

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the May 9, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Candace Mumm, City of Spokane, *Chair Pro Tempore*
Pamela Haley, City of Spokane Valley, *Performance
Monitoring & External Relations Committee Chair*

MEMBERS ABSENT

Al French, Spokane County, *Planning & Development
Committee Chair*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Beth Bousley, *Director of Communications & Customer
Service*
Karl Otterstrom, *Director of Planning & Development*
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Jan Watson, *Clerk of the Authority*
Nancy Williams, *Director of Human Resources*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

Ms. Mumm called the meeting to order at 1:39 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Committee members reviewed the agenda.

Ms. Haley moved approval of the Committee agenda, Ms. Mumm seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Ms. Mumm would like to continue a discussion of how STA could continue to be a leader in the region in creating less impact on the environment by partnering with school districts to look at ways to transport students safer either by use of STA's coach fleet or other ways.

4. COMMITTEE ACTION/DISCUSSION

a. April 11, 2018 Committee Minutes

Ms. Haley moved approval of the April 11, 2018 committee meeting minutes, Ms. Mumm seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Al French, Chair, Planning & Development (P&D)

Ms. Mumm reported that the Committee discussed Revenue and Expenditure Forecast Assumptions which it approved unanimously. Mr. Otterstrom reported that the committee discussed the 2018 Transit Development Plan and future service improvements over the next three years, as well as the preliminary 2019-2024 Capital Improvement Program. The Committee recommended awarding grants to six different organizations for the Federal Transit Administration (FTA) Section 5310 Funding that will be used for enhanced mobility for seniors and people with disabilities. The Committee forwarded the recommendation to the Board consent agenda. Mr. Otterstrom noted that the FTA issued their final Apportionment Notice for Fiscal Year 2018

funds which is slightly higher than STA expected. The project grant awards will stay as approved; the remaining funds will be retained by STA for other service contracts or purchasing Paratransit vans.

b. Pamela Haley, Chair, Performance Monitoring & External Relations (PM&ER)

Ms. Haley reported the Committee discussed the Annual Route Report, the Monroe-Regal High Performance Transit (HPT) and South Hill Service Planning Outreach. The Monroe-Regal line is on a fast-track and outreach efforts will be in full swing this fall. The Committee also discussed the 2019 September Service Revisions. Ms. Mumm asked if the revisions included the Indian Trail service increases. Mr. Otterstrom replied that Indian Trail will have night and weekend service beginning September 2018. Ms. Mumm suggested that STA make a presentation to the Indian Trail Neighborhood Council at their September meeting. Mr. Otterstrom will contact the Council to get on the agenda. Ms. Mumm also suggested that STA create a content piece that can be emailed to the Neighborhood Council distribution list. Mr. Otterstrom noted that Communications has developed a format for sharing updates about STA Moving Forward (STAMF). As STA attends neighborhood council meetings, staff bring a tablet with an App that allows people to sign-up for specific email distribution lists regarding STA projects. Currently, there are almost 500 people signed-up for updates. The Committee also discussed the 2018 Van Grant Recipient Awards. Ms. Haley has heard from many recipients about the positive impact the Van Grant Program has for the agencies and their clients.

6. MORAN STATION PARK & RIDE, SPOKANE COUNTY SLOPE EASEMENT

STA recently acquired property at the northeast corner of Palouse Highway and 57th Avenue for the Moran Station Park & Ride. The County plans to install sidewalk improvements along Palouse Highway and a portion of 57th Avenue. This will be a cost benefit to STA, as these improvements will be funded by Spokane County but would otherwise be required of STA at the time of development of the park and ride. While the curb and sidewalk improvements are within the Spokane County right-of-way, portions of the fill will extend onto STA's property. In order for Spokane County to install and maintain these fill areas, STA will need to grant slope easements to Spokane County.

Ms. Haley moved to recommend the Board, by motion, approve the grant of three slope easements from STA to Spokane County for Spokane County parcel numbers 34031.9151, 34031.0303, and 034031.0483 and authorize CEO E. Susan Meyer to execute such easements on behalf of STA, together with all other related documents necessary to effect the granting and recording of such easements. Ms. Mumm seconded for discussion.

Ms. Mumm asked if the work was inside the Urban Growth Area (UGA) and what other plans the County had to control the intersection in the future. Mr. Otterstrom replied it is inside the UGA and currently there is a traffic signal at the intersection. He is not aware of any plans the County has to change that. STA will do a traffic study as part of the development of the park & ride. Ms. Mumm asked if there was enough room to provide a separated bike lane. Ms. McAloon responded that bike lanes already exist on both sides of 57th; they are not separated by a barrier. Ms. Mumm asked if STA would be obligated to install ADA accessible corners. Mr. Otterstrom replied that the County is responsible for the sidewalk installation/improvements as part of the project. Since this area is within the UGA, Ms. Mumm asked Mr. Otterstrom to check on whether or not the sidewalks are separated sidewalks which is the City standard.

Ms. Mumm added to her motion to place the recommendation on the Board consent agenda, Ms. Haley seconded and the amended motion passed unanimously.

Mayor Freeman arrived at 2:05 p.m.

7. BOARD OF DIRECTORS DRAFT AGENDA MAY 17, 2018

Ms. Mumm asked if other committees had reviewed the Moran Station Park & Ride, Spokane County Slope Easement agenda item. Ms. McAloon said no and Mr. Otterstrom noted that the Board Operations Committee is responsible for real estate items. Ms. Mumm asked Mayor Freeman's opinion of granting the easement to the County. Mr. Freeman concurred with the recommendation to move the item to the Board consent agenda. Ms. Mumm will mention the item to city council member Lori Kinnear ahead of the Board meeting.

Ms. Mumm suggested that the Monroe-Regal High Performance Transit and South Hill Service Planning Outreach and the September 2019 Service Revisions agenda items be moved to information only and all agreed.

Ms. Mumm moved approval of the draft Board agenda as revised, Mayor Freeman seconded and the motion passed unanimously.

8. CEO REPORT

Mr. Watkins reported for Ms. Meyer who is attending the American Public Transportation Association International Bus Roadeo. Despite the slight decrease in overall Bloomsday registrants and finishers from last year, STA increased its transportation of Bloomies by 13.2 percent. There were 16,378 total riders (9,059 going to the race and 7,319 returning home). Last year there were 14,471 total riders. Mayor Freeman asked if the numbers were broken down by boarding location. Ridership from the Valley Mall increased by almost 35 percent this year; ridership at most of the other locations was consistent with last year. Ms. Mumm asked if STA had adjusted marketing for this year's service. Ms. Bousley replied STA used a different approach and did not do a press release. Instead, STA did media pitches to television and radio stations. KPBX, KREM, and KXLY all ran stories about the service. There was also quite a bit of walkup traffic at the Trade Show. Ms. Mumm suggested STA may be able to get a Public Service Announcement (PSA) about the service next year. Ms. Bousley noted that the STA Annual Report was distributed this morning.

9. NEW BUSINESS

None

10. ADJOURN

With there being no further business to come before the Committee, Ms. Mumm adjourned the meeting at 2:16 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Director of Finance & Information Services