

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

## **BOARD OF DIRECTORS**

Draft Minutes of the May 19, 2016, Meeting  
Spokane Transit Boardroom  
1229 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Aspen Monteleone, 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

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

Chair French called the meeting to order at 1:35 p.m. and conducted roll call.

#### 2. **APPROVE BOARD AGENDA**

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

#### 3. **PUBLIC EXPRESSIONS**

None.

#### 4. **RECOGNITIONS AND PRESENTATIONS**

##### A. **Commendation for Chuck Hafner, Retiring Board Member**

On the occasion of his retirement from the Board, Mr. French congratulated Mr. Hafner for his outstanding leadership and dedication to Spokane Transit and the entire community. Mr. Hafner served as a Board member since 2011 and was Board Chair in 2013. A commemorative plaque was mailed to him.

B. Rick Krochalis, FTA Region 10 Administrator – Recognition

Ms. Meyer said STA’s strategic partnership with the federal government began in 1981. For the past 14 years, Rick Krochalis has been key to this relationship in his position as the Regional Administrator for Region 10 of the Federal Transit Administration (FTA). His guidance over the years regarding federal funding for transit projects has been invaluable, and in recent years he has worked with staff on grant opportunities for the Central City Line. Ms. Meyer wished Mr. Krochalis best wishes on the occasion of his retirement. A commemorative plaque was mailed to him.

Mr. French added that he had also worked with him and expressed his thanks for being a good advocate for Spokane Transit.

C. 2015 Safety Awards

Mr. Doolittle said the safety awards are reported annually. There are many employees who earned a safety award in 2015 and he read names of those with 25 years and more: Fixed Route Mechanic, Steve Caro, has 37 years of safe service; Claudia Davis, Coach Operator, has 36 years; and, Kevin Eaton, Coach Operator, has 35 years.

D. 2015 Perfect Attendance Awards

Mr. Doolittle presented the names of those employees who achieved perfect attendance in 2015.

5. BOARD ACTION – CONSENT AGENDA

**Mr. Trulove moved to approve the following consent agenda items 5. A through C. Mr. Pace seconded and the motion passed with Mr. Woodard abstaining.**

A. Approve the minutes of the April 21, 2016 Board meeting.

B. Approve the following vouchers and payroll for April 2016:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (April)	Nos. 589114 - 589542	\$ 3,710,559.75
Workers Comp Vouchers (April)	Nos. 216845 - 217053	\$ 86,097.90
Payroll 04/01/2016	ACH – 04/01/2016	\$ 1,045,419.43
Payroll 04/15/2016	ACH – 04/15/2016	\$ 1,107,960.06
Payroll 04/29/2016	ACH – 04/29/2016	\$ 1,122,612.09
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,877.09
<b>APRIL TOTAL</b>		<b>\$ 7,080,526.32</b>

C. Award a Contract for Mobility Training Services, Volunteer Mobility Mentor program coordination and services to conduct ADA Eligibility In-person Assessments, to Paratransit, Inc., Innovative Paradigms Division for the total amount of \$3,350,367 for the length of the 5 ½ year contract. The contract allows for two optional years at the end of the contract.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Board Operations Committee

A. Confirmation of Chair to Performance Monitoring & External Relations Committee for 2016

Mr. French said as a result of the resignation of Council Member Hafner, there is a vacancy for the position of Chair of the Performance Monitoring & External Relations Committee. He asked Mayor Trulove to be Chair and he agreed. As Chair of a Board committee, Mr. Trulove automatically becomes a member of the Board Operations Committee.

**Mr. Peterson moved to confirm the appointment of Mayor Trulove as Chair of the Performance Monitoring & External Relations Committee. Ms. Waldref seconded and the motion passed unanimously.**

B. Confirmation of Appointment of Board Members to Board Operations Committee for 2016

Since Mr. Hafner was also a member of the Board Operations Committee a Board member from the City of Spokane Valley is required to fill that position. Mr. French said he asked Council Member Pace to join that committee and he agreed.

**Mr. Peterson moved to confirm the appointments of Council Member, Ed Pace, representing the City of Spokane Valley; and, Mayor Trulove, as Chair of the Performance Monitoring & External Relations Committee, to the Board Operations Committee. Mr. Woodard seconded and the motion passed unanimously.**

7. BOARD ACTION – OTHER:

None.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Mr. French said the committee discussed next steps for the STA Moving Forward projects and also the ballot measure. He added that the services of Eva Marquette, owner of the FreshVue consulting firm, have been procured for Board training in communication and effectiveness. Ms. Marquette has invited Board members to meet with her on an individual basis prior to the Board workshop to be held before the regular Board meeting on June 16, 2016 at 1:00 p.m.

Mr. Freeman left at 1:45 p.m.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

i. STA Moving Forward Groundwork Activities

Ms. Waldref asked Mr. Otterstrom to present this topic.

Mr. Otterstrom said last month the Board adopted a resolution approving a transit ballot measure. The Board has discussed moving some proposed route improvements and new service to earlier in the process. A new handout on the Moving Forward projects has been distributed with suggested changes to the timeline.

Mr. Otterstrom added that even though the ballot will not take place until November 8, 2016, planning documents need to be updated as soon as possible. If the ballot is successful, funding will not be received until June 2017. It is suggested that priority projects will begin in May 2017, e.g. adding service in the Spokane Valley on Indiana Avenue to access the new medical center and other businesses. The new project list is in draft form and he suggests using it as an appendix in the Moving Forward Plan. Some projects in the list have grant funding, such as the enhanced passenger amenities on the proposed Monroe/Regal corridor. The Scope of Work for High Performance Transit (HPT) in Cheney will go to the Performance Monitoring & External Relations (PMER) Committee for approval in June. Ballot measure education is very important and a public education strategy will be presented to PMER for review in June.

Mr. Peterson said he attended a recent meeting at the Spokane Regional Transportation Council (SRTC) where the subject of electric and driverless cars was discussed. He distributed to Board members a list of items he would like the Board to consider in transit planning. These included embracing the driverless car, van and bus; establishing vanpools using electric car models within five years; including Uber and Zip cars; increasing fares rather than using tax dollars; and, airport service from among the West Plains' cities. He said he would like the Board Operations Committee to consider this list.

Ms. O'Quinn arrived at 2:08 p.m.

Mr. Peterson also added that management should be held accountable for ridership goals and public comment should be acted upon e.g. a request at last month's Board meeting for more service from Skils'kin at Fairchild Air Force Base.

Mr. French suggested these recommendations could be a task for the Planning & Development Committee at the June 1 meeting.

ii. Preliminary Draft Transit Development Plan (TDP)

Mr. Otterstrom gave an outline of the hierarchy of STA's plans. The TDP is a six year plan required to be submitted to the Washington State Department of Transportation (WSDOT) each year. The TDP includes the Service Implementation Plan (SIP) and the Capital Improvement Program (CIP) and it is part of STA's Comprehensive Plan.

A link to the preliminary TDP is included in the Board packet.

There will be a public hearing on the TDP in June with Board action in July.

Mr. Otterstrom said staff will use the same financial assumptions developed by the Board last year and amendments to the plans will need to be made if the ballot measure is successful.

Ms. Waldref asked if there will be any change to phasing in new buses.

Mr. Blaska said there will be the same number of new buses through the TDP timeframe but some will be purchased earlier.

The development of the TDP has been done through the work of the Planning & Development Committee and Ms. Waldref said Board members who do not serve on that committee are welcome to attend any of the meetings.

Ms. O'Quinn said she would email Mr. Otterstrom details of service expansion and projects that she would like to add to the list of projects in the Moving Forward plan.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report – None.

*Meeting cancelled.*

11. CEO REPORT

Guest Editorials

The Spokesman Review recently published two transit-related guest editorials at opposite ends in opinion. The May 15 editorial asserted that STA should operate like the Denver Regional Transportation District (RTD), which contracts out its bus service and achieves greater cost efficiency. However STA's actual cost per hour is 4.9% lower and cost per passenger is 5.6% lower than Denver's rates.

The editorial also included incorrect ridership projections for the Central City Line. The actual ridership projections are 29 boardings per hour; higher per mile than Division Street which is currently the highest in the system.

Ridership

Ms. Meyer reported that fixed route bus ridership in April 2016 decreased by 6.3% over April 2015 for a 4.0% decrease year-to-date. The ridership goal is a growth of 1.5%. Student ridership is down and lower ridership is a national trend.

Paratransit ridership decreased by 1.8% over April 2015 for a 2.8% increase year-to-date.

Vanpool ridership decreased by 15.7% over April 2015 for a 9.8% decrease year-to-date. There are 94 vans in service versus 97 in April 2015. Commuters who use vanpool may have access to cars and prefer to use that mode of transportation when gas prices are low. The recent strike at Triumph may have also contributed to the decline since they have 14 vanpool vans.

It should be noted that April 2016 had one fewer weekday than April 2015.

Non-Capital Revenue

Through March 2016, at \$17.9M, non-capital revenue is 25.4% of budget.

Sales Tax Revenue

April 2016 sales tax revenue (collected on February 2016 retail sales) increased 6.3% over April 2015 for a year-to-date increase of 5.5% over budget.

Operating Expenditures

Through March 2016, at \$13.5M, operating expenses are 21.7% of budget.

Routing Change in Spokane Valley

On Sunday, May 15, 2016, valley route #32 was extended to bring service closer to Centerplace and the Valley YMCA. This was a planned improvement coordinated with Spokane Valley staff.

Spokane Falls Community College (SFCC)

STA staff has been working with the City of Spokane and SFCC to find ways to improve the safety and accessibility of bus stops along Fort George Wright Drive. The final study will be presented to the Planning & Development Committee in June.

Ms. Waldref said enrolment at SFCC has decreased so the number of students riding the bus has probably declined. She asked if staff considers enrolment when ridership projections are made.

Ms. Meyer said STA's Communications Department is consistently working on student pass programs and promotions with all the area higher education facilities.

12. BOARD INFORMATION

- A. Committee Minutes
- B. March 2016 Financial Results Summary
- C. April 2016 Sales Tax Summary
- D. March 2016 Operating Indicators

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. Peterson said the Liberty Lake City Council is working on the new town square and community center.

Mr. Woodard said construction will begin soon on the new City Hall in the Spokane Valley. He said he expects transit ridership to increase as a result.

Ms. Waldref thanked Board members and staff who attended the speaking engagements on May 5 with John Robert Smith, Chair of the Transportation for America Board. Mr. Smith is a transit advocate and a former Mayor of Meridian, Mississippi.

Mr. Trulove said STA staff will make a presentation on fares at the Cheney City Council meeting on Tuesday, May 24.

15. EXECUTIVE SESSION – None.

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 2:38 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](http://www.spokanetransit.com) the week after the meeting.

Cable 5 Broadcast Dates and Times of May 19, 2016 Board Meeting:

Saturday, May 21, 2016	4:00 p.m.
Monday, May 23, 2016	10:00 a.m.
Tuesday, May 24, 2016	8:00 p.m.

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

Planning & Development	June 1, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	June 1, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	June 8, 2016, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, June 16, 2016, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

Next Board Workshop: Wednesday, June 29, 2016, 11:30 a.m., (Southside), 1230 West Boone Avenue, Spokane, Washington.