

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

BOARD OF DIRECTORS

Draft Minutes of the February 18, 2016, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Steve Peterson, City of Liberty Lake
(*Alternate for Shelly O'Quinn*)
Amber Waldref, City of Spokane
Chuck Hafner, City of Spokane Valley
Ed Pace, City of Spokane Valley
Tom Trulove, Small Cities Representative
(Cheney)
Keith Kopelson, Small Cities Representative
(Liberty Lake)
Rhonda Bowers, Labor Representative
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*

MEMBERS ABSENT

Candace Mumm, City of Spokane
Steve Lawrence, Small Cities Representative
(Airway Heights)
John Higgins, Small Cities Representative
(Medical Lake) *Ex Officio*

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
Steve Doolittle, Director of Human Resources
Beth Bousley, Director of Communications & Customer
Service
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, Workland Witherspoon PLLC

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

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

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

Larry Stone

Mr. Stone said he is accompanied by others from the East Central neighborhood community to speak against the High Performance Transit (HPT) plan for East Sprague. He said that according to STA's plan, buses would remain in traffic to stop and load and unload passengers rather than pull into a turnout. Mr. Stone added that he is a lifetime Spokane resident and has manufacturing plants in the Spokane region and elsewhere. He supports transit but believes the procedure proposed by STA for HPT will be detrimental to the east central neighborhood. Stopping in a traffic lane would be dangerous and would impede the flow of traffic. His business interests extend to bigger cities such as Seattle and San Francisco and he has not observed this problem there.

James Hanley

Mr. Hanley said he is the owner of the Tin Roof store on East Sprague. He agrees with Mr. Stone that the proposal will cause havoc to businesses and traffic. He added that the center lane is used for those turning left, not for passing. The percentage of people riding transit is very small compared to those going through in other vehicles. The delay involved in waiting for the bus to load and unload is detrimental to the traffic flow, including vehicles moving freight. STA is supported by taxes and offers a benefit to only a small percentage of the population.

Jan Loux

Ms. Loux is a Peaceful Valley resident who foresees a problem with bus service when construction begins on a water main which will close the street to traffic. STA staff attended a neighborhood meeting to discuss the situation that would result in bus riders having to climb hills to get to the nearest bus stop. She suggested a temporary shuttle service from the Plaza that could run a loop down a road that would still be open in order to pick up and drop off bus riders.

Raynell Cook

Ms. Cook said she has been a bus rider from the Peaceful Valley neighborhood since 1972 and stated that if there is no bus service, non-one living there without a car can get anywhere. She added that the paratransit service is not practical since scheduling has to be arranged prior to the trip. She likes the shuttle idea.

Roy Marriott di Pignatelli

Mr. Marriott di Pignatelli is a Peaceful Valley resident and has medical appointments. Since 1991 he has used the bus and has no car. His suggestion is that bus riders go to a nearby bus stop and call STA to have a security officer or supervisor to pick them up to take them to the Plaza where they can make connections. He added that there is a lot more service to Browne's Addition than Peaceful Valley.

William Forman

Mr. Forman is the Chair of the Peaceful Valley Neighborhood Council. He said the representatives from STA who have come to council meetings have not been willing to arrange alternative options for bus patrons until the exact date of the construction is known. He fears that by that time, some bus service will have already been lost.

Darrell Smith

Mr. Smith is the owner of Boyd sewing machines on East Sprague. He said he agreed with Mr. Stone's and Mr. Hanley's comments.

Doug Trudeau

Mr. Trudeau of Trudeau's Marina said it is very important to keep traffic moving on East Sprague and also agreed with Mr. Stone's and Mr. Hanley's comments.

Carla Lawson

Ms. Lawson is a resident of Peaceful Valley and said transit is an asset to the neighborhood. She suggested re-routing the bus down Main Street instead.

Mr. French thanked everyone for coming and said the Planning & Development Committee will review these comments and suggestions.

Ms. Waldref added that she is the Chair of the Public Works Committee at the City of Spokane and will ask about the exact date of construction in Peaceful Valley.

4. RECOGNITIONS AND PRESENTATIONS

A. Fourth Quarter 2015 Years of Service Awards

Mr. Doolittle read the names of the employees with 10, 20, and 25 years of service. Paratransit Van Operator, Mark Freimuth, has 25 years of service.

B. Fourth Quarter 2015 Employee Recognition Awards

Mr. Doolittle read the names of those who won the employee recognition awards for the fourth quarter of 2015. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

C. Bob Lands, Fixed Route Supervisor, Retirement

Mr. Blaska said Bob Lands has served STA for 29 years as a Coach Operator and Fixed Route Supervisor. He earned a Wall of Fame award as part of a team for his contribution to the 2010 U.S. Figure Skating Championship. He was also instrumental in the successful transit service for the 2009 Veterans Wheelchair Games. Mr. Lands acted as lead supervisor of the Trapeze Dispatch Operations and the Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) system. He was present to receive a plaque and congratulated for his years of service to STA and the community.

5. BOARD ACTION – CONSENT AGENDA

Mr. Trulove moved to approve the following consent agenda items 5. A through E. Mr. Pace seconded and the motion passed unanimously.

- A. Approve the minutes of the January 14, 2016 Special Board meeting.
- B. Approve the following vouchers and payroll for January 2016:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (January)	Nos. 588226-588521	\$ 4,001,120.75
Workers Comp Vouchers (January)	Nos. 216227-216433	\$ 111,221.20
Payroll 01/08/2016	ACH – 01/08/2016	\$ 1,593,621.60
Payroll 01/22/2016	ACH – 01/22/2016	\$ 1,087,865.94
WA State – DOR (Use Tax)	ACH – W0640	\$ 8,362.18
JANUARY TOTAL		\$ 6,802,191.67

- C. Approve a revised 2016 Board & Committee meeting calendar.
- D. Approve a special 2016 community event fare structure for Valleyfest. (*Majority of 5 votes required*)
- E. Approve the 2016 Communications Plan.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Performance Monitoring & External Relations Committee

A. Proposed Fare Public Outreach Plan

Mr. Hafner said the presentation of this item to the committee was very well done. He added that it is very important to have a 20% farebox recovery goal and follow the regulations of Title VI of the Civil Rights Act of 1964 which mandate a public outreach plan.

Ms. Warren said the public outreach will take place between March and May, 2016. There will be a public hearing in June and a final recommendation to the Board in July, 2016. The approved fare change will be effective July 1, 2017. She confirmed that the goal will be a minimum farebox recovery of 20% and a minimum use of cash for fare payment.

Ms. Warren said that 86% of STA's fare revenue comes from 31-day passes, the Universal Transit Access Program (UTAP) and the farebox. Monthly passes comprise the largest ridership group. The average fare is 82 cents based on a breakdown of revenue by fare type. STA's farebox recovery is currently 19% versus the national average and American Bus Benchmarking Group (ABBG) of 23%. The preliminary proposal is to increase the adult cash fare to \$2 (from \$1.50) and the adult monthly rolling pass to \$60 (from \$45). The reduced fare would be increased to \$1 (from 75 cents) and that monthly pass would increase to \$30 (from \$22.50). The student pass would be eliminated because of the Universal Transit Access Pass (UTAP) that is now available to the colleges and universities. The sales have been low for the summer youth pass program and that program would also be eliminated. The projected average fare revenue would be \$1.02 as a result of the proposal. A 4-day and 7-day rolling pass would be added.

Ms. Bousley emphasized the Title VI requirements as they pertain to non-discrimination in transit services and fares. She outlined the timeline and methods for the public outreach process and confirmed that messaging would be conducted with the general public; Title VI advocates and representatives; bus riders and non-riders; neighborhood councils; social service agencies; employers; educational institutions; STA's Citizen Advisory Committee (CAC) and STA employees; elected officials; the faith-based community; and, those with limited English proficiency. She added that the messaging will include surveys; Open Houses; fact sheets, print, radio, and social media; a press release; and in-person outreach.

Mr. Hafner said the outreach program will be extensive. He thanked Ms. Warren and Ms. Bousley for their thorough analysis.

Mr. Peterson asked if the fare proposal is final or will the outreach process change it.

Ms. Warren said the outreach results could affect the fares. She thanked Mr. Blaska for his work on the project. She added that the last time there was a fare analysis, the CAC did the review. That committee's recommendation was to not include zone fares since they did not make much difference in the outcome and were deemed too complicated to implement in a city the size of Spokane.

Mr. Peterson asked about an express bus fare, for example, those traveling from Liberty Lake to downtown Spokane on the freeway without a stop could pay a premium fare. Often those riders are from Idaho who do not pay tax for transit.

Ms. Warren thanked him for this information.

Ms. Waldref added that a good resource for the limited English proficiency population is the Spokane Public School District.

Mr. Trulove moved to approve the Fare Analysis Public Outreach Plan. Mr. Pace seconded and the motion carried unanimously.

7. BOARD ACTION – OTHER:

A. Updated Discussion on Alternates

Ms. McAloon referred to her memo included in the Board packet which gives a history of appointments of Board members and alternates from Small Cities and other jurisdictions represented on the STA Board. *For ease of reference, the memo is attached to these minutes.*

She confirmed that RCW 36.57a provides that a governing body of the PTBA shall consist of elected officials selected by its governing bodies. This does not extend to the outer boundaries of Spokane County and is usually within the urban growth boundary. The statute also limits the number serving on the Board to nine voting members and one non-voting member (from labor organizations).

Over the years and through the incorporation of the City of Liberty Lake and the City of Spokane Valley, the number of voting members from each jurisdiction and conditions of alternates changed. STA's bylaws were also revised to reflect these changes. Sometimes an alternate could be from any

jurisdiction serving on the Board, other times a Small City alternate had to be from another Small City not serving on the Board or from that Small City's own elected officials.

The current STA bylaws (amended in May 2015) gave the Small Cities the flexibility to appoint any other elected official as an alternate from any jurisdiction with a voting member on the Board.

Mayor Freeman, City of Millwood, asked at the last STA Board meeting if the Small Cities could meet and decide whether to request the bylaws be changed to appoint an alternate only from their own five city group.

Ms. McAloon explained the process for a change in the bylaws. A draft of the proposed changes must be sent to each jurisdiction. The City Council or Board of County Commissioners reviews the draft and sends its recommendations to the STA Board within a specified time.

Mr. French said he is familiar with the iterations that have taken place over the years and knows it is a challenge for Small City members to attend all their assigned Board and Committee meetings since some of them have other jobs. He believes that the Small Cities group should decide what they want to do and consider the fact that when they are on the STA Board, they look at transit for their own region, not just their own city.

Mr. Freeman said he appreciated the summary and said the Small Cities group would meet and come back to the STA Board with the results.

Discussion ensued regarding appointing the same alternate for different jurisdictions.

Ms. McAloon said Robert's Rules of Order does not endorse proxy voting unless previously authorized. One alternate for several jurisdictions can only cast one vote and must say which jurisdiction is being represented.

Mr. French suggests the Small Cities group convene a meeting and come back to the STA Board with a recommendation at their convenience. Mr. Freeman and Ms. McAloon agreed. Mr. French offered to be a resource if requested.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French said the committee discussed STA Moving Forward and sought to obtain answers to any final questions Board members may have. No decision will be made until March.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

i. STA Moving Forward Plan & Funding Discussion

Ms. Waldref said the committee discussed STA Moving Forward and financing options. There was also a Transit Development Plan (TDP) update and guidance. At the last meeting, Mr. Otterstrom brought up financing options for the Moving Forward Plan at 1/10th, 2/10ths, and 3/10ths of one percent of sales tax revenue. Some projects already have grant funding.

Mr. Otterstrom briefly outlined the history of the STA Moving Forward Plan including its adoption by the STA Board in December 2014. The ballot in April 2015 failed. During the last quarter of 2015 the Board agreed on new financial assumptions; the fact that the Plan should be retained as a starting point for further discussion; and, scenarios for 1/10th, 2/10ths, and 3/10ths of new sales tax.

At the January 2016 Board meeting the three requested scenarios were presented in consideration of three aspects of the Plan:

- Connect the community with essential services
- Improve travel flow by connecting jobs and workers
- Partner in advancing regional economic development

Mr. Otterstrom said Board members had requested the opportunity to conduct the following review and discussion at this meeting:

- Review ridership, travel demand and future population growth
- The 1/10th scenario that assumes projects with grant funding
- Discuss the scenario where no additional tax is requested
- View the projects already developed in geographic order
- Timing of another ballot measure and the priority of projects

Mr. Otterstrom summarized that transit serves essential travel and the ridership growth expected in the Moving Forward plan is to serve existing travel demand. Those who commute to work are primarily in the STA transit service area and travel is regional. Nationally, travel for errands and recreation are the most likely purposes for all household travel. Locally, the majority of trips taken on public transit are to access work or education. Most of the travel demand in the Spokane area is for the existing population (488K residents) rather than the extra 40K residents forecast by 2020. The PTBA has a population comprising 84.5% of all residents of Spokane County and over 80% of those in the PTBA are within a ½ mile of a bus route. Most jobs are filled by those who live within the PTBA while nearly a third are filled by those commuting from outside the PTBA. The PTBA encompasses almost all the high concentrations of workers in Spokane County. Commuters can access transit even if they do not live within walking distance of a bus stop by driving to a park and ride. Almost all transit users in the Spokane Valley benefit from the larger regional transit area via connections in Spokane.

Mr. Pace commented that only 6% of those in the Spokane Valley use the bus for medical appointments. He referenced the new Community Health Association of Spokane (CHAS) medical center in the Spokane Valley.

Mr. Otterstrom said that medical appointments are in the smallest percentage of reasons people use the bus.

Mr. French acknowledged that out of the 11 million trips provided by STA, 6% is a lot of medical appointments.

Mr. Otterstrom added that many medical appointments are accessed by paratransit service.

Mr. Freeman left at 3:35 p.m.

One Tenth Scenario

Mr. Otterstrom said Board members received a handout showing the 1/10th scenario in which fewer projects can be implemented in a five year timeframe. Those that have grant funding secured are included in this scenario. One new HPT line can be introduced and there will be better weekend service on Wellesley Avenue and Nevada Street in North Spokane. Also included is an extension of Saturday night service beyond 11:00 p.m. Other projects proposed in the Moving Forward plan must be prioritized.

Zero Tenth Scenario

The scenario of no additional taxes (0/10th) shows that existing service based on the six year Transit Development Plan can be maintained; it also incorporates fleet replacement through 2021 plus new Sunday service on North Nevada.

Mr. Hafner left at 3:39 p.m.

Ms. Waldref said the proposed West Plains Transit Center has significant grant funding. She asked about the extra operating costs of buses using it.

Mr. Otterstrom said existing routes can be used to connect with that transit center. However, the 2/10ths scenario would add more frequent service in that area.

Ms. Bowers urged the Board to make some decisions soon in order to move forward with these projects.

Mr. French said he hopes decisions will be made in March.

Mr. Peterson said he is concerned about prioritizing projects and added that they need to be current projects, such as improvements in Cheney service.

Mr. Pace and Ms. Bowers left at 3:50 p.m.

Mr. French commented that there will be ridership growth from the “Millenials” who have used transit as students and will continue to do so.

Ms. Waldref said the ballot timing of November 2016 is important for projects. The Central City Line will take five years to build but other important services, including the Cheney improvements, can be made in the meantime.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair’s Report

In Mr. Hafner’s absence, Mr. Blaska said the Scope of Work for mobility training was approved by the committee and the Board consent agenda items were recommended for approval. The fixed route fleet replacement plan was reviewed as was the HPT facilities’ design.

11. CEO REPORT

Ms. Meyer said the second Plaza Remodel bid was published and the lowest bidder came in at budget. She noted that the first bid was over budget. The Award of Contract will be considered by the Performance Monitoring and External Relations Committee and the Board in March.

Ridership

Ms. Meyer reported that fixed route bus ridership in January 2016 decreased by 6.8% over January 2015. Transit ridership decrease is continuing nationwide and low gas prices play a part.

Ms. Waldref left at 3:55 p.m.

Paratransit ridership increased by 2.9% over January 2015.

Vanpool ridership decreased by 14.3% over January 2015 with one less van in service.

It should be noted that January 2016 had one less weekday than January 2015.

Sales Tax Revenue

January 2016 sales tax revenue (collected on November 2015 retail sales) was a 4.5% increase over January 2015 for a year-to-date increase of 4.4% over budget.

State Legislative Update

The session ends on March 10 and many of the bills tracked by STA did not survive.

The supplemental transportation budget will be released from the House first – perhaps, as early as Monday, February 22.

Secure Entry to STA Facilities

The only entry for visitors to STA is the main door at 1230 West Boone. The old southside entry across the street has been permanently closed.

The new main entry has a secure door that is staffed.

12. BOARD INFORMATION

- A. Committee Minutes
- B. January 2016 Sales Tax Summary
- C. November 2015 Operating Indicators
- D. December 2015 Operating Indicators
- E. Fixed Route Fleet Replacement Program – Summary
- F. High Performance Transit (HPT) Facility Design & Service Communications Standards
- G. Spokane Regional Transportation Council (SRTC) Unified Planning Work Program
- H. Fourth Quarter 2015 Service Planning Input Report

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS – None.

15. EXECUTIVE SESSION

At 4:00 p.m., Ms. McAloon announced that the Board would adjourn for an Executive Session for the following purpose:

- 1. Reviewing the performance of a public employee.

The STA Board of Directors will reconvene in open session at approximately 4:10 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. No action is anticipated.

At 4:10 p.m., Ms. McAloon announced the Board of Directors will reconvene at 4:15 p.m.

At 4:15 p.m., Ms. McAloon announced the Board of Directors will reconvene at 4:20 p.m.

At 4:20 p.m., the Board of Directors reconvened and Chair French declared the meeting back in public session.

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 4:22 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 February 18, 2016 Board Meeting:

Saturday, February 20, 2016	4:00 p.m.
Monday, February 22, 2016	10:00 a.m.
Tuesday, February 23, 2016	8:00 p.m.

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

Planning & Development	March 2, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 2, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 9, 2016, 1:30 p.m.* (Northside) 1230 West Boone

***Note: Change in time**

Next Board Meeting: Thursday, March 17, 2016, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.