does the Raceway provide the assets required in a training facility?

Mr. Doolittle said that the Raceway has not been evaluated for use as a training facility.

Mr. French said that the Racetrack is in use on some weekends.

Mr. Doolittle said that the agreement with Spokane County states that during the Spokane Interstate Fair which occurs annually in September, training is not allowed.

Mr. Blaska said that Spokane County eventually needs that property, but STA has an immediate need for the property.

Mr. French said the individual to contact regarding Spokane County Raceway is Doug Chase, Parks Director at Spokane County.

Mr. French asked about the condition of Gardner Road (located to the South of STA's main bus garage) and asked if buses travel on that road. He has heard of Gardner's bumpy condition from individuals traveling to the Election office.

Mr. Blaska said that STA's buses do not use Gardner Road frequently, only occasionally, but will look into it.

Ms. Waldref said that Gardner Road will be part of the City of Spokane residential street improvement program.

Ms. Watson said that Council Member Mumm suggested that the P&D Committee meeting scheduled for July 6 be moved to June 29. Ms. Watson will conduct a poll to check availability to move both Committee meetings and the Board workshop currently scheduled for July 6 to June 29.

**9. ADJOURN**

Chair French moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair French adjourned the meeting at 3:03 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant to the Director of Finance & Information Services