

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

Approved at the  
June 20, 2019  
Board Meeting

## **BOARD OF DIRECTORS**

Minutes of the May 16, 2019, Board Meeting  
Spokane Transit Boardroom  
1230 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Candace Mumm, City of Spokane, *Chair*  
Al French, Spokane County  
Lori Kinnear, City of Spokane  
Josh Kerns, Spokane County  
Breean Beggs, City of Spokane alternate  
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, *Non-Voting*

### **MEMBERS ABSENT**

Chris Grover, Small Cities Representative (Cheney)  
David Condon, City of Spokane  
Sam Wood, City of Spokane Valley  
Pamela Haley, City of Spokane Valley  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*

### **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

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

Chair Mumm called the meeting to order at 1:30 and conducted roll call.

#### 2. APPROVE BOARD AGENDA

**Mr. French moved to approve the agenda, Mr. Kern seconded and the motion passed unanimously.**

#### CHAIR COMMENTS

Chair Mumm noted that it is Lilac week and the Armed Forces Parade will be downtown Spokane this weekend.

#### 3. PUBLIC EXPRESSIONS

(None)

#### 4. RECOGNITIONS AND PRESENTATIONS

- A. Mr. Watkins recognized Carol Pearson, Coach Operator, on her retirement. He noted she began her career in the Maintenance Department and thanked her for her 31 years of service (with 27 years of safe driving).

- B. Mr. Watkins noted that Mr. Jim Fitzgerald, Coach Operator, also retired. He acknowledged his 35 years of safe driving and thanked him for his 37 years of dedication and service to STA.

5. BOARD ACTION – CONSENT AGENDA

- A. Minutes of the April 18, 2019, Board Meeting
- B. Minutes of the April 3, 2019, Special Board Workshop
- C. Approval of April 2019 Vouchers
- D. Approval of Storage Facility Lease
- E. Award of Contract: Security Contract
- F. Connect Spokane: Minor Update/Action
- G. Resolution for Central City Line Property Acquisition

**Ms. Kinnear moved to approve Consent Agenda 5A through 5G. Ms. Burke seconded and the motion passed unanimously.**

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS

(None)

7. BOARD ACTION – OTHER

(None)

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Chair Mumm commented regarding the approval of the Storage Facility Lease in Item 5 above that authorizes the CEO to enter into any lease negotiations. Ms. Meyer advised that STA is aware of a need for space for the parts and pieces coming in relating to the Monroe Regal and Central City Lines 'kit of parts'. Ms. Meyer said staff are hoping to locate a site and sign an agreement before the next Board meeting and will report on the lease when it happens.

Chair Mumm also noted discussion regarding the Board Governing Committee Operating Guidelines to address situations where there are multiple alternates for jurisdictions such as City of Spokane and Spokane Valley to better define who can attend as an alternate to vote at the committee level to ensure equal representation

*Breean Beggs arrived at 1:39*

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

In Mr. Grover's absence, Mr. Otterstrom reported the committee recommended the amendment to Connect Spokane which is included in members' packet along with the Resolution.

He advised the committee reviewed the Transit Development Plan (TDP) in its Draft development state. The committee specifically reviewed the Service Implementation Plan over the next three years. The Draft Capital Improvement Program and Draft Program of Projects is also included in the packet. He said they discussed the financial forecasts and that those elements will be brought together for the June committee cycle for the overall Draft TDP for full review and approval in July.

Central City Line – Sherry Little-Lloyd provided background information as it pertains to small starts grant agreement and commended STA on the hard work done to this point.

The committee discussed the shared mobility concept and how transit integrates with Rideshare, Uber, Lyft, bike sharing, and first & last mile services. Locations such as the recreation center in Airway Heights, Peaceful Valley, Five Mile, and Liberty Lake jobs were mentioned as potential sites to apply the techniques and strategies of shared mobility. The committee will continue to research viable alternatives.

Lastly, there was robust discussion regarding the East Sprague Transit Signal Priority (TSP) in response to last month's board direction to work with the City of Spokane to research and report to the board within 60 days on Transit Signal Priority. He mentioned that at the 60 day mark staff will be able to provide a progress report and recommendation. However, he wanted to address this issue with the committee and Board and provide what has been reviewed to date. Mr. Otterstrom reviewed the facets of Transit Signal Priority and the ways it can integrate with transit as presented by the National Association of City Transportation Officials (NACTO). He covered benefits and noted TSP is most effective with far side stops – such as those in place at Helena and Napa. He reviewed considerations that would occur between local jurisdictions that own and operate the signals and the transit agency. He talked about upstream green truncation which came out of the NACTO guidebook on transit where traffic makes a far side stop to preventing queuing in the intersection. He described the difference between near side, far side, and mid stop.

He advised that staff is developing a scope of work to define and validate requirements, assessing existing conditions, working with City of Spokane Traffic Engineering staff, potential alternative methods and identify cost and methods.

Discussion ensued.

#### 10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

##### A. Chair's Report

Ms. Kinnear provided an overview of items covered, which included the Award of Contract for Security Services to Securitas; Central City Line (CCL) Readiness Review; a process overview by Sherry Little-Lloyd from Cardinal Infrastructure. The next steps for CCL include helping staff prepare for risk assessment; alignment, scope, etc.

She advised that Mr. Otterstrom provided a 165 page System Performance Report which is available online for review. He briefed members on the Moran Station Park & Ride project and budget update. Mr. Gavin Cooley provided an update on the Youth Pass collaboration with the City of Spokane and the public libraries.

Mr. Watkins advised that a full set of the 1<sup>st</sup> Quarter Performance Measures had been provided and would be posted online and he then offered a summary of significant measures the Board had indicated they wanted regular briefings about which included Fixed Route, Paratransit, and Vanpool ridership month-to-date and year-to-date, Passengers per Revenue Hour, Customer Service results, Operator Ride Checks, Cost Per Passenger, Cost Recovery from User Fees, and Preventable Accident rates.

Mr. Watkins spoke about the Van Grant program, the eight recipients of 2019 vans, and the fact that 31 applications had been received. The recipients included Artisan's, Day Break Youth Services, Arc of Spokane, Sunshine Health Facilities, Franklin Hills, Northview Bible Church, Spokane Housing Ventures, and City of Spokane for the EnVision Center. Chair Mumm stated that STA has done a good job of marketing and asked if there was the ability to share that need for vehicles with other transit agencies across the state that might have a surplus. She acknowledged it may not be worth investigating. Mr. Watkins said that he would talk with Ms.

Janet Stowe, Paratransit Manager, to determine if their demand is similar. Ms. Meyer asked legal counsel about ramifications of receiving vans from other agencies at retirement in order to grant them to Spokane area organizations. Ms. McAloon said she did not initially see a concern with it and that there wouldn't be problem with intergovernmental transfer of surplus equipment. She said STA has done that with the City of Spokane for their SWAT team training. She advised that once it's STA's property, STA could surplus it. Discussion ensued. Mr. Kerns asked if there were agencies that had applied for and not received a van for multiple years. Mr. Watkins advised he would check into that and let him know. Chair Mumm congratulated the Van Grant Recipients and noted it is a great way to recycle used vehicles.

Ms. Burke advised there were multiple people who attended the PMER meeting to comment on the Low Income Bus Pass idea. It was scheduled to be on the agenda but was removed due to information not yet being available.

## 11. CEO REPORT

- A. Ms. Meyer advised of an increase in Fixed Route Ridership for April, mostly attributed to the number of weekdays in the month. She mentioned that the 93% goal of On Time Performance (OTP) was achieved.

Ms. Meyer reviewed the Universal Transit Access Program (UTAP) ridership for the month of April, noting a dip in Eagle Pass ridership and advised that new service will go into effect the 3<sup>rd</sup> Sunday of May. She reviewed the increases and decreases of the various entities and reminded the difference between revenue passengers and non-revenue passengers. This month, the increase in ridership was largely in revenue passengers.

She went over the Paratransit decrease in ridership, reminding that the goal is to not increase service in this area. The 93% goal of OTP was met and exceeded, at 94% for the month.

Vanpool ridership saw a 1.6% increase with four fewer vans in service April 2019 over April 2018, which amounted to one less than in service last month, However, ridership went up because the people who were already riding simply rode more.

Sales Tax Revenue received in April for February sales was 9.2% over April 2018 actual, which was about \$400,000. It was 6.8% above year-to-date actual; and 7.9% above budget. She noted staff continues to see above budgeted numbers but under 10%.

Operating expenditures were at 16% at 21% of the year.

- B. Ms. Meyer provided detail on the Risk Readiness / Risk and Contingency Review Workshop. She noted people from Urban Engineers joined staff. She advised Urban Engineers is a large organization that does mega-projects under contract with FTA. She reviewed the great experience that it turned out to be for all who participated. She and staff were very appreciative of the FTA assigning this company to us to work towards the compliance of Central City Line project. There were representatives from FTA and the Project Management Oversight Committee (PMOC) who the project and had input and questions for staff. There were 30+ people who attended the workshop which included the STA staff, Jacobs Engineers, HDR, IBI, and some people from City of Spokane, as well as a few people from King County Metro to gain experience for their own future risk management workshop. She said it was professionally challenging and staff have multiple deadlines upcoming. The risk review will be finalized in June and they will write a report to FTA with the assessment of the Central City Line and STA's readiness to receive the \$53.4M grant.
- C. Ms. Meyer reported traveling to Washington DC to participate in a panel for Infrastructure Week. Cardinal Infrastructure held a panel on Value Capture Transit Oriented Development and Public Transportation comprised of Ms. Meyer, the CEO of Phoenix Light Rail and Bus System, the CEO from RTC in Reno, Nevada, and the Chair of Utah Transit Authority which has light rail

and BRT. She advised Acting Administrator Williams was there, too. Ms. Meyer was able to spend the afternoon meeting with the new FTA Associated Administrator for Congressional Affairs with Sev Miller then Bennett Resnick met up with her and they visited the offices of Senator Cantrell, Senator Murray, and Congresswoman McMorris Rodgers and was able to spend about 30 minutes with the congresswoman. She noted it was a quick, productive trip and she was able to say thank you, thank you, and thank you again for the allocation.

- D. Ms. Meyer advised that the Bloomsday numbers were down, primarily in the Valley, as was ridership and participation in the event. Mr. Watkins noted STA trips were just under 16K. Ms. Meyer reiterated that it is a great event and that while ridership was down for the shuttle service, it was up for the regular service going to the race.

Mr. Kennedy commented that the local TV station did an excellent job encouraging individuals to take the bus. He asked about the goal percentage of ridership and if staff have a comparison of population increase over the year? Ms. Meyer advised that staff looks at population when setting ridership objectives for all services, noting that Paratransit is probably as much influenced by age and demographics of the area as by population.

Ms. Messing said that the clear bags provided by STA were very well received. Ms. Meyer said they were all given out in the first day and Mr. Rapez-Betty advised that if STA decides to provide them again next year, staff will proportion them into each day.

## 12. BOARD INFORMATION

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

## 13. NEW BUSINESS

- A. Chair Mumm asked to have the Groundbreaking at Spokane Community College (SCC) be added as new business to ensure all members received the notification. Spokane Falls Community College (SFCC) Wednesday, May 22<sup>nd</sup> at 2:00; the dates for the groundbreaking for SCC and the Boone Northwest Garage ribbon cutting ceremonies will be coming out soon. RSVP's can be sent to Dana Infalt.

## 14. BOARD MEMBERS' EXPRESSIONS

- A. Chair Mumm recognized Council Member Beggs for attending his first STA Board meeting as an alternate.
- B. Ms. Messing noted the new recreation center is being enjoyed and said there was a nice story about it in the Spokesman. She invited everyone to come take a look.
- C. Ms. Burke said she used the bus service to go to Bloomsday and was surprised by the number of families who used the service as compared to individual riders.
- D. Mr. Beggs mentioned he also utilized the service, as a regular bus pass user, with neighbors. Also, at 5:30 at Hemmingson at Gonzaga University (GU) a bicycle ambassador from Denmark will be talking about bicycle issues and mobility – as part of Spokane in Motion week. He advised that a foundation sent several leaders from around Washington to Copenhagen for a week last fall to look at all sorts of sustainability issues and they saw their bicycle/bus/train network and in Copenhagen, which is 600,000 people, but you can easily park downtown.

There are no traffic jams downtown because so many people are choosing these alternatives. Forty percent of their trips are by bicycle and 60% are non-car. They have a good, safe, reliable system – even snow plow their bike routes. The reason there is so much parking is because everyone uses bike parking – you see 200 bikes in a corner and then imagine a parking structure for 200 cars and see how they solved it.

- E. Ms. Kinnear noted she attended the Gonzaga Prep Assembly for astronaut Ann McClain from Spokane – loosely connected as transportation. Her mother was there and Ms. Kinnear got to read the Proclamation to her. It was read in December but she had already launched. She is due to return to earth in June. Her mother was presented with a proclamation and was extremely touched that we did this for her. We are producing a video and it will be on Channel 5. Children from all over the county attended and were able to ask her questions while she was in space and flying over Spokane.
- F. Chair Mumm mentioned that the City Council adopted a pedestrian oriented ordinance on Monday that puts the priority on the pedestrian instead of making the pedestrian do so much work to cross in the crosswalk. In the future, as we replace our lights, lighting system and walking system, we are going to give pedestrians (especially in some high congested areas) some lead time.

15. ADJOURNED

- A. With no further business to come before the Board, Chair Mumm adjourned the meeting at 2:26 p.m.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority

Cable 5 Broadcast Dates and Times of June 20, 2019 Board Meeting:

Saturday, June 22, 2019	4:00 p.m.
Monday, June 24, 2019	10:00 a.m.
Tuesday, June 25, 2019	8:00 p.m.

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

Planning & Development	June 5, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	June 5, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	June 12, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, June 20, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.