

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

BOARD OF DIRECTORS

Draft Minutes of the May 18, 2017, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Amber Waldref, City of Spokane
Al French, Spokane County
Josh Kerns, Spokane County
Odin Langford, Small Cities Representative
(Liberty Lake)
Aspen Monteleone, Small Cities Representative
(Airway Heights)
John Higgins, Small Cities Representative
(Medical Lake)
Rhonda Bowers, Labor Representative
Andy Van Hees, Small Cities Representative
(Millwood) *Alternate Ex Officio*
Tom Trulove, Small Cities Representative
(Cheney) *Ex Officio*

MEMBERS ABSENT

Candace Mumm, City of Spokane
Ed Pace, City of Spokane Valley

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 & Development
Nancy Williams, Director of Human Resources
Beth Bousley, Director of Communications & Customer
Service
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL

Larry Garvin, Witherspoon Brajcich McPhee PLLC
James McPhee, Witherspoon Brajcich McPhee PLLC

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

Chair Haley called the meeting to order at 1:32 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

Ms. Waldref moved to approve the Board agenda, Mr. Langford seconded and the motion passed unanimously.

3. **PUBLIC EXPRESSIONS**

Elizabeth Hooker, Marketing & Programming Manager of the Downtown Spokane Partnership (DSP) spoke on behalf of the President, Mark Richard, and congratulated Spokane Transit on the Plaza renovation project. She said the building is more accessible and thanked everyone involved.

4. **RECOGNITIONS AND PRESENTATIONS**

A. **John Healy, Coach Operator - Retirement**

Mr. Blaska said Mr. Healy served STA for 28 years as a Coach Operator and Paratransit Mechanic. He was given many awards for customer service excellence and safe driving.

B. **Susan Millbank, Ombudsman & Accessibility Officer - Retirement**

Ms. Meyer said Ms. Millbank began her career with STA in 1991 as Accessibility Coordinator in the Planning & Marketing Department. In recent years she has served as Community Ombudsman & Accessibility Officer with other duties including government affairs and special projects for the Chief

Executive Officer. Ms. Meyer read accolades from Ms. Millbank’s colleagues noting her compassion for others; diligence in researching complaints; knowledge and expertise; communication skills, and personality. Spokane has been a better place with her in it and her love of people transcends differences.

Ms. Meyer added that she has learned a lot from Ms. Millbank and this has made her a better CEO and leader.

5. BOARD ACTION – CONSENT AGENDA

Mr. Langford moved to approve the following consent agenda items 5.A through C, Ms. Monteleone seconded and the motion passed unanimously:

- A. Approve the minutes of the April 20, 2017 Board meeting.
- B. Approve the following vouchers and payroll for April, 2017:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (April)	Nos. 593577 - 593937	\$ 2,729,608.00
Workers Comp Vouchers (April)	Nos. 219032 - 219232	\$ 110,916.61
Payroll 04/14/2017	ACH – 04/14/2017	\$ 1,552,493.03
Payroll 04/28/2017	ACH – 04/28/2017	\$ 1,112,299.53
WA State – DOR (Use Tax)	ACH – W0640	\$ 11,312.18
Travel Advance	No. 2021	\$ 215.20
APRIL TOTAL		\$ 5,516,844.55

- C. Approve the September 2017 Service Revisions as presented in the Final Recommendation effective September 17, 2017.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS: None.

7. BOARD ACTION – OTHER: None.

8. BOARD OPERATIONS COMMITTEE:

- A. Chair’s Report - None
 The committee did not meet.

9. PLANNING & DEVELOPMENT COMMITTEE:

- A. Chair’s Report
 - i. Preliminary Transit Development Plan (TDP): Service Implementation Plan & Capital Improvement Program

Mr. Otterstrom gave the background and timeline for the TDP. A public hearing will be held at the June 15, 2017 Board meeting and Mr. Otterstrom will give a detailed presentation at that time.

Programs in the Capital Improvement Program include: West Plains Transit Center; Monroe/Regal Corridor; Expansion of Boone Avenue Campus to include a new garage; Vehicle procurement; and, Central City Line.

Ms. Waldref asked if a project that does not have funding, such as the Spokane Falls Community College (SFCC) transit center, could be considered in the TDP timeframe.

Mr. Otterstrom said 2019 is the mid-year cut-off for the biennium and it would depend on how willing SFCC is to complete construction at that time.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Waldref said the committee recommended the September service revisions for approval on the Board consent agenda. The committee discussed the new routes in the Spokane Valley.

Mr. Otterstrom commented that he hopes to get feedback on the Valley Transit Center Express Route #173.

i. 2017 New Fare Communications

Ms. Bousley said the new fare will begin July 1, 2017 following Board approval last year for a phased-in increase. Considerable public outreach is planned.

Ms. Waldref commented that the fare increase is consistent with the ballot measure; one package with a fare increase and sales tax increase.

11. CEO REPORT

Ridership

Fixed Route bus ridership in April 2017 decreased by 3.3% over April 2016 for a year-to-date decrease of 3.9%. Average weekday ridership was flat.

The on-time performance for fixed route service was 94%.

Paratransit ridership increased by 0.6% over April 2016 for a year-to-date decrease of 1.8%.

The on-time performance for paratransit service was 93%.

Vanpool ridership decreased by 13.9% over April 2016 for a year-to-date decrease of 12.1% with 9 fewer vans in service (85 vs. 94). Marketing presentations are being made to all mid to large employers.

It should be noted that April 2017 had one less weekday than April 2016.

Revenue Update

Non-Capital revenue through March 2017 at \$18.2M is 24.1% of the budget.

April 2017 sales tax revenue (collected on February 2017 retail sales) increased 0.5% over April 2016 for a year-to-date increase of 7.7% over budget.

Expenditure Update

Operating expenditures through March 2017 at \$14.0M are 20.3% of the budget. The timing of fuel and other expenditures can cause this percentage to vary significantly.

State Legislative Update

Governor Inslee signed the Transportation Budget on May 15.

Included in the budget are the following Regional Mobility Grants for Spokane Transit:

- \$3.925M for Monroe/Regal High Performance Transit corridor and park and ride
- \$2.128M for Spokane Falls Community College transit station
- \$2.167M for Central City Line
- \$8.091M for West Plains Transit Center

A Connecting Washington grant of \$6.0M was awarded to the Central City Line for a total of \$15.0M through 2023.

The proposed Upriver Transit Center at Spokane Community College was not funded.

SSB 5289 – Exempts the use of a portable electronic device by a transit employee for time-sensitive relay of information between the employee and dispatch.
Governor Inslee vetoed a starting date of 2019 and instead said the bill would go into effect this year.

Federal Transit Administration (FTA) Comprehensive (Triennial) Review

This review is undertaken to ensure that Spokane Transit, a recipient of federal funding, is in compliance with federal requirements. The review began Monday, May 25 and continued through Noon on Tuesday, May 26. Many departments were involved in the review including Finance; Purchasing; Maintenance; Ombudsman/Accessibility; Human Resources; and, Planning. Spokane Transit performed very well.

Plaza Update

The Plaza renovation project reached substantial completion on April 28, 2017. Congratulations to Jessica Charlton, Project Manager, and Karl Otterstrom, Director of Planning & Development, for their efforts. The actual costs of the project will be provided next month.

May service changes

On May 22 there will be a celebration of the opening of the new route #95 at the Valley Transit Center. A reception at 9:30 a.m. will be followed by ribbon-cutting and a bus tour.

Real Time information will be launched this month.

Mr. Blaska explained that the previous version of real time information was Beta and the new version looks like a phone app. A bus can be tracked on a map.

12. BOARD INFORMATION

- A. Committee Minutes
- B. March 2017 Financial Results Summary
- C. April 2017 Sales Tax Summary
- D. March 2017 Operating Indicators
- E. First Quarter 2017 Service Planning Input Report

13. NEW BUSINESS – None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. Langford thanked staff for the excellent 94% on-time performance. He said it's a great achievement.

Ms. Waldref thanked Ms. Millbank for all the work she has done for STA and the community as Ombudsman & Accessibility Officer. She said it has been a pleasure working with her and many people in the region recognize her as the face of STA.

15. EXECUTIVE SESSION

At 2:15 p.m., Ms. Haley announced that the Board would adjourn for an Executive Session for the following purposes:

1. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
2. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to STA.

The STA Board of Directors will reconvene in open session at approximately 2:25 pm. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

At 2:25 p.m., Mr. Garvin, Legal Counsel, announced the Board of Directors will reconvene at 2:35 p.m.

At 2:35 pm the Board of Directors reconvened and Chair Haley declared the meeting back in public session.

16. ADJOURNED

With no further business to come before the Board, Chair Haley adjourned the meeting at 2:36 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 May 18, 2017 Board Meeting:

Saturday, May 20, 2017	4:00 p.m.
Monday, May 22, 2017	10:00 a.m.
Tuesday, May 23, 2017	8:00 p.m.

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

Planning & Development	May 31, 2017* 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	May 31, 2017* 1:30 p.m. (Southside) 1230 West Boone
Board Operations	June 7, 2017** 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, June 15, 2017, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

Note: * June meetings

**** 1st Wednesday in June**