

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

## **BOARD OF DIRECTORS**

Minutes of the January 17, 2019, Meeting  
Spokane Transit Boardroom  
1229 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Candace Mumm, City of Spokane *Chair*  
Josh Kerns, Spokane County  
Mary Kuney, Spokane County (*Alternate for French*)  
Lori Kinnear, City of Spokane  
Pamela Haley, City of Spokane Valley  
Sam Wood, City of Spokane Valley  
Mike Fagan, City of Spokane (*Alternate for Condon*)  
Kate Burke, City of Spokane  
Mike Kennedy, Small Cities Representative  
(Liberty Lake) *Ex Officio*  
Veronica Messing, Small Cities Representative  
(Airway Heights) *Ex Officio*  
Rhonda Bowers, Labor Representative

### **MEMBERS ABSENT**

Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*  
David Condon, City of Spokane  
Chris Grover, Small Cities Representative  
(Cheney)  
Al French, Spokane County

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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1. **CALL TO ORDER AND ROLL CALL -**  
Chair Mumm called the meeting to order at 1:30 p.m. and conducted roll call. She encouraged everyone to express their first experience of using transit as they introduced themselves.
  2. **APPROVE BOARD AGENDA**  
**Mr. Fagan moved to approve the agenda, Mr. Wood seconded and the motion passed unanimously.**
  3. **PUBLIC EXPRESSIONS**  
None.
  4. **RECOGNITIONS AND PRESENTATIONS**
    - A. **Steve Mathias, Coach Operator – Resignation**  
Roger Watkins provided Mr. Mathias with a plaque and thanked him for his 23 years of service. Mr. Mathias said a few words of thanks to STA.

5. BOARD ACTION – CONSENT AGENDA

- A. Approve the minutes of the December 13, 2018 Board meeting.
- B. Approve the following vouchers and payroll for December, 2018:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (December)	Nos. 601205 – 601561	\$ 3,958,077.61
Workers Comp Vouchers (December)	ACH – 2286	\$ 111,061.43
Payroll 12/07/18	ACH – 12/07/18	\$ 1,809,299.78
Payroll 12/21/18	ACH – 12/21/18	\$ 1,234,272.72
WA State – DOR (Use Tax) (December)	ACH – 1767	\$ 8,202.76
DECEMBER TOTAL		\$ 7,120,914.30

- C. Designation of Public Records Officer for STA - Resolution
- D. Approval for Board Member Travel to 2019 American Public Transportation Association (APTA) Meetings

**Mr. Fagan moved to approve Consent Agenda items 5.A through 5.D.**

Chair Mumm interjected that if any member was interested in attending the APTA conferences, to let staff know. Chair Mumm called for the question.

**Mr. Fagan moved to approve Consent Agenda items 5.A through 5.D. Mr. Wood seconded and the motion passed unanimously.**

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS

Board Operations Committee

- A. Amendment to Board Governing Committee Guidelines - Resolution

Ms. McAloon described the changes to the guidelines – Resolution 766-19. Exhibit A. Ms. McAloon read the resolution to the members.

**CM Kinnear moved to adopt Resolution 766-19 amending the guidelines of the Board Governing Committees as outlined in Exhibit A. Deputy Mayor Haley seconded and the motion passed unanimously.**

- B. Amendment to Board Operations Committee’s Functions – Resolution

Ms. McAloon explained the updates to the functional descriptions – Resolution 767-19.

**CM Kinnear moved to adopt the resolution amending the functions of the Board Operations Committee as outlined in Exhibit A. CM Fagan seconded and the motion passed unanimously.**

- C. Confirmation of Appointment of Chairs and Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2019

Chair Mumm reviewed the appointments of the chair and members to the Planning & Development Committee and the Performance Monitoring and External Relations Committee. She noted it was a lengthy process to come up with the appointments due to the new board composition.

<b><u>P&amp;D Members</u></b> <i>1<sup>st</sup> Wednesday of the month at 10:00 a.m.</i>	<b><u>PMER Members</u></b> <i>1<sup>st</sup> Wednesday of the month at 1:30 p.m.</i>
1. Chris Grover, Small Cities ( <i>Cheney</i> ), Chair 2. Al French, Spokane County 3. David Condon, City of Spokane 4. Pamela Haley, City of Spokane Valley 5. Kevin Freeman, Small Cities ( <i>Millwood</i> ) ( <i>Ex-Officio</i> ) 6. E. Susan Meyer, CEO ( <i>Ex-Officio</i> )	1. Lori Kinnear, City of Spokane, Chair 2. Josh Kerns, Spokane County 3. Kate Burke, City of Spokane 4. Sam Wood, City of Spokane Valley 5. Veronica Messing, Small Cities ( <i>Airway Heights</i> ) ( <i>Ex-Officio</i> ) 6. Mike Kennedy, Small Cities ( <i>Liberty Lake</i> ) ( <i>Ex-Officio</i> ) 7. Rhonda Bowers ( <i>non-voting labor representative</i> ) 8. E. Susan Meyer, CEO ( <i>Ex-Officio</i> )

**Mr. Fagan moved to confirm the Board Chair’s appointment of members to the Planning and Development and Performance Monitoring & External Relations Committees and Mayor Chris Grover, Small Cities (Cheney), as Chair of the Planning & Development Committee and City of Spokane Councilmember Lori Kinnear as Chair of the Performance Monitoring & External Relations Committee for 2019. Deputy Mayor Haley seconded and the motion passed unanimously.**

7. **BOARD ACTION – OTHER**

A. **Election of Chair Pro Tempore**

Chair Mumm nominated Commissioner French as the Chair Pro Tempore and he accepted the nomination. **Chair Mumm moved to approve the Chair Pro Tempore. The motion was seconded by Mr. Fagan and passed unanimously.**

B. **Confirmation of Appointment of Board Members to Board Operations Committee for 2019**

1. Candace Mumm, City of Spokane, Chair (*Board Chair*)
2. Al French, Spokane County (*Board Chair Pro-Tempore*)
3. Chris Grover, Small Cities, *Cheney*, (*P&D Chair*)
4. Pamela Haley, City of Spokane Valley Representative
5. Lori Kinnear, City of Spokane (*PMER Chair*) (*Ex-Officio*)
6. E. Susan Meyer, CEO (*Ex-Officio*)

**Ms. Haley moved to confirm the appointments made by the Board Chair to the Board Operations Committee following the result of Board Action item 7.A. (Election of Chair Pro Tempore). Ms. Kinnear seconded and the motion passes unanimously.**

8. **BOARD OPERATIONS COMMITTEE:**

A. **Chair’s Report**

Ms. Mumm noted there were great discussions at the Board Operations Committee meeting but that we had important information to get out regarding draft service revisions and turned it over to Mr. Otterstrom.

i. September 2019 Draft Service Revisions

Mr. Otterstrom advised there was a link in the Board packet to a one hundred fifty two page document that provides great detail about this subject. He reviewed background and summarized the changes and revisions, including the service revision planning process that include a Preliminary Proposal, Draft Recommendation which includes a Public Hearing.

The Public Hearing for the September 2019 Draft Service Revisions will be at the Board meeting in February. He noted the next step would be the Final Recommendation and then the Service Changes.

He provided detail on the Draft Recommendations, noting the Monroe Regal Line is key and offers a greater frequency of service. He also reviewed the recommended route updates and modifications. There was a lot of detail for the South Hill and he paused for questions. Brief discussion ensued.

Mr. Otterstrom reviewed the Draft Recommendations West Plains, the Cheney Modifications – scheduled for next September. He said he met with Mayor Grover and his staff last week for input and guidance. Mr. Otterstrom advised that ridership is lower than it used to be and reviewed the proposed changes to service in Cheney.

He then reviewed the next steps.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

No Meeting in January.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

No Meeting in January.

11. CEO REPORT

Ms. Meyer spoke about December and year-to-date ridership. She noted that Fixed Route ridership was down 3.4% for the month and 1.9% year-to-date, noting that ridership was over 10M but just shy of the annual objective.

She also shared performance of the UTAP program, December 2018 vs. 2017. Chair Mumm noted a huge amount of ridership under the new Kendall Yards program and declared the board would like to see more detailed information in the future. Brief discussion ensued.

Ms. Meyer advised that Paratransit ridership was down 0.2% year-to-date and reminded members that STA offers travel training and in-person assessments to help riders that are able to learn to use Fixed Route service. She indicated it is not a bad thing that ridership is flat since the average Paratransit trip cost is \$28 each ride and the customer pays \$2.00, expressing that this is the lowest cost among urban systems in Washington.

Additional information was provided on Vanpool ridership which experienced a decrease of 2.5% in December and 11.8% decrease year-to-date

Ms. Meyer provided a revenue and expenditure update through November, 2018. Ms. Meyer spoke about the sales tax increment that started in April 2017 which was received for less than a full year.

Legislative Update - as of January 14, 2019

- Legislative Session began January 14, 2019
- I-976 Car Tab Fees has gone to the Legislature; signatures certified by Secretary of State
  - Options include pass the initiative as written, send it to the ballot as written, and create an alternative measure to run with the Initiative ballot.

Ms. Meyer reassured that there will be more to come as information becomes available.

Federal Update – The partial shutdown continues – it does not directly affect STA. There is no cash flow impact for formula funding yet but the shutdown may cause a delay in Central City Line (CCL) program (Small Starts Grant). Senior staff at DC estimate there may be a month delay for every month the shutdown continues.

January 20<sup>th</sup> schedule adjustments took effect. See link on [www.spokanetransit.com](http://www.spokanetransit.com), Service Change for details.

Boone NW Garage Update – A 68K sq. ft. building constructed to house buses and vans. Substantial completion set for June 2019 which is on time and on budget. She noted the items to be completed and what's next on the construction list.

Surplus Van Grant Program is now open. There will be six vehicles awarded. This year, the vehicles are not lift equipped. Staff sent 150+ applications to organizations Applications are due by February 22, 2019. There is a pre-award workshop February 7 between 11:00 am and 2:00 pm at the STA Paratransit office at 1212 W. Sharpe Avenue.

Chair Mumm noted that Ms. Warren was not here but information is in packet. She said that expenses are under the conservative projection and asked when we will begin discussing the set aside. Ms. Meyer replied that staff will begin the conversation in March as they plan for the next update to STA's six-year transportation plan. She noted, for example, that electrifying the fleet over time could consume the overage of the budget.

Ms. Meyer advised that Dr. Grant Forsyth from Avista is available and will come talk to the Board on April 3<sup>rd</sup> at a Board Workshop (lunch included) being planned between Planning and Development and Performance Monitoring and External Relations Committee meetings.

12. BOARD INFORMATION

- A. Committee Minutes
- B. November 2018 Financial Results Summary
- C. December 2018 Sales Tax Summary

14. NEW BUSINESS

(None)

*Council member Veronica Messing left meeting at 2:44*

15. BOARD MEMBERS' EXPRESSIONS

- A. Chair Mumm noted that due to make up of representative positions, attendance is critical. She said when members know they can't be at a meeting the Board relies on them to find a substitute. If a member can't be here, it's their job to make sure someone is here. She asked members get their own alternates and to work through Dana. She also recommended watching the video if a meeting has been missed and to review the packet. She suggested they have a staff member from the jurisdiction attend as well. She asked that members look at packet before the meeting and be prepared.

- B. Chair Mumm posed a “Chair Challenge” for next month for everyone to ride the bus. Find a way to ride the bus. Visit the Plaza. At next meeting, during introductions, we will tell what we did.


Thank you to STA for letter of support. Higher density infill that doesn’t have to have as many parking requirements.

- C. Ms. Messing noted the new recreation facility in Airway Heights will open the first week of April.
- D. Mr. Kennedy noted that Saturday would be a good opportunity to ride the bus.
- E. Mr. Kerns noted to Mr. Otterstrom that that the next Northeast meeting, we will be asking for more service.
- F. Ms. Kinnear spoke about garden development near Lincoln Heights. If going forward as planned, new route and frequency will be great help for congestion there. She said they are grateful to STA

16. ADJOURNED

With no further business to come before the Board, Chair Mumm adjourned the meeting at 03:07 PM

Respectfully submitted,

  
Dana Infalt  
Clerk of the Authority

Cable 5 Broadcast Dates and Times of December 13, 2018 Board Meeting:

Saturday, January 19, 2018	4:00 p.m.
Monday, January 21, 2018	10:00 a.m.
Tuesday, January 22, 2018	8:00 p.m.

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

Planning & Development	February 6, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	February 6, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	February 14, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 21, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.