

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

## **BOARD OF DIRECTORS**

Draft Minutes of the November 16, 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  
Lori Kinnear, City of Spokane, *Alternate*  
Al French, Spokane County *by phone*  
John Higgins, Small Cities Representative  
(Medical Lake)  
Odin Langford, Small Cities Representative  
(Liberty Lake)  
Rhonda Bowers, Labor Representative

### **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  
Emily Arneson, Ombudsman & Accessibility Officer

### **MEMBERS ABSENT**

Josh Kerns, Spokane County  
Ed Pace, City of Spokane Valley  
Aspen Monteleone, Small Cities Representative  
(Airway Heights)  
Tom Trulove, Small Cities Representative  
(Cheney) *Ex Officio*  
Kevin Freeman, Small Cities Representative  
(Millwood) *Ex Officio*

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Witherspoon Brajcich McPhee PLLC  
Tracey Christianson, Washington Transit Insurance Pool

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1. **CALL TO ORDER AND ROLL CALL**  
Chair Haley called the meeting to order at 1:33 p.m. and conducted roll call.
  2. **APPROVE BOARD AGENDA**  
**Mr. Langford moved to approve the Board agenda, Mr. Higgins seconded and the motion passed unanimously.**
  3. **PUBLIC EXPRESSIONS**  
Cameryn Flynn, Transportation Manager at Spokane Neighborhood Action Program (SNAP) spoke in support of the bus subsidy grant (agenda item 7.D). As a result of this program, low income riders will be assisted and may remain active. With the upcoming fare increase next year they would probably be unable to afford a bus pass and they may be ineligible for other social service options.
  4. **RECOGNITIONS AND PRESENTATIONS**  
None.
  5. **PUBLIC HEARING**
    - A. **Connect Spokane Update: Revised Draft Amendments**  
Ms. Haley opened the public hearing at 1:38 p.m.

Mr. Otterstrom presented the proposed amendments to *Connect Spokane*. The process began last year with the Board adoption of the project scope. Stakeholder meetings and workshops followed, culminating in an Open House at the Plaza. Following today's public hearing, the Board will take action at the December 14 meeting.

Connect Spokane Scope of Updates:

**Part I**

- General clean up and update of introduction

**Parts II and III**

- Transportation Network Companies (TNCs) Uber and Lyft
- Dynamic Routing
- Mobility Hubs
- Fare Technology
- Transit Oriented Development
- Safety and Security
- Autonomous Technology

New and Updated sections of the plan include:

- **High Performance Transit (HPT)** ongoing to increase frequency and express routes including station design for the Central City Line (CCL).
- **Flexible Services** featuring a more expansive and inclusive Rideshare program. Vanpool for example could be integrated with modes such as Uber and Lyft and also bike sharing.
- **Sustainability** of the fleet including fleet replacement schedules.
- **Transit Asset Management** and preservation plans will be discussed by the Planning & Development Committee in 2018 including updating stops, shelters, stations and bike facilities as well as infrastructure for Uber and Lyft.
- **Mobility Hubs** include the Plaza and other major construction facilities such as transit centers that allow passengers to conveniently switch between travel modes.
- **Fare Technology** is being reviewed with an emphasis on off-board payment.
- **Transit Oriented Development** includes land use, density and parking.
- **Safety** including employee training.
- **Energy** discussion will focus on a shift to electric vehicles.

Ms. Waldref referred to the recent project on East Sprague Avenue on which STA worked closely with the City of Spokane to provide level boarding, new shelters and other improvements. She asked if this will be done elsewhere.

Mr. Otterstrom said there are opportunities for this type of improvement in other locations and Mr. Wells, Deputy Director of Capital Projects, has been key to such projects on the west side of the state when he worked at King County Metro.

Chair Haley asked three times for comments from the public. Hearing none, she closed the public hearing at 1:54 p.m.

At 1:56 p.m., Mr. French joined the meeting by phone.

6. EXECUTIVE SESSION

At 2:00 p.m., Chair Haley announced that the Board would adjourn for an Executive Session for the following purposes:

1. Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.
2. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.
3. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1)(i)).

The STA Board of Directors will reconvene in open session at approximately 2:15 p.m. 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 2:15 p.m., Ms. McAloon, announced the Board of Directors will reconvene at 2:30 p.m.  
 At 2:30 p.m., Ms. McAloon, announced the Board of Directors will reconvene at 2:35 p.m.  
 At 2:35 p.m., Ms. Warren, announced the Board of Directors will reconvene at 2:45 p.m.  
 At 2:45 p.m., Ms. Warren, announced the Board of Directors will reconvene at 2:53 p.m.

At 2:53 p.m. the Board of Directors reconvened.

**Ms. Waldref moved to approve a contract with ATU 1015 on terms negotiated by the parties effective April 1, 2017 through March 31, 2020. Mr. Langford seconded and the motion passed unanimously.**

Mr. French left the meeting at 2:57 p.m.

7. BOARD ACTION – CONSENT AGENDA

**Mr. Langford moved to approve consent agenda items 6.A through F, Ms. Waldref seconded and the motion passed unanimously:**

- A. Approve the minutes of the October 19, 2017 Board meeting.
- B. Approve the following vouchers and payroll for October, 2017:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers	Nos. 595739 - 596173	\$ 3,285,609.61
Workers Comp Vouchers	Nos. 220079 – 220322	\$ 98,362.81
Payroll 10/13/17	ACH – 10/13/17	\$ 1,879,401.99
Payroll 10/27/17	ACH – 10/27/17	\$ 1,134,248.21
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,272.15
<b>OCTOBER TOTAL</b>		<b>\$ 6,404,894.77</b>

- C. Authorize the CEO to negotiate an extension to the STA Plaza Property Management contract with NAI Black not to exceed six months and execute all documents necessary to amend the STA Property Management contract to effect the negotiated terms.
- D. Adopt a resolution creating the Supplemental Low Income Pass Subsidy Program as a pilot project for 2018 and 2019.
- E. Adopt a resolution approving the Vanpool Fare Policy and Procedures for the Vanpool Program.
- F. Approve the Award of Contract to Occupational Medicine Associates for drug and alcohol testing, medical review officer services, and occupational health service for a five-year period at a cost of approximately \$230,000 for the entire term of the contract and authorize the CEO to execute and administer said contract.

8. BOARD ACTION – COMMITTEE RECOMMENDATIONS:  
None.

9. BOARD ACTION – OTHER: None.

10. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

Ms. Haley said the committee discussed the Central City Line project and Board leadership transitions.

11. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

Mr. Otterstrom said the committee reviewed and discussed *Connect Spokane*.

12. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

Ms. Waldref said the committee discussed the Board consent agenda items and recommended approval to the full Board.

Chair Haley announced that there will be a special meeting of the Board Operations Committee on December 7 when the committee will have an Executive Session to discuss the performance of a public employee.

13. CEO REPORT

Ridership

Fixed Route bus ridership in October 2017 increased by 4.9% over October 2016 for a year-to-date increase of 0.2%. On time performance was 93%.

Paratransit ridership increased by 5.7% over October 2016 for a year-to-date increase of 1.6%.

Vanpool ridership decreased by 4.9% over October 2016 for a year-to-date decrease of 6.1% with 4 fewer vans in service (84 vs. 88). There is a new vanpool group at the Airway Heights Correction Center.

*October 2017 had one more weekday than October 2016.*

Revenue Update

Non-Capital revenue through September 2017 at \$61.0M is 78.8% of the budget.

October 2017 sales tax revenue (collected on August 2017 retail sales) increased 32.9% over October 2016 actual\* for a year-to-date increase of 16.9% year-to-date actual and 10.4% over budget.

\*The extra one tenth of one percent sales tax approved by voters in November 2016 is included.

Also included is a one-time use tax of \$334,000.

#### Expenditure Update

Operating expenditures through September 2017 at \$46.6M are 67.4% of the budget. The timing of fuel and other expenditures can cause this percentage to vary significantly.

#### STA Fare Collection Kick Off

The last farebox installation project was in 2006. With new technology now available STA is looking at updating the fare collection system. IBI Group has been selected to identify riders' needs; a Request for Proposals (RFP) will be issued in February 2018 and a contract awarded in the spring.

#### Washington State Transportation Commission

Members of the Commission met in Spokane this week and Mr. Otterstrom took them on a tour of STA's new projects. Mr. Ropez-Betty, STA's Customer and Community Relations Manager, was a speaker at the meeting.

#### Garth Brooks Concerts

Over 1,000 concert-goers rode the bus from downtown to the Arena. Additional buses were added to the normal schedule. Thanks go to Ms. Bousley, Director of Communications & Customer Service for the outreach process and to Operations for their assistance. The service was well-received by the public.

#### Retirement Reception for Steve Blaska

Board members are invited to attend this event to be held on Tuesday, December 5 between 10 a.m. and 11:30 p.m.

Ms. Waldref asked if a candidate for Mr. Blaska's position has been chosen.

Ms. Meyer said an offer has been made to an impressive candidate who will begin on November 27.

14. BOARD INFORMATION
  - A. Committee Minutes
  - B. September 2017 Financial Results Summary
  - C. October 2017 Sales Tax Revenue
  - D. September 2017 Operating Indicators
  - E. STA Holiday Service and Office Hours
  - F. Downtown Spokane Plan Update
  - G. Central City Line Project Development Update
15. NEW BUSINESS – None.
16. BOARD MEMBERS' EXPRESSIONS – None.

17. ADJOURNED

With no further business to come before the Board and Chair Haley adjourned the meeting at 3:07 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 November 16, 2017 Board Meeting:

Saturday, Nov 18, 2017	4:00 p.m.
Monday, Nov 20, 2017	10:00 a.m.
Tuesday, Nov 21, 2017	8:00 p.m.

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

Planning & Development	<b>Nov 29, 2017, 10:00 a.m.</b> (Southside) 1229 West Boone
Performance Monitoring & External Relations	<b>Nov 29, 2017, 1:30 p.m.</b> (Southside) 1229 West Boone
Board Operations	<b>Dec 6, 2017, 1:30 p.m.</b> (Northside) 1230 West Boone

Next Board Meeting: **December 14, 2017, 10:00 a.m.** STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

**\*\*NOTE: All December meetings are a week earlier than usual due to the holidays and the December 14 Board meeting will begin at 10:00 a.m.**