

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

BOARD OF DIRECTORS

Draft Minutes of the January 18, 2018, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative
(Millwood) *Chair*
Chris Grover, Small Cities Representative
(Cheney)
Pamela Haley, City of Spokane Valley
Sam Wood, City of Spokane Valley
Lori Kinnear, City of Spokane
Candace Mumm, City of Spokane
Al French, Spokane County *by phone*
Rhonda Bowers, Labor Representative

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources
Beth Bousley, Director of Communications & Customer
Service
Emily Arneson, Ombudsman & Accessibility Officer

MEMBERS ABSENT

Josh Kerns, Spokane County
Shirley Maike, Small Cities Representative
(Medical Lake)
Odin Langford, Small Cities Representative
(Liberty Lake) *Ex Officio*
TBD, Small Cities Representative
(Airway Heights) *Ex Officio*

PROVIDING LEGAL COUNSEL

Laura McAloon, Witherspoon Brajcich McPhee PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE BOARD AGENDA

Ms. Mumm moved to approve the Board agenda, Mr. Grover seconded and the motion passed unanimously.

3. PUBLIC EXPRESSIONS

None.

4. RECOGNITIONS AND PRESENTATIONS

None.

5. BOARD ACTION – CONSENT AGENDA

Ms. Mumm moved to approve consent agenda items 5.A through I, Ms. Haley seconded and the motion passed unanimously (7 votes to 0):

- A. Approve the minutes of the December 14, 2017 special Board meeting.
- B. Approve the following vouchers and payroll for December, 2017:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (December)	Nos. 596155 - 596921	\$ 2,511,993.02
Workers Comp Vouchers (December)	Nos. 220741 – 220948	\$ 76,502.14
Payroll 12/08/17	ACH – 12/08/17	\$ 2,251,154.22
Payroll 12/22/17	ACH – 12/22/17	\$ 1,154,888.44
WA State – DOR (Use Tax)	ACH – W0640	\$ 12,792.01
DECEMBER TOTAL		\$ 6,007,329.83

- C. Approve Board Member Travel to 2018 APTA Meetings.
- D. General Counsel Legal Services:
 - i. Terminate Contract with Witherspoon, Brajcich, McPhee, PLLC
 - ii. Approve Contract with McAloon Law, PLLC
- E. Award a Contract for Northwest Boone Garage Construction.
- F. Approve Northwest Boone Garage Construction Communications Plan.
- G. Approve and ratify the Purchase and Sale Agreement dated January 16, 2018 and executed by the CEO and Sellers T. Patrick Lacy Jr. and Monte J. Kestell Jr. for the price of \$1,131,186.00, and to authorize CEO to execute all documents necessary to close the purchase and transfer title to STA pursuant to the terms of the Purchase and Sale Agreement.
- H. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2018.
- I. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2018.

Note: Item 5.H passed with a majority of at least 5 votes as required.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:
None.

7. BOARD ACTION – OTHER

A. Election of Chair Pro Tempore

In accordance with the STA Bylaws, a representative from the City of Spokane is next in rotation for STA Board Chair in 2019, following the Small Cities, so the 2018 Board Chair Pro Tempore should be appointed from the City of Spokane representatives.

Ms. Kinnear nominated Ms. Mumm as Chair Pro Tempore for 2018. Ms. Mumm accepted the nomination.

Ms. Kinnear moved to confirm the election of Ms. Mumm as Chair Pro Tempore, Ms. Haley seconded and the motion passed unanimously (7 votes to 0).

B. Confirmation of Appointment of Board Members to Board Operations Committee

Ms. Mumm moved to confirm the Board Chair’s appointments to the committees for 2018. Ms. Haley seconded and the motion passed unanimously (7 votes to 0).

Note: Items 7.A and B. passed with a majority of at least 5 votes as required.

8. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

None.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

No meeting.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

No meeting.

11. CEO REPORT

Ridership

Fixed Route bus ridership in December 2017 decreased by 1.8% over December 2016 for a year-to-date increase of 0.1%. On time performance was 92%

Paratransit ridership increased by 0.3% over December 2016 for a year-to-date increase of 1.9%.

Vanpool ridership decreased by 16.7% over December 2016 for a year-to-date decrease of 7.5% with 5 fewer vans in service (82 vs. 87).

December 2017 had one less weekday than December 2016.

Revenue Update

Non-Capital revenue through November 2017 at \$77.1M is 99.7% of the budget.

December 2017 sales tax revenue (collected on October 2017 retail sales) increased 26.3% over December 2016 actual* for an increase of 18.4% year-to-date actual and 10.4% over budget.

*The extra one tenth of one percent sales tax approved by voters in November 2016 is included.

Expenditure Update

Operating expenditures through November 2017 at \$57.2M are 82.8% of the budget. This percentage will change as expenditures are finalized at the end of the year.

CCL station locations

Ms. Meyer reported that the Board approved this item in December. Staff is still working on two locations and the City of Spokane has requested input through the end of March. City of Spokane staff is considering center stations which would eliminate one lane of traffic in each direction. STA has provided City staff with the conceptual design.

Ms. Mumm commented that the STA Board is the appropriate process going forward. STA has been receiving input and feedback for two years on this project and it is important to keep decision-making public. She wants any proposal decided at the STA Board level and she directed the CEO to make that communication with the City of Spokane.

Ms. Mumm moved to require that any proposals to change the location or design come before the STA Board first. Ms. Kinnear seconded.

Mr. French agreed.

The motion passed unanimously.

Ms. Meyer said she would copy the Board members on any correspondence to the Mayor and City of Spokane staff.

Legislative Issues

Commissioners French and Kerns and Karl Otterstrom are attending the Greater Spokane Inc (GSI) Fly-In this week and STA Communications staff have prepared information packets for them to share.

Senate Bill 6414

Senator Billig has put forward a bill proposing a change in the composition of boards such as Spokane Transit, Pierce Transit and C-Tran. The proposal would require population-based representation. The composition of Public Transportation Benefit Area Boards are currently reviewed every four years in a Quadrennial Review. If approved, this bill would change the representation on the STA Board as follows:

City of Spokane	4 seats (currently 2)
County	2 seats (currently 2)
City of Spokane Valley	2 seats (currently 2)
Small Cities	1 seat (currently 3)

Ms. Mumm is working on this bill with Senator Billig; it is not an STA matter.

12. BOARD INFORMATION

- A. Committee Minutes
- B. November 2017 Financial Results Summary
- C. December 2017 Sales Tax Summary
- D. Fare System Upgrade Project
- E. January 2018 Service Change Summary

13. EXECUTIVE SESSION - None.

14. NEW BUSINESS - None.

15. BOARD MEMBERS' EXPRESSIONS

Ms. Mumm welcomed the new Board members: Mayor Grover, Cheney; Council Member Wood, City of Spokane Valley; and, Council Member Lori Kinnear, City of Spokane who had previously served on the STA Board as an alternate member.

Ms. Meyer said the Mayor of the City of Medical Lake, Shirley Maike, had also been appointed and would be at the next STA Board meeting.

16. ADJOURNED

With no further business to come before the Board and Chair Freeman adjourned the meeting at 1:52 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 January 18, 2018 Board Meeting:

Saturday, January 20, 2018	4:00 p.m.
Monday, January 22, 2018	10:00 a.m.
Tuesday, January 23, 2018	8:00 p.m.

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

Planning & Development	Jan 31, 2018, 10:00 a.m. FEB mtg (Southside) 1229 West Boone
Performance Monitoring & External Relations	Jan 31, 2018, 1:30 p.m. FEB mtg (Southside) 1229 West Boone
Board Operations	February 7, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 15, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.