

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

BOARD OF DIRECTORS

Draft Minutes of the April 20, 2017, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Ed Pace, City of Spokane Valley
Amber Waldref, City of Spokane
Candace Mumm, City of Spokane
Al French, Spokane County
Josh Kerns, Spokane County
Odin Langford, Small Cities Representative
(Liberty Lake)
Rhonda Bowers, Labor Representative
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Tom Trulove, Small Cities Representative
(Cheney) *Ex Officio*

MEMBERS ABSENT

Aspen Monteleone, Small Cities Representative
(Airway Heights)
John Higgins, Small Cities Representative
(Medical Lake)

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning
Nancy Williams, Director of Human Resources
Beth Bousley, Director of Communications & Customer
Service
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, Witherspoon Brajcich McPhee PLLC

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

Chair Haley called the meeting to order at 1:30 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

Mr. Pace moved to approve the Board agenda, Mr. French seconded and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Andre Wicks, Director of The Zone Project (TZP), thanked the Board for considering the transfer of a retired coach to support TZP. The coach will be used for a new Mobile Food Security Program in Northeast Spokane for those who have difficulty accessing food.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **Scott Kromm, PM Vehicle Technician (Paratransit) - Retirement**

Mr. Blaska said Mr. Kromm served STA for 27 years as a coach operator and paratransit mechanic. He added that Mr. Kromm was a key player in many of the agency's accomplishments and always set high standards for himself and the department.

B. Gary McMurtery, Journeyman Vehicle Technician (Fixed Route) - Retirement

Mr. Blaska said Mr. McMurtery began his career with STA in 1983 in the maintenance department as a cleaner. He was later promoted to first class mechanic. He has enjoyed great success during his tenure and has trained and mentored many mechanics over the years.

C. First Quarter 2017 Years of Service Awards

Ms. Williams read the names of the employees with 5, 10, and 25 years of service.

D. First Quarter 2017 Employee Recognition Winners

Ms. Williams read the names of those who won the employee recognition awards for the first quarter of 2017. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

5. PUBLIC HEARING

A. 2017 Phase II: September Service Revisions

Mr. Otterstrom presented the proposed service revisions for September 2017 that are part of the implementation of STA Moving Forward. Highlights of the recommendation include: improved reliability on Route 25, North Division; upgrade to High Performance Transit Lite service along I-90; improved service on Routes 28 and 26 in Northeast Spokane; routing change for Route 1, Plaza/Arena shuttle; and, effectiveness improvements for commuter service in the Spokane Valley.

Amber Waldref arrived at 1:46 p.m.

Mr. Langford asked how these changes would affect paratransit service.

Mr. Otterstrom said there would be an extension of paratransit service in Liberty Lake as a result of extending fixed route service in that area. There are no proposed deletions to paratransit service.

Ms. Haley opened the public hearing at 1:54 p.m.

Ms. Haley asked three times for comments from the public.

Hearing none, she closed the public hearing at 1:55 p.m.

6. BOARD ACTION – CONSENT AGENDA

Mr. Langford moved to approve the following consent agenda items 6.A through F, Mr. French seconded and the motion passed unanimously:

A. Approve the minutes of the March 16, 2017 Board meeting.

B. Approve the following vouchers and payroll for March, 2017:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (March)	Nos. 593156 - 593576	\$ 4,060,947.23
Workers Comp Vouchers (March)	Nos. 218863 - 219031	\$ 110,337.33
Payroll 03/03/2017	ACH – 03/03/2017	\$ 1,137,704.95
Payroll 03/17/2017	ACH – 03/17/2017	\$ 1,488,273.19
Payroll 03/31/2017	ACH – 03/31/2017	\$ 1,125,002.04
WA State – DOR (Use Tax)	ACH – W0640	\$ 5,588.89
MARCH TOTAL		\$ 7,927,853.63

C. Approve an award of contract, effective May 1, 2017, to National Color Graphics, with prices held firm for the first three years and price adjustments for years four and five tied to the Consumer Price Index for All Urban Consumers/All Cities Average (CPI-U).

- D. Authorize contract negotiations between STA and Budinger & Associates, Inc. for the Geotechnical, Environmental, and Special Inspections 5-year On-Call Consulting Services as published January 25, 2017, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with GeoEngineers, Inc.
- E. Approve the transfer of one retired 35' coach to support The Zone Project (TZP).
- F. Approve, as amended, the 2017 Mid-Range Guidance statements for inclusion in the 2017 Transit Development Plan.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Board Operations

A. Central City Line Small Starts Application - Resolution

Ms. Haley said the Board Operations committee recommended this item for Board approval.

Mr. Otterstrom advised that this application is a critical part of obtaining federal funding for the Central City Line (CCL) project. The CCL is a six mile Bus Rapid Transit (BRT) project from Browne's Addition in West Spokane to Spokane Community Colleges in the East and serves many destinations including the Central Business District, universities and colleges. Planning for the project goes back prior to July 2011 when the STA Board and City of Spokane approved a Locally Preferred Alternative (LPA). Over the years there have been changes to the proposed alignment, vehicles, and method of propulsion.

The cost estimate is the same as it was in 2013 at \$72M in year-of-expenditure dollars including, but not limited to, a fleet of ten electric buses; new fare collection systems; upgrades to STA facilities including a charging station; and, construction of stations. The estimated completion date is 2021. Annual operating and maintenance costs are estimated close to \$4M. The service will run every 7.5 minutes at peak hours and every 10 minutes during the day.

Mr. Otterstrom added that the overall rating criteria by the Federal Transit Administration (FTA) should be at least a "Medium" to be successful in obtaining Small Starts funding. Overall, STA expects to receive a "Medium-High" based on its financial stability, commitment of funds, land use, economic development, and other criteria. The application will be submitted to FTA at the end of April and rating results are expected by the end of July. If approved, the project will be included in the FTA Capital Investment Grant report and funding recommendation for Fiscal Year 2019 Budget will be issued in February 2018.

Mr. French moved to adopt a resolution as follows:

- 1. Authorize the CEO to submit materials related to the evaluation and rating of the Central City Line project under the Federal Small Starts Program**
- 2. Affirm that funds for the first year of Central City Line operations and maintenance are secured (as a result of public approval of Proposition 1)**
- 3. Authorize the CEO to proceed with the next phase of project development as provided for in the adopted Capital Improvement Program**

Mr. Langford seconded the motion.

Ms. Waldref congratulated Mr. Otterstrom, his team and consultants for their excellent work. She added that the Spokane City Council will make a similar recommendation on the project and she hopes that it will meet the FTA rating criteria.

Mr. Langford asked how much would be spent prior to approval from the federal government.

Mr. Otterstrom said STA already has \$4.7M in other grants for further development and design.

Ms. Mumm mentioned that letters of support for the project have been received from many different agencies including Greater Spokane Inc., Downtown Spokane Partnership, McKinstry, Terrain, Providence Medical Center, Community Health Association of Spokane (CHAS), Catholic Charities, and others. Mr. Otterstrom said there are more letters coming.

The motion passed unanimously.

8. BOARD ACTION – OTHER: None.

9. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Ms. Haley said the Board Operations committee discussed service animals and she asked Ms. Millbank to brief the Board on the subject.

Ms. Millbank said several members of the Northwest Service Dog Alliance attended the March Board meeting and expressed their concerns about imposter service animals riding the bus.

She said the Americans with Disabilities Act (ADA) has required the accommodation of service animals since 1991; this is not a new issue for transit. There are, however, different definitions of service animals from federal and state government agencies. Some agencies define “animal” as a dog. Others say other animals can be trained to do specific tasks.

Washington State requires that any animal can be a service animal unless a restaurant or food store is involved then only a dog is permitted. Miniature horses make excellent service animals since they have a longer lifespan than dogs.

Service animals are allowed in all STA vehicles and facilities and there is no limit as to how many service animals a person can have. The ADA does not allow STA to require proof that an animal is a service animal and no formal training or ID is necessary. The animal handler must comply with STA’s Rules of Conduct in that the animal cannot run free, take up a seat, disturb others, or leave waste. An animal can be excluded from transit services if it behaves in a vicious manner.

Mr. French asked if a service animal must be licensed and have a rabies shot.

Ms. Millbank replied for the most part, in Spokane County, they must comply with these rules. However there is no regulation that requires proof of this and in some jurisdictions there are no such rules.

Ms. Waldref asked how long an animal can be excluded.

Ms. Millbank said the animal will be excluded from transit services until the handler can show that it has been trained.

Mr. Kerns said one of those who made public comments at the March Board meeting said she had trouble with her service dog on the bus when many students from Ferris High School boarded. There wasn’t enough room for the animal to sit comfortably near her.

Ms. Millbank said it is up to the handler to make sure that the service animal is taken care of and there is enough room to put it near her seat.

10. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair’s Report

Mr. French did not attend the meeting and deferred to Ms. Warren for a report.

Ms. Warren said the committee discussed the following topics, details of which are included in the Board packet:

i. Transit Development Plan (TDP): Revenue & Expenditure Forecast Assumptions

The draft TDP will incorporate the financial assumptions presented to the Board in October 2015 as a forecast model with additional information requested by the committee. Sales tax assumptions will remain on a 3% trend and the new baseline sales tax trend for the TDP period 2018-2023 will be 2014 actual collections. Other revenues include Board approved fare changes in July 2017 and 2018 and grant funding.

ii. Connect Spokane Update

Workshops will be held on May 1 (Trends & Best Practices) at the Plaza between 9 a.m. and Noon, and May 25 (*Connect Spokane* Principles & Policy Evaluation) at Providence Medical Center in Spokane Valley also between 9 a.m. and Noon.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Waldref said the committee recommended approval by the Board on consent agenda items. The committee also approved two scopes of work for the West Plains Transit Center and the Monroe/Regal High Performance Transit corridor.

12. CEO REPORT

Ridership

Fixed Route bus ridership in March 2017 increased by 0.5% over March 2016 for a year-to-date decrease of 4.1%.

Paratransit ridership increased by 2.8% over March 2016 for a year-to-date decrease of 2.6%.

The increase in both modes indicates ridership may have stabilized due to improved weather conditions.

Vanpool ridership decreased by 14.4% over March 2016 for a year-to-date decrease of 11.5% with 12 fewer vans in service (85 vs. 97). Two vans at Triumph folded due to layoffs and retirements.

It should be noted that March 2017 had the same number of weekdays as March 2016.

Revenue Update

Non-Capital revenue through February 2017 at \$13.1M is 17% of the budget.

March 2017 sales tax revenue (collected on January 2017 retail sales) increased 6.6% over March 2016 for a year-to-date increase of 9.1% over budget.

Expenditure Update

Operating expenditures through February 2017 at \$9.5M are 13.7% of the budget. The timing of fuel and other expenditures can cause this percentage to vary significantly.

State Legislative Update

The final transportation budget may be passed by April 23. Regional Mobility Grants for 2017-2019 include: Central City Line; West Plains Transit Center; and Monroe/Regal corridor improvements. SSB 5289 Distracted Driving has been passed and will be sent to the Governor for signature. This bill exempts transit employees when using a communications system with Dispatch.

Surveys

The Community Perception Survey and Paratransit Ride Survey experienced more excellent results than in previous surveys.

2017 Van Grant Recipients

This year, six 15-passenger vans have been fully transferred to six agencies under the Van Grant program.

Plaza Update

The Plaza renovation project will be complete in ten days. The new Customer Service and Security Center, restrooms and escalators are open and operating.

Everyone involved in the project did a great job, especially Project Manager Jessica Charlton.

Spark Awards

These local awards recognize excellence in marketing and communications.

Spokane Transit won Merit Awards for Spokane 7 Destination and Universal Transit Access Pass Programs for Universities and Colleges.

Spokane Transit won Excellence Awards for Proposition 1 – Public Education and, the Blaze Award (Best of Show) for Proposition 1 – Public Education.

Ms. Meyer thanked Beth Bousley and Desautel Hege for their efforts.

Trapeze Award

Ms. Meyer announced that the Trapeze Group, which provides software for STA's operating system, awarded their Customer Care Teamwork Award to Spokane Transit.

She thanked Steve Blaska and his staff for their efforts.

13. BOARD INFORMATION

- A. Committee Minutes
- B. February 2017 Financial Results Summary
- C. March 2017 Sales Tax Summary
- D. February 2017 Operating Indicators
- E. 2016 Paratransit Survey
- F. 2016 Community Perception Survey
- G. Annual Passenger Facilities Report

14. NEW BUSINESS – None.

15. BOARD MEMBERS' EXPRESSIONS – None.

16. EXECUTIVE SESSION

At 2:55 p.m., Ms. Haley announced that the Board would adjourn for an Executive Session for the following purposes:

- 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.

The STA Board of Directors will reconvene in open session at approximately 3:05 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

Ms. Waldref left at 3:00 p.m.

Mr. Freeman left at 3:05 p.m.

At 3:05 p.m., Ms. Warren announced the Board of Directors will reconvene at 3:10 p.m.

Mr. Trulove left at 3:10 p.m.

At 3:10 p.m., Ms. McAloon announced the Board of Directors will reconvene at 3:20 p.m.
At 3:20 p.m., Ms. McAloon announced the Board of Directors will reconvene at 3:30 p.m.

At 3:30 p.m., the Board of Directors reconvened and Chair Haley declared the meeting back in public session.

17. ADJOURNED

With no further business to come before the Board, Chair Haley adjourned the meeting at 3:30 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 April 20, 2017 Board Meeting:

Saturday, April 22, 2017	4:00 p.m.
Monday, April 24, 2017	10:00 a.m.
Tuesday, April 25, 2017	8:00 p.m.

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

Planning & Development	May 3, 2017, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	May 3, 2017, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	May 10, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 18, 2017, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.