

BOARD OF DIRECTORS

Minutes of the March 21, 2019, Board Meeting
Spokane Transit Boardroom
1230 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
Al French, Spokane County
Chris Grover, Small Cities Representative (Cheney)
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
Ben Stuckart, City of Spokane Alternate
Arne Woodard, City of Spokane Valley Alternate
Sam Wood, City of Spokane Valley
Kate Burke, City of Spokane
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
Mike Kennedy, Small Cities Representative
(Liberty Lake) *Ex Officio*
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

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
Lynda Warren, Director of Finance & Information
Services

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

MEMBERS ABSENT

David Condon, City of Spokane
Pamela Haley, City of Spokane Valley

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1. **CALL TO ORDER AND ROLL CALL -**
Chair Mumm called the meeting to order at 1:34 p.m. and conducted roll call. She reminded Board members of her challenge to ride the bus. Members provided brief comments about their rides and Chair Mumm passed around Gonzaga flags in support of the upcoming game.
 2. **APPROVE BOARD AGENDA**
A few minor changes were made to the agenda which consisted of: less time allocated for the Consent Agenda, additional time allocated for the Performance Monitoring and External Relations Committee, and adding a folding bicycle demonstration after Public Expressions.
Mr. French moved to approve the agenda, Mr. Grover seconded and the motion passed unanimously.
 3. **PUBLIC EXPRESSIONS**
Mr. Drew Moyer, 2nd Harvest, The Zone Project – thanked the Board/STA for approving the transfer of a bus. He noted a 3:00 pm walk through would be available in the STA garage. The bus is designed to address food deserts, providing healthy food to families, currently targeting Northeast Spokane.
Mr. Dave Tyvan reiterated his comments from the March Board meeting. He has experienced negative and positive experiences with drivers, supervisors, and riding the bus. He has tried to work with the Ombudsman and hopes someone will call him.

John Lemus – Noted he is appearing as a private citizen and commended Mr. Otterstrom and Mr. Rapez-Betty for the haste in which they replied to his request to take his equivalent of a lime scooter on the bus. Within four days of asking, he had a copy of the operating notice issued that allowed foldable bikes and electric scooters on the bus.

Laura Rentz from Northwest Service Dog Alliance discussed the ADA and service animals vs. comfort animals and the difference between the two. Extended an open invitation to their meetings and offered to have a private meeting with anyone to help people better understand requirements and differences.

Ana Emerado – Rider of folding bike. Provided an explanation and demonstration of her electric, folding bike and answered questions from members.

4. BOARD ACTION – CONSENT AGENDA

- A. Minutes of the February 21, 2019, Board Meeting – Corrections/Approval
- B. February 2019 Vouchers (*Lynda Warren*)
- C. Approval of Ground Lease Agreements with the Community Colleges of Spokane – (*Karl Otterstrom*)
- D. Approval for Temporary Construction Easement between Spokane County and STA for Moran Station Improvements – (*Karl Otterstrom*)
- E. September 2019 Service Revisions: Final Recommendation – (*Karl Otterstrom*)

Mr. Wood moved to approve Consent Agenda 4A through 4E. Mr. Woodard seconded and the motion passed unanimously.

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS

None

6. BOARD ACTION – OTHER

None

7. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Chair Mumm reported that Mr. French acted as chair on her behalf as she telephoned in to the meeting. Mr. French was not in attendance and Ms. Mumm advised there would be no report.

8. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair’s Report

Mr. Grover reported:

- East Sprague Bus Stops - a robust discussion concerning the City of Spokane’s request that STA stop using bus stops on Sprague and relocate to alternate locations. He noted there were representatives from the East Sprague Business Association (ESBA) to talk about their concerns as well as some local business owners. The item was deferred to the next meeting due to no City of Spokane representation.
- Draft Spokane Regional Transportation Committee (SRTC) Unified Planning Work Program (UPWP) was discussed
- Central City Line (CCL) third party agreements (approximately 19) which need to move forward prior to Federal Transit Administration grant funding.
- Transit Development Plan – finalized mid-range planning guidance will be coming in April.
- I-90 Valley High Performance Transit – Scope of Work reviewed and approved.
- Airway Heights request for service to the new recreation center was discussed.

Mr. Otterstrom reviewed the 2019 Transit Development Plan (TDP). Action items included approval of agreements for easements; Moran Station Park and Ride.. He presented the TDP Project timeline and asked for questions. None were forthcoming. Next steps – to the community in April.

Mr. Freeman left at 2:03 pm.

9. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Kinnear provided an overview of items covered.

Mr. Watkins reviewed the detail of the Performance Measures and asked for questions or comments. None were forthcoming.

Ms. Warren provided the Year End 2018 Unaudited Financial Report. Discussion ensued regarding revenue and expenses, fare prices, and sales tax. Also discussed was the effect of fares on ridership and if lower fares would increase ridership, especially among low income. Discussion, questions and answers ensued between members and Ms. Warren. Ms. Warren was asked if there was any way to run a model to see the reserves had there not been a fare increase. Ms. Warren advised the fare increase brought in \$852,000. Chair Mumm reminded members that these projections are the Board's responsibility. Reserves, to have fare increases or not, are all board member decisions.

10. CEO REPORT

- Staff will provide a forecast in May to the Planning and Development Committee and it will take into account the 2018 actual report, Capital Improvement Program (CIP) update, and will forecast the next 6 or 7 years. We invite everyone to attend.
- Ridership - Ms. Meyer provided an in depth look at Ridership statistics for February 2019, percentage of increase/decrease, number of rides, 2019 goals, and on-time performance for Fixed Route and Paratransit. UTAP Program ridership on Eagle Pass declined 11,530; WSU, Bulldogs, and City of Spokane had ridership increases, Community Colleges showed a decrease, Whitworth & Kendall Yards were down slightly month over month. City Ticket (rides associated with the Arena Shuttle) declined by 544 rides. Vanpool had 76 vs. 77 vans in service; 556 riders took 1 trip; they added 17 riders. She reminded that growing the program is the goal.
- February 2019 Sales Tax Revenue– 5.3% over February 2018 actual; 7.3% above year-to-date actual; and 8.5% year to date above budget. The voter-approved sales tax rate increase goes into effect April 1, 2019. The first disbursement will be received in June. This sales tax is factored into the funding for the ten year plan of STAMF as well as for Central City Line. We request grant funding, show our forecasts for 20 years to FTA and they make a judgement about our financial condition. All sources of revenue were combined to fund existing service and STA Moving Forward. Board will have an opportunity to look at the revenue received above budget in the next two to three months and decide if they want to make any decisions about the additional revenue. Chair Mumm added that the FTA documents are all depending on the sales tax increase.

APTA Legislative Trip – Ms. Mumm, Mr. French, Ms. Haley, and Mr. Freeman accompanied staff to Washington, DC and were able to meet with K. Jane Williams, the acting administrator of the Federal Transit Administration and her senior staff. An agreement could be in place by the end of the year. Also were able to meet staff of the Congresswoman and two senators. The elected officials were not there due to Spring Break but their staff were available to meet with us.

Ms. Meyer explained the NEPA determination was received the week before they met and explained how the FTA determined the project qualifies as a Documented Categorical Exclusion (DCE) under the National Environmental Policy Act. The 60% design is complete this week; Urban Engineers assigned as Project Management Oversight Consultant (PMOC) by FTA; Tentative Readiness/Risk Review is April 29 – May 1; and the FTA Small Starts share of the CCL project capital is projected at 75%. When considered in the 6 year, 2019-2024 Capital Program, STA local and other capital funding is 62% and the FTA share equals 38%. A slide that represented the breakdown of the Capital Funding for the CCL accompanied Ms. Meyer’s explanation of the funding.

- FTA Small Starts Grant Request – \$53.43M
- Connecting Washington - \$15M
- Regional Mobility Grant - \$2.2M
- Congestion Mitigation & Air Quality (CMAQ) - \$1.375M
- Ms. K. Jane Williams emphasized 100% of State funding must be committed and available (non-federal funding); the Federal Share requested is high but allowed by statute. Any costs higher than the Small Starts Grant Agreement (SSGA) are STA’s responsibility.
- Required for Small Starts Grant Agreement (by end of year):
 - Readiness review – week of April 29th.
 - All critical 3rd party agreements (Avista, City of Spokane, Washington State University, Gonzaga, Spokane Community College)
 - Construction bids
 - Real estate acquisition.
- State Legislative Update –
 - House to release its transportation budget next week. Staff hope to see:
 - Regional Mobility Grant (DOT): Cheney High Performance Transit
 - Total Project \$12.4M
 - Amount requested: \$6,329,612
 - \$3,303,000 (2019-2021)
 - \$3,026,612 (2021–2023)
 - \$5.79M STA
 - \$.280M Other
 - Implement Cheney HPT corridor through improvements and vehicle procurement (potentially double-decker buses). May include bus shelters, security systems, transit signal priority, pedestrian/bike facilities, bus lanes, and park and ride improvements.
- Boone Northwest Garage – will be completed in June. Advised FTA that we built and will house CCL vehicles but others as well. Not calculated into local share.

Chair Mumm expressed her appreciation for the hard work and long hours put in by Ms. Meyer and her staff who were out the door by 7:30 am and did not stop until 11:30 at night.

11. BOARD INFORMATION

- A. Committee Minutes
- B. February 2019 Sales Tax Summary (*Lynda Warren*)
- C. 2018 State Audit Timeline (*Lynda Warren*)
- D. January 2019 Operating Indicators (*Roger Watkins*)
- E. Draft SRTC 2019-2020 Unified Planning Work Program (UPWP) (*Karl Otterstrom*)
- F. Central City Line: Third-party Agreement Status Review (*Karl Otterstrom*)
- G. Partnership Agreement with WSDOT: WPTC Interchange Access Project– (*Karl Otterstrom*)
- H. I-90/Valley High Performance Transit (HPT) Project Overview (*Karl Otterstrom*)

12. NEW BUSINESS

(None)

13. BOARD MEMBERS' EXPRESSIONS

Ms. Messing advised the new Recreation Center in Airway Heights will have a soft opening in mid-April.
Mr. Grover noted he was looking forward to attending the annual STA Safety Awards Banquet on Sunday.

14. ADJOURNED

With no further business to come before the Board, Chair Mumm adjourned the meeting at 2:54 p.m.

Respectfully submitted,



Dana Infalt
Clerk of the Authority

Cable 5 Broadcast Dates and Times of March 21, 2019 Board Meeting:

Saturday, March 23, 2019	4:00 p.m.
Monday, March 25, 2019	10:00 a.m.
Tuesday, March 26, 2019	8:00 p.m.

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

Planning & Development	April 3, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	April 3, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	April 10, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, April 18, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.