

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

## **NOTICE OF BOARD MEETING**

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, February 18, 2016, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

NOTICE IS FURTHER GIVEN that business to be discussed and/or action taken shall be in accordance with the attached agenda, which is also on file at the STA Administrative Offices.

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 18th day of February, 2016.



Jan Watson  
Executive Assistant to the CEO  
& Clerk of the Authority

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

## BOARD MEETING

Thursday, February 18, 2016 at 1:30 p.m.  
Spokane Transit Authority Boardroom  
1230 West Boone Avenue, Spokane, Washington

## AGENDA

*Estimated meeting time: 105 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
  - A. Fourth Quarter 2015 Years of Service Awards (*Steve Doolittle*)
  - B. Fourth Quarter 2015 Employee Recognition Awards (*Steve Doolittle*)
  - C. Bob Lands, Fixed Route Supervisor – Retirement (*Steve Blaska*)
  - D. Steve Caro, Electronic Specialist – Retirement (*Steve Blaska*)
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the January 14, 2016 Special Board Meeting – Corrections/Approval
  - B. January 2016 Vouchers (*Lynda Warren*)
  - C. Approve Revised 2016 Board & Committee Meeting Calendar (*Al French/E. Susan Meyer*)
  - D. Special 2016 Community Event Fare Structure for Valleyfest (*Chuck Hafner/Steve Blaska*)  
**(majority of 5 votes required)**
  - E. 2016 Communications Plan (*Chuck Hafner/Beth Bousley*)
6. Board Action – Committee Recommendations: *10 minutes*  
Performance Monitoring & External Relations
  - A. Proposed Fare Public Outreach Plan (*Chuck Hafner/Lynda Warren/Beth Bousley*)
7. Board Action – Other: *10 minutes*
  - A. Updated Discussion on Alternates (*Laura McAloon, Legal Counsel*)
8. Board Operations Committee: *5 minutes*
  - A. Chair's Report (*Al French*)
9. Planning & Development Committee: *40 minutes*
  - A. Chair's Report (*Amber Waldref*)
    - i. STA Moving Forward Plan & Funding Discussion

10. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair's Report (*Chuck Hafner*)
11. CEO Report – *10 minutes*
12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. January 2016 Sales Tax Summary (*Lynda Warren*)
  - C. November 2015 Operating Indicators (*Steve Blaska*)
  - D. December 2015 Operating Indicators (*Steve Blaska*)
  - E. Fixed Route Fleet Replacement Program – Summary (*Steve Blaska*)
  - F. High Performance Transit (HPT) Facility Design & Service Communications Standards (*Karl Otterstrom*)
  - G. Spokane Regional Transportation Council (SRTC) Unified Planning Work Program (*Karl Otterstrom*)
  - H. Fourth Quarter 2015 Service Planning Input Report (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*Workland Witherspoon*) *15 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of February 18, 2016 Board Meeting:

Saturday, February 20, 2016	4:00 p.m.
Monday, February 22, 2016	10:00 a.m.
Tuesday, February 23, 2016	8:00 p.m.

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

Planning & Development	March 2, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 2, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 9, 2016, <b>1:30 p.m.*</b> (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 17, 2016, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

**\*Note: Change in time**

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the day after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 2. :** APPROVE BOARD AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, STA Board Chair

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**SUMMARY:**

At this time, the STA Board will review and approve the meeting agenda with any revisions enclosed in the grey folders.

**RECOMMENDATION TO BOARD:** Approve Board agenda.

**FINAL REVIEW FOR BOARD BY:**

Division Head            Chief Executive Officer BSM Legal Counsel LM



### **3.**

#### **PUBLIC EXPRESSIONS**

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM** **4.A.** YEARS OF SERVICE AWARDS – RECOGNITION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Steve Doolittle, Director of Human Resources

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**SUMMARY:** At the conclusion of each quarter, Spokane Transit acknowledges and recognizes its employees for their successive years of service with the organization and thanks them for their continued association with it. The following individuals have been employed with STA for significant periods of time, and STA commends and recognizes them for their contribution to the success of the agency:

**25 Years**

Paratransit Van Operator  
Mark Freimuth

**20 Years**

Fixed Route Coach Operators  
Chris McCulloch  
Donald Pierce

**10 Years**

General Repair Vehicle Technician  
Troy Kennedy

Paratransit Van Operators  
Janis Klise  
Angela Brown  
David Sulgrove  
John Zodrow

Fixed Route Coach Operators  
Thomas Richard Mott  
Sam Cassan  
John Guarige

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head SD

Chief Executive Officer BSM

Legal Counsel CM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 4.B.**

2015 4th QUARTER EMPLOYEE RECOGNITION WINNERS

**REFERRAL COMMITTEE:**

N/A

**SUBMITTED BY:**

Steve Doolittle, Director of Human Resources

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**SUMMARY:**

The Board approved a recognition program to acknowledge employees who go the extra mile to help STA achieve our core objectives. Administered by an employee committee, this program has become very successful and is recognized by employees as a prestigious award. A list of the award winners is attached.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head SD

Chief Executive Officer BSM

Legal Counsel CM



## 2015 4th QUARTER EMPLOYEE RECOGNITION WINNERS

October 2015	Mike Hynes	Planner II
	Janet Stowe	Paratransit Supervisor
	Bob Faison	Fixed Route Operator
	Valerie Schumacher	Fixed Route Operator
November 2015	Cathy Mize	Fixed Route Operator
	Bryon Adams	Security Officer
	Sean Boeck	Fixed Route Operator
December 2015	Travis Rosengrant	Security Officer
	Dave Easter	Fixed Route Operator
	Jack Clowe	Fixed Route Operator

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 2016

**AGENDA ITEM** **4.C.**: ROBERT "BOB" LANDS - RETIREMENT  
FIXED ROUTE TRANSPORTATION SUPERVISOR

**REFERRAL COMMITTEE:** N/A

**SUBMITTED:** Steve Blaska, Director of Operations  
Fred Nelson, Transportation Manager

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**SUMMARY:** Bob Lands began his 29-year career with Spokane Transit Authority as a Coach Operator in 1986 and transitioned into the role of Fixed Route Transportation Supervisor in 1989. He continued in this capacity until his retirement on January 28, 2016.

During his career, he earned the Wall of Fame as part of a team award for his contribution to the 2010 U.S. Figure Skating Championships in Spokane. Bob was also the lead Supervisor for the implementation of both the Trapeze Dispatch Operations and the CAD/AVL system.

Bob will be spending much time in outdoor recreational activities and he and his wife Tina plan to do some traveling in their RV.

Thank you for your years of service and dedication to STA! Congratulations on your retirement.

**RECOMMENDATION TO BOARD:** Recognize Fixed Route Supervisor, Bob Lands for his years of service and dedication to STA.

**FINAL REVIEW FOR BOARD BY:**

Division Head SB

Chief Executive Officer BSM

Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 4.D :** STEVE CARO, ELECTRONICS SPECIALIST – RETIREMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED:** Steve Blaska, Director of Operations  
Don Reimer, Manager, Maintenance & Facilities

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**SUMMARY:** Steve Caro began his career with Spokane Transit (known as Spokane Transit System at that time) on December 1, 1977. He started as a Cleaner in the Fixed Route Vehicle Maintenance Department and made career stops as a Servicer, 3<sup>rd</sup> Class mechanic, 2<sup>nd</sup> Class mechanic, Leadman, and retired as an Electronics Specialist.

Steve has trained and mentored many of our current mechanics. He was instrumental in the successful integration of new bus technologies (e.g., CAD/AVL, Motorola radios, electronic fare boxes, and camera systems), as well as many other service enhancements.

Steve always set high standards for the employees in the Electronics Division which led to a very successful department. He has had great success in his many years at STA and deserves to be recognized as a key player in many of STA's vehicle maintenance department achievements.

We want to thank Steve for his 38 years of service to STA. His talents will be missed. We all wish him the best in his retirement.

**RECOMMENDATION TO BOARD:** Recognize Steve Caro for his years of service and dedication to Spokane Transit and the Spokane community.

**FINAL REVIEW FOR BOARD BY:**

Division Head SB

Chief Executive Officer ESM

Legal Counsel CM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 5.A.** MINUTES OF THE JANUARY 14, 2016 SPECIAL BOARD  
MEETING - CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

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**SUMMARY:**

Minutes of the January 14, 2016 special Board meeting are attached for your information, corrections and/or approval.

**RECOMMENDATION TO BOARD:** Corrections and/or approval.

**FINAL REVIEW FOR BOARD BY:**

Division Head           /          

Chief Executive Officer           JCM          

Legal Counsel           CM          

Attachment

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

## **BOARD OF DIRECTORS**

Draft Minutes of the January 14, 2016, Special Meeting  
Spokane Transit Boardroom  
1230 West Boone Avenue, Spokane, Washington

### **MEMBERS PRESENT**

Al French, Spokane County, (*Chair*)  
Shelly O'Quinn, Spokane County  
Amber Waldref, City of Spokane  
Candace Mumm, City of Spokane  
Chuck Hafner, City of Spokane Valley  
Ed Pace, City of Spokane Valley  
Keith Kopelson, Small Cities Representative  
(Liberty Lake)  
Jill Weismann, Small Cities Representative  
(Cheney) (*alternate for Tom Trulove*)  
Rhonda Bowers, Labor Representative  
John Higgins, Small Cities Representative  
(Medical Lake) *Ex Officio*  
Richard Schoen, Small Cities Representative  
(Millwood) *Ex Officio (alternate)*

### **MEMBERS ABSENT**

Steve Lawrence, Small Cities Representative  
(Airway Heights)

### **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

### **GUESTS**

Albert Tripp, City Manager, Airway Heights  
Steve Peterson, Mayor, Liberty Lake

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1. **CALL TO ORDER AND ROLL CALL**  
Chair French called the meeting to order at 10:01 a.m. and conducted roll call. He welcomed everyone to the first meeting of the New Year.
  2. **APPROVE BOARD AGENDA**  
Mr. French said since this is a special meeting the agenda cannot be changed.
  3. **PUBLIC EXPRESSIONS**  
None.
  4. **RECOGNITIONS AND PRESENTATIONS**
    - A. **Marsha Stamp, Coach Operator – Retirement**  
Mr. Blaska said Ms. Stamp has 33 years of service. She is one of STA's best employees with a positive attitude for both colleagues and customers. She enjoyed driving the BYD electric bus when it was onsite, noting that it was very quiet.  
Ms. Stamp was present to receive her award and she thanked Spokane Transit for a long and fulfilling career.
  5. **BOARD ACTION – CONSENT AGENDA**  
**Mr. Hafner moved to approve the following consent agenda items 5.A and B. Mr. Pace seconded and the motion passed with Ms. Weismann abstaining.**



- A. Approve the minutes of the December 17, 2015 Board meeting.
- B. Approve the following vouchers and payroll for December 2015:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (December)	Nos. 587852-588225	\$ 3,445,573.49
Workers Comp Vouchers (December)	Nos. 216054-216226	\$ 114,370.88
Payroll 12/11/2015	ACH – 12/11/2015	\$ 1,153,018.63
Payroll 12/24/2015	ACH – 12/24/2015	\$ 1,063,713.63
WA State – DOR (Use Tax)	ACH – W0640	\$ 7,966.77
<b>DECEMBER TOTAL</b>		<b>\$ 5,784,643.40</b>

5. C. Approval for Board Member Travel to 2016 APTA Legislative Conference & Legislative Meetings

In addition to Chair French and Chair Pro Tempore Hafner, several Board members expressed interest in attending this event.

**Mr. Pace moved to approve travel for up to four Board members to Washington, D.C. to meet with legislators and attend the APTA Legislative Conference. Ms. O'Quinn seconded and the motion passed unanimously.**

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Board Operations Committee

- A. Election of 2016 Board Chair Pro Tempore

Mr. French said he has appointed Council Member Hafner, City of Spokane Valley, as Chair Pro Tempore for 2016. **He moved for confirmation of the appointment by the Board, Ms. O'Quinn seconded, and the motion passed unanimously.**

- B. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2016

**Mr. Pace moved to confirm the Board Chair's appointments to the Planning and Development Committee and the Performance Monitoring and External Relations Committee for 2016 as presented. Mr. Hafner seconded and the motion passed unanimously.**

- C. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2016

**Ms. Mumm moved to confirm the Board Chair's appointed Chairs: Amber Waldref to the Planning and Development (P&D) Committee; and, Chuck Hafner to the Performance Monitoring and External Relations Committee (PMER) for 2016 as presented. Mr. Pace seconded and the motion passed unanimously.**

- D. Confirmation of Appointment of Board Members to Board Operations Committee for 2016

Mr. French explained that STA's bylaws were changed last year to include all four jurisdictions in the members of the Board Operations Committee. He added that he had asked past Chair and Small Cities' representative, Tom Trulove, to serve on this committee. As Board Chair, Mr. French will also serve on the committee in addition to Chair Pro Tempore/Chair of P&D Committee, Mr. Hafner, and Chair of PMER Committee, Ms. Waldref.

**Ms. Mumm moved to confirm the appointments to the Board Operations Committee as presented, Mr. Pace seconded and the motion passed unanimously.**

7. BOARD ACTION – OTHER: None.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

i. STA Moving Forward Implementation Scenarios

Mr. French said the time of the Board Operations Committee meetings for 2016 has been changed from 12:30 p.m. to 1:30 p.m. at his request due to a meeting conflict.

He said today the Board will review options and alternatives for the STA Moving Forward Plan. The presentation was made to the Board Operations Committee on January 13 and he anticipates by February or March, the Board will be in a situation to establish guidance and a timeline. No action will be taken.

Mr. Otterstrom said the ten year STA Moving Forward Plan was adopted by the Board in December 2014. In October 2015, the Board agreed to change the financial assumptions, and in November 2015 members agreed to use the plan as a starting point. At their meeting in December, Board members asked staff to prepare three scenarios to bring back to this meeting: 1/10<sup>th</sup>, 2/10ths, and 3/10ths sales tax rate increase.

He summarized the following:

1/10 <sup>th</sup>	Implies prioritization of projects (not enough revenue to include the entire ten year plan)
2/10ths	Completes STA Moving Forward
3/10ths	Additional service beyond the plan

STA Moving Forward was designed to be implemented in a way that maximizes the amount of new service that can be delivered by avoiding debt and phasing capital projects over time. A plan that maximizes early construction resources will reduce how much is available for new routes and services. If the latter are added too quickly, it reduces how much funding is available for construction and other capital projects and reduces flexibility. STA Moving Forward balances new capital projects with services allowing for a better implementation timeline. The investment goals of the Plan could be summarized as follows:

- Connect the community with public services
- Improve travel flow by connecting jobs and workers
- Partner in advancing regional economic development

Complete the Plan

This scenario assumes an additional 2/10ths of a cent sales tax is approved. The plan would be completed in ten years with a service increase of 25%.

Complement the Plan

This scenario assumes an additional 3/10ths of a cent sales tax is approved. The higher funding level allows for additional projects and accelerates a service increase of 40%.

Constrain the Plan

This scenario assumes an additional 1/10th of a cent sales tax is approved. The lower funding level would require the Board to prioritize projects. The option presented assumed only projects included in the first five years of the plan would be funded. It does not assume when or if the remainder of the plan is implemented. An increase of 10% in service is anticipated.

Mr. Hafner asked about a scenario of 0/10ths. How long would current service be sustainable and how long would projects take, considering the needs of every jurisdiction.

Ms. Bowers asked if STA would lose grant funding if all the projects were done upfront.

Mr. Otterstrom agreed and said there would be fewer opportunities to apply for grants. He added that it takes between 18 and 24 months to put new service on the street which reduces the time to make capital improvements with no debt. Mr. Blaska said the best way to do this is to buy buses first and then provide new service or to build a new Park and Ride first and then provide service.

Discussion ensued about constraining the plan and if the Board were to go back to the ballot after the first five years.

Mr. Freeman asked if current service would be sustainable with no tax increase. Mr. Otterstrom said it would be sustainable through 2021 with current funding assumptions. Mr. Blaska added that in 2024, a funding requirement of \$40M in fleet replacement is anticipated. Mr. Pace said Mr. Hafner suggested a scenario of 0/10ths. Mr. Blaska said all the proposed projects in the plan would be deleted as a result. Mr. Hafner said if the Board agrees to the 1/10<sup>th</sup> scenario, the first five years of projects must be discussed and prioritized. Mr. Otterstrom agreed to add a 0/10ths scenario. Mr. Pace also requested that the table include rows to divide projects geographically. Ms. O'Quinn noted that ridership has decreased. Mr. Blaska said it is 4.5% below 2014, largely due to a decrease in ridership from Eastern Washington University patrons. Ms. O'Quinn asked if the growth in population assumed in STA Moving Forward is accurate. Mr. Otterstrom said it is based on population figures from Spokane Regional Transportation Council's Plan – Horizon 2040. Ms. O'Quinn said these are high compared to the Urban Growth Area figures. Ms. Bowers commented that increased costs could be a result of postponing the STA Moving Forward plan similar to the delay in remodeling the Plaza. Ms. Mumm said this is a good presentation. She wants the most efficient, cost effective way to get the best possible transit service. The demand for transit has changed; many people do not have cars or licenses, and the senior population is also trending towards not driving. If enhanced transit is delayed, there is a risk of losing grant opportunities. Mr. Otterstrom said several projects in the Moving Forward plan have grant funding e.g. the Central City Line. To keep these grants there has to be a commitment locally to fund the operating costs. Ms. Waldref said the City of Spokane considers it a matter of urgency since they have grants for streets and utilities and need to know about the availability of transit in those corridors. The City Council passed a resolution this week supporting the STA Moving Forward Plan region wide. They would like to see a ballot measure in November 2016. Ms. O'Quinn said the Board adopted financial assumptions are good and the Board can make a commitment to transit projects but not necessarily this year. The Board was split on a ballot measure last year and that should not happen again. Mr. Hafner said the Board must be in agreement with new projects and the number of tenths for a sales tax increase. He asked if the City of Spokane's resolution would expect at least a 1/10<sup>th</sup> of a cent sales tax increase or they would go to the ballot for their own taxing district. Ms. Waldref agreed and said the Council would use a Transportation Benefit District (TBD) to increase taxes. Mr. French said projects were delayed and some service eliminated during the recession. The one jurisdiction most affected was the City of Spokane. Mr. Otterstrom added that Medical Lake was somewhat impacted. Mr. French said the constrained plan (1/10<sup>th</sup>) would be a place to start and have each jurisdiction return to its City Council and look at prioritizing their projects.

Mr. Blaska pointed out that 1/10<sup>th</sup> is not a recommendation; it is simply a place to start and guidance to staff on prioritization.

Mr. Otterstrom asked if there is any other information staff can bring to the Board to assist with their decision. A ballot could take place as early as November 2016 or as late as November 2017. If November 2016 is preferred, the decision needs to be made by March 2016 at the latest so that there is a maximum opportunity for public outreach.

Ms. Bowers asked Ms. Waldref how soon the Spokane City Council needs to have a decision.

Ms. Waldref said a date is not included in the resolution but it should be within the next two months.

Ms. Mumm reminded the Board that some bus riders in the City of Spokane may originate from other areas in the region.

Mr. French said if a Board member does not want a tax increase at all, that also needs to be shared. If 1/10<sup>th</sup> is preferred, Board members should bring back from their jurisdictions which projects they would like to see implemented in five years.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report – None.

The committee did not meet in January.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report – None.

The committee did not meet in January.

11. CEO REPORT

Ms. Meyer explained that there is no ridership report since moving the Board meeting up a week makes it too early for ridership figures to be available.

Non-Capital Revenue

Non-capital revenue through November 2015 was 3.0% (\$1.8M) above budget and 1.2% above 2014 actual.

Sales Tax Revenue

December 2015 sales tax revenue (collected on October retail sales) was 2.2% over December 2014 for a year-to-date increase of 3.9% over budget.

Operating Expenditures

Operating expenditures through November 2015 were 8.9% (\$5.3M) under budget, mostly due to lower than anticipated fuel costs at 46.6% below budget and the timing of expenditures for contracted transportation for paratransit, computer materials and services, and vehicle repairs.

There were also labor and fringe benefit savings related to employee turnover.

Interlocal Agreement with STA and Spokane Police Department (SPD)

Ms. Meyer said there has been an agreement between STA and SPD for ten years to house two police officers at the Plaza; one paid for by STA and the other by SPD. For 8 years the officers were housed in the Plaza and for the past two years they have been located at the SPD precinct in the Peyton Building adjacent to the Plaza. This arrangement has clearly been a benefit to transit. In November 2015, the precinct relocated to the Intermodal Center resulting in the initial premise of the agreement becoming invalid. STA has enjoyed a strong relationship with SPD that is not affected by location. The door is open to a proposal from SPD to benefit both parties. However, the agreement expired on December 31, 2015 and no communication has been forthcoming from the police department.

Ms. Waldref said the City of Spokane passed a resolution at their Council meeting on January 11, 2016 in support of a ballot measure to improve transit in the Public Transportation Benefit Area (PTBA). Should the STA Board not pursue such a ballot measure in November 2016, the City of Spokane will consider an alternative via a Transportation Benefit District (TBD) that would improve and enhance transit within the limits of the City of Spokane only.

High Performance Transit (HPT) Facilities & Communications Standards

Mr. Otterstrom said there will be a Central City Line Open House at WSU Spokane on February 1 as part of an outreach effort. Design options will be presented to the PMER Committee in February.

12. BOARD INFORMATION

- A. Committee Minutes
- B. November 2015 Financial Results Summary
- C. December 2015 Sales Tax Summary

13. NEW BUSINESS

Mr. Freeman said he would like to refer back to the minutes of the December 17, 2015 Board meeting. The minutes refer to Council Member Jon Snyder, City of Spokane, as the alternate for Board Member Steve Lawrence of Airway Heights. He believes the intention of the STA Bylaws pertaining to alternates was to allow the Small Cities to choose an alternate member from any member of that governmental group.

Ms. McAloon said the PBTA Statute was used when the Bylaws were written and it specifies that a jurisdiction can appoint an alternate from any other governmental group so long as he/she is an elected official.

Mr. French offered an example - in 2006 the City of Millwood was in the rotation for Board Chair but appointed a representative from Liberty Lake instead.

Ms. O'Quinn asked if Spokane County could appoint Mayor Peterson, Liberty Lake, as its alternate.

Ms. McAloon said it could and added that the Bylaws indicated it was up to the Small Cities to decide who should be an alternate to allow for flexibility.

Mr. Freeman said it is important that Small Cities on the Board are represented by Small City representatives. He believes it to be inappropriate to ask another jurisdiction.

Ms. Mumm said she attended the meeting at which the City of Airway Heights appointed Mr. Snyder as the alternate due to his knowledge of STA Board matters.

Discussion ensued.

Mr. Pace suggested that Airway Heights could have found an alternate from the other Small Cities' Councils since there more than 30 members.

Ms. McAloon said she would look at the current and previous STA Bylaws to ascertain when changes were made.

Mr. Hafner suggested Ms. McAloon draft an amendment to the Bylaws to better describe what the intent of the alternate selection is.

Ms. Bowers said she has been a member of the Board for years and noticed that sometimes the Small Cities experienced difficulty with their members' attendance. They appointed alternates so their voice could still be heard.

Ms. O'Quinn said the situation is contradictory in that the PTBA statute does not appear to match the Bylaws. She asked if the Bylaws could be amended to allow the Small Cities to select an alternate who would be an elected official from the pool of Small Cities' members and their councils.

Ms. McAloon said she would draft language to bring back to the Board in February.

Mr. French commented that he was reluctant to tell the Small Cities what they can and cannot do.

14. BOARD MEMBERS' EXPRESSIONS

None.

15. EXECUTIVE SESSION

Mr. French postponed the Executive Session to the next Board meeting on February 18, 2016. The topic was led by Mayor Trulove and he is absent today.

16. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 11:51 a.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 January 14, 2016 Special Board Meeting:

Saturday, January 16, 2016	4:00 p.m.
Monday, January 18, 2016	10:00 a.m.
Tuesday, January 19, 2016	8:00 p.m.

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

Planning & Development	February 3, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	February 3, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	February 10, 2016, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 18, 2016, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 5.B. JANUARY 2016 VOUCHERS - MOTION**


**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Warren, Director of Finance & Information Services  
Lynn Holmes, Financial Services Manager  
Tammy Johnston, Budget and Accounting Manager

**SUMMARY:** The following warrants and ACH transfers for the period of January 1 through 31, 2016 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

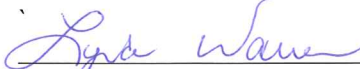
<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (January)	Nos. 588226-588521	\$ 4,001,120.75
Workers Comp Vouchers (January)	Nos. 216227-216433	\$ 111,221.20
Payroll 01/08/2016	ACH – 01/08/2016	\$ 1,593,621.60
Payroll 01/22/2016	ACH – 01/22/2016	\$ 1,087,865.94
WA State – DOR (Use Tax)	ACH – W0640	\$ 8,362.18
<b>JANUARY TOTAL</b>		<b>\$ 6,802,191.67</b>

Certified:

  
Tammy Johnston  
Budget and Accounting Manager

  
Lynn Holmes  
Financial Services Manager

This certifies that the above vouchers have been audited and certified as required by RCW 42.24.080

  
Lynda Warren  
Director of Finance & Information Services  
(Auditing Officer)

**RECOMMENDATION TO BOARD:** Approve claims as listed above.

**FINAL REVIEW FOR BOARD BY:**

Division Head 

Chief Executive Officer 

Legal Counsel 

Spokane Transit Authority  
Vouchers - January 2016

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/08/16	588226	Allied Safe & Vault Co Inc	1052	135.01
01/08/16	588227	Amalg Transit Union #1015	1055	15,916.54
01/08/16	588228	Amalg Transit Union #1598	1056	570.63
01/08/16	588229	NAF Fairchild AFB	1466	288.10
01/08/16	588230	Avista Corporation	1081	3,359.55
01/08/16	588231	BHW1 LLC	1101	9,313.95
01/08/16	588232	Bridgestone Americas Inc	1119	30,069.58
01/08/16	588233	Daniel H Brunner Trustee	1124	3,808.81
01/08/16	588234	Child Support Enforcement Agency	1825	392.30
01/08/16	588235	City of Spokane	1601	3,572.54
01/08/16	588236	Coffman Engineers Inc	1162	8,520.84
01/08/16	588237	Comcast Holdings Corporation	1170	103.98
01/08/16	588238	Consolidated Irrigation	1177	21.00
01/08/16	588239	Country Homes Christian Church	1183	259.86
01/08/16	588240	Crown Castle USA Inc	1807	300.00
01/08/16	588241	DeVries Business Records Management Inc	1766	480.00
01/08/16	588242	Dept Social Health - DSHS	1210	3,298.63
01/08/16	588243	Employee Advisory Council	1236	392.00
01/08/16	588244	First Data Merchant Services Corporation	1257	4,168.97
01/08/16	588245	Fleet-Net Corporation	1260	1,331.58
01/08/16	588246	W.W. Grainger Inc	1285	651.35
01/08/16	588247	H & H Business Systems	1298	868.16
01/08/16	588248	American Federation of State County	1328	356.24
01/08/16	588249	Group W Marketing	1375	600.00
01/08/16	588250	Kone Inc	1380	820.69
01/08/16	588251	Liberty Lake Sewer and Water District	1396	82.28
01/08/16	588252	Life Ins Co of N America	1397	13,675.55
01/08/16	588253	Magnadata Usa Inc	1417	11,260.00
01/08/16	588254	Arcus Corporation	1856	896.06
01/08/16	588255	Modern Electric Water Co Inc	1439	1,982.62
01/08/16	588256	Modern Office Equipment Inc	1440	152.18
01/08/16	588257	Olsen	1487	3,499.79
01/08/16	588258	Edward-Ivan Jones	900	49.53
01/08/16	588259	Ram Plumbing Inc	1829	962.00
01/08/16	588260	S T A - Well	1557	275.00
01/08/16	588261	SBA Towers II LLC	1569	1,986.47
01/08/16	588262	Jeffrey S Sears	1573	291.32
01/08/16	588263	Vanessa Bogensberger	1582	2,715.00
01/08/16	588264	Spokane County Treasurer	1603	1,432.15
01/08/16	588265	Spokane Regional Transportation Council	1610	38,600.00
01/08/16	588266	State of Arizona	1770	494.25
01/08/16	588267	Studio Cascade	1854	2,220.00
01/08/16	588268	Synergema	1819	2,727.25
01/08/16	588269	United Way of Spokane County	1684	295.00
01/08/16	588270	US Bank National Association	1698	15,954.32
01/08/16	588271	American Federation of State County 2 WA Council	1705	1,667.28
01/08/16	588272	Washington State	1209	518.64
01/08/16	588273	WCP Solutions	1737	9,511.18
01/08/16	588274	Washington Finance Officers Assoc	1701	50.00
01/15/16	588275	Inland Welding Supply Inc	1032	294.03
01/15/16	588276	CBS Reporting Inc	1035	172.00
01/15/16	588277	Avista Corporation	1081	2,402.55
01/15/16	588278	Battery Systems Inc	1089	221.53
01/15/16	588279	Battery Systems Inc	1089	1,653.39
01/15/16	588280	FBM Holdings LLC	1127	429.00
01/15/16	588281	Bearing Distributors Inc	1022	338.27
01/15/16	588282	Calvary Spokane	1136	717.69
01/15/16	588283	Camp Automotive Inc	1024	756.54
01/15/16	588284	Carquest Auto Parts	1025	2,167.82
01/15/16	588285	Consolidated Electrical Distributors	1133	156.85
01/15/16	588286	QWEST Corporation	1148	215.56
01/15/16	588287	QWEST Corporation	1148	110.27
01/15/16	588288	City of Cheney - Utility	1158	328.70
01/15/16	588289	City of Medical Lake	1424	76.89
01/15/16	588290	City of Spokane	1601	7,012.14
01/15/16	588291	City of Spokane	1601	28,966.64



<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/15/16	588292	City of Spokane	1601	524.03
01/15/16	588293	Idaho Truck Specialties LLC	1161	447.03
01/15/16	588294	Coffman Engineers Inc	1162	8,730.40
01/15/16	588295	Comcast Holdings Corporation	1170	119.43
01/15/16	588296	Compunet Inc	1166	380.45
01/15/16	588297	WA State Consolidated Technology Services	1712	109.56
01/15/16	588298	Cooperative Supply Inc	1026	91,404.88
01/15/16	588299	Cooperative Supply Inc	1026	43,141.95
01/15/16	588300	Creative Bus Sales Inc	1233	477.76
01/15/16	588301	Cummins Inc	1027	8,459.01
01/15/16	588302	Desautel Hege	1839	53,667.61
01/15/16	588303	Electronic Data Magnetics Inc	1225	5,130.64
01/15/16	588304	El Jay Oil Co Inc	1003	8,038.69
01/15/16	588305	Fastenal Company	1249	228.95
01/15/16	588306	Federal Express Corporation	1808	68.02
01/15/16	588307	Galls LLC	1271	1,072.40
01/15/16	588308	Gillig LLC	1279	5,883.92
01/15/16	588309	Gillig LLC	1279	15,387.18
01/15/16	588310	Global Equipment Company Inc	1280	32.63
01/15/16	588311	H & H Business Systems	1298	789.22
01/15/16	588312	Hogan Mfg Inc	1008	306.32
01/15/16	588313	Home Depot Credit Service	1318	129.84
01/15/16	588314	Humanix Corp	1329	6,024.15
01/15/16	588315	Johnsons RV Inc	1360	27.12
01/15/16	588316	Les Schwab Tire Centers of Washington Inc	1393	8,574.08
01/15/16	588317	Car Wash Partners Inc	1436	5.60
01/15/16	588318	Mohawk Manufacturing & Supply Co	1011	1,189.14
01/15/16	588319	Mouser Electronics Inc	1449	94.61
01/15/16	588320	MV Public Transportation Inc	1452	295,457.61
01/15/16	588321	NAPA Auto Parts Inc	1014	1,722.86
01/15/16	588322	National Color Graphics Inc	1455	7,218.77
01/15/16	588323	Transit Holdings Inc	1015	1,958.01
01/15/16	588324	Tammy Lynne Glidewell	1282	1,494.00
01/15/16	588325	Oil Re-Refining Co Inc	1486	1,276.41
01/15/16	588326	Olsten	1487	1,435.31
01/15/16	588327	Charlie Atkins	900	26.11
01/15/16	588328	Oxarc Inc	1002	551.11
01/15/16	588329	Pacific Power Group LLC	1496	5.87
01/15/16	588330	Pacific Power Group LLC	1496	1,123.38
01/15/16	588331	Paratransit Inc	1501	30,270.53
01/15/16	588332	The Pitney Bowes Bank Inc	1513	472.42
01/15/16	588333	Premiera Blue Cross	1521	379,518.19
01/15/16	588334	Pressworks Inc	1522	858.64
01/15/16	588335	Roadwise Inc	1546	17,491.80
01/15/16	588336	S H R M	1555	190.00
01/15/16	588337	Safety Kleen Systems Inc	1564	2,898.39
01/15/16	588338	Schetky Northwest Sales Inc	1570	614.52
01/15/16	588339	Securitas Security Svcs	1574	46,478.09
01/15/16	588340	Six Robbles Inc	1017	2,811.53
01/15/16	588341	Spokane House of Hose Inc	1605	128.00
01/15/16	588342	Cowles Publishing Company	1616	745.44
01/15/16	588343	Cowles Publishing Company	1616	1,648.40
01/15/16	588344	Janet Stowe	1634	246.77
01/15/16	588345	Summit Law Group PLLC	1637	642.27
01/15/16	588346	Synergema	1819	22,578.14
01/15/16	588347	Titan Truck Equipment Inc	1655	130.43
01/15/16	588348	Chris Tohm	1657	100.00
01/15/16	588349	Trans Machine Corporation	1019	186.00
01/15/16	588350	American Service Corp	1663	950.00
01/15/16	588351	Trapeze Software Group	1669	1,879.72
01/15/16	588352	TrendSource Inc	1671	2,524.50
01/15/16	588353	TVEyes Inc	1673	2,400.00
01/15/16	588354	Tyler Technologies Inc	1675	3,000.00
01/15/16	588355	U S Healthworks Medical Group of Washington PS	1679	190.00
01/15/16	588356	Walter E Nelson Co	1721	664.12
01/15/16	588357	Wendle Motors Incorporated	1021	29.22
01/15/16	588358	Whitworth Water District No 2	1746	21.01
01/15/16	588359	Washington State Transit Insurance Pool	1703	0.00
01/15/16	588360	XO Holdings	1757	8,335.06
01/22/16	588361	AFSCME	1328	356.24
01/22/16	588362	Northwest Industrial Services LLC	1058	125.00
01/22/16	588363	APS Inc	1841	1,701.12

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
01/22/16	588364	APTA - Washington DC	1060	905.00
01/22/16	588365	Argus Integrated Services LLC	1071	3,056.09
01/22/16	588366	Associated Industries of the Inland Northwest	1075	963.00
01/22/16	588367	Amalg Transit Union #1015	1055	15,944.74
01/22/16	588368	Amalg Transit Union #1598	1056	570.63
01/22/16	588369	Amalg Transit Union-Cope	1057	509.80
01/22/16	588370	Avista Corporation	1081	658.34
01/22/16	588371	Battery Systems Inc	1089	1,758.53
01/22/16	588372	Fyrne M Bemiller	1098	15.00
01/22/16	588373	BHW1 LLC	1101	5,048.55
01/22/16	588374	Black Realty Management Inc	1658	50,320.10
01/22/16	588375	Daniel H Brunner Trustee	1124	3,483.81
01/22/16	588376	Carquest Auto Parts	1025	2,446.34
01/22/16	588377	CH2M Hill Inc	1131	127,729.50
01/22/16	588378	Child Support Enforcement Agency	1825	392.30
01/22/16	588379	City of Spokane	1601	2,418.36
01/22/16	588380	Kathleen M Collins	1163	4,462.50
01/22/16	588381	Comcast Holdings Corporation	1170	456.56
01/22/16	588382	Creative Bus Sales Inc	1233	57.76
01/22/16	588383	Cummins Inc	1027	1,927.14
01/22/16	588384	Day Wireless Systems	1202	4,782.80
01/22/16	588385	Delta Dental of Washington	1726	50,432.80
01/22/16	588386	Delta Dental of Washington	1726	290.40
01/22/16	588387	Driscoll David	1218	15.00
01/22/16	588388	Department of Social and Health Services	1210	3,298.63
01/22/16	588389	Employee Advisory Council	1236	399.00
01/22/16	588390	El Jay Oil Co Inc	1003	49,094.95
01/22/16	588391	Embroidered Sportswear Inc	1232	67.37
01/22/16	588392	Evergreen Safety Council	1248	105.00
01/22/16	588393	Evergreen Safety Council	1248	20.00
01/22/16	588394	Metavante Corporation	1258	528.09
01/22/16	588395	Victor R Frazier	1264	15.00
01/22/16	588396	Freedman Seating Company	1827	325.13
01/22/16	588397	Galls LLC	1271	4,723.09
01/22/16	588398	Gard Communications Inc	1272	1,585.00
01/22/16	588399	SPX Corporation	1268	15,274.89
01/22/16	588400	Gillig LLC	1279	28,309.77
01/22/16	588401	Great Floors LLC	1288	10,108.01
01/22/16	588402	Spokane Area Chamber of Commerce	1291	3,125.00
01/22/16	588403	H & H Business Systems	1298	1,411.33
01/22/16	588404	H W Lochner Inc	1405	56,178.12
01/22/16	588405	Charles M Hansen	1305	15.00
01/22/16	588406	Resa Hayes	1310	15.00
01/22/16	588407	HRA Veba Trust	1415	17,308.39
01/22/16	588408	IBI Group	1336	94,233.62
01/22/16	588409	Kaski Inc	1836	143,601.54
01/22/16	588410	Lawrence A Lapidus	1386	15.00
01/22/16	588411	Letter Publications Inc	1394	349.00
01/22/16	588412	Loomis Armored US LLC	1408	5,345.79
01/22/16	588413	Lawrence S Luton	1791	15.00
01/22/16	588414	Dean Lynch	1411	15.00
01/22/16	588415	Mohawk Manufacturing & Supply Co	1011	1,332.14
01/22/16	588416	Momar Inc	1441	890.91
01/22/16	588417	NAPA Auto Parts Inc	1014	1,678.27
01/22/16	588418	Transit Holdings Inc	1015	2,492.99
01/22/16	588419	Norlift Inc	1470	3,449.67
01/22/16	588420	Northwest Vital Records Center Inc	1476	464.10
01/22/16	588421	Occupational Medicine Associates PS	1482	3,373.00
01/22/16	588422	Emme Tyler	901	18.50
01/22/16	588423	Pacific Power Group LLC	1496	646.69
01/22/16	588424	Frances Anna Papenleur	1500	15.00
01/22/16	588425	Pitney Bowes Global Financial Svcs LLC	1512	763.18
01/22/16	588426	Prevue HR Systems Inc	1524	6,750.00
01/22/16	588427	John Rockwell	1869	658.35
01/22/16	588428	Ram Plumbing Inc	1829	842.42
01/22/16	588429	Philip Rudy	1551	15.00
01/22/16	588430	S T A - Well	1557	301.00
01/22/16	588431	Safety Vision LLC	1565	3,587.10
01/22/16	588432	SBA Towers II LLC	1569	1,986.47
01/22/16	588433	Six Robblees Inc	1017	9,507.21
01/22/16	588434	Spokane County Good Roads Association	1598	150.00
01/22/16	588435	Spokane County Treasurer	1603	3,716.37
01/22/16	588436	Greater Spokane Valley Chamber of Commerce	1613	2,500.00
01/22/16	588437	State of Arizona	1770	494.25

<u>Check Date</u>	<u>Check #</u>	<u>Pavee</u>	<u>Reference</u>	<u>Amount</u>
01/22/16	588438	Sweigert Management Assoc	1861	2,000.00
01/22/16	588439	Symetra Life Insurance Company	1562	3,489.35
01/22/16	588440	The Engraver Inc	1242	56.52
01/22/16	588441	Trapeze Software Group	1669	2,320.78
01/22/16	588442	United Way of Spokane County	1684	363.00
01/22/16	588443	U S Healthworks Medical Group of Washington PS	1679	95.00
01/22/16	588444	Verizon Wireless LLC	1686	6,799.51
01/22/16	588445	Visit Spokane	1696	575.00
01/22/16	588446	American Federation of State County 2 WA Council	1705	1,681.29
01/22/16	588447	Washington State	1713	62.00
01/22/16	588448	Wendle Motors Incorporated	1021	274.06
01/22/16	588449	West Plains Chamber of Commerce	1739	1,025.00
01/22/16	588450	Washington State Transit Insurance Pool	1703	50.00
01/22/16	588451	Washington State Transit Insurance Pool	1703	1,312,727.00
01/29/16	588452	Appleway Chevrolet Inc	1068	350.63
01/29/16	588453	Avista Corporation	1081	1,090.04
01/29/16	588454	Battery Systems Inc	1089	2,109.38
01/29/16	588455	Better Business Bureau	1100	1,660.00
01/29/16	588456	Black Realty Management Inc	1658	34,323.34
01/29/16	588457	Blanchard Auto Electric	1109	428.51
01/29/16	588458	Bridgestone Americas Inc	1119	8,082.62
01/29/16	588459	Bearing Distributors Inc	1022	359.63
01/29/16	588460	Carquest Auto Parts	1025	1,778.42
01/29/16	588461	QWEST Corporation	1148	27.67
01/29/16	588462	Cerium Networks Inc	1149	1,141.35
01/29/16	588463	City of Spokane	1601	781.55
01/29/16	588464	City of Spokane	1601	1,005.00
01/29/16	588465	City of Spokane	1601	4.01
01/29/16	588466	Idaho Truck Specialties LLC	1161	447.03
01/29/16	588467	Coffman Engineers Inc	1162	4,160.51
01/29/16	588468	Cooperative Supply Inc	1026	24,770.00
01/29/16	588469	Cummins Inc	1027	4,966.42
01/29/16	588470	Evergreen Safety Council	1248	299.00
01/29/16	588471	Federal Express Corporation	1808	86.19
01/29/16	588472	First Data Merchant Services Corporation	1257	4,567.23
01/29/16	588473	Fleet-Net Corporation	1260	1,331.58
01/29/16	588474	FP Mailing Solutions	1878	3,000.00
01/29/16	588475	Gillig LLC	1279	6,053.11
01/29/16	588476	Great Floors LLC	1288	2,148.56
01/29/16	588477	Darin Hoffman	1315	130.43
01/29/16	588478	Hogan Mfg Inc	1008	47.92
01/29/16	588479	ISM - Spokane Inc	1453	170.00
01/29/16	588480	Group W Marketing	1375	600.00
01/29/16	588481	Kone Inc	1380	820.69
01/29/16	588482	Les Schwab Tire Centers of Washington Inc.	1393	3,384.09
01/29/16	588483	Life Ins Co of N America	1397	13,822.25
01/29/16	588484	Michael Boodel	1804	460.00
01/29/16	588485	Mohawk Manufacturing & Supply Co	1011	583.98
01/29/16	588486	Motion Auto Supply Inc	1012	101.83
01/29/16	588487	VOID	1448	0.00
01/29/16	588488	NAPA Auto Parts Inc	1014	419.30
01/29/16	588489	National Color Graphics Inc	1455	4,352.34
01/29/16	588490	Transit Holdings Inc	1015	56.72
01/29/16	588491	Transit Holdings Inc	1015	922.42
01/29/16	588492	Deborah Ann Nieding	1803	150.00
01/29/16	588493	CSWW Inc	1102	160.83
01/29/16	588494	Oil Price Information Service LLC	1490	113.05
01/29/16	588495	Olsen	1487	583.60
01/29/16	588496	Karin Engstrom	901	50.00
01/29/16	588497	Ann Jones	900	10.85
01/29/16	588498	Greg Buckles	900	28.24
01/29/16	588499	Michael Jackson	900	40.00
01/29/16	588500	Silas Pratt	900	45.60
01/29/16	588501	Penser North America Inc	1502	8,100.00
01/29/16	588502	CCGS Holdings Corp	1511	1,770.56
01/29/16	588503	Pitney Bowes Global Financial Svcs LLC	1512	183.73
01/29/16	588504	The Pitney Bowes Bank Inc	1513	1,174.94
01/29/16	588505	Premiera Blue Cross	1521	380,639.45
01/29/16	588506	Brandon Rapez-Betty	1537	6.00
01/29/16	588507	Saads Shoe Repair	1558	168.38
01/29/16	588508	Six Robbles Inc	1017	986.90
01/29/16	588509	Spokane County Utilities	1603	487.74
01/29/16	588510	Nenno Steve	1459	524.21
01/29/16	588511	The Engraver Inc	1242	144.03

<u>Check Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Reference</u>	<u>Amount</u>
01/29/16	588512	Thermo King Northwest Inc	1650	267.15
01/29/16	588513	Trapeze Software Group	1669	4,383.33
01/29/16	588514	Unitarian Universalist Church of Spokane	1870	150.00
01/29/16	588515	United Parcel Service	1683	42.40
01/29/16	588516	United States Treasury	1357	206.46
01/29/16	588517	US Bank	1678	4,592.70
01/29/16	588518	WA State Department of Revenue - Leasehold Tax	1767	2,916.11
01/29/16	588519	Washington State	1710	15,379.21
01/29/16	588520	Waste Management Spokane	1702	298.37
01/29/16	588521	Workland & Witherspoon PLLC	1843	5,577.60
		<b>TOTAL JANUARY ACCOUNTS PAYABLE</b>		<b>4,001,120.75</b>

1/1/16 - 1/31/16	216227-216433	WORKER'S COMPENSATION WARRANTS	VARIES	111,221.20
		<b>TOTAL JANUARY WORKER'S COMPENSATION DISBURSEMENTS</b>		<b>111,221.20</b>

1/8/16	721627-721678	PAYROLL AND TAXES PR 1,16	VARIES	1,593,621.60
1/22/16	721627-721678	PAYROLL AND TAXES PR 2,16	VARIES	1,087,865.94
		<b>TOTAL JANUARY PAYROLL AND TAXES</b>		<b>2,681,487.54</b>

1/25/16	ACH	WA STATE - DOR (USE TAX)	1767	8,362.18
		<b>TOTAL JANUARY EXCISE TAX DISBURSEMENT</b>		<b>8,362.18</b>

		<b>TOTAL JANUARY DISBURSEMENTS FROM TO1 ACCOUNTS</b>		<b>6,802,191.67</b>
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		<b>TOTAL JANUARY DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT</b>		<b>0.00</b>
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		<b>TOTAL JANUARY DISBURSEMENTS TO1 &amp; TO5 ACCOUNTS</b>		<b>6,802,191.67</b>
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**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 5.C. :** 2016 BOARD & COMMITTEE MEETING CALENDAR –  
REVISED

**REFERRAL COMMITTEE:** Board Operations (*French*)

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:**

Attached is a revised schedule for 2016 Board and Committee meeting dates. The Board Operations Committee meetings will be held on the second Wednesday of the month at the Spokane Transit Northside Conference Room, 1230 West Boone Avenue, beginning at 1:30 p.m. instead of 12:30 p.m.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the revised 2016 Board & Committee meeting calendar and forward to the Board consent agenda.

**COMMITTEE ACTION:** Approved as presented and forwarded the Board consent agenda.

**RECOMMENDATION TO BOARD:** By motion, approve the revised 2016 Board & Committee meeting calendar as presented.

**FINAL REVIEW FOR BOARD BY:**

Division Head                     

Chief Executive Officer ESM

Legal Counsel

**SPOKANE TRANSIT AUTHORITY**  
**2016 BOARD & COMMITTEE MEETING SCHEDULE - REVISED**  
**Meetings will be held at Spokane Transit**

<b><u>Board Meetings</u></b> <b><u>(Third Thursday) 1:30pm-3:30pm</u></b>	<b><u>Planning &amp; Development Committee</u></b> <b><u>(First Wednesday) 10:00am-11:30am</u></b>
Thursday, January 21	<i>January – No meeting scheduled</i>
Thursday, February 18	Wednesday, February 3
Thursday, March 17	Wednesday, March 2
Thursday, April 21	Wednesday, April 6
Thursday, May 19	Wednesday, May 4
Thursday, June 16	Wednesday, June 1
Thursday, July 21	Wednesday, July 6
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
<i>Thursday, September 22 (4<sup>th</sup> Thursday)</i>	Wednesday, September 7
Thursday, October 20 at 4:30pm	Wednesday, October 5
Thursday, November 17	Wednesday, November 2
Thursday, December 15	<i>Wednesday, November 30 (Dec mtg)</i>
<b><u>Board Operations Committee</u></b> <b><u>(Second Wednesday) 1:30pm-3:00pm</u></b>	<b><u>Performance Monitoring</u></b> <b><u>&amp; External Relations Committee</u></b> <b><u>(First Wednesday) 1:30pm-3:00pm</u></b>
Wednesday, January 13	<i>January – No meeting scheduled</i>
Wednesday, February 10	Wednesday, February 3
Wednesday, March 9	Wednesday, March 2
Wednesday, April 13	Wednesday, April 6
Wednesday, May 11	Wednesday, May 4
Wednesday, June 8	Wednesday, June 1
Wednesday, July 13	Wednesday, July 6
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
Wednesday, September 14	Wednesday, September 7
Wednesday, October 12	Wednesday, October 5
Wednesday, November 9	Wednesday, November 2
<i>Wednesday, December 7 (1<sup>st</sup> Wednesday)</i>	<i>Wednesday, November 30 (Dec mtg)</i>

**Other meetings:**

**Board Strategic Planning & Budget Workshop on Wednesday July 6, 11:30 am – 1:30 pm (including lunch).**

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 5.D.:** REQUEST FOR SPECIAL 2016 COMMUNITY EVENTS FARE  
STRUCTURE FOR VALLEYFEST

**REFERRAL COMMITTEE:** Performance Monitoring & External Relations (*Hafner*)

**SUBMITTED BY:** Beth Bousley, Director of Communications and Customer Service  
Steve Blaska, Director of Operations

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**SUMMARY:** The decision regarding the Special Event Fare Structure for Valleyfest in 2016 was held in abeyance at the September 2015 Performance Monitoring and External Relations Committee meeting to allow staff to assess the impact of the additional measures taken to promote 2015 Valleyfest shuttle ridership. Below are the results and staff's recommendation to the Committee.

**Background**

The Board's philosophy has been that STA provided support to select special events as a show of support to the community. Bloomsday, Hoopfest, First Night, and Valleyfest were deemed to be of enough regional importance to warrant special public transit support. Not only did the community benefit, STA also got a marketing value in promoting our services.

The Board's support for these events has not been based on an expense/revenue basis. The fare structure has been based on some logical connection to our standard base fare. The logic for the change for First Night and Valleyfest was precipitated by the fact that we no longer have a standard fare that is \$0.75. However, this previously proposed increase from \$0.75 to \$1.50 for Valleyfest was a change that did increase the cost Valleyfest users would pay.

To further promote use of the 2015 Valleyfest shuttle service, STA teamed with Valleyfest and Coats4Kids in a promotion to "stuff the bus" with coats for children in need. Even with the extra media attention, ridership was flat, so STA was running mostly empty buses at a significant cost.

Our goals for a new Valleyfest fare structure are twofold:

- determine a fare rate and structure that is consistent with other STA rates and affordable for Valleyfest users
- increase ridership on the Valleyfest shuttle

Staff recommends offering Valleyfest shuttle service at 10 minute intervals (currently 15) at no charge to riders. This would be accomplished through a Valleyfest Universal Transit Access Program (UTAP), through which Valleyfest or a sponsor would commit to paying a Not to Exceed (NTE) fee of \$1,000, based on a fare of \$0.85 per customer.

Rationale for NTE of \$1,000:

- there were 857 riders in 2015, which would have resulted in \$728 (857 x \$0.85).
- the higher NTE allows STA to pursue a goal to increase ridership, while ensuring the sponsor only pays for actual ridership up to \$1,000.
- Coats4Kids is eager to partner again in 2016, which is a good foundation for promotions and increasing ridership.

Shown below are prior year statistics for selected special events:

Event	Year	Riders	Hours	STA Cost	Cost/Pass	Revenue	Farebox Return	Required Marketing Target Value
First Night	2012	4,382	47.4	\$ 5,380	\$ 1.28	\$ 2,191	41%	\$ 3,189
	2013	2,703	41.5	\$ 4,783	\$ 1.80	\$ 1,351	28%	\$ 3,432
	2014	2,521	43.5	\$ 5,046	\$ 2.00	\$ 1,890	37%	\$ 3,156
Valleyfest	2012	677	50.1	\$ 5,675	\$ 8.38	\$ 304	5%	\$ 5,371
	2013	514	50.0	\$ 5,763	\$ 11.21	\$ 231	4%	\$ 5,532
	2014	844	42.3	\$ 4,906	\$ 5.81	\$ 380	8%	\$ 4,526
	2015	857	43	\$ 5,022	\$ 5.86	\$ 386	8%	\$ 4,636
Bloomsday	2012	21,327	553.2	\$ 62,788	\$ 2.94	\$ 19,329	31%	\$ 43,459
	2013	20,537	545.6	\$ 62,880	\$ 3.06	\$ 18,777	30%	\$ 44,103
	2014	18,461	537.3	\$ 62,327	\$ 3.37	\$ 18,227	29%	\$ 44,100
	2015	18,071	485.4	\$ 56,306	\$ 3.16	\$ 17,025	30%	\$ 39,281
Hoopfest	2012	9,127	159.7	\$ 18,126	\$ 1.99	Not avail		
	2013	8,912	164.1	\$ 18,913	\$ 2.12	\$ 7,919	42%	\$ 10,994
	2014	5,775	176.2	\$ 20,439	\$ 3.54	\$ 9,597	47%	\$ 10,842
	2015	6,257	174.5	\$ 20,242	\$ 3.24	\$ 6,309	31%	\$ 13,933

Staff is asking the Committee to recommend the Board approve the implementation of a UTAP program for the 2016 Valleyfest event.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve a Valleyfest Universal Transit Access Pass (UTAP) program through which Valleyfest, or Valleyfest's designated sponsor, would commit to paying a Not to Exceed (NTE) fee of \$1,000, based on an \$0.85 fare per customer.

**COMMITTEE ACTION:** Approved as presented and forwarded to the consent agenda.

**RECOMMENDATION TO BOARD:** By motion, approve a Valleyfest Universal Transit Access Pass (UTAP) program through which Valleyfest, or Valleyfest's designated sponsor, would commit to paying a Not to Exceed (NTE) fee of \$1,000, based on an \$0.85 fare per customer.

**FINAL REVIEW FOR BOARD BY:**

Division Head BB

Chief Executive Officer ESM

Legal Counsel LM



**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 5.E.:** 2016 COMMUNICATIONS PLAN  
**REFERRAL COMMITTEE:** Performance Monitoring & External Relations (*Hafner*)  
**SUBMITTED BY:** Beth Bousley, Director of Communications & Customer Service

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**SUMMARY:**

The Spokane Transit Communications Plan for 2016 provides the following:

- National and local population growth and ridership trends and statistics
- Overview of organizational priorities
- Audience definition
- Communications objectives and strategies for 2016

Detailed information on the Plan for the upcoming year is attached.

**RECOMMENDATION TO COMMITTEE:** Approve the 2016 Communications Plan, which supports the STA Priorities and the ultimate goal of increasing ridership and improving community perception.

**COMMITTEE ACTION:** Approved as presented and forwarded to the consent agenda.

**RECOMMENDATION TO BOARD:** By motion, approve the 2016 Communications Plan, which supports the STA Priorities and the ultimate goal of increasing ridership and improving community perception.

**FINAL REVIEW FOR BOARD BY:**

Division Head BB Chief Executive Officer BM Legal Counsel LM

## 2016 Communications Plan

### Situation Analysis

Public transportation ridership has decreased locally and nationwide:

- STA fixed route ridership decreased 4.5% in 2015
- During the first 9 months of 2015:
- Bus ridership decreased nationally by 2.7%
- Average gas price was \$2.42, a 30% drop
- Trips taken on U.S. Public Transportation decreased 1.2% YOY
- Light rail ridership increased .3%; commuter rail ridership .2%; heavy rail .3%

*Source: APTA*

APTA President and CEO Michael Melaniphy forecasts a bright year ahead for public transit:

*"Today, we have the strength and stability of a fully funded, five-year authorization. Ridership has declined only marginally (not anywhere close to 2008 levels when the price of gasoline was as low as it is today). Transit tax parity has become a permanent part of the tax code and tax credits have been extended to promote alternative fuels. More than 7 out of 10 transit-related ballot initiatives were approved because people know that where transit goes, communities grow."*

Spokane population has increased 1.01% year over year, and Spokane County is expected to grow to 592,969 by 2040. The growth trends show a decline in households with children, and an increase in households without children and two workers households, and denser regional development. (*Source U.S. Census, Horizon 2040*). 58% of STA riders are between the age of 16-34, and 37% are students, indicating that STA should focus on establishing loyalty among younger audiences. (*Source: 2015 STA Fixed Route Passenger Survey*.)

Trends also show that Spokane County is growing as a destination for visitors. In 2015, Spokane was voted #2 out of the top 10 Best American Riverfront Cities (USA TODAY), and 7 out of the 10 most efficient airports (*smartasset.com*). There was \$893 million in visitor spending in 2014, up \$27 million over 2013.

STA continues to be the leader among Washington State Urban Systems in providing the lowest cost per passenger for fixed route and paratransit, the highest passenger per hour for Paratransit, and the second highest passenger per hour for fixed route.

### 2016 Communication Objectives

The communication objectives are aligned with STA's Priorities with the ultimate goal of increasing ridership and improving community perception:

STA Priority	Communication Objective
Ensure Safety	<ul style="list-style-type: none"><li>▪ Enhance user education and information services</li></ul>
Earn and Retain the Community's Trust	<ul style="list-style-type: none"><li>▪ Enhance brand and identity</li><li>▪ Communicate/engage key audiences</li><li>▪ Improve/control STA image</li><li>▪ Improve online access to information</li></ul>
Provide Outstanding Customer Service	<ul style="list-style-type: none"><li>▪ Improve customer experience</li></ul>

Enable Organizational Development	<ul style="list-style-type: none"> <li>▪ Improve internal communications</li> </ul>
Exemplify Financial Stewardship	<ul style="list-style-type: none"> <li>▪ Communicate financial information to demonstrate accountability and transparency</li> </ul>

### **Audience**

- **Riders, emphasizing**
  - Commuters, students, millennials, visitors/tourists
- **STA employees**
- **Community leaders and influencers:**
  - STA Board members, Citizen Advisory Committee members, employers, business leaders, neighborhood groups, community leaders and influencers
- **Taxpayers**
  - Prospective and Current Riders
  - Non-riders

### **OBJECTIVE 1: INCREASE STA BRAND AWARENESS AND AFFINITY AWARENESS AND AFFINITY**

#### **Strategies**

- Define and build out STA brand (how STA creates and delivers value) including development/refinement of brand promise (what STA commits to the public) and guidelines (how it's used)
- Develop brand marketing/advertising strategy

#### **Tactics**

- Define and build out STA brand guidelines
- Develop brand marketing/advertising strategy including targeted paid media strategy, video, and digital strategy (social, web)

#### **Metrics**

- STA Priority
  - Increase the mean score for: Does STA do a good job of listening to the public - score 4.5 out of 5
- Communications
  - Complete revised branding guidelines and brand marketing program

### **OBJECTIVE 2: IMPROVE INTERNAL COMMUNICATIONS**

#### **Strategies**

- Ensure employees understand and are invested in STA

#### **Tactics**

- Continue to test and refine communication/feedback tools
- Improve quality of employee engagement survey

#### **Metrics**

- STA Priority
  - Increase employee satisfaction as ranked on the employee engagement survey to 85%
- Communications
  - Implement revised employee engagement survey

- Implement revised feedback and communications tools

### **OBJECTIVE 3: ENHANCE USER EDUCATION AND INFORMATION SERVICES**

#### **Strategies**

- Improve public education
- Simplify use of STA Services

#### **Tactics**

- Test/implement new methods to help potential and current riders understand how to use our services, such as video series, social media, information kiosks
- Support implementation of mobility mentor program; conduct bus demonstrations and events, targeting younger audiences to develop brand loyalty
- Ensure that information is placed throughout the STA system to help all riders navigate with ease; phasing in digital tools and leveraging Real Time information
- Implement Courtesy Campaign

#### **Metrics**

- STA Priority
  - Community Trust: Increase STA Community Perception mean score rating to 4.5 on 5 point scale for the question “Does a good job of listening to the public”
  - Safety: Improve rating: freedom from obnoxious behavior from 3.76
- Communication Goals
  - Implement two new digital tools and 6 demos/events
  - Support implementation of mobility mentor program

### **OBJECTIVE 4: IMPROVE COMMUNICATION AND ENGAGEMENT WITH PRIORITY AUDIENCES**

#### **Strategies**

- Develop external communication strategy
- Continue to build relationships; leverage opportunities with strategic partners
- Identify and empower advocates
- Create targeted marketing campaigns for key programs and audiences

#### **Tactics**

- Create targeted marketing campaigns for the Universal Transit Access Pass (UTAP), the Employee Sponsored Bus Pass (ESBP), and Vanpool
- Implement advertising program highlighting STA’s 35th anniversary
- Implement Destination campaign: Spokesman Neighborhood Connect, Spokane County Parks partnership
- Implement promotion for Real Time information
- Implement monthly community newsletter
- Provide engaging and entertaining events at the Plaza

#### **Metrics**

- STA Priority
  - Increase STA Community Perception mean score rating to 4.5 on 5 point scale for the question “Does a good job of listening to the public”
  - Increase ridership
- Communications
  - Increase participation in UTAP, ESBP, and Vanpool,

- Real Time Information engagement
- Implementation of newsletter

### **OBJECTIVE 5: IMPROVE AND CONTROL IMAGE OF STA**

#### **Strategies**

- Improve public understanding of STA initiatives through outreach and communications
- Improve public perception of STA leadership and Board

#### **Tactics**

- Engage in consistent media relations/editorial board outreach/media tours
- Conduct Public outreach: plaza renovation, Central City Line and High Performance Transit (HPT), Real Time Information, Fare Analysis, STA Moving Forward
- Engage media to develop transit focused series to celebrate 35th anniversary
- Implement media training for STA leadership and Board; identify speaker opportunities
- Develop consistent talking points for STA speakers

#### **Metrics**

- Support STA Goals
  - Increase STA Community Perception mean score rating to 4.5 on 5 point scale for the question “Does a good job of listening to the public”
- Communications Goals
  - Implementation of media training and speakers opportunities
  - Implementation of media tours
  - Implementation of public outreach

### **OBJECTIVE 6: IMPROVE CUSTOMER EXPERIENCE**

#### **Strategies**

- Improve quality and responsiveness of customer service
- Ensure customers feel valued by enabling them to provide both positive and negative feedback

#### **Tactics**

- Implement customer service training
- Equip customer service reps to serve as travel ambassadors, proactively helping customer navigate the system
- Provide comment cards, passenger surveys; online contact methods: email, website, comment form, social media, electronic kiosks

#### **Metrics**

- Support STA Goals
  - Increase STA Community Perception mean score rating to 4.5 on 5 point scale for the question “Does a good job of listening to the public”
- Customer Service Goals
  - Increase excellent, professional and courteous Quality Counts! Score to 5 on a scale of 1 to 5 (Standard: 4.5 average); meet service goal of 90% of calls answered in < 30 seconds, abandon rate of < 4%
  - Conduct two training sessions, implement travel ambassador pilot, test 1 new method for feedback

### **OBJECTIVE 7: IMPROVE ONLINE ACCESS TO INFORMATION**

### **Strategies**

- Facilitate and enhance access to online information
- Leverage social media to gather feedback, reach new audiences, promote closer relationships with customers
- Enable the development of online tools and applications
- Facilitate online payment mechanisms

### **Tactics**

- Continue to improve quality of the website
- Implement social media strategy including editorial calendar and video series to educate the public on how to ride the bus, key events, important dates, and fun trivia
- Promote Real Time information and provide operational data to the public and developers to fuel the development of applications
- Continue enhancement of online payment mechanisms such as the vanpool payment center and the STA online store

### **Metrics**

- Support STA Goals
  - Increase STA Community Perception mean score rating to 4.5 on 5 point scale for the question “Does a good job of listening to the public”
- Communication Goals
  - Increase Facebook engagement, web traffic, Real Time Information engagement
  - Increase online payments
  - Establish 3rd party app development

## **OBJECTIVE 8: COMMUNICATE FINANCIAL INFORMATION TO DEMONSTRATE TRANSPARENCY AND ACCOUNTABILITY**

### **Strategies**

- Communicate financial information to the public in effective and timely manner

### **Tactics**

- Update financial performance metrics on the website as they become available
- Facilitate communication of financial budget through presentations, website, press releases, as appropriate

### **Metrics**

- Support STA Goals
  - Improve public perception of financial responsibility towards standard of 4.5 (3.54 in 2014 Community Perception survey)
- Communication Goals
  - Timely communication of financial information including performance metrics and budget

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 6.A.:** FARE ANALYSIS PUBLIC OUTREACH PLAN

**REFERRAL COMMITTEE:** Performance Monitoring & External Relations (*Hafner*)

**SUBMITTED BY:** Beth Bousley, Director of Communications and Customer Service

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**SUMMARY:** Our sustainable plan for the next 6 years requires a minimum farebox recovery of 20%. Subject to STA Board approval, STA intends to implement a fare increase in July, 2017. This document provides an overview of the public outreach plan that will be implemented to ensure input from key stakeholders to the preliminary fare proposal before it is finalized.

**BACKGROUND:** STA evaluates its fares on a periodic basis. The last major review of its fare structure was conducted in 2009, which resulted in a phase-in of fare changes for the years 2010, 2011, and 2012. As part of the fare change process, public outreach will be conducted to ensure stakeholder participation.

**OBJECTIVE:** Gather input to the fare increase proposal from stakeholders who represent the residents of the Spokane County Public Transportation Benefit Area (PTBA). Create opportunities for public input from key stakeholders.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve the Fare Analysis Public Outreach Plan.

**COMMITTEE ACTION:** Approved as presented and forwarded to the Board agenda.

**RECOMMENDATION TO BOARD:** By motion, approve the Fare Analysis Public Outreach Plan.

**FINAL REVIEW FOR BOARD BY:**

Division Head BB

Chief Executive Officer ESM

Legal Counsel LM

## **SPOKANE TRANSIT AUTHORITY**

**Date:** February 3, 2016

**SUBJECT:** FARE ANALYSIS– PUBLIC OUTREACH PLAN – OVERVIEW

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### **Public Outreach Period: March 2016 – July 2016**

**Summary:** Our sustainable plan for the next 6 years requires a minimum farebox recovery of 20%. Subject to STA Board approval, STA intends to implement a Fare Increase in July, 2017. This document provides an overview of the public outreach plan that will be implemented to ensure input from key stakeholders to the preliminary fare proposal before it is finalized.

### **Background**

STA evaluates its fares on a periodic basis. The last major review of its fare structure was conducted in 2009 which resulted in a phase-in of fare changes for the years 2010, 2011, and 2012. As part of the fare change process, public outreach will be conducted to ensure stakeholder participation and to comply with Title VI requirements which state that during major service reductions and fare increases, STA will conduct an analysis to verify that no discrimination to protected classes takes place. Title VI of the Civil Rights Act provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

### **Objective**

Gather input to the fare increase proposal from stakeholders who represent the residents of the Spokane County Public Transportation Benefit Area (PTBA). Create opportunities for public input from key stakeholders.

### **Strategies**

Create opportunities for public input from key stakeholders.

### **Collateral**

Fare Analysis Fact Sheet and FAQ for use in presentations, meetings, on website

Feedback Mechanism?

Survey?

Press Release

Social media – visual that quickly shows how we’re funded and why we’re raising fares

### **Messaging**

Simple, consistent - process - developed by Communications.

<b>Audience</b>	<b>Tactic</b>
General public	Social media, press release
Title VI	Present at advocacy/representative member group meetings, engage social service agencies that serve target groups, tactics to reach other audiences will also serve to reach these groups.
Riders	Bulkheads, Plaza Open House, Website
Non-Riders	Traditional media/press release announcing Fare Analysis Open House at Plaza
Neighborhoods	Community Assembly
Social service agencies	The ARC of Spokane, Catholic Charities, Union Gospel Mission, Valley Support Network
Employers	Downtown Spokane Partnership, Greater Spokane Incorporated, Greater Spokane Valley Chamber of



	Commerce, West Plains Chamber
Educational Institutions	University District, Non-Universal Transit Access Pass (UTAP) Schools
STA CAC	Citizen Advisory Committee Meetings, member networks; equip members with fare analysis fact sheet to share with network
STA Employees	All employee meeting, STA Informed
Elected Officials	City Council Meetings, Board of County Commissioners
Advocacy Agencies	Spokane Alliance, Valley Support Network, Independent Living, Aging and Long Term Care of Eastern Washington (ALTCEW)
Faith Community	Variety of churches across the region
Limited English Proficiency	Organizations and churches serving those with limited English proficiency, such as Slavic Churches, World Relief, Odyssey World International Educations Services, Refugee Connections Spokane, etc.

#### **Performance Metrics:**

In-person outreach to 25 organizations  
Regional Open Houses (3 - 10-20 people at each)  
Media (print and radio)  
Social Media impressions  
1 Press release

#### **Tactics and Timing Overview**

- **January**
  - Finalize key stakeholder list
  - Create schedule of public outreach events to attend/schedule in March-May, including:
    - community meetings
    - presentations to key stakeholder groups
    - one on one meetings
  - Begin developing supporting materials
- **February**
  - Finalize messaging and develop supporting materials once Preliminary Proposal is drafted:
    - Social media schedule
    - Printed materials
    - Presentations
    - Email blasts, letters and invitations to public outreach events
    - Posters on buses, shelters and transit centers
- **March-May**
  - Implement public outreach
  - Gather and finalize input
- **June**
  - Hold public hearing on draft of final fare increase plan at June 16<sup>th</sup> STA Board Meeting
- **July**
  - Final recommendation for Board decision at July 21<sup>st</sup> Board Meeting

Item: 6.A

**FARE ANALYSIS & OUTREACH PLAN**

- STA is undertaking an evaluation of its fares and fare structure. The timeline and analysis is being presented, followed by a request for approval of the Public Outreach Plan.

2/10/2016



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**Fare Analysis Timeline**

- |                           |   |
|---------------------------|---|
| ➤ December 2015           | Staff presents calendar   |
| ➤ February 2016           | PMER/Board reviews Preliminary Proposal and approves Public Outreach Plan |
| ➤ March – May 2016        | Public Outreach on Preliminary Proposal                                   |
| ➤ May 2016                | Draft Recommendation  |
| ➤ June 2016               | Public Hearing on Draft Recommendation                                    |
| ➤ July 2016               | Final Recommendation for Board Decision                                   |
| ➤ August 2016 – June 2017 | Communicate Changes   |
| ➤ July 1, 2017            | Effective Date of Changes   |



6

## Fare Philosophy

Encourage increased ridership by providing a convenient and reasonably priced method for citizens to enjoy the advantages of public transportation.

Tariff policy first adopted: July 20, 2006

Last Confirmation: May 22, 2014



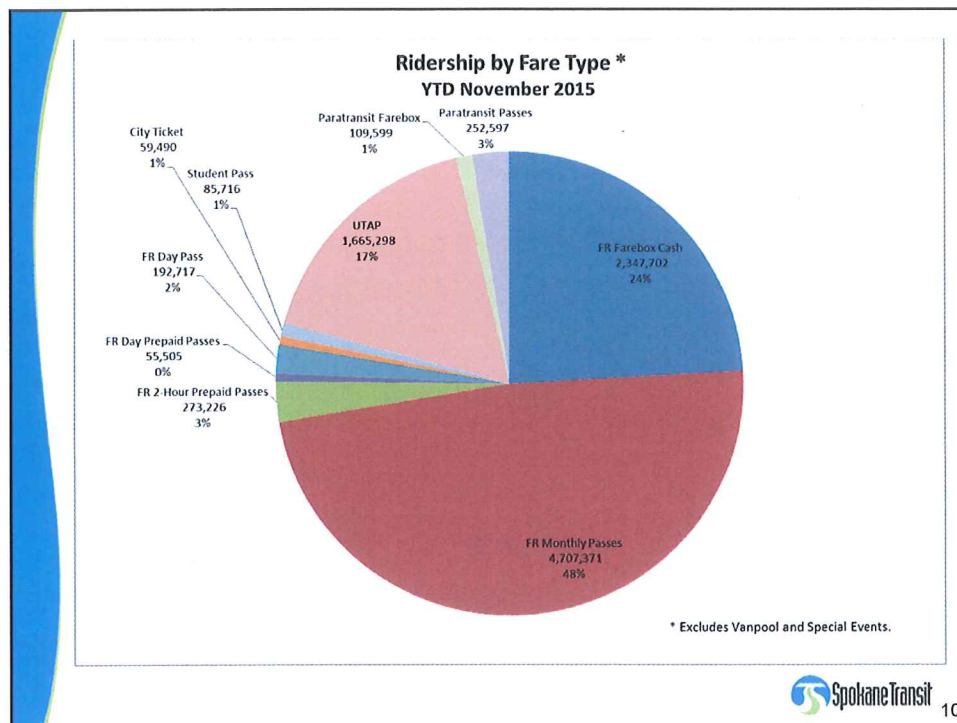
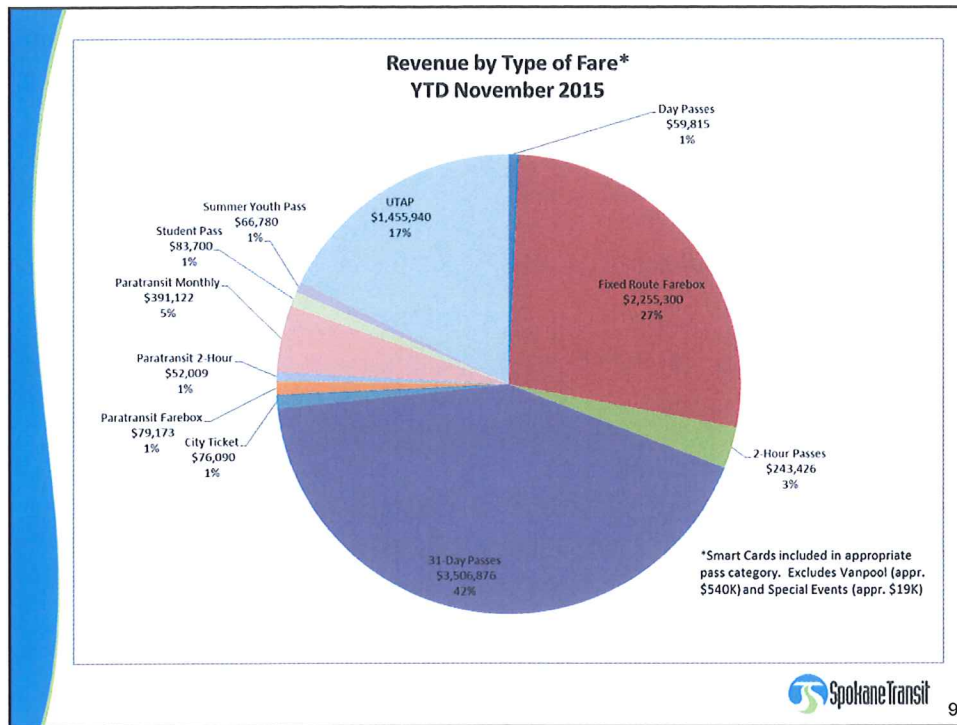
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## Major Objectives

- ❖ Convenient
- ❖ Reasonably priced
- ❖ **Minimum** Farebox return of 20%
- ❖ Minimize complexity
- ❖ Increase pre-payment and reduce use of cash (**No charge for first smart card**)



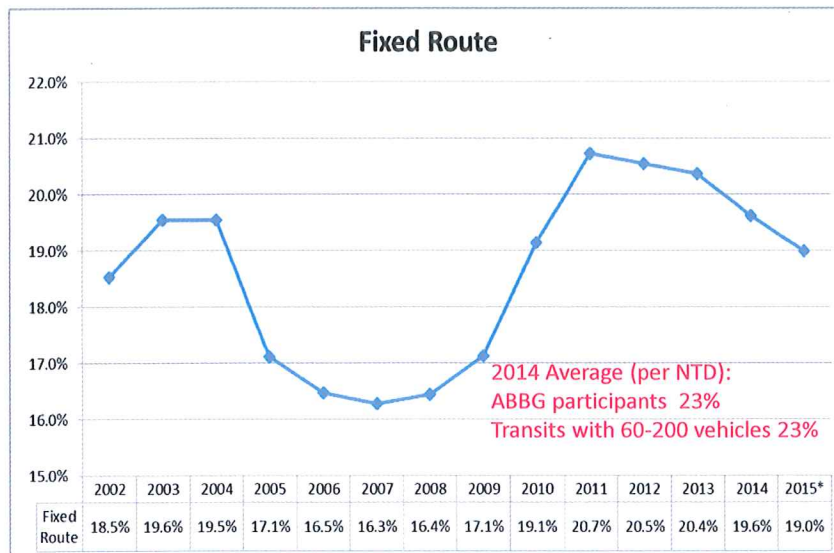
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## Revenue per Trip by Fare Type YTD November 2015

	Ridership	Revenue	Revenue per Trip
FR Monthly Passes	4,707,371	\$ 3,573,656	\$ 0.76
FR Farebox Cash	2,347,702	\$ 2,047,165	\$ 0.87
UTAP	1,665,298	\$ 1,455,940	\$ 0.87
FR 2-Hour Prepaid Passes	273,226	\$ 243,426	\$ 0.89
Paratransit Passes	32,040	(Revenue is included in Paratransit information)	
FR Day Pass	192,717	\$ 208,135	\$ 1.08
Student Pass	85,716	\$ 83,700	\$ 0.98
City Ticket	59,490	\$ 76,090	\$ 1.28
FR Day Prepaid Passes	55,505	\$ 59,815	\$ 1.08
<b>Fixed Route Totals</b>	<b>9,419,065</b>	<b>\$ 7,747,927</b>	<b>0.82</b>
Paratransit Farebox	109,599	\$ 79,173	\$ 0.72
Paratransit Passes	220,557	\$ 443,131	\$ 2.01
<b>Paratransit Totals</b>	<b>330,156</b>	<b>\$ 522,304</b>	<b>1.58</b>
<b>Total Revenue &amp; Ridership</b>	<b>9,749,221</b>	<b>\$ 8,270,231</b>	<b>0.85</b>

## Farebox Recovery



Farebox recovery from internal calculations, which varies from NTD due to reclassification of Grant money that is used for fares.  
\*November 2015 YTD Actual

Preliminary Proposed Fare Structure		
Category	Current Fare 1/1/2013	Preliminary Proposal 7/1/2016
<b>Adult</b>		
Cash Fare	\$1.50	\$2.00
2-Hour Pass	\$1.50	\$2.00
Day Pass	\$3.50	\$4.00
31-Day Rolling Pass	\$45.00	\$60.00
<u>City Ticket (Shuttle Service)</u>	\$30.00	\$40.00
<u>7-Day Rolling (New)</u>		\$17.00
<u>4-Day Rolling (New)</u>		\$12.00
<b>Reduced Fare</b>		
Cash Fare	\$0.75	\$1.00
2-Hour Pass	\$0.75	\$1.00
31-Day Rolling Pass	\$22.50	\$30.00
<u>Student Pass</u>	\$37.00	Discontinue
<b>Youth</b>		
Cash Fare	\$1.50	\$2.00
Day Pass	\$3.50	\$4.00
31-Day Rolling Pass	\$30.00	\$40.00
Youth Summer	\$45.00	Discontinue
<b>Paratransit</b>		
Cash Fare	\$1.50	\$2.00
PT One Ride	\$1.50	\$2.00
Monthly Pass	\$45.00	\$60.00

Projected Revenue per Trip by Fare Type with Proposed Fares			
	Ridership	Projected Revenue	Projected Revenue per Trip
FR Monthly Passes	4,707,371	\$ 4,675,750	0.99
FR Farebox Cash	2,347,702	\$ 2,769,169	1.18
UTAP	1,665,298	\$ 1,455,940	0.87
FR 2-Hour Prepaid Passes	273,226	\$ 321,568	1.18
Paratransit Passes	32,040	(Revenue is included in Paratransit information)	
FR Day Pass	192,717	\$ 237,898	1.23
Student Pass	85,716		-
City Ticket	59,490	\$ 95,942	1.61
FR Day Prepaid Passes	55,505	\$ 68,369	1.23
<b>Fixed Route Totals</b>	<b>9,419,065</b>	<b>\$ 9,624,635</b>	<b>1.02</b>
*Projected Revenue (\$9,624,635)/Allocated expenses (\$42,360,414)=FR Farebox Return of: 22.7%			
Paratransit Farebox	109,599	\$ 105,564	0.96
Paratransit Passes	220,557	\$ 594,710	2.70
<b>Paratransit Totals</b>	<b>330,156</b>	<b>\$ 700,274</b>	<b>2.12</b>
*Projected Revenue (700,274)/Allocated expenses (\$11,570,996)= PT Farebox Return of: 6.1%			
<b>Total Revenue &amp; Ridership</b>	<b>9,749,221</b>	<b>\$ 10,324,909</b>	<b>1.06</b>

\*Based on November 2015 YTD Data



## Public Outreach Plan: Background

### Objective

- Gather input to the fare increase proposal from stakeholders who represent the residents of the Spokane Transit Public Transportation Benefit Area (PTBA).

### Strategies

- Create opportunities for public input from key stakeholders.

### Collateral

- Fare Analysis Fact Sheet and FAQ for use in presentations, meetings, on website
- Feedback Mechanism
- Survey
- Press Release
- Social media – visual that quickly shows how we're funded and why we're raising fares

## Messaging

A simple, consistent – process – developed by Communications

Audience	Tactic
General Public	Social Media, press releases
Title VI	Present at advocacy/representative member group meetings, engage social services agencies that serve target groups, tactics to reach other audiences will also serve to reach those groups
Riders	Bulkheads, Plaza open house, website
Non-Riders	Traditional media/press release announcing Fare Analysis Open House at Plaza
Neighborhoods	Community Assembly
Social Service Agencies	The ARC of Spokane, Catholic Charities, Union Gospel Mission, Valley Support Network
Employers	Downtown Spokane Partnership, Greater Spokane Incorporated, Greater Spokane Valley Chamber of Commerce, West Plains Chamber
Educational Institutions	University District, Non-Universal Transit Access Pass (UTAP) Schools

## Messaging (con't.)

A simple, consistent – process – developed by Communications

Audience	Tactic
STA CAC	Citizen Advisory Committee (CAC) Meetings, Member Networks; equip members with Fare Analysis fact sheet to share with network
STA Employees	All-employee meeting, STA Informed
Elected Officials	City Council Meetings, Board of County Commissioners
Advocacy Agencies	Spokane Alliance, Valley Support Network, Independent Living, Aging & Long-Term Care of Eastern Washington, etc.
Faith Community	Variety of churches across the region
Limited English Proficiency	Organizations and churches service those with limited English proficiency, such as Slavic Churches, World Relief, Odyssey World International Educational Services, Refugee Connections Spokane, etc.

## Performance Metrics

- In-person outreach to 25 organizations
- Regional Open Houses (3, 10-20 people at each)
- Media (print and radio)
- Social Media impressions
- 1 Press Release



## Tactics and Timing Overview

Month	Activity
February	Finalize messaging and develop supporting materials once Preliminary Proposal is drafted: <ul style="list-style-type: none"> <li>• Social media schedule</li> <li>• Printed materials</li> <li>• Presentations</li> <li>• Email blasts, letters, and invitations to public outreach events</li> <li>• Posters on buses, shelters, and transit centers</li> </ul>
March - May	Implement public outreach Gather and finalize output
June	Hold public hearing on draft of final fare increase plan at June 16 <sup>th</sup> STA Board meeting
July	Final recommendation for Board decision at July 21 <sup>st</sup> Board meeting

## Recommendation

Recommend the Board approve the Fare Analysis Public Outreach Plan.

**Spokane Transit Authority Tariff Policy and Procedures  
for  
Fixed Route and Paratransit Services**

- I. **Effective Date:** Effective May 22, 2014, until revised by Resolution of the Spokane Transit Authority Board of Directors.
- II. **Applicability:** This policy applies to all STA fixed route and paratransit services within the STA's service area.
- III. **Tariff Policies:** The Comprehensive Transit Plan articulates the following fare policies.
- A. **Tariff Philosophy:** Spokane Transit Authority's philosophy is to encourage increased ridership by providing a convenient and reasonably priced method for citizens to enjoy the advantages of public transportation.
  - B. While the fare structure will provide value to our riding customers, a fixed route farebox return<sup>1</sup> objective of 20% of the fully allocated costs<sup>2</sup> of this service is maintained.
  - C. Spokane Transit's operating cost per passenger compares favorably to the Washington State statewide average of urban transit systems. To maintain this favorable comparison, increasing the fixed route ridership component of this metric will be emphasized.
  - D. Minimize complexity – emphasize a simple and easily understood system.
    - 1. Sustain a flat rate fare structure<sup>3</sup> throughout the Public Transit Benefit Area with fixed fares for regular route/service.
    - 2. Customers use time-limited passes (two hour, day, monthly, etc.) to accomplish multi-route/directional trips. Transfers are not used.
  - E. Increase pre-payment and reduce the use of cash.
    - 1. By contract, monthly billing and post-payment may be allowed for employers, institutions and other groups participating in special pass programs.
    - 2. When possible, existing identification cards (the EWU Eagle Card, etc.) containing appropriate technology (magnetic stripes, chips, etc.) may be used to develop and implement pass programs for groups.
  - F. STA supports opportunities for low-income individuals to use public transportation at a discounted cost. These opportunities should be made available through community programs that subsidize the purchase of standard fare instruments rather than as direct STA discounts or special fare structures. This strategy helps manage eligibility challenges and supports other strategic objectives.
- VI. **Fare Types**
- A. Single Ride – direct travel from one origin to one destination on a single vehicle.
  - B. Fixed Route Two-Hour Pass – unlimited travel during a consecutive two-hour period on fixed route services.

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<sup>1</sup> **Farebox return** is measured as the percentage of total operating costs recovered through user fares.

<sup>2</sup> **Fully allocated costs** include all administrative, maintenance, and operational costs applied to delivery of service. This cost is usually reflected as a total cost per hour that a vehicle is in service.

<sup>3</sup> **Flat rate fare structure** means that the fare structure is consistent throughout the entire service area. There is no premium cost based on trip distance or peak service period. The alternative to a flat rate structure is a zonal fare structure in which a system of transit zones are established and different fares are charged for travel within and between zones, or different times of day.

- C. Paratransit One Ride Pass – unlimited travel during a consecutive two-hour period between paratransit and fixed route services or fixed route service only.
- D. Day Pass – unlimited travel on fixed route service during a given service day.
- E. Fixed Route 31-Day Pass – unlimited travel on fixed route service during a rolling 31-day period effective on first use or on day of purchase depending on fare media.
- F. Paratransit Calendar Monthly Pass – unlimited travel on paratransit or fixed route service during a given calendar month.
- G. City Ticket Pass – unlimited travel on shuttle vehicles during a given calendar month.
  - 1. A pilot fare structure is authorized for the use of the City Ticket Pass as a valid fare payment on Route 27 – Hillyard and Route 39 – Mission between The Plaza and the Arena during all hours of fixed route operations for the temporary period of March 1, 2014, to June 30, 2015.
- H. Student Calendar Monthly Pass - unlimited travel on fixed route service during a given calendar month.

## VII. **Fare Programs**

- A. Fixed Route Reduced Fare – This program is available to people who are: 1) 65 years of age or older; or 2) have a qualifying disability; or 3) have a valid Medicare card issued by the Social Security Administration. An STA-provided reduced fare or paratransit identification card must be shown to the bus operator each time the bus is boarded and the reduced fare paid.
- B. Paratransit Fare – Paratransit eligibility is determined through an application process. Once eligibility is established, individuals are entitled to pay STA's existing reduced fare rate on fixed route services and the paratransit fare on paratransit services. The STA paratransit identification card must be shown to the operator each time the vehicle is boarded and the fare paid when using fixed route services.
- C. Employer Sponsored Bus Pass – Passes are made available, on a contractual basis, to employers with five or more employees, at a discount of up to \$3.00 per monthly pass. The employer must pass on the discount to their employees and offer a discount that at least matches the STA discount.

If an employer has a minimum of 100 participants in the program, the employer may make passes available to all employees at no cost to the employee. If so, STA will sell passes to the employer at 25% discount. This discount is not available on City Ticket Passes.

- D. Universal Transit Access Pass (U-TAP) – An annual program made available on a contractual basis in which all members of an organization have unlimited access to STA services. The organization pays a fee that allows all identified members of their organization to use STA services for the contracted time period. Eligible participants must be identifiable by an identification card that is readable by STA fare collection equipment. The number of these programs is dependent on the capacity of STA's fare collection equipment.

The contract price is based on each unlinked trip taken by members of the program. The charge for each unlinked trip is calculated based on an established rate for each route in STA's system. A rate sheet for each route is published annually and included in the annual contract update.

The participating organization is billed monthly for the previous month's trips. However, in order to allow participating organizations to budget, contracts will also include a "not to exceed" total price for an annual contract. The "not to exceed" fee will be calculated by STA prior to each contract period. Actual monthly ridership may result in the cost of the contract to be lower than the "not to exceed" fee.

- E. Student Pass – This program provides reduced cost access to public transportation for individuals enrolled in post-secondary education, technical, or job/career training institutions.

Eligible educational and training institutions are institutions that either:

1. are qualified providers of federal financial aid and have obtained a Federal School Code; or
2. have obtained a vocational school license issued by the Washington State Workforce Training and Education Coordinating Board.

Any individual who possesses a valid proof of enrollment in a registered institution is eligible for a Student Pass. The price of the Student Pass is the full 31-day adult fare discounted by \$8.00 through Federal and State Grant funding. If grant funding for this program is eliminated, the continuation of the Student Pass program will be re-evaluated.

- F. Summer Youth Pass – The program provides a youth customer (6-18 years of age) the opportunity to purchase a discounted three month bus pass for June, July and August).
- G. City Ticket – City Ticket is a cooperative effort with the Downtown Spokane Partnership and the Public Facilities District that allows pass holders to park at the Arena Park and Ride lot and use the Plaza-Arena Shuttle and the Southside Medical Shuttle.
- H. Pass Outlet Program – Adult, Youth, and Reduced Fare 31-Day Passes are made available to authorized Pass Outlets in quantities of at least 100. Passes will be provided to the Pass Outlet at a discount of \$3.00 per pass.

#### VIII. **Accepted Fare Media**

- A. Cash – Exact fare required in cash or coin, no change will be given, no pennies will be accepted.
- B. Magnetic Stripe Media – These are read by making the appropriate contact between the card and the farebox card reader. Paratransit van operators may record fare use of these for the paratransit rider as needed.
- C. Proximity Smart Cards – Smart Cards are chip-embedded cards holding data that allows a vast array of potential fare opportunities. A one-time fee for this re-useable card will be charged to the customer. The fee will be based on STA's cost to provide the cards. Smart cards can also serve as an identity card (by adding a photo and other basic information). They can be reloaded with additional value or time and reused indefinitely. They are read by passing the card near or "within proximity" of the Smart Card reader on the farebox or mobile data computer on paratransit.
- D. Identification Card – Combination ID/Smart Card issued to current participants in the STA pass programs.
- E. Free Ride Tickets or Coupons – These are coupons given to customers as STA personnel deem appropriate. They are good for one free ride on either fixed route or paratransit service.
- F. Employee Passes – All employees shall, after 10 days of service, receive free transportation on fixed route/paratransit service operated by STA. Employee Smart Card/ID Cards serve as this pass.
- G. Dependent Passes – Upon request, Smart Cards for free transportation will be issued to dependents of all active employees. These passes are renewed every two years. They are issued per STA established dependent pass criteria and must be surrendered upon the employee leaving STA employment.
- H. Retiree Passes – Upon request, Smart Cards for free transportation will be issued to employees separating from STA who meet eligibility criteria as outlined in company policy and/or union contracts. These passes are renewed every two years.
- I. Easy Park Coupons – Coupons distributed by downtown Spokane businesses that are good for a free ride on STA service or \$1 off of parking downtown. This is a partnership with Downtown Spokane Partnership and they reimburse STA for all Easy Park Coupons accepted on STA service.

**IX. Fare Table effective May 22, 2014, until revised by Resolution of the Spokane Transit Board of Directors.**

**(Effective 22 May 2014)**

<b>Category</b>	<b>Cash</b>	<b>Two-Hour Pass</b>	<b>Day Pass</b>	<b>31-Day Rolling Pass</b>	<b>Monthly Pass</b>	<b>Summer Youth Pass (1)</b>	<b>City Ticket (3)</b>
<b>Adult</b>	\$1.50	\$1.50	\$3.50	\$45.00			
<b>Youth (6 – 18 years)</b>	\$1.50	\$1.50	\$3.50	\$30.00		\$45.00	
<b>Reduced Fare</b>	\$0.75	\$0.75	\$3.50	\$22.50			
<b>Paratransit</b>	\$1.50	\$1.50			\$45.00		
<b>Student (2)</b>					\$37.00		
<b>Shuttle Service</b>							\$30.00
<b>Special Events (4)</b>	Determined by Special Event Plan						
<b>Children(5)</b> (up to 3 children under age 6 with an adult, youth, student, reduced fare, or paratransit passenger)	FREE						
<b>Personal Care Attendant(PCA)</b> (needs no identification; however the person with whom they are traveling must have "PCA" on their ADA paratransit identification card)	FREE						

**Notes:**

- (1) Summer Youth Pass is a three-month instrument covering June, July, and August
- (2) Monthly Student Pass is priced as a 31-day adult pass with discount applied.
- (3) City Ticket transit pass includes parking at the Arena east lot, as per Arena specified rules
- (4) Spokane Transit Authority CEO, with Board approval, can implement reduced special fare structures and/or alternate payments for selected community events
- (5) A responsible individual must accompany children under six (6) years of age or the child will not be allowed to board the bus or van

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM** **7.A.** **UPDATED DISCUSSION ON ALTERNATES**

**REFERRAL COMMITTEE:** Board Operations (*French*)

**SUBMITTED BY:** Laura McAloon, Legal Counsel

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**SUMMARY:**

At their meeting of February 10, 2016, the Board Operations Committee requested legal counsel to prepare a memo summarizing the history and current provisions for the appointment of alternates to the STA Board of Directors. The attached memo provides a background for the discussion of the appointment process as requested by Mayor Kevin Freeman at the January Board of Directors meeting. Following a review of the memo, the Board Operations Committee anticipates a discussion by the Board of Directors on the topic and consideration of whether any amendments to the Bylaws should be proposed to the members of the Public Transportation Benefit Area.

**RECOMMENDATION TO BOARD:** Discussion and possible action.

**FINAL REVIEW FOR BOARD BY:**

Division Head           

Chief Executive Officer ESM

Legal Counsel LM

Attachment

Workland & Witherspoon  
Attorneys at Law

To: Board of Directors, Spokane Transit Authority  
From: Laura McAloon  
CC: E. Susan Meyer, Chief Executive Officer  
Date: 2/9/2016  
Re: Appointment of STA Board of Directors and Alternates

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At the January Board meeting, Mayor Kevin Freeman requested that the Board discuss the provisions in the STA Bylaws for the appointment of alternates to the shared Director positions appointed by the Cities of Millwood, Cheney, Airway Heights, Medical Lake and Liberty Lake on a rotating basis (the "Small Cities"). Commissioner O'Quinn and Councilmember Pace requested the Board's consideration of edits to require Small City alternates to be appointed only from other Small Cities. Following the Board meeting, I spoke further with Mayor Freeman and Board Chair French and Mayor Freeman indicated a desire to convene a meeting and discussion between all of the Small Cities to obtain their input on the current alternate appointment process and the consideration of potential changes to the Bylaw provisions regarding the appointment of their alternates. The timing of that meeting has not been finalized yet, however, at the request of the Board Operations Committee, below is a summary of the history of the alternate appointment language in the STA Bylaws and the language in the PTBA statute to further facilitate the Board's discussion.

Board composition

36.57A.050 states "the governing body" of a PTBA "shall consist of elected officials selected by and serving at the pleasure of the governing bodies of component cities with the area and the county legislative authority of each county within the area. ..."  
The STA Bylaws mirror the statutory language in Section 2.1, Board Composition:

The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board" and shall consist of a Board of nine (9) voting members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the respective

governing bodies of the component cities located within the corporation and Spokane County.

Also in accordance with RCW 36.57A.050, the Bylaws provide for a non-voting Director "selected by and serving at the pleasure of the labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit.

To provide representation of the County and the 7 component cities of the PTBA while complying with the statutory limit of 9 voting members on the STA Board, the most recent quadrennial review of the Board composition established the following representation on the Board of Directors:

Spokane County	2 Directors
Spokane Valley	2 Directors
Spokane	2 Directors
Small Cities	3 Directors - selected from the 5 cities on a 3 year rotating schedule

Beginning in 2015, STA also provided for the appointment of *ex officio*, non-voting Directors who are appointed by those Small Cities which do not currently occupy a voting Director seat in the rotation.

#### History of Director and Alternate Appointment Language

The 9 voting member limitation has been in the PTBA statute since it was initially adopted in 1975. The original composition provided for 3 Small City Directors, 3 Spokane County Directors and 3 Spokane Directors. After the City of Liberty Lake incorporated, the Bylaws were amended in 2002 as follows:

Sec. 2.1 Board Composition. The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board," shall consist of a Board of nine (9) members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the governing bodies of the component cities within the boundaries of the Corporation and the county commissioners of Spokane County. The membership of the Board shall consist of the following:

- (a) Three elected officials selected by and serving at the pleasure of the Cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, and



# Workland & Witherspoon

Attorneys at Law

Millwood according to the following scheduled term and thereafter in a continuing rotation for three years according to the order stated.

- (b) Three elected officials selected by and serving at the pleasure of the City of Spokane.
- (c) Three elected County Commissioners from the Board of County Commissioners of Spokane County.

2.2 Alternates. (a). The City of Spokane may appoint alternate members by resolution whose name(s) shall be forwarded to and kept on file with STA. For Cities other than Spokane, alternates from the two Cities not then sitting on the Board shall be appointed to serve in the absence of the primary City representatives; should the representative from one of the alternate Cities be unavailable to attend a Board meeting, the primary City's alternate may temporarily fill the position.

Following the incorporation of Spokane Valley, the Bylaws were amended in early 2004.

Section 2.1 Board Composition was amended to provide:

- (a) Two (2) elected officials selected by and serving at the pleasure of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood.
- (b) Three (3) elected officials selected by and serving at the pleasure of the City of Spokane.
- (c) Two (2) elected officials selected by and serving at the pleasure of the City of Spokane Valley.
- (d) Two (2) elected County Commissioners selected by and serving at the pleasure of the Board of County Commissioners of Spokane County.

Section 2.2 Alternates was amended to read:

The cities of Spokane and Spokane Valley and the Board of County Commissioners of Spokane County may appoint alternate members by resolution whose name(s) shall be forwarded to and kept on file with STA. For cities whose members are selected pursuant to Section 2.1(a), alternates from those cities not then sitting on the Board shall be appointed to serve in the absence of the primary members selected pursuant to Section 2.1(a); should no alternate member be available to attend a board meeting on behalf of a primary representative under Section 2.1(a), the city appointing the unavailable member may temporarily fill the position with a designated alternate qualified to serve under Section 2.1.

*This was the first time that Small Cities were able to fill their alternate position with any elected official from within the boundaries of STA, but only if the appointed alternate from one of the other Small Cities was not available.*

In 2010, the Bylaws were amended to provide for the inclusion of the non-voting member appointed by the labor organizations at STA and the only revision to Section 2.2 was to authorize the appointment of an alternate by the same labor organizations:

The cities of Spokane and Spokane Valley, the Board of County Commissioners of Spokane County, and the labor organizations may appoint alternate members by resolution whose name(s) shall be forwarded to and kept on file with STA.

No edits were made to the alternate appointment language for Small Cities.

In April 2015, Section 2.1 Board Composition was amended to reflect the current composition (set forth above). No amendment was made to Section 2.2 Alternates.

In May 2015, the Board considered additional edits to the Bylaws, including the suggestion by Mayor Trulove to amend the Small Cities' alternate selection process. He stated, "I see no reason for the elaborate process of selecting someone from another city. We can better prepare alternates with whom we speak on a daily basis and there is really no good or regular communication mechanism for those elected from other cities. Let the small cities operate the same as all the others in the first part of 2.2."

Section 2.2 Alternates was then amended to read:

The cities of Spokane and Spokane Valley, the Board of County Commissioners of Spokane County, and the labor organizations may appoint alternate members by resolution whose name(s) shall be forwarded to and kept on file with STA. For cities whose members are selected pursuant to Section 2.1(a), alternate members may be appointed by each city which is a voting member of the Board, whose names shall be forwarded to and kept on file with STA. These cities may appoint alternates from one of the other cities listed under Section 2.1(a).

This most recent amendment removed the complicated primary and secondary alternate appointment process for Small Cities, but retained the flexibility given to Small Cities in 2004 to appoint any other elected official as an alternate at the discretion of the Small Cities presently holding a voting Director position on the Board.

# Workland & Witherspoon

Attorneys at Law

## Bylaw Amendment Process

If the Board desires to propose any amendments to the Bylaws, the process for doing so is set forth in Article IX of the Bylaws. The Bylaws may be amended at any regular or special meeting of the Board, with the provision that members (component cities and the County) receive copies of the proposed change(s) at least two weeks prior to the Board meeting. Amendment of the Bylaws requires the approval of a majority of the total voting membership of the Board, or five affirmative votes (Section 3.3 Quorum).

## Action Requested

The action requested of the Board is to discuss the current appointment provisions, obtain an update on the status of the discussions among the Small Cities regarding their Director and alternate appointments, and provide further direction to legal counsel if changes are desired at this time.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 8.A.**

**BOARD OPERATIONS COMMITTEE CHAIR'S REPORT**

**REFERRAL COMMITTEE:**

Board Operations (*French*)

**SUBMITTED BY:**

Al French, Committee & Board Chair

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**SUMMARY:**

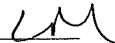
A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head 

Chief Executive Officer 

Legal Counsel 

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM** 9.Ai.

**PLANNING & DEVELOPMENT COMMITTEE CHAIR'S REPORT**

**REFERRAL COMMITTEE:**

Planning & Development (*Waldref*)

**SUBMITTED BY:**

Amber Waldref, Committee Chair

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**SUMMARY:**

A verbal report will be given on:

- i. STA Moving Forward Plan & Funding Discussion

Further information on this item will be sent via email on Tuesday, February 16.

**RECOMMENDATION TO BOARD:** Receive report and discuss.

**FINAL REVIEW FOR BOARD BY:**

Division Head           

Chief Executive Officer *ESM*

Legal Counsel *CP*

**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 9.A.i : STA MOVING FORWARD PLAN & FUNDING DISCUSSION**

**REFERRAL COMMITTEE:** Planning & Development (*Waldref*)

**SUBMITTED BY:** Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services

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**SUMMARY:** The purpose of this item is to continue the STA Board discussion on the subject of funding and implementing *STA Moving Forward*. No formal action is anticipated at the meeting on the subject but Board members are expected to share their perspectives on the various matters presented given the regional context in which STA operates.

*STA Moving Forward* was adopted by the STA Board on December 18, 2014, and is the embodiment of countless hours of Board and community time and input. The plan implements the region's long range transportation plan, *Horizon 2040*, and Spokane Transit's comprehensive plan, *Connect Spokane*, and is consistent and coordinated with local comprehensive plans.

During the last quarter of 2015, the STA Board of Directors reached agreement, either by motion or through discussion, on important decisions that relate to expanding and improving transit service:

- October: the Board agreed to new financial assumptions and an approach to forecasting revenues and expenditures that fully fund the Capital Improvement Program and current levels of service through 2021.
- November: the Board members agreed by consensus that *STA Moving Forward* should be retained as the appropriate starting point for discussing future service growth.
- December 2015: A majority of Board members agreed through discussion that staff should prepare scenarios that implement part, or all, of *STA Moving Forward* beginning as early as 2017 and some Board members requested a scenario that provided additional funding beyond *STA Moving Forward*.
  - Complete option (funded at 2/10 of a cent sales tax increase)
  - Complemented option (funded at 3/10 of a cent sales tax increase)
  - Constrained option (Funded at 1/10 of a cent sales tax increase)

At the January meeting of the STA Board of Directors, the three requested scenarios were presented along with demonstration of how the scenarios implement the three policy building blocks of the *STA Moving Forward* plan:

- Connect the community with essential services
- Improve travel flow by connecting jobs and workers
- Partner in advancing regional economic development

Board members requested an opportunity to conduct the following review and discussion in February:

- Review ridership, travel demand and future growth information
- Review a new implementation scenario that assumes 1/10 scenario and implements projects, insofar as feasible, for which grant funding has already been secured
- Document and discuss the scenario wherein no additional tax funding is levied
- Portray the new scenarios that have been developed during 2016 in three broad geographic sectors
- Discuss feedback from other elected officials on the suitable timing of a ballot measure and the priority of projects

The presentation for this segment of the Board meeting will be sent in advance for review.

**RECOMMENDATION TO BOARD:** Discussion.

**FINAL REVIEW FOR BOARD BY:**

Division Head KO/w

Chief Executive Officer ESM by  
gw

Legal Counsel LM

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 10.A.**

PERFORMANCE MONITORING & EXTERNAL RELATIONS  
COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:**

Performance Monitoring & External Relations (*Hafner*)

**SUBMITTED BY:**

Chuck Hafner, Committee Chair

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**SUMMARY:**

A verbal report will be given at the Board meeting.

**RECOMMENDATION TO BOARD:** Receive report.

**FINAL REVIEW FOR BOARD BY:**

Division Head           

Chief Executive Officer ESH

Legal Counsel

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 12.A.**

**COMMITTEE MINUTES – INFORMATION**

- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee

**REFERRAL COMMITTEE:**

N/A

**SUBMITTED BY:**

Jan Watson, Executive Assistant to CEO & Clerk of the Authority

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**SUMMARY:**

Minutes of the December 2, 2015 meetings of the Planning & Development Committee and Performance Monitoring & External Relations Committee are attached. Those committees did not meet in January.

Minutes of the January 13, 2016 Board Operations Committee meeting are also attached.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head             
attachment

Chief Executive Officer ESM

Legal Counsel LM



Spokane Transit Authority  
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## **BOARD OPERATIONS COMMITTEE MEETING**

Meeting Minutes for January 13, 2016  
Northside Conference Room

### **MEMBERS PRESENT**

Al French, Spokane County, Board Operations  
Committee Chair and Planning & Development  
Committee Chair  
Amber Waldref, City of Spokane, Performance  
Monitoring & External Relations Committee Chair  
Chuck Hafner, City of Spokane Valley  
E. Susan Meyer, Chief Executive Officer, Ex-officio

### **MEMBERS ABSENT**

None

### **STAFF PRESENT**

Beth Bousley, Director of Communications & Customer  
Service  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services  
Steve Blaska, Director of Operations  
Steve Doolittle, Director of Human Resources  
Susan Millbank, Ombudsman & Accessibility Officer  
Jan Watson, Executive Assistant to the CEO & Clerk of the  
Authority  
Brandon Rapez-Betty, Sr. Communications Specialist

### **LEGAL COUNSEL**

Laura McAloon, Workland & Witherspoon PLLC

### **GUESTS**

Kaitlin Larson, Legislative Assistant to Council Member  
Amber Waldref

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

Chair French called the meeting to order at 12:35 p.m. and conducted roll call.

#### **2. APPROVE COMMITTEE AGENDA**

Committee members reviewed the agenda.

*Mr. Hafner moved approval of the agenda and Ms. Waldref seconded the motion. There was no further discussion and all voted in favor.*

#### **3. CHAIR'S COMMENTS**

Chair French commented that he is looking forward to being Chair of the STA Board in 2016. He thanked Committee members and staff for their service to the community. Mr. Trulove, STA Chair in 2015, had laid out an aggressive agenda for *Moving Forward*. Mr. French would like to see the Board come together with consensus on its direction in the next couple months.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. December 9, 2015 Committee Minutes**

*Ms. Waldref moved approval of the December 9, 2015 minutes and Mr. Hafner seconded. There was no further discussion and the motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

##### **a. Al French, Planning & Development (P&D)**

Mr. French said there was no committee meeting in January. The P&D Committee provided the Board with information related to *Moving Forward* which would then allow the Board to meet and successfully vet the potential alternative courses which would then outline the rest of the year. His hope is that by the end of the February Board meeting, the Board will have consensus on a direction after reviewing all possible scenarios.

Mr. Hafner said it will be important to confirm the direction the Board wants to take, what are the needs and wants, and what funding is available.

Ms. Waldref agreed that a February decision would be good so next steps can be planned. If the Board is not ready to continue with *Moving Forward* then other jurisdictions could plan next steps.

b. **Amber Waldref, Performance Monitoring & External Relations (PM&ER)**

Ms. Waldref said that the PM&ER Committee had no meeting in January. The Committee will be finishing up the analysis of the bus replacement strategy, and in particular, the timing of the replacement.

Ms. Meyer said that the City of Liberty Lake has appointed Councilmember Keith Kopelson as the new representative to the STA Board. Mayor Peterson will be the alternate.

Ms. Waldref said that she and Councilmember Mumm are the representatives from the City of Spokane to the STA Board. The alternates have been changed due to the departure of Mr. Snyder.

Mr. French commented that the City of Airway Heights representative will remain the same, Mr. Lawrence, but the City will need to appoint a new alternate to replace Mr. Snyder.

Mr. Hafner asked about appointing alternates outside of jurisdictions.

Ms. McAloon said that the only requirement to appoint an alternate is that he or she is an elected official.

6. **ELECTION OF 2016 BOARD CHAIR PRO TEMPORE – ACTION**

Mr. French said that the City of Spokane Valley is next in rotation to be 2017 STA Board Chair and appointed Chuck Hafner as Chair Pro Tempore for 2016. Mr. French said that Councilmember Hafner will be ratified as Chair Pro Tempore at the next Board meeting.

*All Committee members agreed by consensus.*

7. **APPOINTMENT OF BOARD MEMBERS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2016 - ACTION**

Mr. French reviewed the 2015 Committee Member list.

Discussion ensued regarding representation and availability for Committee meetings.

Mr. French requested that Ms. Watson confirm Mr. Trulove's availability for Committee meetings.

*Mr. French requested that a draft 2016 Committee Member list be ratified at the next Board meeting. All Committee members agreed by consensus.*

8. **APPOINTMENT OF CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2016 - ACTION**

Mr. French said he has asked Mr. Hafner to Chair the Performance Monitoring & External Relations Committee and Ms. Waldref to Chair the Planning & Development Committee meeting. Mr. French said he will ask Mr. Trulove to attend the Board Operations meetings as an at-large representative for Small Cities.

*Mr. French said that the appointments of Councilmember Hafner as PM&ER Chair and Councilmember Waldref as P&D Chair will be ratified at the next Board meeting. All Committee members agreed by consensus.*

9. **APPROVAL FOR BOARD MEMBER TRAVEL TO 2016 APTA LEGISLATIVE CONFERENCE & LEGISLATIVE MEETINGS**

Ms. Meyer said that the APTA Legislative Conference is March 13-16 in Washington D.C. and two Board members are budgeted to attend. Mr. French has indicated an interest in attending.

Mr. Hafner said he is interested, will check his schedule, and suggested three members attend the March meeting.

Ms. Watson said that up to five Board members are budgeted to attend APTA conferences for 2016.

Mr. French said that the budget can be adjusted by the Board if more Board members would like to attend in 2016. It is an important educational opportunity.

*Mr. French said that the recommendation to the Board will be for up to three Board members to attend the APTA meeting in March. All Committee members agreed by consensus.*

10. **STA MOVING FORWARD IMPLEMENTATION SCENARIOS - DISCUSSION**

Mr. Otterstrom said the discussion will review the presentation for the Board meeting tomorrow. The material will be sent to the Board this afternoon. First, there will be a review of the progression of Board actions and alignment, then a review of preliminary scenarios for implementing STA *Moving Forward* followed by a discussion of next steps and Board guidance. No action will be requested at the Board meeting.

Mr. Otterstrom reviewed the Board alignment:

**December 2014** – Board adopted STA *Moving Forward* as a ten-year plan for sustaining and improving transit.

**October 2015** – Board agreed to new financial assumptions and approach to forecasting revenue and expenditures that fully fund the Capital Improvement Program (CIP) through 2021.

**November 2015** – Board members agreed by consensus that STA *Moving Forward* should be retained as the starting point for discussing future service growth.

**December 2015** – A majority of Board members agreed that STA should look at varying rates of taxation for a potential ballot measure in November 2016 or sometime in 2017. There was not a formal vote, but a consensus. Board members requested the information for the January Board meeting. In order to implement, additional sales tax would be needed.

Mr. Hafner asked how the recent City of Spokane resolution regarding a ballot proposition will be affected by STA's decisions.

Ms. Waldref said the City of Spokane would like STA to consider a November 2016 ballot measure. If STA decides not to pursue a ballot at that time, the City of Spokane may pursue a ballot proposition for the purpose of funding the Central City Line and other Spokane Transit Authority projects in the *Moving Forward* Plan in the city limits but that has yet to be determined. The City of Spokane's goal is for regional improvements.

Mr. Otterstrom reviewed the basis for the preliminary scenarios.

1. 2/10 of a cent sales tax completes STA *Moving Forward*
2. 3/10 of a cent sales tax adds additional service, and
3. 1/10 of a cent sales tax requires sequencing and prioritization of the plan for partial implementation

Mr. Otterstrom stated the sequencing principle. STA *Moving Forward* was designed to be implemented in a way that maximizes the amount of new service that can be delivered by avoiding debt and phasing capital projects over time. Additional sales tax creates a new benchmark for revenue. A plan that maximizes early construction resources will inherently reduce how much is available for new routes and services.

Mr. French suggested a reminder to the Board that past Board decisions were to not incur debt.

Mr. Otterstrom said that quickly adding new routes and service reduces how much is available for construction and other capital projects and reduces flexibility. STA *Moving Forward* balances new capital projects with new routes and services, allowing for a more resilient implementation timeline.

Mr. Hafner suggested stating examples of how this balance works.

Mr. Blaska said that 1/10 of a cent does not buy STA *Moving Forward* over a longer period of time because the funding level eventually is consumed with service.

Mr. Hafner suggests that more explanation is necessary so all understand.

Mr. Otterstrom said the three main objectives of the Plan could be summarized as building blocks:

1. Connect the community with public services
2. Improve travel flow by connecting jobs and workers
3. Partner in advancing regional economic development

Mr. Hafner suggested that each municipality has their own priorities for transit service and those should be shared with the Board.

Mr. French asked if elected officials and jurisdictions were asked for their top transit priorities.

Ms. Meyer said that STA asked every jurisdiction for feedback on projects based on previous input.

Discussion ensued regarding plans and priorities.

Mr. Blaska said that prioritization only needs to occur if something less than STA *Moving Forward* were to be adopted. 2/10 of a cent includes what STA heard as the priorities for every jurisdiction. If 3/10 of a cent were adopted then additional projects would need to be prioritized.

Mr. Hafner suggested that some of the priorities may be different now than when discussions about STA *Moving Forward* first began.

Mr. French said that if the constrained plan (1/10 of a cent) were adopted, then prioritization is necessary. A community might agree to a 2/10 of a cent additional sales tax if they realize that all their community needs are not met.

Mr. Otterstrom said that if an additional 2/10 of a cent sales tax (completes the plan) is approved, the plan is expected to be completed within ten years. If an additional 3/10 of a cent sales tax (complement the plan) is approved, the higher funding level allows for additional projects to be added and accelerates the addition of new service where feasible. If an additional 1/10 of a cent sales tax (constrain the plan) were approved, it will require prioritization of projects. As requested as an initial

approach, the projects of the first five sequence years of *STA Moving Forward* are fully implemented. There are many ways to implement part of *STA Moving Forward*.

Mr. Otterstrom summarized an overview of the projects that could be accomplished with 1/10, 2/10 and 3/10 of a cent of additional sales tax in 2015 through 2021 and 2020 through 2025.

Mr. French suggested aligning the three scenarios in the same order on all materials.

Mr. Hafner asked how many of the projects listed under the 1/10 of a cent scenario could be accomplished under the current STA budget.

Mr. Blaska said none of the projects could be accomplished.

Ms. Waldref asked about service after 2021 and how much of the additional sales tax is required to sustain service.

Mr. Blaska said that STA is sustainable during the Transit Development Plan (TDP) period 2015-2021. The additional funding to sustain service comes in the later years beyond the TDP (years 2023 & 2024). Most of the bus replacement cycle has been completed by that time. Eventually, additional funds would need to be available to fund fleet replacement and sustain the current service, but that would not happen until after 2021. The service level is less today than in 2011.

Mr. Otterstrom said the current financial assumptions end at 2021 and "Expand and replace the existing bus fleet" is included in all three scenarios as it is not funded after 2021.

Ms. Waldref suggested "bolding" and pointing out this statement.

Ms. Meyer asked what dollar amount in the 1/10, 2/10 and 3/10 scenarios is dedicated to preserving service in the form of replacing buses.

Ms. Warren said \$46.4M additional dollars are needed for bus fleet replacement between 2022 and 2027. 1/10 of a cent additional sales tax would create revenue of \$106M from 2017 through 2027.

Ms. Meyer summarized that approximately 46% of the 1/10 of a cent increase would be used to sustain service.

Mr. Otterstrom said that currently there are no planned service cuts and STA has a fully funded TDP. If the conversation was delayed for two years, a review of all scenarios would need to occur.

Mr. Otterstrom reviewed the next steps. The steps are only a template and timing depends on the Board.

1. The Board refines the preliminary scenarios for public review
2. Public outreach on preliminary scenario(s) and refine based on input
3. Review draft scenario(s) and
4. Board action on a final scenario

Ms. Waldref said it is important to allow enough time for review prior to a ballot measure for a public campaign.

Mr. Hafner said it comes down to 1/10, 2/10 or 3/10 of a cent and how much it will buy and affect each municipality. It is important that each jurisdiction is involved and all information is provided to them.

In summary, Mr. Otterstrom said he will ask the Board members if additional material would be helpful for their review in February.

Committee members had no further comments on *STA Moving Forward* at this time.

#### **11. BOARD OF DIRECTORS AGENDA: JANUARY 14, 2016 (SPECIAL MEETING) - INFORMATION**

Ms. McAloon said that no changes can be made to the agenda as it is a Special Meeting, unless posted 24 hours prior to the start of the meeting.

*Committee members agreed by consensus to the Board of Directors Special Meeting agenda for January 14, 2016.*

#### **12. CEO REPORT**

Ms. Meyer said that STA has had an interlocal agreement with the City of Spokane for a police officer since October 2005. STA has paid for the equivalent of one police officer dedicated to downtown and this was matched by the City of Spokane. During eight of those years, the office for those two police officers was in the Plaza. At that time, there were no other dedicated police officers downtown. STA's funding filled a need that was identified by the business community and not addressed by the Spokane Police Department (SPD). The agreement changed in 2014 to include a precinct located within the same block as the Plaza and seven parking spaces were provided to SPD in the Plaza garage. The interlocal agreement expired on 12/31/2015. It could not be renewed as the conditions had changed. That agreement was specific to the precinct office on Riverside Avenue. STA has asked both the City of Spokane and SPD how STA can meet an unfilled need. For ten years STA's funding bought something that was otherwise unavailable and the \$86,900 is still budgeted.

Discussion ensued.

Ms. Meyer commented that SPD has always been responsive to STA. Having the precinct office close to the Plaza was the goal because officers had always been coming and going from the Plaza.

Mr. Blaska said that STA was asked if a workspace could be provided in the Plaza for SPD if an officer was in the area. STA can provide that space. SPD made a commitment that their presence in that part of downtown would be unchanged with their move to the Intermodal Center. However, the agreement with STA was based on an officer being housed at either the Plaza or the precinct next door and that has now changed. Other options may be pursued and developed as STA understands the effects with the SPD relocation to the Intermodal Center.

Ms. Waldref said that the partnership between STA and SPD works well and no specific proposals have been received.

Ms. McAloon said that SPD's service location spanned from Riverfront Park to Interstate 90 throughout the life of the agreement.

Ms. Meyer said the Spokane City Council passed a resolution on January 11, 2016. This resolution has two components: the City of Spokane will support the STA Board in a November 2016 ballot measure for enhanced transit in the Public Transportation Benefit Area (PTBA); or, the City will contemplate a ballot measure that is just city wide.

Ms. Waldref said the City of Spokane would like to see increased service.

Ms. Meyer stated that there will be three Central City Line brown bag lunches the week of January 25, 2016 in three different locations from 12-1:00 p.m. These lunches are an opportunity for downtown stakeholders and property owners to review the alignment options.

Ms. Meyer said that next month will be a discussion with the STA Board on the High Performance Transit Station Design and Communication Standards project.

Ms. Meyer said the Van Grant application period will close on February 19, 2016. An email was sent to STA Board members.

Ms. Waldref will forward the Van Grant information to the rest of the Spokane City Council.

### **13. NEW BUSINESS**

Due to other Board commitments, Mr. French asked if the Board Operations Committee could move its monthly meeting to a start time of 1:30 p.m. (instead of 12:30 p.m.) on the second Wednesday of each month.

*All Committee members agreed.*

Ms. Meyer said that a revised 2016 Board & Committee calendar will be submitted to the Board at their February meeting for approval.

### **14. EXECUTIVE SESSION**

At 2:25 p.m., Mr. French announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purpose:

1. Reviewing the performance of a public employee.

The STA Board Operations Committee will reconvene in open session at approximately 2:35 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

At 2:35 p.m., the STA Board Operations Committee reconvened and Chair French declared the meeting back in public session. No action was taken.

**15. ADJOURN**

Chair French moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair French adjourned the meeting at 2:36 p.m.

Respectfully submitted,



Merilee Robar  
Executive Assistant to the Director of Finance & Information Services

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1230 West Boone Avenue  
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**PLANNING & DEVELOPMENT COMMITTEE**

**MEETING 10:00 A.M.**

Minutes of the December 2, 2015, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Al French, Spokane County\*  
Shelly O'Quinn, Spokane County  
Candace Mumm, City of Spokane  
E. Susan Meyer, CEO, Ex-Officio

**MEMBERS ABSENT**

Kevin Freeman, Small Cities Representative  
(Millwood) Ex-Officio  
Ed Pace, City of Spokane Valley

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Beth Bousley, Director of Communications  
& Customer Service  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Services  
Susan Millbank, Ombudsman & Accessibility Officer  
Brandon Rapez-Betty, Sr. Communications Specialist  
Merilee Robar, Executive Assistant, Finance & Information Systems  
Jan Watson, Exec. Assistant to the CEO & Clerk of the Authority

\*Chair

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

Chair French called the meeting to order at 10:08 a.m. Roll was called.

**2. PUBLIC EXPRESSIONS**

None.

**3. COMMITTEE CHAIR REPORT**

Chair French reported that the November Board meeting was very informative. Chair French expressed his appreciation for guidance from the Committee regarding the STA Moving Forward Ten Year Plan and Funding discussion that took place in November.

**4. COMMITTEE ACTION**

**A. MINUTES OF THE NOVEMBER 4, 2015, COMMITTEE SPECIAL MEETING**

Ms. O'Quinn moved to recommend approval of the November 4, 2015, Planning & Development Committee meeting minutes. The motion was seconded by Ms. Mumm. Motion passed unanimously.

**B. 2016 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM APPROVAL**

Ms. O'Quinn moved to recommend approval of the 2016 Planning & Development Committee Work Program as presented in the packet. The motion was seconded by Ms. Mumm. Motion passed unanimously.

**5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA**

**A. BOARD CONSENT AGENDA**

No items being presented this month.

**B. BOARD ACTION AGENDA**

No items being presented this month.

## **C. BOARD DISCUSSION AGENDA**

### **1. STA MOVING FORWARD TEN YEAR PLAN & FUNDING DISCUSSION**

Mr. Otterstrom explained that this item is the next phase of the November conversation about the STA Moving Forward Ten Year Plan. Ms. Meyer added that the purpose is to receive Committee direction and input in advance of presenting it to the full Board. Mr. Otterstrom explained that the goal at the Committee level discussion is to discern what the most important questions for the Board to consider are and to identify any other information the Board may need for this discussion item in December. Mr. Otterstrom reviewed the Board's guidance in 2015 for the new financial assumptions and the consensus of the Board in October that STA Moving Forward should be retained as the appropriate starting point for discussing future service growth. Mr. Otterstrom reviewed the potential next steps for the December meeting as outlined by the Board chair in an October memo to the Board. It was recognized that it is up to the Board to determine how far it gets along the path of next steps in December. Mr. Otterstrom reviewed the aspects of the baseline scenario which is based on the guidance set forth by the Committee in November and the October Board-adopted new financial assumptions.

Mr. Otterstrom gave an outline of the features of the baseline scenario that staff has created, which:

- Uses new, Board-adopted financial assumptions
- Takes into account the capital costs for fleet replacement beyond 2021 (beyond adopted CIP)
- Assumes, as a starting point, that STA Moving Forward plan is delayed one year from what is the adopted plan, impacting capital and operating costs of new services
- Takes into account new grants that replace local capital expenses for Division Street improvements and the Central City Line

Ms. Warren recapped the October 2015 Board-adopted financial assumptions as follows:

- Use 2015 projected/2016 budget as a starting point
- Sales tax revenue based on a 3% trend
- Operating expense growth of 3% starting in 2018
- A fare increase during the next 6 years
- Future presentations show only 6 year projection to match the TDP time period

There was discussion about fare increases. Ms. Warren said that the PMER Committee is beginning to talk about the fare analysis that will begin in February and this will help inform the Board regarding fare increase decisions for the future. Ms. Mumm suggested revising presentation slide 12 to allow flexibility regarding the fare increase assumption. Ms. O'Quinn agreed. The assumption bullet will be revised to read "Increase in fares" and will eliminate the time range.

Ms. Warren provided a review and 2014/2015 comparison of estimated funding needed to sustain current service through 2025; cost to implement the STA Moving Forward Plan through 2025 and additional funding needed to sustain and grow service. There was discussion about methodology for the cost escalation of 3% in regard to the cost to implement STA Moving Forward through 2025. Ms. Warren explained that the 3% is based on the historical trend. The table below reflects the 12/31/14 projection compared to the current (11/24/15) baseline projection for additional funding needed to sustain and grow service through 2025:

	<b>12/31/14</b>	<b>11/24/15</b>
Sustain Current Service Levels	\$116.8M	\$ 40.3M
Implement STA Moving Forward	\$157.7M	\$125.3M
<b>Amount Needed</b>	<b>\$274.5M</b>	<b>\$165.6M</b>



Ms. O'Quinn asked for clarification between the cost to implement STA Moving Forward (approximately \$83M) that appears in the adopted plan as opposed to the current projection amount which is a significant increase. Mr. Otterstrom explained that the calculation for the \$83.16M in the adopted plan is the total estimated local capital cost which does not include the operating portion. Mr. Otterstrom asked if the Committee was comfortable with the baseline scenario cost. There was further discussion regarding the operating expenses for a full build out and how the savings of network hours is being captured. Ms. Mumm felt that it would be good to communicate or measure the different efficiencies gained through the implementation of STA Moving Forward in different ways because people may value different things such as money or hours saved. Ms. Warren reviewed the new sales tax revenue estimated through 2025 assuming a June 2017 collection based on new Board adopted financial assumptions:

Additional Levy Rate	Additional Sales Tax Revenue (in millions)
0.001	\$ 83.4
0.002	\$166.9
0.003	\$250.3

There was discussion about the timeframe of 8.5 years being presented versus an actual ten year projection/plan for tax collection. Mr. Blaska suggested that this might be good segue into the next presentation slide. Mr. Blaska introduced possible discussion questions for the Board in December. Discussion ensued regarding slight revisions to wording of the questions and discussing potential sales tax levy percentages. Ms. Mumm was concerned that the Board might get mired down in a discussion about tax rate levy percentages at this stage. Ms. O'Quinn felt that it would be something the Board would want to discuss at the December meeting as some members are not in favor of a potential tax rate levy. Ms. O'Quinn stated that if she were to support an STA ballot measure next year it would be at the .001 rate with no sunset. Ms. Mumm said that she looks closely at polling results to measure what the public wants. Because the ballot measure asking for .003 failed by such a low margin, Ms. Mumm favored conducting another poll to gauge public sentiment. Chair French said that he felt that the Board must be asked the question of what they are comfortable with first. Once the Board has made a decision about its comfort level, the Board can then strategize around that decision. Ms. Mumm asked to at least review and discuss the previous poll results at the Board meeting. Ms. O'Quinn felt that there needs to be sensitivity to potential ballot measures that other jurisdictions may be putting forward to the public. If the Board decides that a future ballot survey would be warranted, the Committee felt it could be beneficial to include other prospective near-horizon tax requests from other jurisdictions rather than being singularly STA focused, possibly a collaborative effort of multiple jurisdictions. Further discussion ensued about polling, timing and educating the community and the Board.

Mr. Blaska recapped the consensus of the Planning and Development Committee to begin the Board discussion with the following baseline question: *Does the Board want to seek additional sales tax funding to expand and improve transit service?*

The Committee also agreed on secondary questions to go to the Board:

- Does the Board want to identify one or more target timeframes for seeking public approval?
- Does the Board want to determine the rate of a sales tax levy?

In addition to the presentation slides, the Committee agreed that they would like to see the previous ballot measure survey results included in the December Board packet.

Ms. O'Quinn stated that she will not be able to attend the December Board meeting but has asked Commissioner Meilke, alternate for Ms. O'Quinn and Mr. French, to attend on her behalf. Ms. O'Quinn

asked if there will be a vote in December concerning whether STA will be on a ballot next year. Chair French said he did not anticipate that happening in December. Ms. Meyer stated that it is not on the Board agenda as an action item. Chair French said he hoped to reach a decision for a course in January or February.

Ms. Mumm said she thought Board members would like to know what three-tenths would make possible given the new projections. Mr. Otterstrom responded that the STA Moving Forward Phase II report would have the full list of potential projects and staff will include this as additional information for the Board. In conclusion, Chair French asked the Committee how they would feel about recommending that the Board *not* make a decision in December. Ms. O'Quinn was in favor of making the recommendation; Ms. Mumm was not in favor. Ms. Mumm said she did not feel the Board was asking that of the Committee. Ms. O'Quinn said she would support the recommendation to not make a decision in December due to the knowledge that several Board members feel that a decision in December would be premature and some people do not appreciate the implication that a decision should be made in December. Chair French said that he posed the question because he does not want the December conversation to put Board members on the defensive, but rather keep the conversation open with the knowledge that the Board can make a decision when there is a consensus of comfort level. Ms. Mumm was concerned that the Board composition might change before a decision could be made. Mr. Blaska explained that Mayor Trulove understands that the time-line he suggested was aggressive but the intent of what he laid out in his memo to the Board was more about how the Board could sequentially address a plan. Mr. Blaska said he did not feel that Mayor Trulove had the expectation that the matter would reach conclusion in December. Chair French said that if the Committee was comfortable with it, he would carry this message back to the Board Operations Committee next week and he could share this concern with Mayor Trulove who will be at the meeting. The consensus was that the Board be given every opportunity to come to an agreement with the greatest number of people on board. Ms. O'Quinn said that if STA makes the decision to go out for a ballot measure in 2016, the vote should be a super-majority of the Board. Ms. Mumm felt that part of the discussion about timing should include the knowledge that the Board composition may change in January and then time would be lost getting new Board members up to speed. Chair French said he would convey this message to the Board Operations Committee.

**6. REPORTS TO COMMITTEES**

No items being presented this month.

**7. COMMITTEE INFORMATION**

**A. FEDERAL TRANSIT ADMINISTRATION 5310 CALL FOR PROJECTS SCHEDULE**

As presented in packet.

**B. FARE ANALYSIS - TIMELINE**

As presented in packet.

**8. CEO REPORT**

Ms. Meyer reported that the House of Congress and Senate members have agreed on a five year transportation authorization called FAST (Fixing America's Service Transportation) Act. For Spokane Transit this means that a portion of funds that had been diverted to rail systems for legacy projects is now being returned for competitive bus and bus facilities. This means Spokane Transit will receive formula funds and be able to compete for, primarily, bus replacements. The hope is that the President will sign it quickly.

**9. NEW BUSINESS**

None.

#### **10. COMMITTEE MEMBERS' EXPRESSIONS**

Ms. Mumm thanked STA for its re-routing efforts during and after the windstorm. Ms. Meyer commended Mr. Blaska and the STA employees for their efforts to continue service during the windstorm which was an enormous task. Chair French said it appeared seamless from the public's view. Mr. Blaska said that staff will give a presentation to the Board of "Lessons Learned" from the event. Ms. Mumm said that Mr. Snyder and other city staff members helped clear bus routes of downed trees for two and a half days. Ms. Meyer also mentioned that Black Friday, which is a free fare day, received great media coverage and Ms. Meyer commended Ms. Bousley and the Communications team. Staff is working on dissecting the ridership numbers for the free fare day and staff will have a report on that at a later date. Ms. Meyer mentioned the "sweatering a bus" event to take place at First Night. Ms. Bousley explained that volunteer knitters have the specifications for a 40' bus and are knitting strips that will "sweater" the bus inside and out and later be turned into blankets to donate. Ms. Mum reported that the City of Spokane has allocated \$100,000 for initial design of the Spokane Public Facilities Sportsplex. Ms. Mumm reported that she attended the Central City Line Steering Committee meeting that took place November 12 and that there are five downtown alignments being reviewed. Ms. Mumm said there was a lot of good discussion at the meeting.

#### **11. REVIEW OF FEBRUARY 3, 2016, COMMITTEE MEETING DRAFT AGENDA**

As presented in the packet.

*Ms. O'Quinn suggested noting anywhere in the STA Moving Forward Plan where ten years is not the timeframe to alleviate any confusion.*

#### **12. NEXT MEETING – WEDNESDAY, FEBRUARY 3, 2016, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE**

#### **13. ADJOURN**

Chair French adjourned the meeting at 11:36 p.m.

Respectfully submitted,



Angela Stephens, Executive Assistant

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

**PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE**

Minutes of the December 2, 2015, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Amber Waldref, City of Spokane \*  
Chuck Hafner, City of Spokane Valley  
Steve Peterson, City of Liberty Lake  
Rhonda Bowers, Labor Representative  
E. Susan Meyer, CEO (Ex-Officio)

**MEMBERS ABSENT**

Steve Lawrence, City of Airway Heights  
John Higgins, City of Medical Lake (Ex-Officio)

\* Chair

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Systems  
Beth Bousley, Director of Communications & Customer Svc.  
Steve Doolittle, Director of Human Resources  
Susan Millbank, Community Ombudsman &  
Accessibility Officer  
Mark Curtis, Manager, Customer Service & The Plaza  
Don Reimer, Manager, Maintenance & Facilities  
Charlie Phillips, Maintenance Analyst  
Brandon Rapez-Betty, Sr. Communications Specialist

**GUESTS**

None

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

Chair Waldref called the meeting to order at 1:32 p.m. Introductions were made.

Mayor Peterson arrived at 1:33 p.m.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF THE OCTOBER 7, 2015, COMMITTEE MEETING**

**Mr. Hafner moved to recommend approval of the October 7, 2015, Committee meeting minutes. The motion was seconded by Mr. Peterson and passed unanimously.**

B. **MINUTES OF THE NOVEMBER 4, 2015, COMMITTEE MEETING**

**Mr. Hafner moved to recommend approval of the November 4, 2015, Committee meeting minutes. The motion was seconded by Mr. Peterson and passed unanimously.**

C. **CAC CHARTER UPDATE AND RESOLUTION**

Ms. Bousley explained that in November 2015, the STA Board of Directors approved the repeal of Resolution No. 654-09 regarding the Board Standing Committee and directed the Performance Monitoring and External Relations Committee (PM&ER) to formulate a Citizen Advisory Committee (CAC) under Resolution No. 738-15.

The CAC has recommended changes in its composition, membership selection process, length of member term, and scope of work to better reflect its desired interaction and alignment with the PM&ER Committee. To accomplish this alignment, the PM&ER Committee needs to adopt a resolution formulating the CAC as an advisory committee, approve the CAC Charter, and appoint current members to the CAC in its new alignment.

Ms. Bousley noted that final copies of the Charter, with revisions made earlier in the day by STA's attorney to better clarify the relationship between the CAC and the PM&ER Committee, were distributed at the start of the meeting. She reviewed those revisions with the committee members. Discussion

ensued regarding Article V – *Membership Selection Process*, Paragraph 2, and Ms. Waldref recommended adding information regarding having a good geographic representation on the Board. Mr. Hafner recommended specifically naming those cities that composed the STA boundaries. Mr. Peterson recommended waiving the residency requirement, because some consistent users of STA might live in Idaho and catch the bus at the Liberty Lake Park & Ride facility. Ms. Bousley commented that many vanpool users come from outlying areas, also. Ms. Waldref said that a reference to having a good geographic representation would cover it all.

**Ms. Waldref recommended adding “We strive to have a good geographic representation” to the end of the second paragraph of Article V. The Committee agreed to this addition.**

**Mr. Hafner moved, with the aforementioned addition to Article V, to 1.) approve a revised CAC Charter reflecting a change to the Citizen Advisory Committee’s composition and duties, and 2.) adopt a resolution formulating the CAC as an advisory committee to the Performance Monitoring and External Relations Committee. The motion was seconded by Mr. Peterson and passed unanimously.**

5. COMMITTEE ACTION

A. Board Consent Agenda

1. AWARD OF CONTRACT FOR PLAZA ELEVATOR RENOVATION

Ms. Bousley explained that STA hired HKA Elevator Consulting, Inc., to provide a comprehensive maintenance and condition audit of the Plaza elevators. The control system of the elevators is now 21 years old and the life expectancy is 2 – 3 more years. Recommendations included replacement of the open loop door operators and related components with new solid state closed loop door operators and related components; replacement of the controller, power unit, and signal fixtures with new solid state controllers, with emergency lowering, new submersible power unit, oil coolers, and new fixtures; and installation of hydraulic isolation couplings for a quieter operation.

A bid opening was scheduled for November 30<sup>th</sup>, but due to the area devastation following the wind storm on November 17th, contractors bidding on this project requested additional time to prepare their bids. Staff anticipated having a recommendation for an award of contract at the December 2<sup>nd</sup> Committee meeting, but because a delay would interfere with the larger Plaza renovation project, an exception to the procurement policy was requested which would allow the CEO to award the contract up to \$300,000.

**Mr. Hafner moved to recommend that the STA Board authorize an exception to the procurement policy and allow the CEO to approve an award of contract up to \$300,000 for the renovation of two elevators at the STA Plaza. The motion was seconded by Mr. Peterson and passed unanimously.**

Ms. Waldref asked if there was any information regarding the re-bid on the full Plaza renovation. Mr. Otterstrom gave the Committee a brief update, noting that an award of contract is anticipated by March 2016.

2. DRAFT 2016 PERFORMANCE MEASURES

Mr. Blaska explained that STA’s performance measures are related to specific STA priorities and that these quantifiable benchmarks demonstrate the agency’s commitment to accountability. These are reevaluated annually. Ridership goals reflect those set forth in the annual Strategic Plan:

- Fixed Route: 1.5% growth. Lower gas prices contributed to an approximate 4% decrease in ridership from the 2014 record. The 2016 goal will be to partially recover some of that lost ridership, which is aggressive considering that there is no funding for service increases in 2016.
- Paratransit: Sustain current level of ridership. The continued success of Mobility Training, In-Person Assessments, and the Van Grant Program are expected to continue to control demand for this service.

- Vanpool: 7% growth. Lower gas prices had a negative effect in Vanpool which contributed to an approximate 10% decrease in ridership from 2014. The goal in 2016 is to reverse that trend and achieve 7% growth over where STA ends 2015.

Mr. Blaska added that there were also minor changes to the Fixed Route maintenance cost goal and to the Paratransit/Vanpool maintenance cost goal.

**Mr. Peterson moved to recommend the Board approve the 2016 Performance Measures as presented. The motion was seconded by Mr. Hafner and passed unanimously.**

3. APPROVAL OF 2016 STATE LEGISLATIVE PRIORITIES

Ms. Millbank explained that each year STA's Board of Directors adopts the State Legislative focus and priorities to guide the CEO during the legislative session and beyond. The 2016 session begins on January 11<sup>th</sup> and is scheduled to last 60 days. During the session, staff will watch for any legislation that may pose a threat or offer new opportunities to Spokane Transit.

Current state investments in public transportation include:

- Special Needs grant for Paratransit (approx. \$2.25M for 2015-2017, projected to increase in future biennia due to *Connection Washington*)
- *Connecting Washington* - \$15M programmed for the Central City Line
- Vanpool grant - STA awarded ten vans in 2015-2017 (expansion, possibly replacement)
- Regional Mobility grants: West Plains Transit Center (\$1.7M in 2015-2017 and programmed for \$6.69M in 2017-2019), and the Central City Line (\$1.95M in 2015-2017)
- Streamlined sales and use tax mitigation (approx. \$370K in the 2015-2017 biennium)

Ms. Millbank said that legislation affecting STA's cost of operations and/or service on the street may come forward at any time; therefore, the CEO requests authority from the Board to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session. Brief discussion ensued.

**Mr. Hafner moved to recommend the Board approve the 2016 State Legislative Focus and Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session. The motion was seconded by Ms. Waldref and passed unanimously.**

**Ms. Waldref recommended that this item be placed on the Board discussion agenda rather than the consent agenda.**

B. Board Discussion Agenda

*(No items were presented this month.)*

6. COMMITTEE REPORTS

A. FARE ANALYSIS - TIMELINE

Ms. Warren explained that STA evaluates its fares on a periodic basis. The last major review of its fare structure was conducted in 2009, resulting in fare changes in 2010, 2011, and 2012. As part of the process, public outreach is conducted to ensure stakeholder participation and adherence to Title VI (federal) requirements. Ms. Warren reviewed the fare analysis timeline, noting that a proposal for the public outreach plan will be presented to the Committee and the Board in February 2016. A final recommendation for Board decision is anticipated in July 2016. If approved, actual fare changes wouldn't take effect until July 2017. Discussion ensued.

B. PREPARATION FOR FIXED ROUTE FLEET REPLACEMENT PROGRAM – PART 3 – DELIVERY TIMELINE

Mr. Blaska reminded Committee members that over the past few months, staff has provided information and received input from the Committee on STA's fixed route coach replacement strategy.

He said that current programming for fleet replacement is based on the delivery of replacement coaches as vehicles in the current fleet reach 15 years old. Four procurement scenarios were reviewed:

- Scenario 1: Replace vehicles on a 15 year anniversary date. This replacement scenario results in a varying number of vehicle purchases each year of the fleet replacement cycle. In order to finance this requirement, some funding needs to be set aside during years where there are relatively few vehicles purchased in order to have funding available for years where greater numbers of vehicles will be purchased. This is the base scenario used for financial projections.
- Scenario 2: Balance current fleet replacement to average 13 vehicles purchased per year. This scenario normalizes the peaks and valleys of vehicle purchases over the same time frame as Scenario 1. Some vehicles are replaced prior to their 15 year mark.
- Scenario 3: Balance the current fleet replacement strategy to a 12-year cycle. This scenario would normalize peaks and valleys of vehicle purchases to approximately 11 vehicles per year. This cycle would continue on an ongoing basis with vehicles being replaced every 12 years.
- Scenario 4: Balance the current fleet replacement to implement a 15-year cycle. This scenario has STA to begin purchasing approximately 9 vehicles per year in order to normalize peaks and valleys. This would extend the timeline it takes to complete the current fleet replacement and many current vehicles would exceed their 15 year life before they are replaced.

Mr. Blaska reviewed the pros and cons of each option. He said that assessment of these choices leads to the conclusion that managing the fleet replacement based on the optimum lifecycle of the individual vehicles is the most prudent strategy. It provides for flexibility over the next five years, is fully funded through the Transit Development Plan, and optimizes the value of the capital and maintenance investment of each individual vehicle. Discussion ensued.

Ms. Waldref left the meeting at 2:59 p.m. She asked Mr. Hafner to Chair the remainder of the meeting.

7. CEO REPORT

- A. Ms. Meyer said the U.S. Congressional House and Senate Conference Committees agreed on a five year transportation authorization bill called FAST – “Fixing America’s Surface Transportation.” They are planning to request Congressional approval and the President’s signature by the end of the week. The plan will bring back dependable funding for which STA can complete.
- B. Ms. Meyer congratulated Mr. Blaska and Fixed Route staff and coach operators on their excellent performance during wind storm. STA partnered with the City of Spokane and the Emergency Operations Center to ensure service delivery went as smoothly as possible.
- C. Ms. Meyer commented that Free Fare Day ridership was slightly less than in 2014; however, STA did receive extensive media coverage for the event.
- D. Ms. Meyer said that volunteers are in the process of “knitting a sweater” for a bus. Blankets will be crocheted or knitted to fit over a bus for display on First Night, and afterward they will be donated to shelters for the homeless in this area.

8. COMMITTEE INFORMATION

- A. October 2015 Financial Results Summary – *as presented.*
- B. November 2015 Sales Tax Revenue Information – *as presented.*
- C. October 2015 Operating Indicators – *as presented.*
- D. Community Outreach and Involvement – *as presented.*
- E. STA’s Holiday Services and Office Hours – *as presented.*
- F. Central City Line - Update – *as presented.*

9. FEBRUARY 2016 COMMITTEE PACKET AGENDA REVIEW

Acting Chair Hafner asked if there were any comments about the draft agenda for the next Committee meeting. None were forthcoming.

**Ms. Meyer reminded the Committee that there will be no meeting in January.**

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

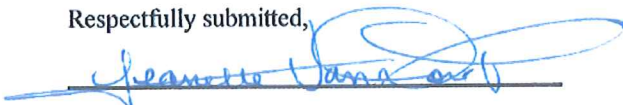
Mr. Peterson asked if the new signage at STA Park and Ride lots would allow passengers to get information regarding where buses are and when they are due to arrive. Mr. Otterstrom said that signage installation would be prioritized by those locations with highest ridership, but eventually all major stop locations would have the new signage with that information.

12. ADJOURN

Acting Chair Hafner adjourned the meeting at 3:15 p.m.

13. NEXT MEETING – WEDNESDAY, FEBRUARY 3, 2016, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

  
\_\_\_\_\_  
Jeanette Van Dort, Executive Assistant



**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 12.B. JANUARY 2016 SALES TAX REVENUE INFORMATION**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lynda Warren, Director of Finance & Information Services  
Lynn Holmes, Financial Services Manager  
Tammy Johnston, Budget and Accounting Manager

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Attached is January 2016 sales tax revenue information.

January sales tax revenue, which represents sales for November 2015, was:

- +4.5% over January 2015 actual
- +4.4% YTD above budget
- +4.5% above YTD actual

**RECOMMENDATION TO BOARD:** Information only.

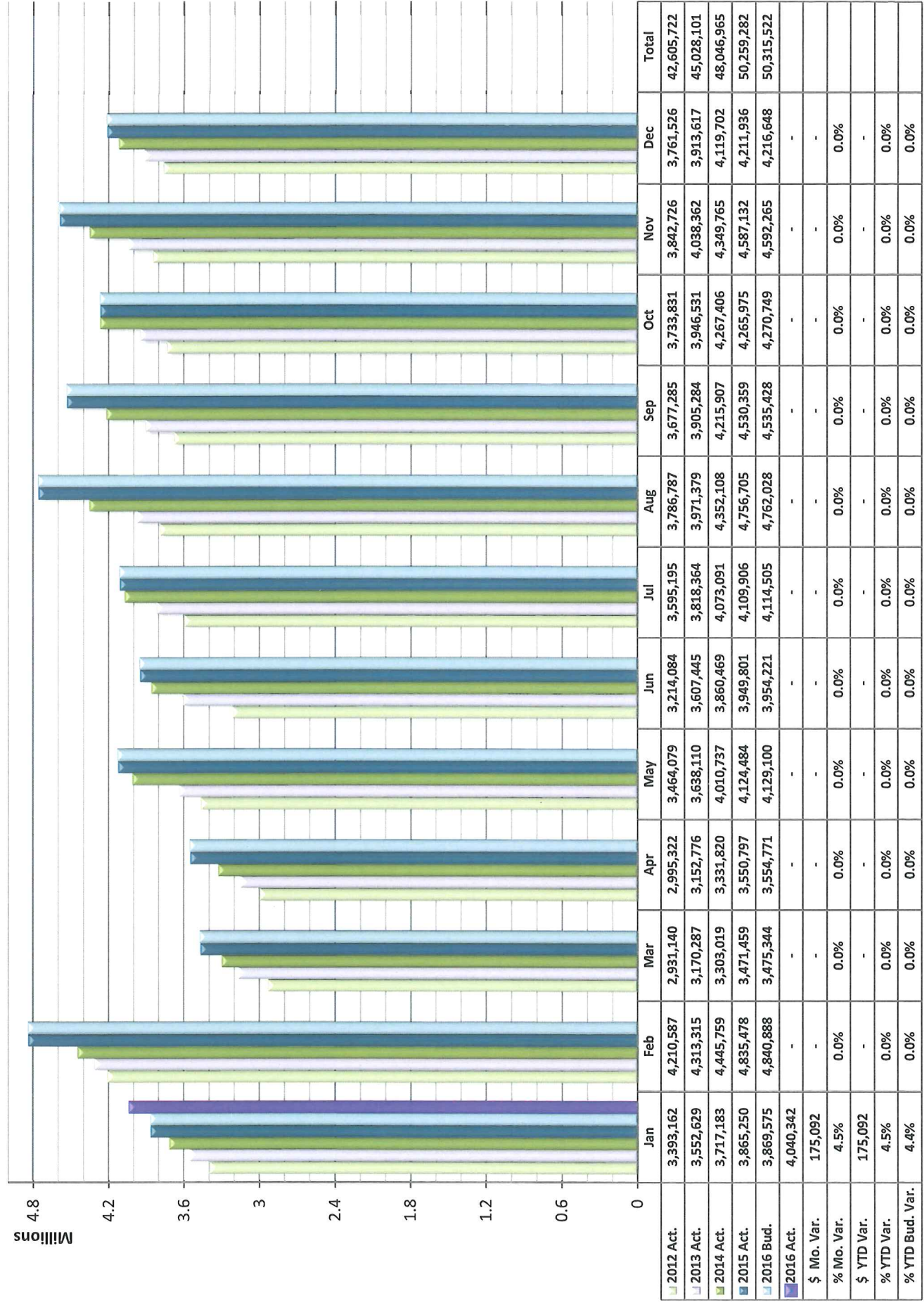
**FINAL REVIEW FOR BOARD BY:**

Division Head HLW

Chief Executive Officer ERM

Legal Counsel LM

## 2012 - 2016 SALES TAX RECEIPTS (1)



(1) Sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

## Sales Tax Revenue History-January 2016<sup>(1)</sup>



(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

Sales Tax Summary (with Mitigation for All Jurisdictions)				
January 2016				
	YTD 2015	YTD 2016	\$ CHANGE	% CHANGE
CHENEY	88,619	108,125	19,506	22.0%
LIBERTY LAKE	165,532	195,992	30,460	18.4%
MILLWOOD	\$ 32,533	\$ 37,305	\$ 4,772	14.7%
MEDICAL LAKE	19,678	20,992	1,315	6.7%
SPOKANE COUNTY	1,755,224	1,854,514	99,290	5.7%
PFD	683,390	715,591	32,201	4.7%
STA	3,865,250	4,040,342	175,092	4.5%
SPOKANE VALLEY	1,383,596	1,441,904	58,308	4.2%
SPOKANE	3,201,827	3,297,152	95,325	3.0%
AIRWAY HEIGHTS	139,492	129,256	(10,235)	-7.3%
ALL	\$ 11,335,141	\$ 11,841,173	\$ 506,032	4.5%

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 18, 2016

AGENDA ITEM **12.C.**

NOVEMBER 2015 OPERATING INDICATORS

REFERRAL COMMITTEE: Performance Monitoring & External Relations (*Hafner*)

SUBMITTED BY: Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning

SUMMARY: November 2015 had one more weekday than November 2014.

**FIXED ROUTE**

Average weekday ridership decreased 10.6% (36,240 vs. 40,542 in November 2014) and is down 4.6% (37,428 vs. 39,235) YTD. Total ridership decreased 7.2% (840,007 vs. 904,934 in November 2014) and is down 4.4% (9,982,041 vs. 10,441,016) YTD. The ridership goal for 2015 is 0.5% growth.

- Adult ridership decreased 7.9% (525,033 vs. 569,927 in November 2014) and is down 5.6% (6,247,677 vs. 6,618,989) YTD.
- Youth ridership decreased 7.6% (47,339 vs. 51,238 in November 2014), and is down 1.1% (615,730 vs. 622,411) YTD.
- Reduced Fare/Para ridership increased 1.6% (111,144 vs. 109,350 in November 2014), and is up 2.4% (1,361,439 vs. 1,329,391) YTD.
- UTAP program ridership decreased 15.9% (158,939 vs. 189,091 in November 2014) and is down 11.3% (1,590,153 vs. 1,792,859) YTD.
  - CCS Pass program ridership decreased 21.1% (65,535 vs. 83,038 in November 2014), and is down 9.9% (678,898 vs. 753,676) YTD.
  - Eagle Pass ridership decreased 13.0% (82,451 vs. 94,788 in November 2014), and is down 14.2% (776,202 vs. 905,007) YTD.
  - GU Bulldogs Pass ridership totaled 4,650 riders for November and 10,410 YTD.

**PARATRANSIT**

Monthly ridership decreased 6.7% (34,438 vs. 36,908 in November 2014) and is down 2.1% YTD (427,788 vs. 437,005 in 2014). The decrease in November's ridership may be partially attributable to the November 17th windstorm and subsequent power outages at many locations. The decrease in the YTD numbers is partially attributable to the combined effect of the Mobility Training program and the ability of some customers to use the fixed route system for some trips. The 2015 ridership goal is to maintain 2014 ridership.

**VANPOOL**

Vanpool customer trips were down by 11.1%, (16,241 vs 18,265 in November 2014) and down 10.7% (202,397 vs. 226,532 YTD.) The decline in ridership year over year is attributed to fewer riders taking fewer active trips. The 2015 ridership goal is a 7% increase over 2014; however, now our objective for 2015 is to stabilize ridership and return to year end 2014 ridership of 240,194 by the end of 2015.

**CUSTOMER SERVICE**

Total monthly pass sales were up 26.1% (11,484 vs. 9,109 in 2014). YTD sales were down 6.8% (108,167 vs. 116,018 in 2014). The decline in sales is attributed to smaller purchases by Safeway, Career Path Services, and DSHS.

Adult Pass/Smartcard sales increased 50.6% (5,708 vs. 9,791 in November 2014). YTD sales were down 3.6% (47,829 vs. 49,609 in 2014).

- ESBP sales decreased 28.5% (776 vs. 1,085 in November 2014), largely due to fewer purchases by Group Health, Davenport Hotel, WA Trust Bank, and Travelers. YTD sales decreased 23.4% (9,604 vs. 12,545 in 2014).

Student Pass sales decreased 31.1% (166 vs. 241 in November 2014). YTD Student Pass sales decreased 21.6% (1,888 vs. 2,409 in 2014). Decreases are attributed to universities converting to the UTAP program.

Youth Pass/Smartcard monthly sales increased 65.9% (2,117 vs. 1,276 in November 2014) primarily due to increased purchases from Rosauer's, District 81, SMS, and DSHS. YTD sales decreased 4.6% (15,930 vs. 16,698 in 2014).

Reduced Fare Pass/Smartcard monthly sales increased 7.0% (1,521 vs. 1,422 in November 2014) due to increased purchases by Safeway, SMS, and District 81. YTD sales decreased 6.9% (19,799 vs. 21,264 in 2014).

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head SB/ICO

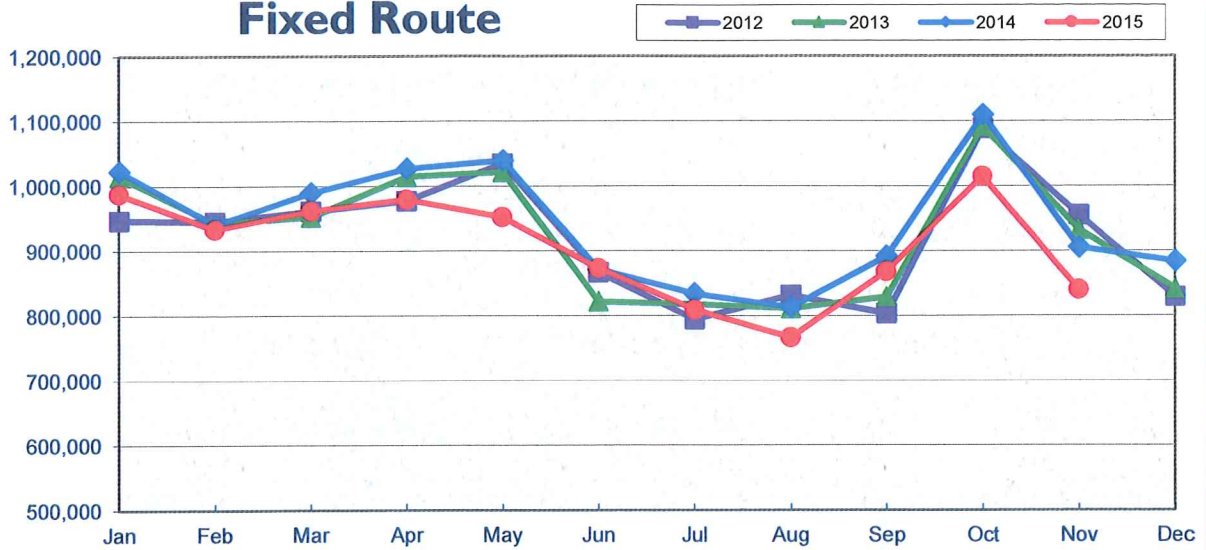
Chief Executive Officer ESM

Legal Counsel LM

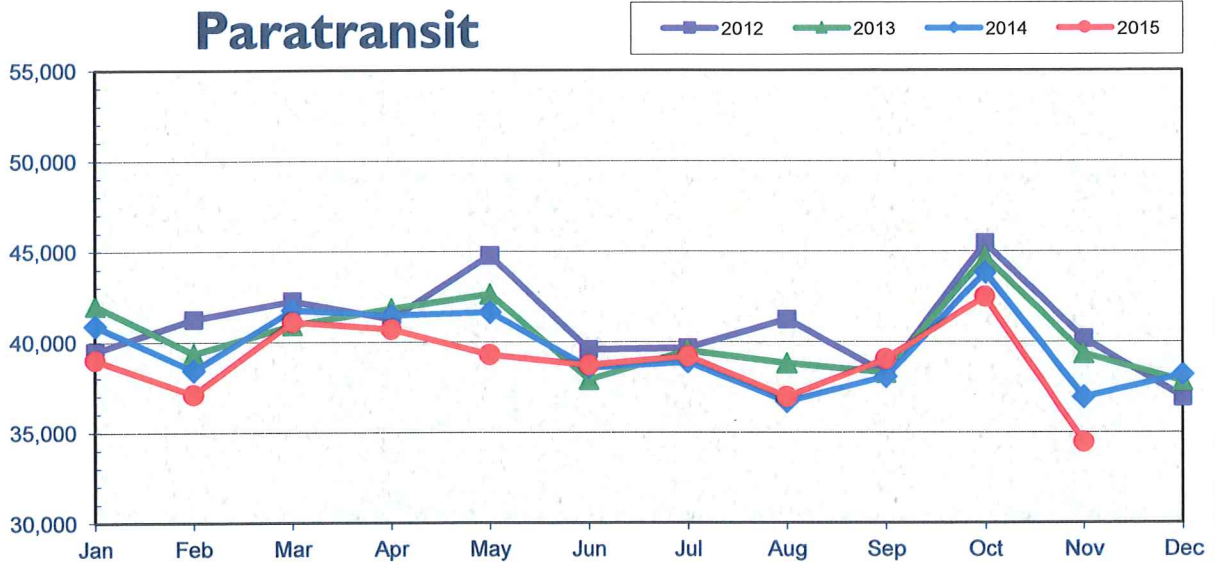


# RIDERSHIP

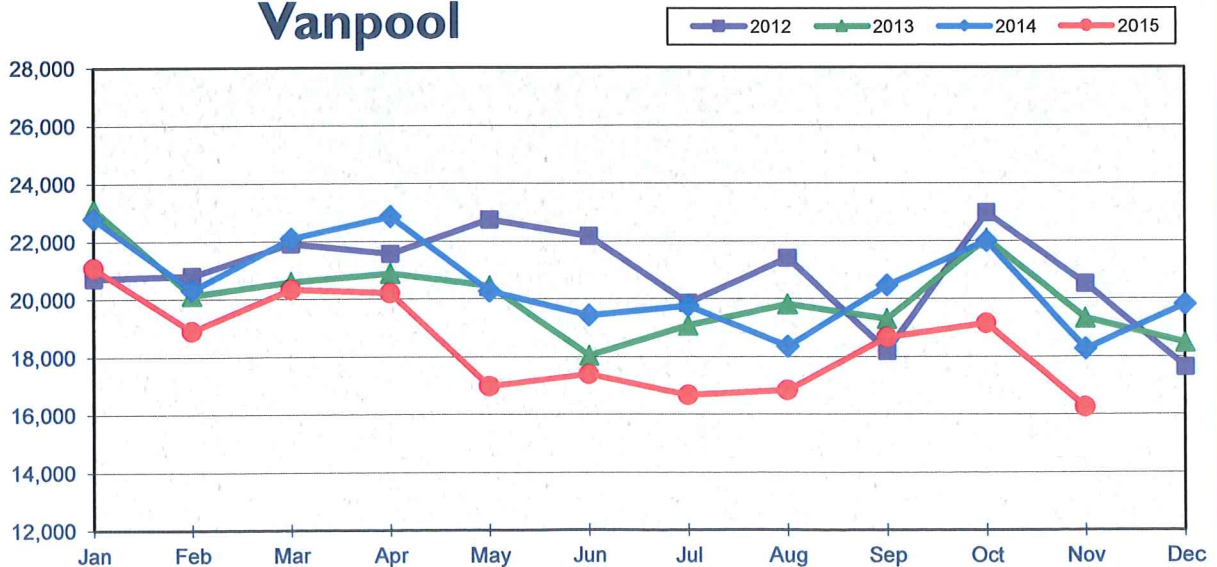
## Fixed Route



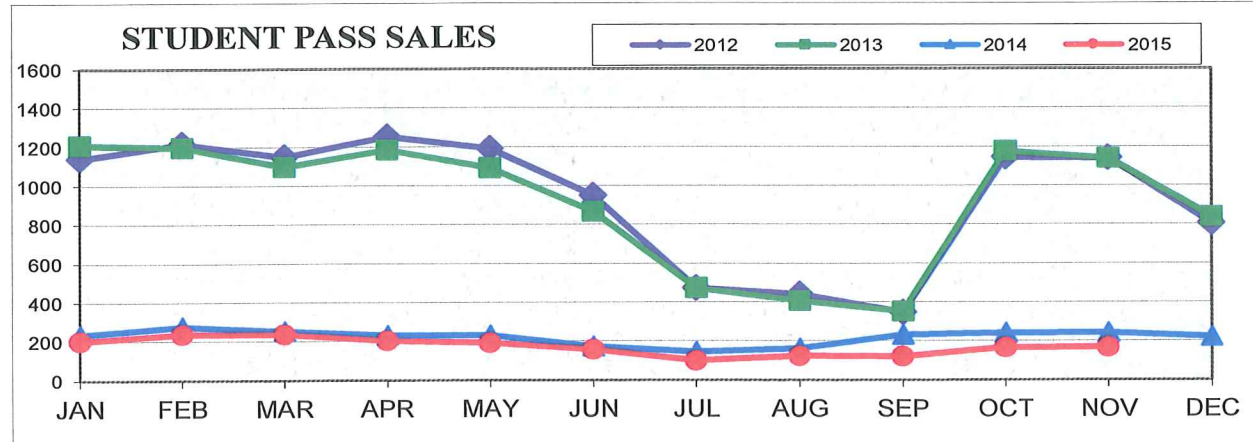
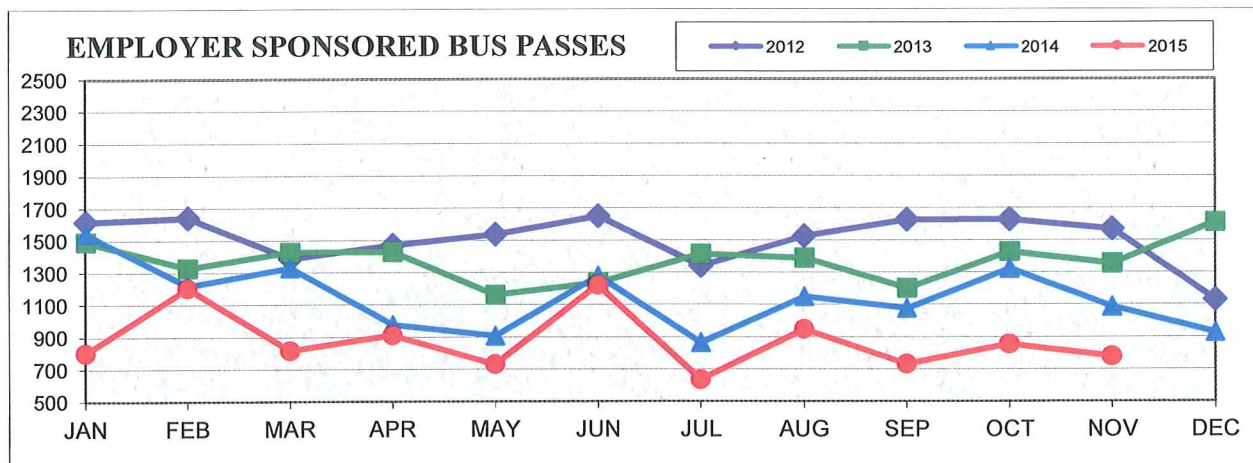
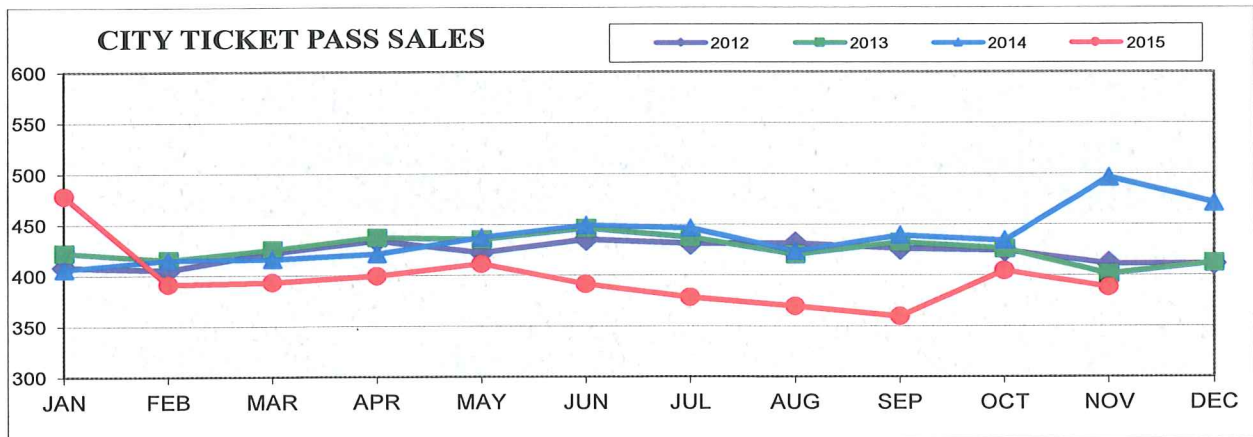
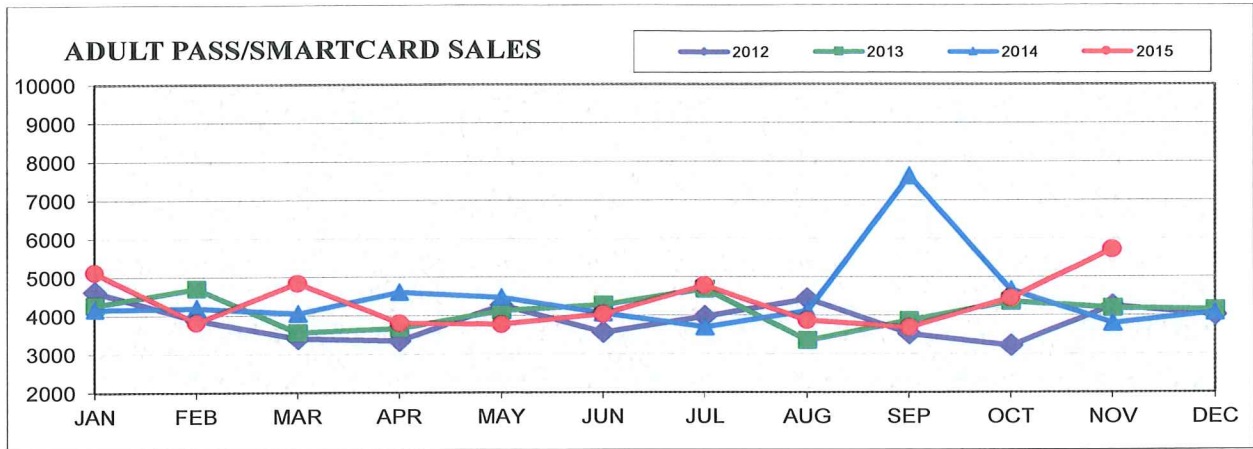
## Paratransit



## Vanpool

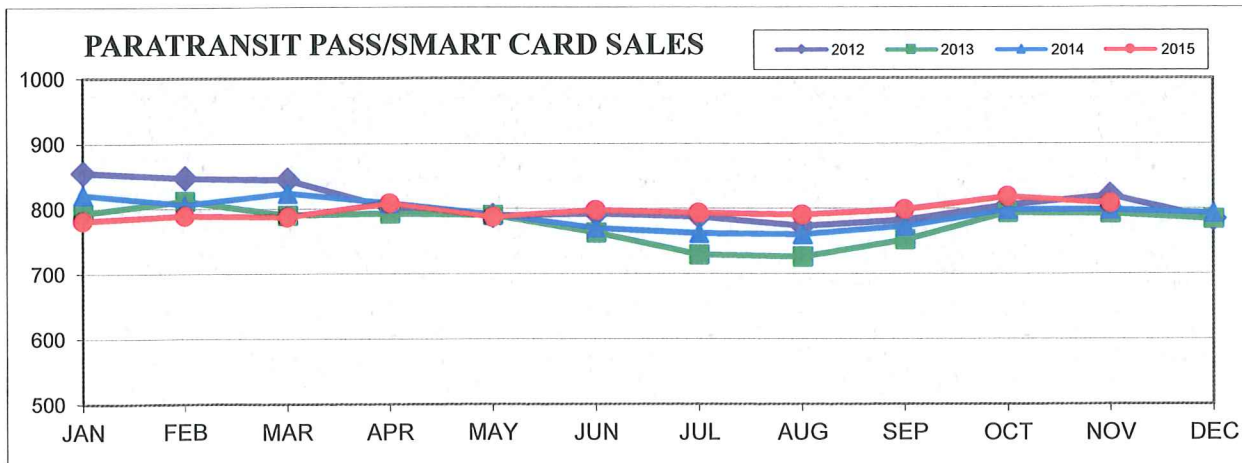
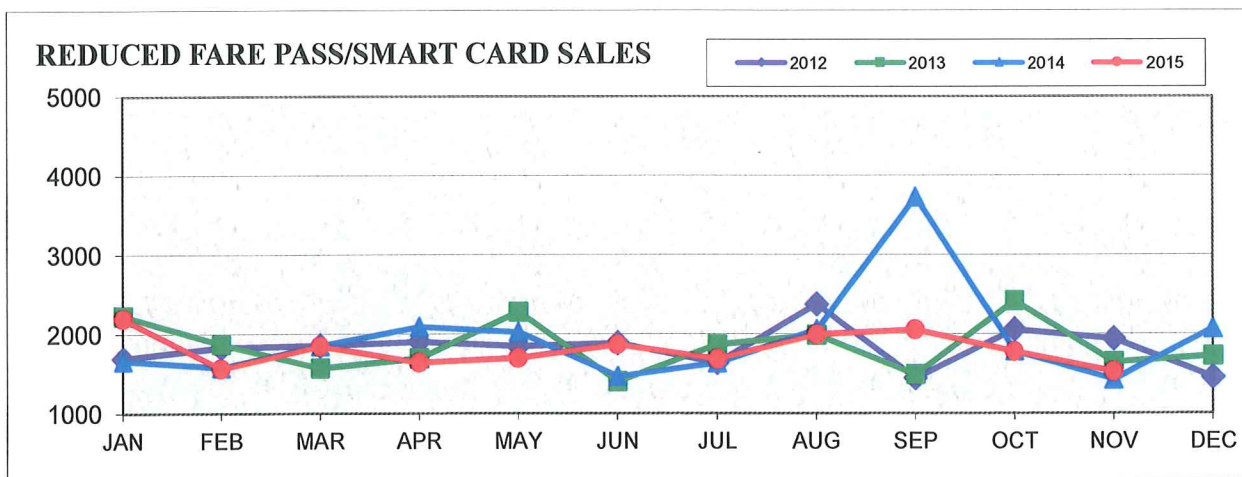
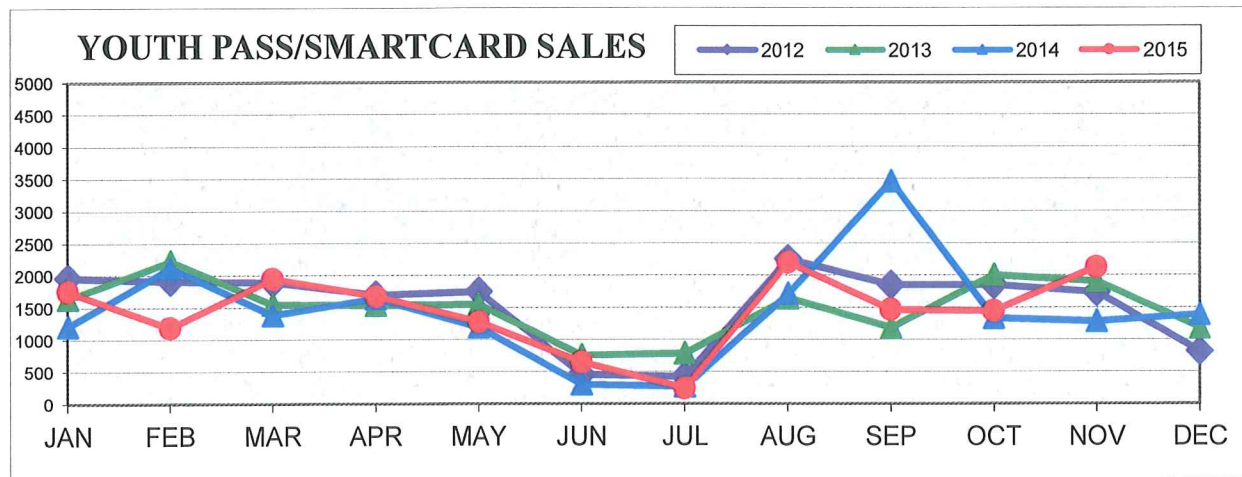
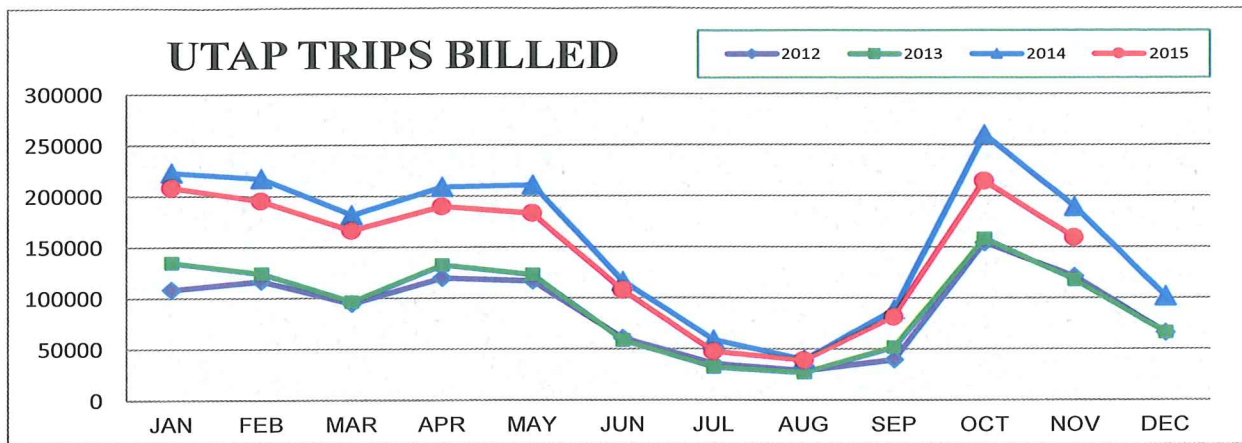


# PASS SALES





# PASS SALES



**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 12.D.**      **DECEMBER 2015 OPERATING INDICATORS**  
**REFERRAL COMMITTEE:**      Performance Monitoring & External Relations (*Hafner*)  
**SUBMITTED BY:**              Steve Blaska, Director of Operations  
   Karl Otterstrom, Director of Planning

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**SUMMARY:** December 2015 had the same number of weekdays as December 2014.

**FIXED ROUTE**

Average weekday ridership decreased 6.3% (33,127 vs. 35,364 in December 2014) and is down 4.7% (37,069 vs. 38,912) YTD. Total ridership decreased 5.6% (833,695 vs. 883,418 in December 2014) and is down 4.5% (10,915,736 vs. 11,324,434) YTD. The ridership goal for 2015 is 0.5% growth.

- Adult ridership decreased 6.0% (507,738 vs. 539,983 in December 2014) and is down 5.6% (6,755,415 vs. 7,158,972) YTD.
- Youth ridership decreased 10.7% (50,518 vs. 56,560 in December 2014), and is down 1.9% (666,248 vs. 678,971) YTD.
- Reduced Fare/Para ridership decreased 2.0% (117,855 vs. 120,313 in December 2014), and is up 2.0% (1,479,294 vs. 1,449,704) YTD.
- UTAP program ridership decreased 22.0% (79,189 vs. 101,551 in December 2014) and is down 11.9% (1,669,342 vs. 1,894,410) YTD.
  - CCS Pass program ridership decreased 34.1% (24,139 vs. 36,622 in December 2014), and is down 11.0% (703,037 vs. 790,298) YTD.
  - Eagle Pass ridership decreased 18.5% (43,290 vs. 53,103 in December 2014), and is down 14.5% (819,492 vs. 958,110) YTD.
  - GU Bulldogs Pass ridership totaled 4,559 riders for December and 14,969 YTD.

**PARATRANSIT**

Monthly ridership decreased 3.9% (36,661 vs. 38,166 in December 2014) and is down 2.3% YTD (464,449 vs. 475,171 in 2014). The decrease in December's ridership may be partially attributable to the increased snowfall during the month. The decrease in the YTD numbers is partially attributable to the combined effect of the Mobility Training program and the ability of some customers to use the fixed route system for some trips. The 2015 ridership goal is to maintain 2014 ridership.

**VANPOOL**


Vanpool customer trips were down by 13.2%, (17,181 vs 19,799 in December 2014) and down 10.0% (219,578 vs. 246,331 YTD.) The decline in ridership year over year is attributed to fewer riders taking fewer active trips. The 2015 ridership goal is a 7% increase over 2014; however, now our objective for 2015 is to stabilize ridership and return to year end 2014 ridership of 240,194 by the end of 2015.

**CUSTOMER SERVICE**

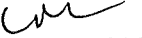
Monthly pass sales information will be available after year end financials are completed.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

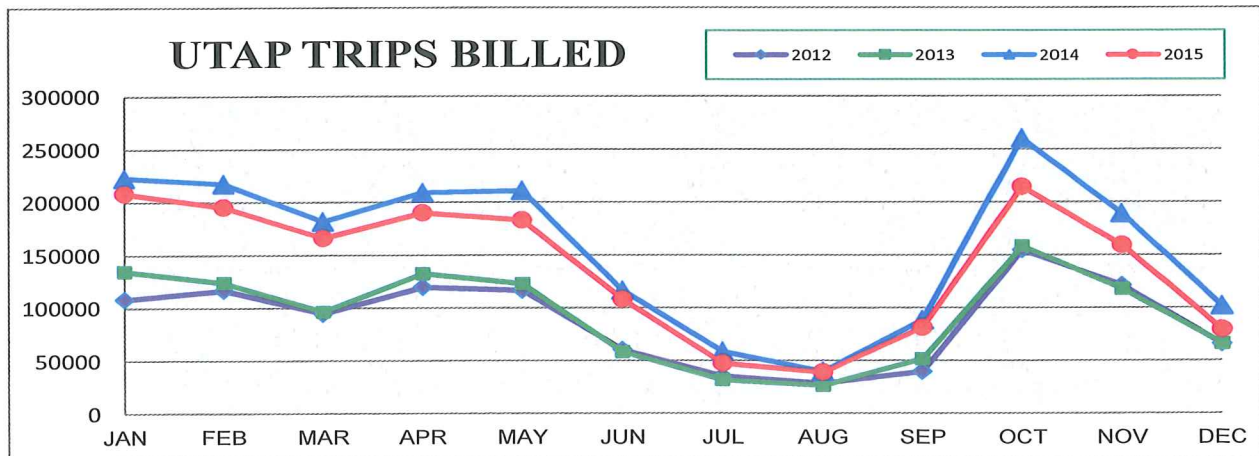
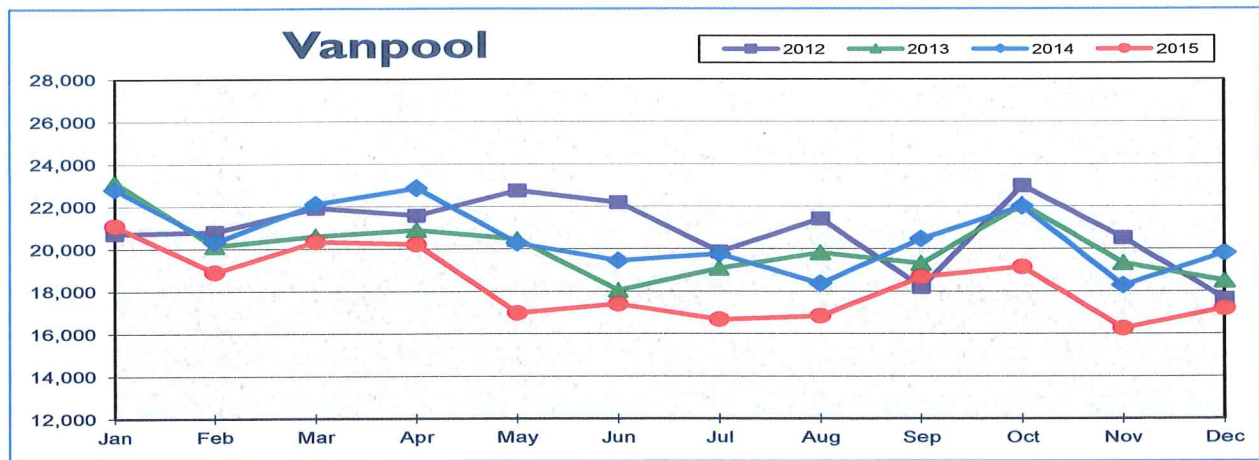
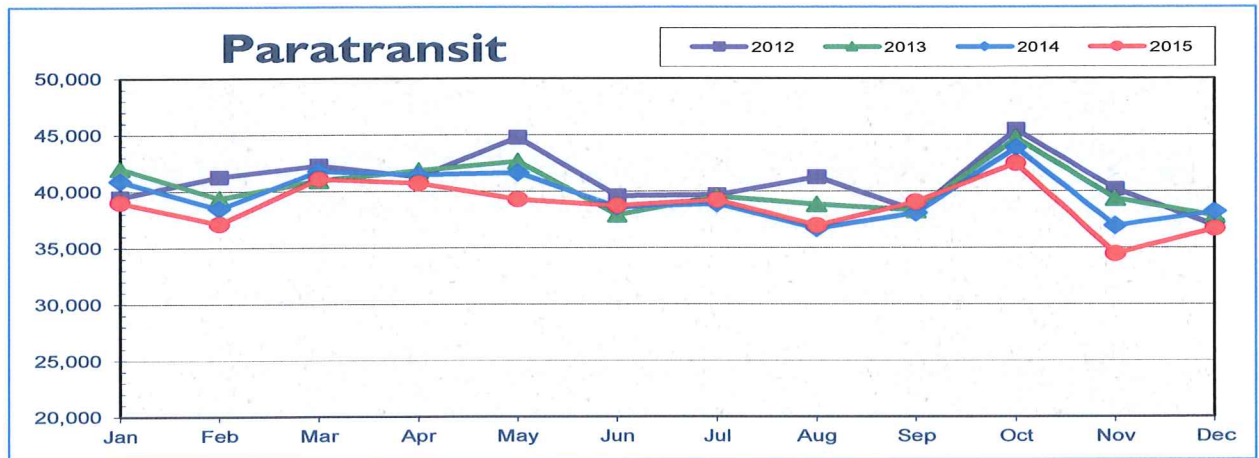
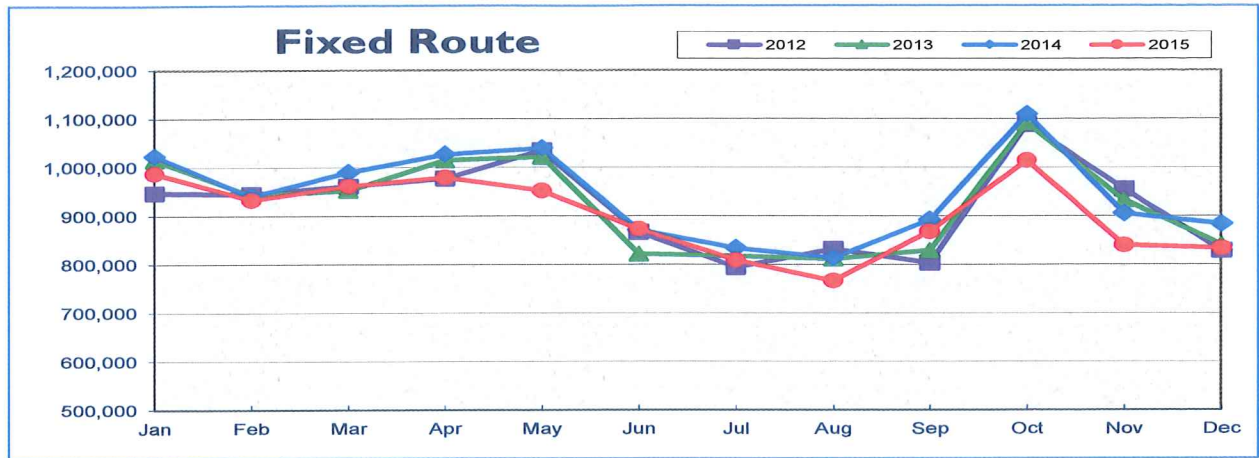
Division Head 

Chief Executive Officer 

Legal Counsel 



# RIDERSHIP & UTAP



**SPOKANE TRANSIT AUTHORITY  
BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM** **12.E.** **PREPARATION FOR FIXED ROUTE FLEET REPLACEMENT PROGRAM  
– SUMMARY**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Steve Blaska, Director of Operations

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**SUMMARY:** Over the last several months, staff has provided information and received input from the Committee on the basis for STA's fixed route coach replacement strategy. This presentation will summarize these elements which comprise the basis for seeking the individual awards of contract for fixed route coach purchases. The first recommended award of contract will be presented to the Board in March or April this year.

To date we have provided information on:

1. The fleet replacement challenge and funding requirements for STA's current fleet. This presentation laid out the need to pre-plan the maintenance, replacement cycle, and funding for the fleet replacement program over the next ten years.
2. An analysis of the alternate fuel possibilities during this replacement cycle. This presentation concluded that the most viable near-term vehicle remains a diesel/biodiesel powered vehicle but STA should plan for integration of battery powered vehicles in this replacement cycle.
3. An evaluation of the various procurement mechanisms which are available. This presentation provided the justification as to why the best procurement option was to purchase our coaches using the Washington State's procurement contract managed by Washington State Department of Enterprise Services.
4. Four alternative scenarios as to the timing of purchases led to staff's conclusion that replacing vehicles generally on their 15<sup>th</sup> year of service at approximately 750,000 miles was the most prudent strategy. This strategy provides for flexibility over the next five years, is fully funded through the Transit Development Plan 7 year horizon, and optimizes the value of the capital and maintenance investment of each individual vehicle.

Staff will briefly review each of the first three elements as a reminder for current Committee members and as background for new Committee members. At the Committee's request, staff will cover the fourth element again in more detail as to whether the Board should challenge the staff conclusion as to the best timing for purchases.

The attached Staff Report reiterates the information provided to the Committee in December.


**RECOMMENDATION TO BOARD:** Information only.

The intent of completing this presentation of staff's analysis is two-fold:

1. Facilitate the award of contract for the first set of coach procurements;
2. Validate the current long range capital programming to meet our fleet replacement requirement without incurring debt.

It is important for the Board to understand the basis for this plan because it is a significant element of our financial capacity to sustain service in accordance with the approved financial projections and Capital Improvement Plan/Transit Development Plan.

**FINAL REVIEW FOR BOARD BY:**

Division Head 

Chief Executive Officer 

Legal Counsel 

## **SPOKANE TRANSIT AUTHORITY**

**Date:** February 3, 2016

### **STAFF REPORT: FIXED ROUTE FLEET REPLACEMENT PROGRAM – DELIVERY TIMELINES**

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The current programming for our fleet replacement requirement is based on the delivery of replacement coaches as vehicles in the current fleet reach 15 years old. We have determined that a fifteen year lifecycle maximizes the useful life of the each vehicle's major components (engine & transmission). Staff developed four procurement scenarios for comparison.

#### **SCENARIO 1: Replace vehicles on 15 year anniversary date.**

This replacement scenario results in a varying number of vehicle purchases each year of the fleet replacement cycle. In order to finance this requirement, some funding needs to be set aside during years where there are relatively few vehicles purchased in order to have funding available for years where greater numbers of vehicles will be purchased. This is our base scenario we have used for our financial projections.

#### **SCENARIO 2: Balance current fleet replacement to average 13 vehicles purchased per year.**

This scenario normalizes the peaks and valleys of vehicle purchases over the same time frame as Scenario 1. Some vehicles are replaced prior to their 15 year mark.

#### **SCENARIO 3: Balance the current fleet replacement strategy to a 12 year cycle.**

This scenario would normalize peaks and valleys of vehicle purchases to approximately 11 vehicles per year. This cycle would continue on an ongoing basis with vehicles being replaced every 12 years.

#### **SCENARIO 4: Balance the current fleet replacement to implement a 15 year cycle.**

This scenario has STA to begin purchasing approximately 9 vehicles per year in order to normalize peaks and valleys. This would extend the timeline it takes to complete the current fleet replacement and many current vehicles would exceed their 15 year life before they are replaced.

The following matrix compares various costs and operational/maintenance considerations of these scenarios.

## Fleet Replacement Scenarios

	Cost Through 2022 TDP	Total Cost Fleet Replacement	Sustained Annualized Cost	COMMENTS
<b>SCENARIO 1</b> Current Fleet Plan	\$41.7M	\$82.1M	\$6.0M to \$6.5M	(+) Manages fleet replacement using optimal 15 year/750K life cycle of every bus. (+) Consistent with major component preventative maintenance replacements (+) Reflects current TDP funding financial projections (+) Provides flexibility for service enhancements or reductions within the TDP period (-) "Peaks and valleys" in vehicle delivery schedule
<b>SCENARIO 2</b> Balanced Purchase 13 vehicles/year	\$46.3M	\$80.8M	\$6.0M to \$6.5M	(+) Saves 1.9% (\$1.3M) over the 11 year total cost of the entire fleet replacement program (due to some inflation avoidance) (+) Normalizes "peaks and valleys" in vehicle delivery schedule (+) Provides flexibility for significant service enhancements within the TDP period (-) Increases costs in TDP timeframe by 11% (\$4.6M) (-) Does not maximize value of major component preventative maintenance or optimal vehicle life cycle <ul style="list-style-type: none"> <li>• 13 vehicles replaced two years early</li> <li>• 24 vehicles replaced one year early</li> </ul>
<b>SCENARIO 3</b> Balanced Purchase 12 Year Replacement Cycle	\$44.4M	\$80.9M	\$8.0M	(+) Saves 1.5% (\$1.1M) over the 11 year total cost of the entire fleet replacement program (due to some inflation avoidance) (+) Normalizes "peaks and valleys" in vehicle delivery schedule (+) Provides flexibility for significant service enhancements within the TDP period (-) Increases costs in TDP timeframe by 6.5% (\$2.7M) (-) Does not maximize value of major component preventative maintenance or optimal vehicle life cycle <ul style="list-style-type: none"> <li>• 1 vehicle replaced two years early</li> <li>• 19 vehicles replaced one year early</li> </ul> (-) Transition to a 12 year replacement cycle increases frequency and annualized cost of fleet replacement program <ul style="list-style-type: none"> <li>• Next fleet replacement cycle starts in 2028 (3 years earlier than currently planned)</li> <li>• Annualized cost of vehicle replacements increases from approximately \$6.5M to \$8M per year.</li> </ul>
<b>SCENARIO 4</b> Balanced Purchase 15 Year Replacement Cycle	\$28.0M	\$85.0M	\$6.0M to \$6.5M	(+) Decreases costs in TDP timeframe by 49% (\$13.7M) (+) Normalizes "peaks and valleys" in vehicle delivery schedule (+) Provides some flexibility for service enhancements within the TDP period. However, there is no designated fleet replacement fund as provided in the other scenarios. This constrains some options that are available in the other scenarios (-) Increases costs 3.5% (\$2.9M) over the 11 year total cost of the entire fleet replacement program (due to inflationary influence of delaying purchases) (-) Does not maximize value of major component preventative maintenance or optimal vehicle life cycle <ul style="list-style-type: none"> <li>• 6 vehicles replaced two years early</li> <li>• 9 vehicles replaced one year early</li> </ul> (-) 46% of the current vehicles in the fleet are extended in service beyond the optimal 15/year/750K mile lifecycle <ul style="list-style-type: none"> <li>• 25 vehicles extended to 19 years in service</li> <li>• 19 vehicles extended to 18 years in service</li> <li>• 17 vehicles extended to 17 years in service</li> </ul>

### CONCLUSION:

Our assessment of these choices leads us to the conclusion that managing the fleet replacement based on the optimum lifecycle of the individual vehicles is the most prudent strategy. It provides for flexibility over the next five years, is fully funded through the Transit Development Plan 7 year horizon, and optimizes the value of the capital and maintenance investment of each individual vehicle.

**SPOKANE TRANSIT AUTHORITY**

**BOARD MEETING OF**

February 18, 2016

**AGENDA ITEM 12.F. HIGH PERFORMANCE TRANSIT (HPT) FACILITY DESIGN AND SERVICE COMMUNICATIONS STANDARDS UPDATE**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning

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**SUMMARY:** The High Performance Transit (HPT) network, identified in STA Moving Forward and Connect Spokane, envisions a series of transportation corridors offering high-frequency reliable service allowing customers greater access to the public transportation system and the ability to reach more destinations. This new service features improved amenities for the passengers, helping to make the transit experience attractive, safe, comfortable and more enjoyable.

In 2012, STA was awarded a \$495,000 federal grant for the project. The STA Board approved \$123,750 in matching funds and the project was approved in the 2014-2019 Capital Improvement Program (CIP). After a competitive request for qualifications, IBI Group, Inc. was awarded the design and engineering contract in October 2014 and work began on the project.

The consultant team is tasked with preparing two manuals, a facilities design manual and communications/branding manual. The facilities design manual will include plans and specifications for all stop and station amenities, including a "kit-of-parts." This kit-of-parts will identify what amenities will be provided at future HPT stop and station locations, which may include lighting and furniture types, shelters, real-time signage, ticket vending machines, kiosks, etc. The communications/branding manual will include color schemes, material types and font/type applications, logos, route map layout, signage and other HPT specific branding features.

The consultant and STA staff have held a number of internal workshops to review and discuss concepts for this new service. The team has conducted extensive research on best practices and provided STA with various design and branding options for consideration that have been successful with other agencies. One tool that has been used throughout the project is an online information gathering website called mySidewalk. Questions and design options were presented to the public through this website asking for input from visitors. To date, the website has received over 23,000 views and has received almost 400 comments and responses. This input has been used to assist in the preparation of the manuals.

Preliminary design concepts for future station amenities and branding schemes have been prepared that will be presented to the public to gather input prior to preparing the final draft manuals. Upcoming events include:

- Focus Group testing on January 26 & 27
- Posting to mySidewalk on or before February 1
- Central City Line Steering Committee on February 1
- East Downtown/U-District Open House on February 2
- Additional downtown outreach events
- Neighborhood meetings January – March
- West Downtown/Browne's Addition Open House – March 1 (Tentative)

The anticipated completion date for this project is March 31, 2016. These new standards will be implemented on future HPT corridors including the Cheney, Monroe-Regal, Division, Sprague and Valley corridors as well as the Liberty Lake Express and the Central City Line.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head IC

Chief Executive Officer EBM

Legal Counsel CM



# HPT Facilities Design and Communications Standards project Update

February 18, 2016



# Background

- The project supports the development of the High Performance Transit (HPT) network as established in *Connect Spokane*
- HPT is easy to use high frequency, all-day service that will connect major destinations in the Spokane Region
- The HPT Facilities project is two-fold:
  - Define typical station amenities and design for HPT corridors
  - Establish communication and branding standards
- STA received federal grant in 2012
- IBI Group was awarded the design contract in Oct. 2014

# Best Practices

■ High-level definition of successful industry-wide implementation of:

■ Facility Designs

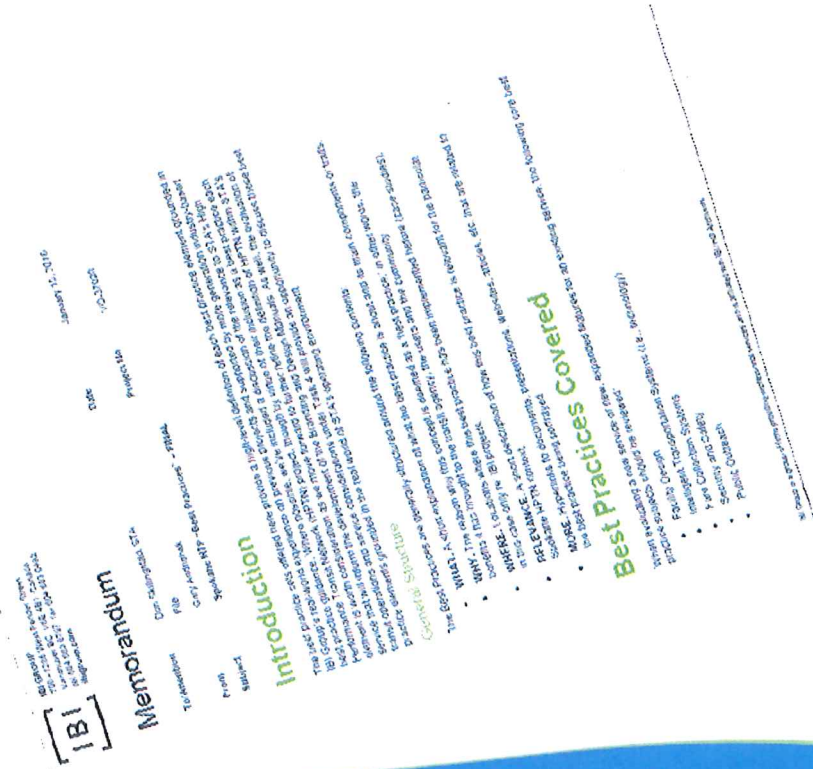
■ Intelligent Transportation Systems

■ Fare Collection Systems

■ Security and Safety

■ Public Outreach

■ Branding





# Facilities Design Manual

- Manual will be prepared to provide technical guidance for implementing the High Performance Transit Network infrastructure
  - Station Siting Criteria
  - Typologies
  - Amenities
  - Engineering Design
  - Maintain Flexibility For Varying Conditions

# Facilities Elements



Shelter/  
Canopy  
Design

Real-Time  
Signage



Ticket  
Vending



Bike Racks  
& Lockers



Service  
Markers



Benches



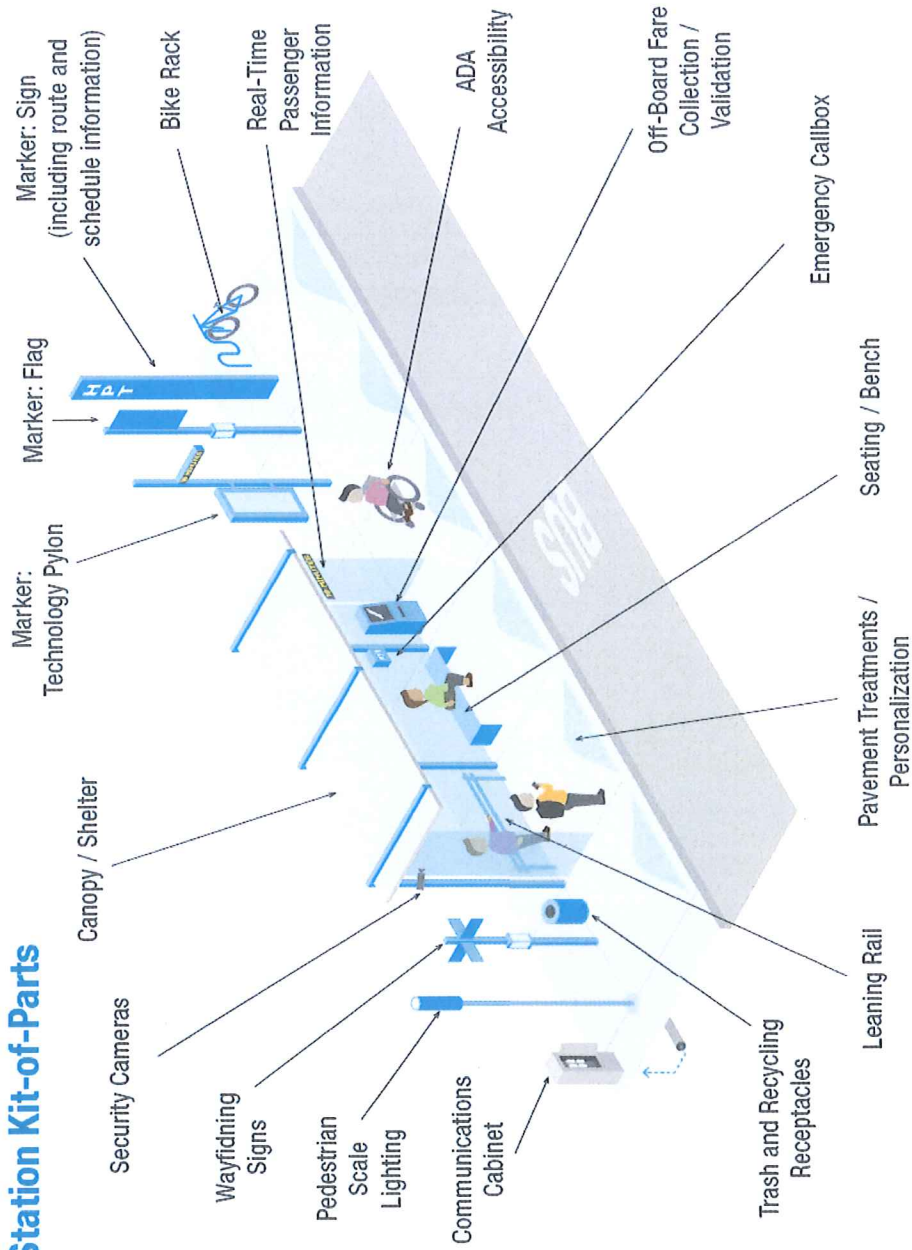
# Amenities By Station Type

Station Typology	1. Transit Center		2. Off-Street Location		3. Off-Street Location		4. On-Street/Unconstrained ROW		5. On-Street/Unconstrained ROW		6. On-Street/Constrained ROW		7. On-Street/Constrained ROW		8. On-Street/Constrained ROW	
	High	High	High	High	Medium	Medium	High	High	Medium	Medium	High	High	Medium	Medium	Low	Low
<b>Station Elements</b>																
Passenger Service Intensity																
HPT Logo/Sign	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Marker/Pylon	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Line/Logo Identity	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Canopy/Shelter	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Paved surface	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Lighting	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Seating	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Leaning rail	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Trash Receptacle	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Bicycle rack	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
ADA Accessibility	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Platform Level Boarding	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Improved Bike/Ped Connections	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
<b>Technology/Operations</b>																
Off-Board Fare Collection	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
CCTV Security Cameras	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Public Address (PA)	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Communications Cabinet	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Emergency Telephone	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
<b>Information and Signage</b>																
Wayfinding signs	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Route/Schedule Information	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Real-Time Passenger Information	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆



# “Kit-of-Parts”

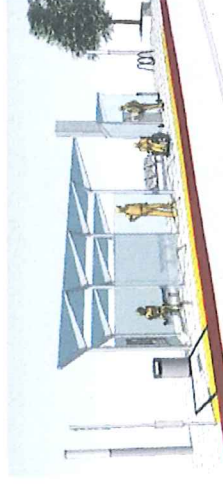
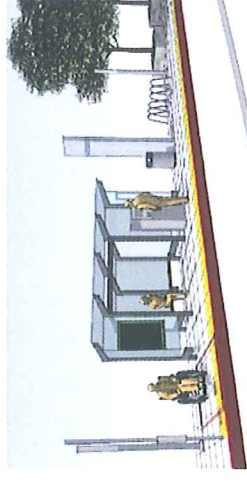
## Station Kit-of-Parts



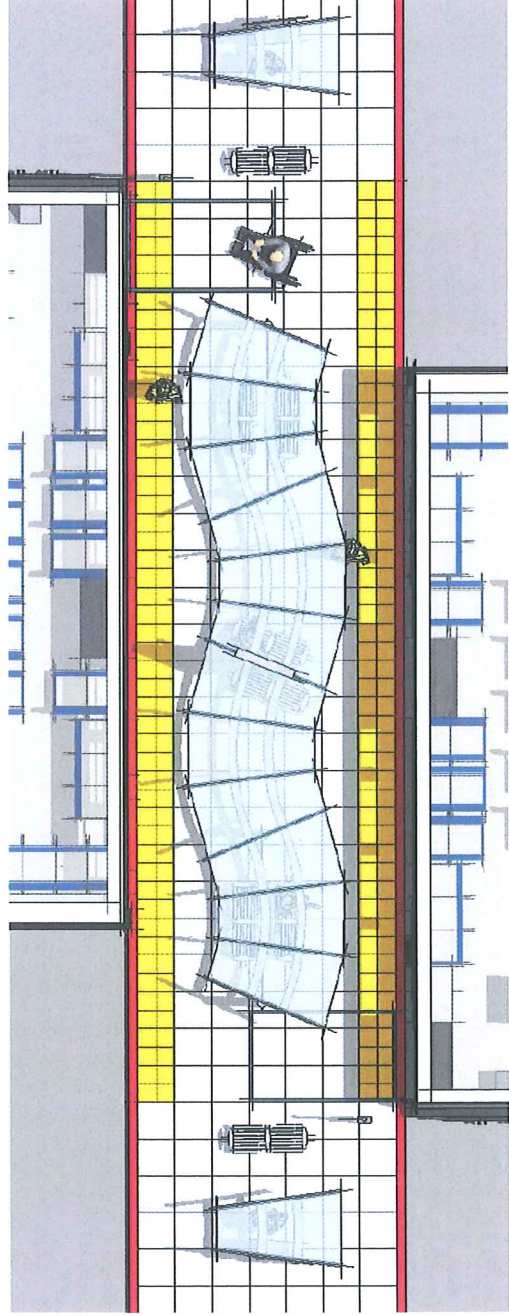
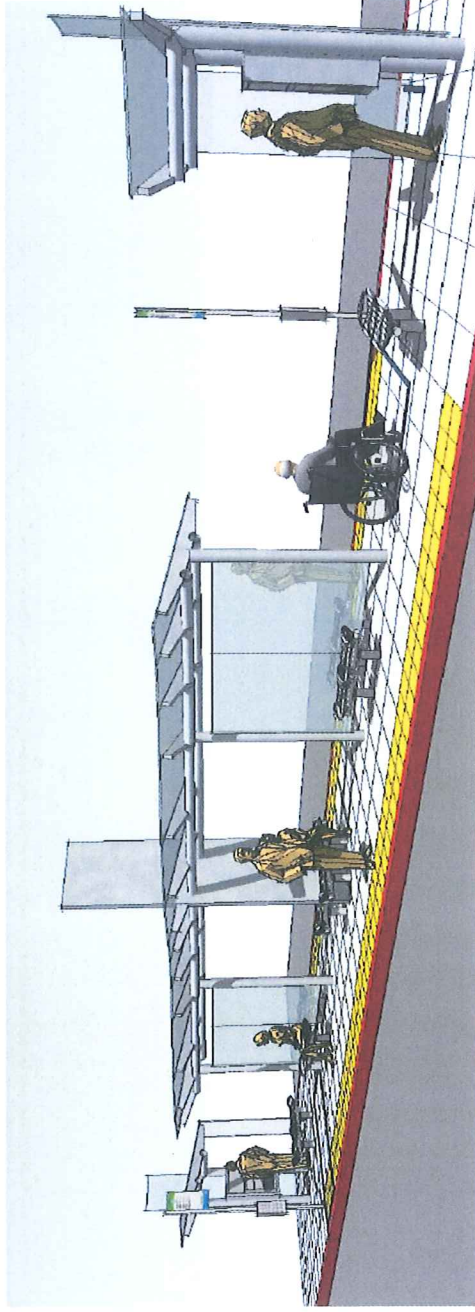
*NOTE: The above diagram is a schematic representation of the proposed amenities and does not depict the actual design of the station for each typology.*

# Station Concepts

- Consultants have prepared three concepts
- Each concept includes variations depending on stop location, ridership, right of way, etc.
- Concepts to be vetted through STA and upcoming outreach events

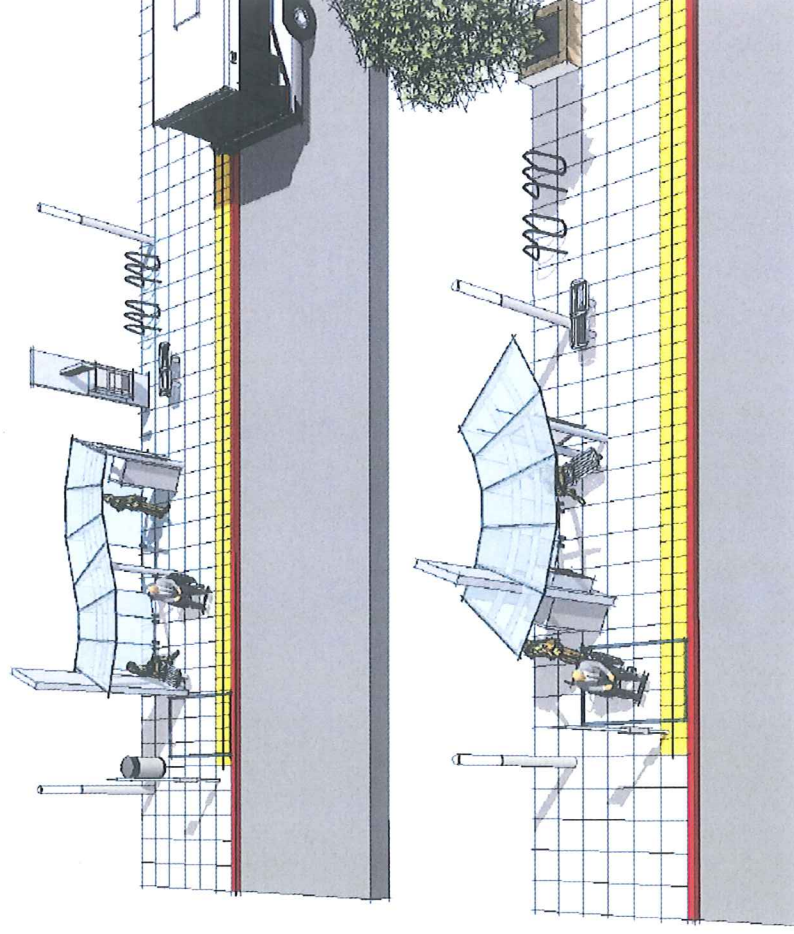
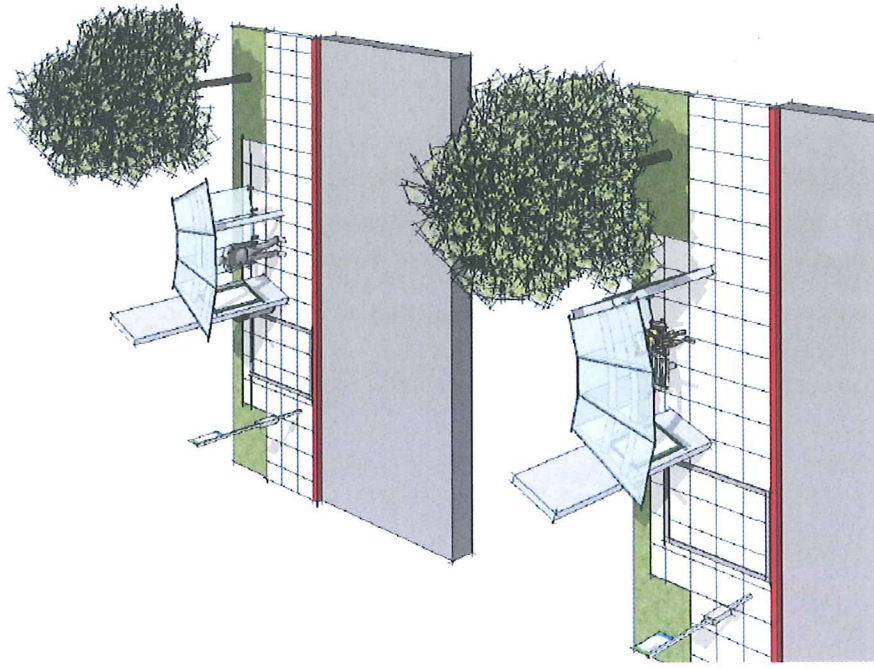


# “Slice” Design

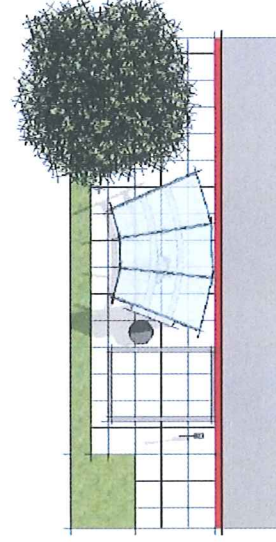
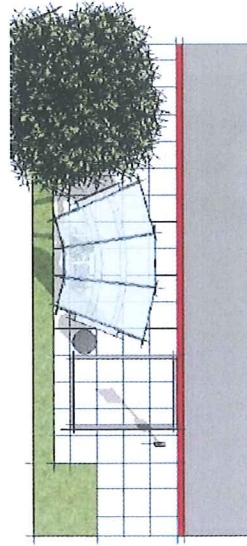
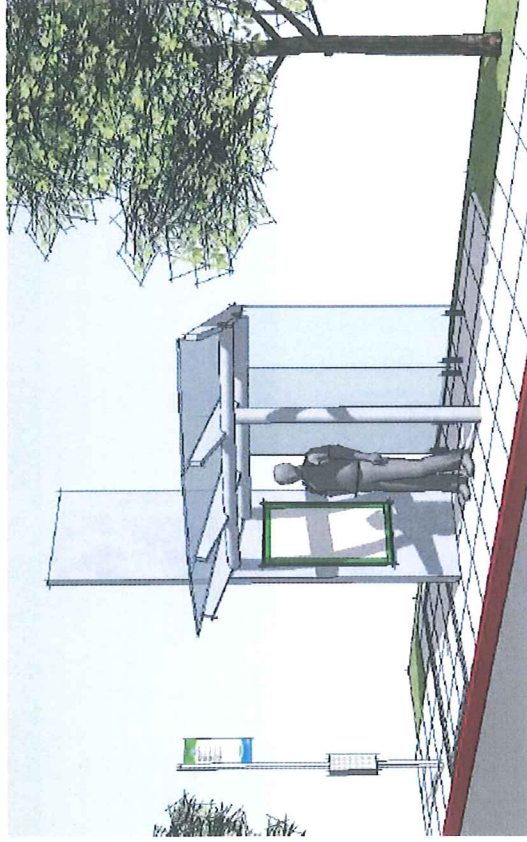
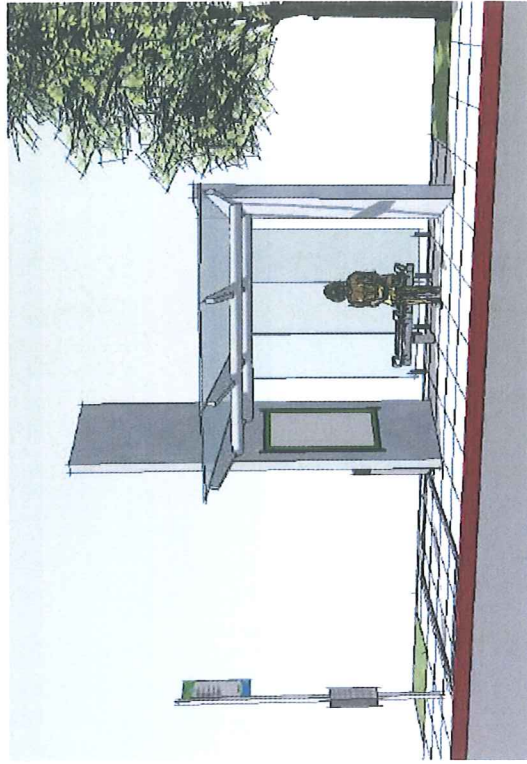




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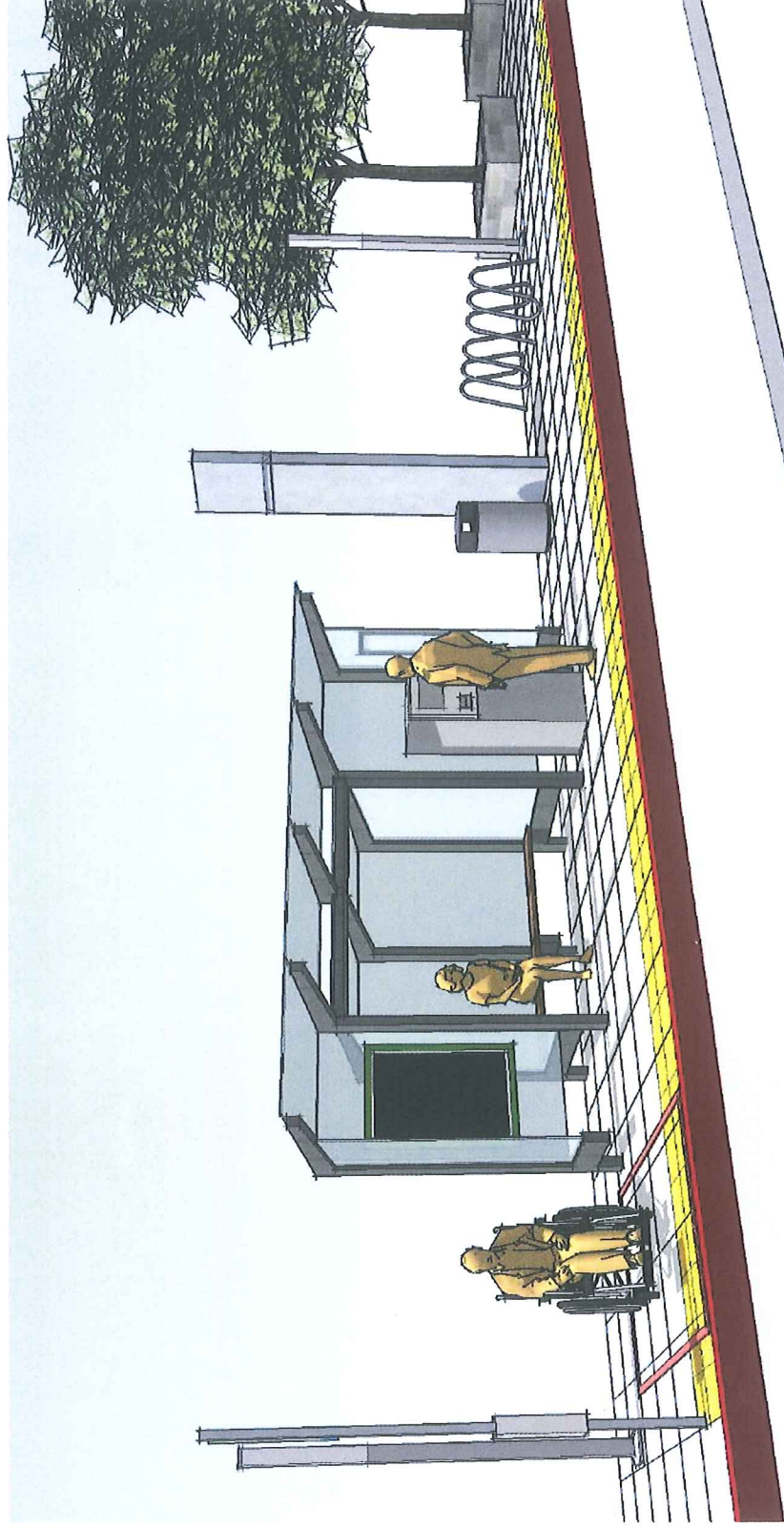


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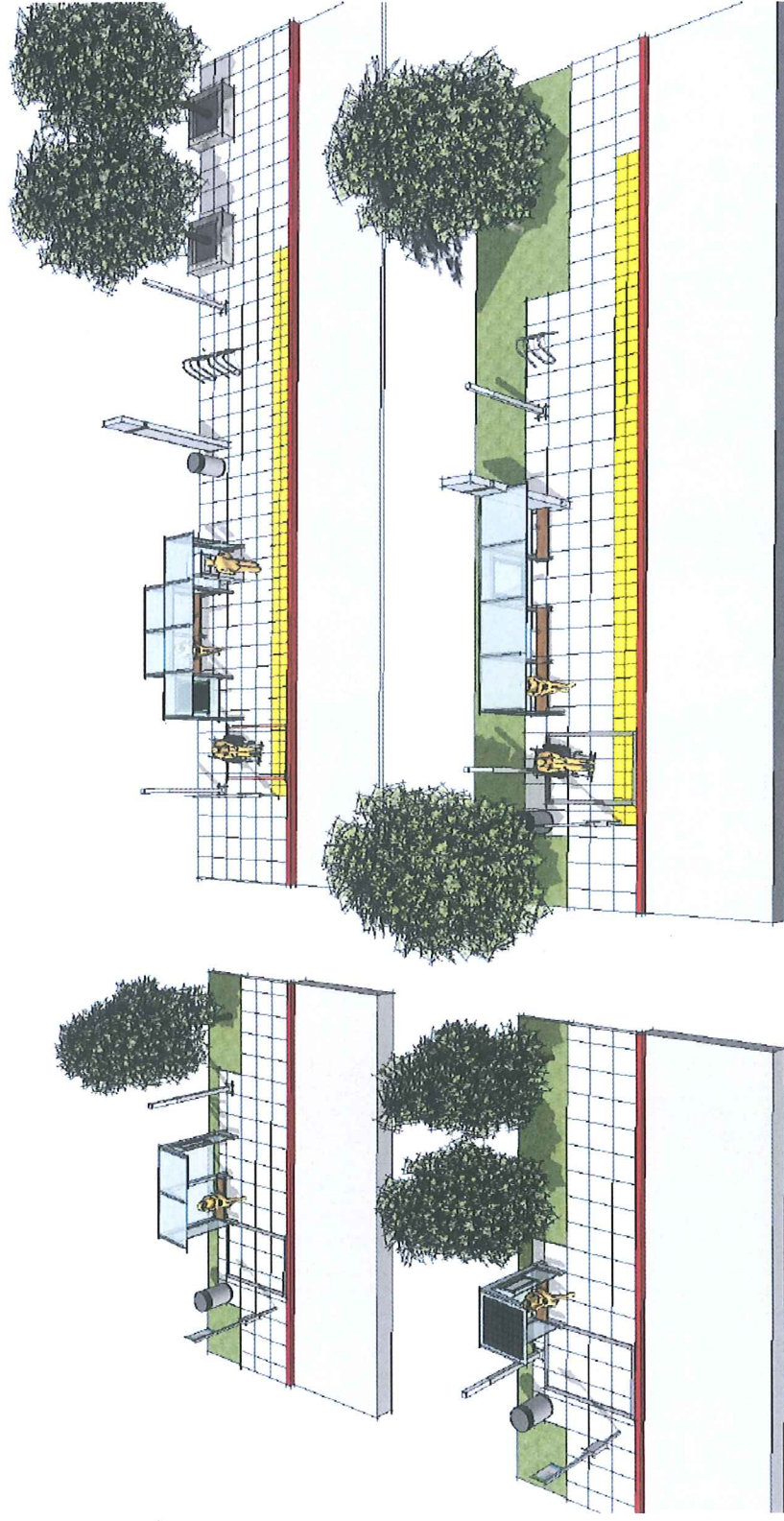




# “Cantilever” Design

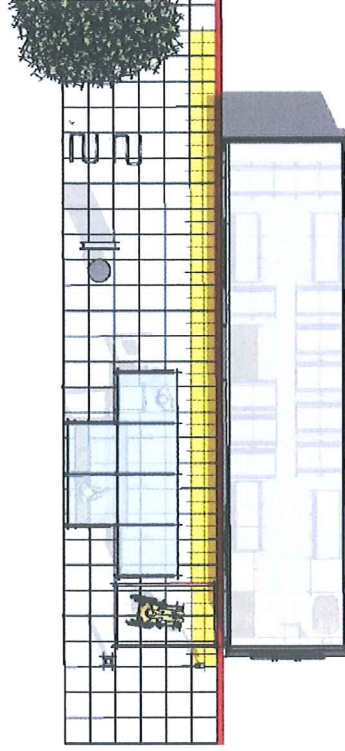
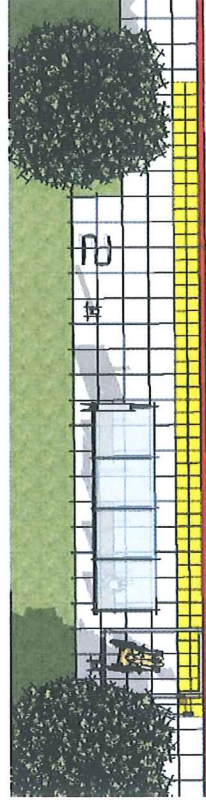
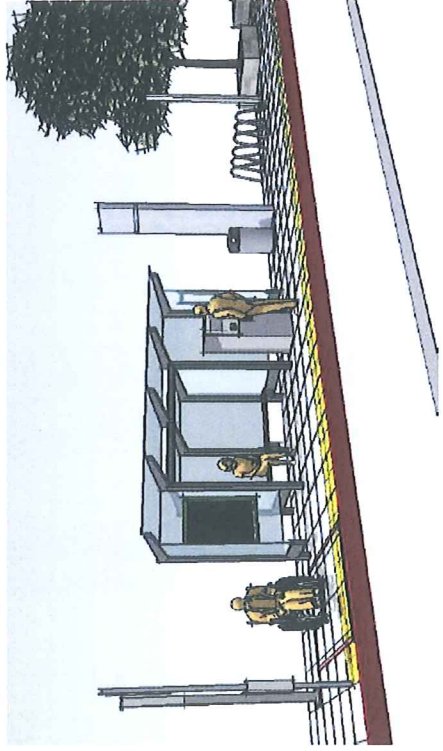
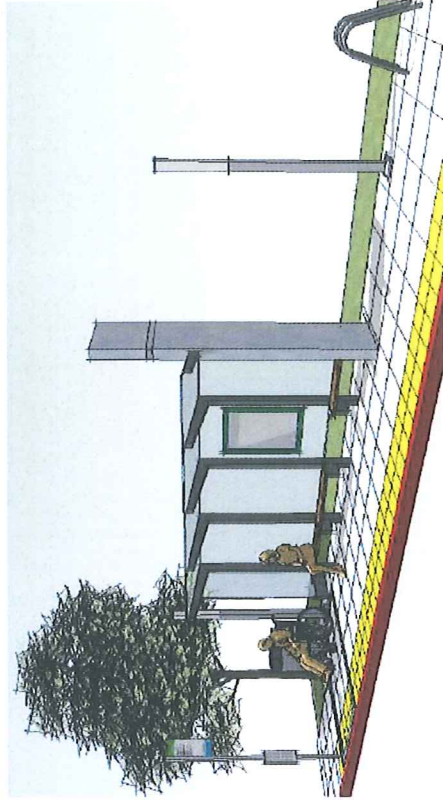


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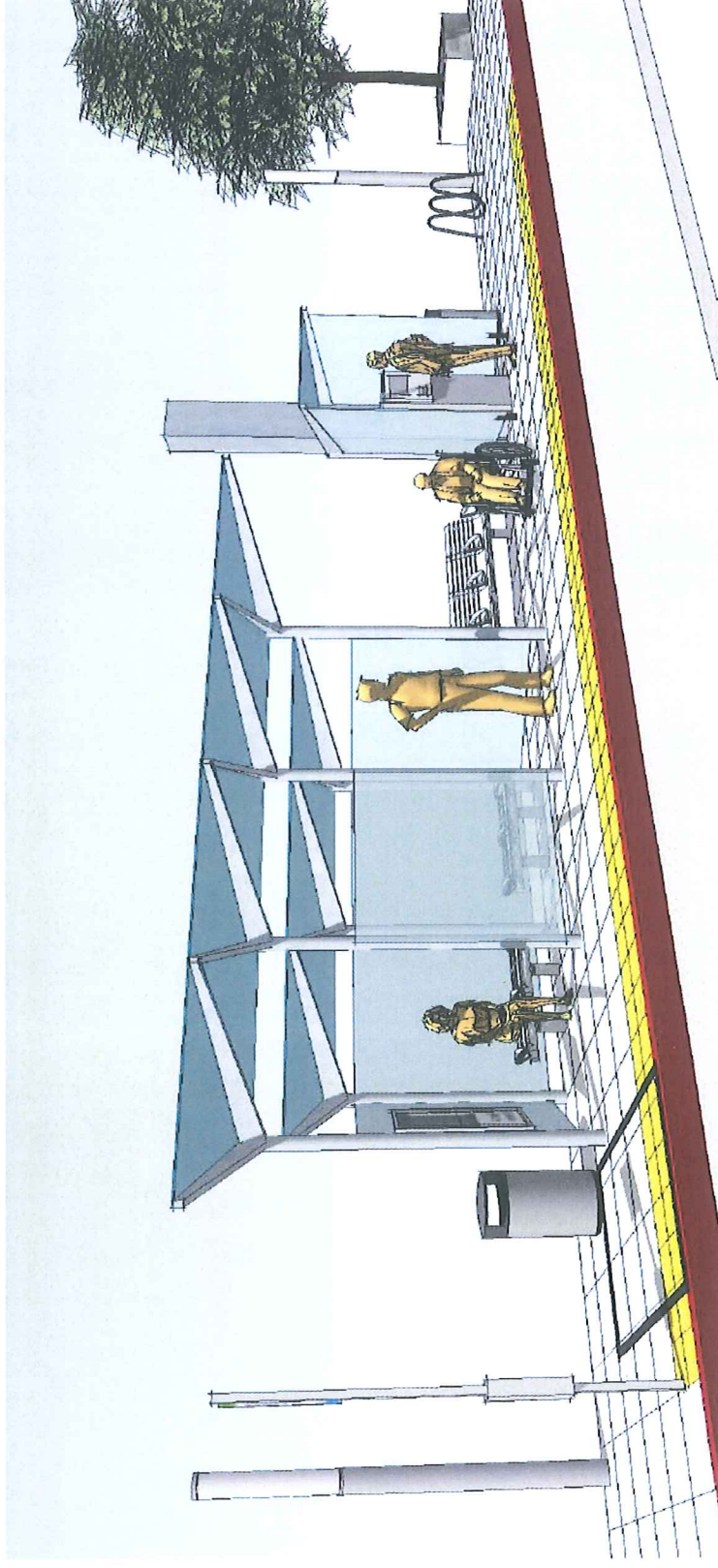




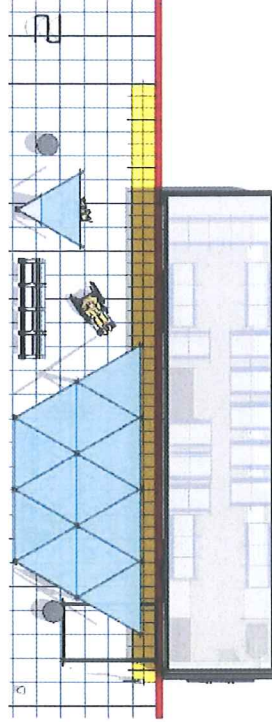
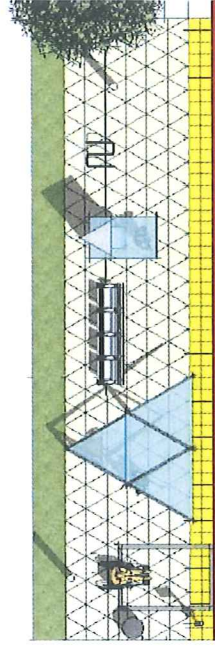
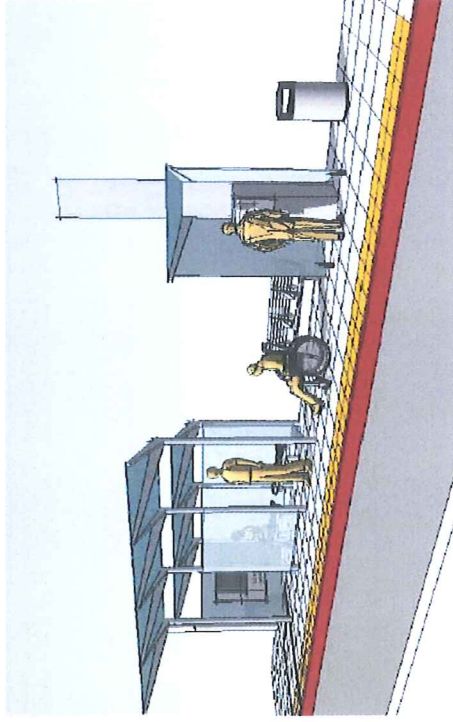
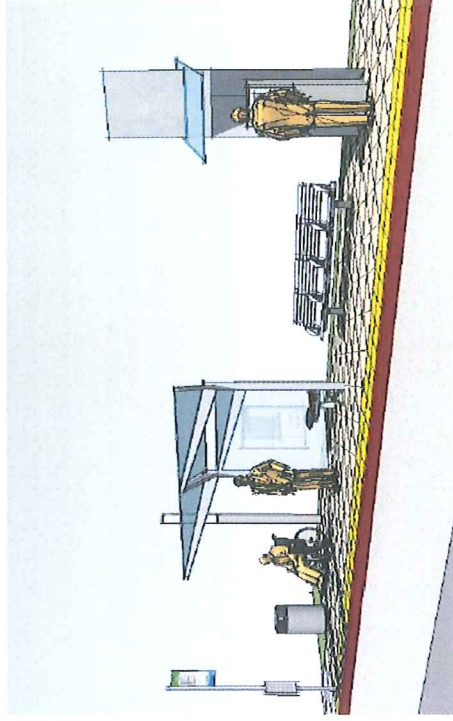
# “Cantilever” Design



# “Triangles” Design

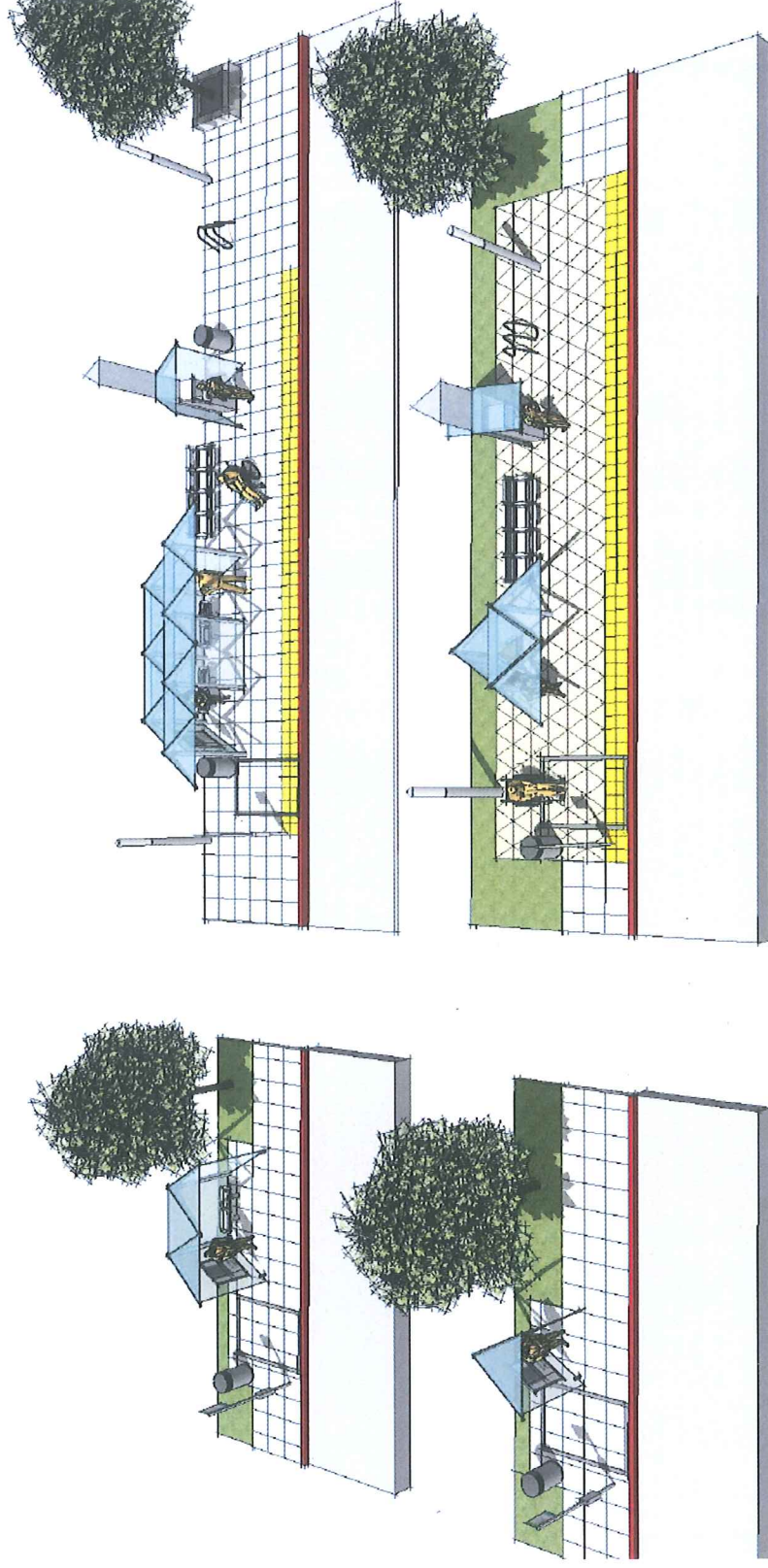


# “Triangles” Design





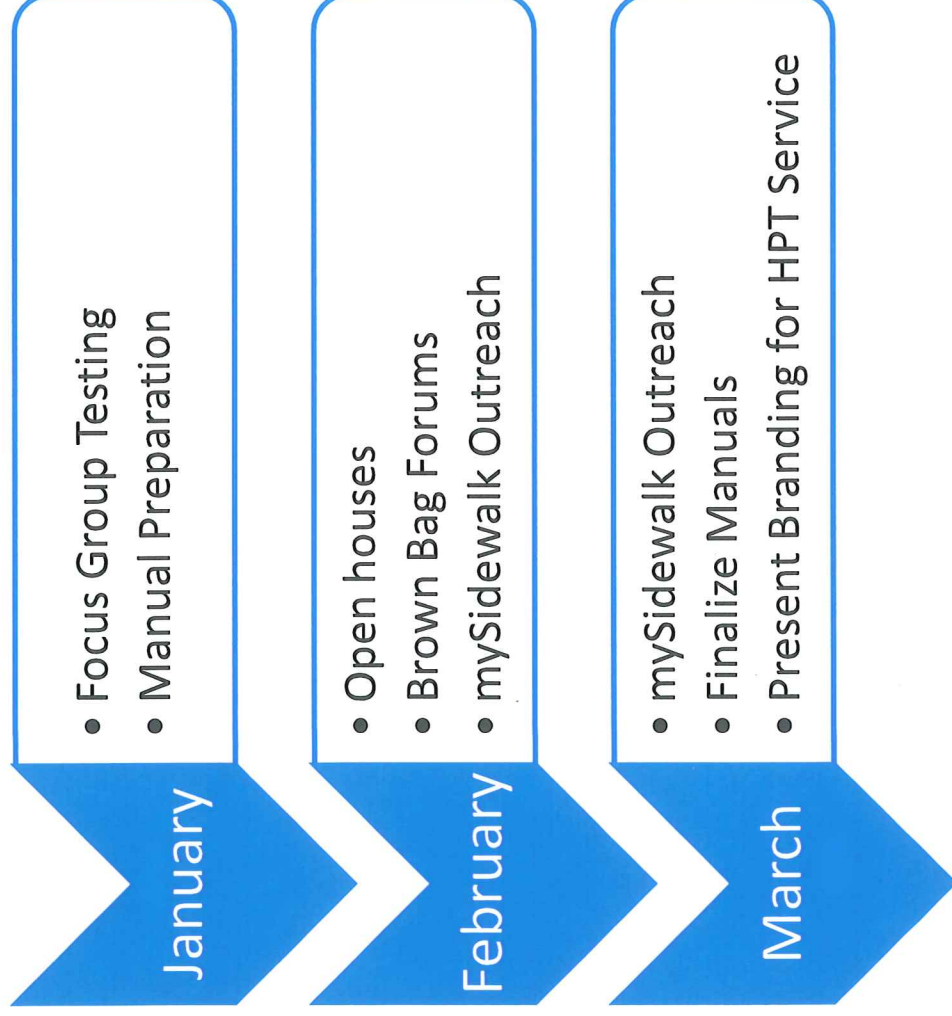
# “Triangles” Design



# Upcoming Outreach Events

- Focus Group testing on January 26 & 27
- Posting to mySidewalk on or before February 1
- Central City Line Steering Committee on February 1
- East Downtown/U-District Open House on February 2
- Additional downtown outreach events
- Neighborhood meetings January – March
- West Downtown/Browne's Addition Open House – March 1 (Tentative)

# Project Timeline





SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

February 18, 2016

AGENDA ITEM: **12.G.**: REVIEW OF DRAFT 2016/2017 SPOKANE REGIONAL  
TRANSPORTATION COUNCIL UNIFIED PLANNING WORK  
PROGRAM (UPWP)

REFERRAL COMMITTEE: Planning & Development (*Waldref*)

SUBMITTED BY: Karl Otterstrom, Director of Planning

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**SUMMARY:**

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each year SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next State Fiscal Year (July 1, 2016 through June 30, 2017). These activities include their core responsibilities as the Metropolitan Planning Organization and the Regional Transportation Planning Organization; including planning projects and activities. The UPWP is completed in coordination with WSDOT and STA. Each year STA submits a description of the planning activities it will engage in over the State Fiscal Year.

The Planning and Development committee was asked to review the draft description of STA's ongoing and upcoming planning actives (attached) that will be submitted to SRTC for inclusion in the UPWP.

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head *IC*

Chief Executive Officer *EBM*

Legal Counsel *W*

**SRTC July 1, 2016 - June 30, 2017 Unified Planning Work Program;  
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

**Connect Spokane Update**

In 2010 the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA's services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. A three-year update is scheduled to begin in 2016. Consistent with *Connect Spokane* policies the update will include a significant public input element.

Expected Outcomes/Products

STA will review the existing plan, trends and industry best practices with stakeholders and the public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, and new opportunities and challenges. The revisions will then be reviewed by stakeholders and the public before final action is taken by the STA Board Directors.

Schedule

April 2016-September 2017

Source of Funds/Budget

Local

**High Performance Transit Network Development (STA Moving Forward)**

A keystone element of *Connect Spokane: A Comprehensive Plan for Public Transportation* is the "High Performance Transit Network," a network of corridors providing all-day, two-way, reliable, and frequent service which offers speeds competitive with the private automobile and features improved amenities for passengers. The HPTN defines a system of corridors for heightened and long-term operating and capital investments. In 2013, STA refined the High Performance Transit Network's scope and identified six major corridors that could be implemented within the next 10 to 15 years. In 2014, the Spokane Transit Board of Directors adopted, *STA Moving Forward* a ten year plan that identifies specific improvements and sequencing to implement *Connect Spokane*.

Expected Outcomes/Products

STA will progress the HPTN corridors identified for near term implementation through various phases of planning, design, and implementation as opportunities arise. It is expected that an improved definition and project scope for the first phase of work on the Monroe-Regal Corridor will be a near-term outcome.

Schedule

July 2016-December 2026

Source of Funds/Budget

Local, State, and Federal

**2017 Transit Development Plan**

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Service Implementation Plan and Capital Improvement Program.

#### Expected Outcomes/Products

The development of the 2017 TDP will be founded on STA's comprehensive plan, *Connect Spokane and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Capital Improvement Program, and the Service Implementation Plan. The plan will define what service and capital improvements STA is planning for the years 2017-2023. Development of the 2017 TDP will include significant public outreach.

#### Schedule

December 2016 – September 2017

#### Source of Funds/Budget

Local

#### **Transit Asset Management Plan**

As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

#### Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

#### Schedule

TBD. This project is subject to final guidance by FTA and may be scheduled to begin later in 2017.

#### Source of Funds/Budget - Local

#### **Title VI Planning and Systems Analysis**

Title VI is a federal statute that states "no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a plan to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

#### Expected Outcomes/Products

The analysis and plan will assess service levels relative to demographics using customer demographics as well as census data. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

#### Schedule

November 2016-March 2017

#### Funding

Local

## SPOKANE TRANSIT AUTHORITY

### BOARD MEETING OF

February 18, 2016

AGENDA ITEM **12.H.** FOURTH QUARTER 2015 SERVICE PLANNING INPUT REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

#### SUMMARY:

The Planning Department documents comments received from external sources in order to follow up with each customer and document feedback for emerging opportunities for future service changes. These comments are obtained from a variety of sources since customer engagement cannot be a one-size-fits-all approach. Planning Department staff obtain feedback from customers at public meetings, through Customer Service, phone calls, letters, emails, voice messages, emails from STA Questions (STA website), and feedback from Coach Operators and Supervisors. Planning staff may also receive inquiry requests from STA Board Members. STA's Planning staff respond to every comment received when valid contact information is provided. Comments are also discussed at the Service Improvement Committee meetings.

The purpose of this summary is to inform the Board of the customer feedback received by the Planning Department in the 4<sup>th</sup> Quarter of 2015. It should be noted that this feedback summary applies only to Planning Department related activities which include, but are not limited to, planning bus service and/or feedback related to specific bus stops.

A total of 33 comments were received by the Planning Department in the 4<sup>th</sup> Quarter of 2015. Of the 33 comments, 14 were related to requests for new service, 7 were related to existing service, 10 were related to bus stops, and 2 comments were not related to bus stops or new service. This "other" category could be requests for new park and rides or general planning related requests for data from other jurisdictions, businesses, or the general public. The comments are summarized below. It is also noted if any comments were listed in the STA Moving Forward plan.

NEW SERVICE COMMENTS
<b>2 comments</b> requesting new service to the CHAS Clinic in Spokane Valley east of Sullivan Rd on Indiana Ave. <u>Included in STA Moving Forward Plan but unfunded at this time.</u>
<b>2 comments</b> requesting new service to the Beau Rivage/Riverwalk Apartment complexes (Upriver Dr east of Havana St north to Frederick Ave). <i>Not included in STA Moving Forward Plan due to difficulties in serving this area. Current bus service travels as far as Myrtle St and Frederick Ave forcing passengers to walk in an area notorious for incomplete sidewalks.</i>
<b>4 comments</b> requesting later service past 11 pm and/or 24 hour service in order to make connections to Greyhound/Amtrak and to provide more options for people who work late hour/early morning shifts. One comment elaborated further to request express service past midnight from the Liberty Lake, 5-Mile, Valley Transit Center, and South Hill Park & Rides. <u>Service past 11 pm was included in STA Moving Forward Plan but unfunded at this time; however, 24 hr service was not due to the high costs with little ridership return on investment in a city this size.</u>
<b>1 comment</b> requesting service to Coeur D'Alene. <u>Included in STA Moving Forward Plan but unfunded at this time.</u>
<b>1 comment</b> requesting more mid-day service to Mirabeau Park & Ride on Route 174 due to large gaps in service. <u>Included in STA Moving Forward Plan but unfunded at this time.</u>
<b>1 comment</b> requesting express return service to Hastings Park & Ride on Route 66 from the Eastern Washington University. <i>Not included in STA Moving Forward Plan due to Routes 25 and 124 already providing return service. This request would also increase peak vehicle requirements because students wanting to travel downtown would avoid these buses.</i>
<b>1 comment</b> requesting service to Chase Middle School which is about 1.5 miles east of Ferris High School on 37 <sup>th</sup> Ave on the South Hill. <i>Not included in STA Moving Forward because it is extremely out of direction from existing routes. It is also difficult to turn a bus around in this area. It would also expand the Paratransit boundary.</i>
<b>1 comment</b> requesting service to the Hangman Valley/Latah area. <i>Not included in STA Moving Forward because of</i>

### NEW SERVICE COMMENTS

*the difficulties in serving this area due missing sidewalks, disconnected roadways, and buses having to cross two directions of Hwy 195 with other vehicles traveling in excess of 55 mph. STA served this area before and the route had very low ridership.*

**1 comment** requesting service to the Veterans Resource Center in the Mirabeau Pkwy and Pines Rd area south of Trent Ave in Spokane Valley. *Not explicitly included in STA Moving Forward but may be considered as part of service restructures that could occur concurrent with service improvements as part of STA Moving Forward.*

### EXISTING SERVICE COMMENTS

**2 comments** related to not having enough time to transfer between routes at SCC (Route 32 to Route 29) and the existing transfer bus stop environment at Trent Ave and Dale Rd(Route 32 to Route 94). *STA is currently working with WSDOT in order to provide an alternative connection point or improve the existing connection point through sidewalk improvements and/or stop relocations thereby making the transfer environment safer for passengers.*

**1 comment** from someone wanting all Plaza bus routes to arrive downtown early enough to transfer to Route 174 at 5:20 am. *This would be a cost increase and comment was noted.*

**1 comment** to move the Route 28 end of line from the Whitworth shelter to North Waikiki Rd. *The end of line on Route 28 is a known issue due to limited access to a restroom for coach operators and will be addressed in 2017.*

**1 comment** on catching the bus at Campbell St and Prentiss St on Route 62 in Medical Lake.

**1 comment** from someone wanting STA to provide 60 ft buses on Route 25 on weekdays due to overcrowding. *STA has a limited number of articulated coaches and they are mostly used on Route 66 on weekdays. STA Moving Forward included additional articulated coaches and a reconfiguration of the Plaza loading zones to accommodate additional capacity on the route.*

**1 comment** regarding the proposed May 2016 Route 29 revision in the U District that eliminates service on Riverpoint Blvd due to loss of service to the Health Science Building. *All routes serving the U District are proposed to follow the same path thereby simplifying service and providing more buses to catch. The proposed bus stops will be a short walk to the Health Science Building. This is a minor change still under consideration.*

### BUS STOP COMMENTS

**8 comments** related to bus stop locations. This includes requests from business owners to relocate stops and/or eliminate stops due to issues that are perceived to be caused by bus riders such as litter and vandalism. It also includes issues with safety such as requesting a crosswalk at an existing bus stop in Spokane Valley which is outside of STA's authority.

**1 comment** stating that they did not like the color of the existing bus stops.

**1 comment** requesting new stops on an existing route.

### OTHER COMMENTS

**1 comment** requesting the SEPA checklist for a project in the Indian Trail area and ridership data on Route 23.

**1 comment** suggesting we build a park & ride at Joe Albi stadium for 7-Mile and 9-Mile residents. *Not included in STA Moving Forward. Spokane Transit has an optional lease with the Spokane Parks Board for a bus layover and park and ride on the site.*

**RECOMMENDATION TO BOARD:** Information only.

**FINAL REVIEW FOR BOARD BY:**

Division Head ICo

Chief Executive Officer ESM

Legal Counsel LM

# 15.

## EXECUTIVE SESSION

At this time, the STA Board of Directors will adjourn to an executive session for the purpose of:

1. Reviewing the performance of a public employee

The STA Board of Directors will reconvene in open session at approximately \_\_\_\_ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 15 minutes