

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

BOARD OF DIRECTORS

Draft Minutes of the June 16, 2016, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

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

MEMBERS ABSENT

John Higgins, Small Cities Representative
(Medical Lake) *Ex Officio*

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning
Steve Doolittle, Director of Human Resources
Beth Bousley, Director of Communications & Customer
Service
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, Workland Witherspoon PLLC

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

Chair French called the meeting to order at 1:37 p.m. and conducted roll call.

2. **APPROVE BOARD AGENDA**

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

3. **PUBLIC EXPRESSIONS**

None.

4. **RECOGNITIONS AND PRESENTATIONS**

A. Jeanette VanDort, Executive Assistant - Retirement

Mr. Blaska said Ms. VanDort retired with 22 years of service, including the last ten years as his Executive Assistant. He added that she has been the "go to" person for any questions involving Operations and the Board and Committee process and her expertise and knowledge will be missed.

B. Chuck Bercier, First Class Mechanic - Retirement

Mr. Blaska said Mr. Bercier served 36 years at STA, beginning his career as Servicer Cleaner and ending as First Class Mechanic. He was one of the key players involved in the Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) technology.

C. Ken Hitt, Fixed Route Supervisor - Retirement

Mr. Blaska said Mr. Hitt was hired as a Fixed Route Coach Operator in 1978, was promoted to Fixed Route Supervisor in 1982, and remained in that position ever since.

Mr. French thanked these employees for their service to STA and the community.

5. PUBLIC HEARINGS:

A. Draft 2016-2022 Transit Development Plan (TDP)

Mr. Otterstrom described the hierarchy of plans including the Annual Strategic Plan and Budget, Transit Development Plan (including Capital Improvement Program and Service Implementation Plan), and Connect Spokane: A Comprehensive Plan for Public Transportation. The TDP must be submitted to the Washington State Department of Transportation by September 1 each year. The final plan will be submitted to the Board for approval at the July 21, 2016 meeting.

Mr. Otterstrom added that the TDP does not include unfunded STA Moving Forward projects. There are two scenarios: one with additional funding following a successful ballot measure in November, 2016; and, one without.

Ms. Waldref asked if there will be some service improvements whether or not the ballot passes.

Mr. Otterstrom said most improvements are related to new revenue but there can be limited route adjustments without additional funding.

Mr. Peterson commented that Liberty Lake contains areas not served by the bus. He asked if additional service in that area is in the Moving Forward plan.

Mr. Otterstrom said growth in existing routes may be able to accommodate some areas. Requests from citizens for additional service are brought to the Planning & Development Committee for review.

Mr. Woodard asked if new service on Indiana Avenue in the Spokane Valley would be accomplished with or without new taxes.

Mr. Otterstrom said it could be done only with new tax revenue.

Mr. French opened the public hearing at 1:55 p.m. and asked for comments from the public.

Hobo Callaway said he has recently returned to Spokane after nine years and commented that public transportation is worse now than it was before.

Christina Bryant, ARC of Spokane, said the Broadway bus runs intermittently and needs more service since the food bank and Spokane Neighborhood Action Programs (SNAP) are located on Broadway Avenue.

Mr. Otterstrom said that service has been added to that route during the middle of the day and staff is monitoring ridership.

Mr. French asked three times for comments from the public.

Hearing none, he closed the hearing at 2:00 p.m.

B. Draft Recommendation Fare (Tariff) Policy

Mr. French opened the Public Hearing at 2:01 p.m.

Mr. Blaska said there has been extensive public outreach this year regarding a fare increase and following today's public hearing, action will be taken by the Board on July 21, 2016. STA's goal of a 20% farebox recovery is reasonable and there has been no fare increase for five years. Based on public input, staff recommends a phased approach of two steps: first phase in 2017; and, second phase in 2018. A new 7 day rolling pass will be introduced. Although the student pass program and the Summer Youth Pass sales have experienced a decline in recent years; based on public input, staff is

recommending a continuation of the student pass program. The Summer Youth Pass will continue this summer with a tentative plan to discontinue it next year. Sales and ridership will be closely monitored. Results of the public outreach show a concern for the effect of a fare increase on low income people and staff held a workshop with social service agencies to brainstorm potential solutions.

Ms. Mumm asked what the plan for a fare increase would do to the farebox recovery.

Mr. Blaska said the first phase would raise it to between 19 and 19.7% and the second phase would achieve 20% or above.

He added that it is currently 18%.

Mr. Pace asked for the total cost to provide a ride on fixed route.

Mr. Blaska said it is approximately \$4.10.

Mr. French asked for comments from the public.

Victor Frazier, Vice Chair of Citizen Advisory Committee (CAC)

Mr. Frazier said the CAC Chair, Charlie Howell, is also present today.

He announced that two long-standing CAC members, Dean Lynch and Fyrne Bemiller, are retiring. They participated in the last fare increase process. He commended STA staff for the great public outreach program and said they have met with Neighborhood Councils and handled a lot of questions. He added that transit fares are reasonable and public transportation is an important asset that should continue to be subsidized.

Harrison Baldwin

Mr. Baldwin said he spoke on behalf of the poor and working poor who use transit. He said raising the cost of a pass from \$45 to \$60 is too much and Spokane Transit will lose riders as a result.

Sima Thorpe, Director of ARC of Spokane

Ms. Thorpe complimented Mr. Blaska and Mr. Rapez-Betty on their presentation to her agency and added that they showed openness and patience. She said the ARC is participating in a task group looking at solutions for subsidizing transit fares for the needy. Many developmentally disabled people on Social Security only have \$62 a month as discretionary income and there is no subsidy for transportation. Ms. Thorpe supports a phased approach to a fare increase and considers it a good compromise.

Angela Brown Anderson

Ms. Anderson said she is a bus rider living on a fixed income and is concerned about the proposed fare increase for paratransit.

Lisa Johnson

Ms. Johnson is a bus rider and complimented the drivers for their great customer service. She said the majority of bus riders are the working poor, elderly and students, and she encouraged STA against penalizing loyal customers by imposing a fare increase.

Darrell Douglas

Mr. Douglas is a Meals on Wheels volunteer and uses the bus himself. He said limited income people cannot afford a raise in the cost of fares so STA should not impose the proposed second phase of the fare increase.

Tanya Comstock

Ms. Comstock said the transit fare is reasonable now and people will not ride the bus if it is higher. She also suggested skateboards should not be allowed on buses.

Mr. French asked three times for comments from the public. Hearing none, he closed the hearing at 2:35 p.m.

Ms. Waldref expressed her appreciation to staff, including Mr. Blaska and Mr. Rapez-Betty, for the conversations with ARC and other agencies. She asked if the goal is to get to a reduced fare or pass for those with low incomes.

Mr. Blaska said STA would like to partner with social service agencies close to the recipients to see what resources there are for free or subsidized transit passes. He thanked Ms. Thorpe for her leadership and hopes to come to a solution.

Ms. O'Quinn commented that STA should plan on continuing the Summer Youth Pass based on further evaluation of this summer's sales.

Mr. Woodard asked if the paratransit fare must be the same as fixed route under federal regulations.

Mr. Blaska said there is a restriction in Washington State that states a paratransit fare cannot be higher than the base fixed route fare. Paratransit users pay 5% of the total cost of a ride.

Mr. Peterson asked about a reduced fare.

Mr. Blaska said a reduced fare is available for fixed route bus riders over 64, or with a qualifying disability, or on Medicare. A reduced fare is not available on paratransit.

Mr. French said this item will come back to the Board in July.

6. **BOARD ACTION – CONSENT AGENDA**

Mr. Trulove moved to approve the following consent agenda items 6. A through D. Mr. Pace seconded and the motion passed unanimously.

A. Approve the minutes of the May 19, 2016 Board meeting.

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

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (May)	Nos. 589543 - 589920	\$ 3,203,094.94
Workers Comp Vouchers (May)	Nos. 217054 - 217307	\$ 113,212.09
Payroll 05/13/2016	ACH – 05/13/2016	\$ 1,136,671.52
Payroll 05/27/2016	ACH – 05/27/2016	\$ 1,087,450.88
WA State – DOR (Use Tax)	ACH – W0640	\$ 6,632.19
Travel Advance	No. 2018	\$ 282.40
MAY TOTAL		\$ 5,547,344.02

C. Authorize the implementation of the Employee Wellness Program as presented, to be administered by the Director of Human Resources at an annual cost established in the adopted budget not to exceed \$15,000 annually.

D. Approve the Scope of Work for design and engineering services for the Cheney High Performance Transit (HPT) corridor improvements and authorize staff to release the Request for Qualifications.

7. **BOARD ACTION – COMMITTEE RECOMMENDATIONS:**

Planning & Development Committee

A. **Amendment to STA Moving Forward Plan – Resolution**

Ms. Waldref said the Planning & Development Committee reviewed, discussed and approved this item for recommendation to the Board. She added that the resolution includes projects that are

planned to be accelerated. Some of the language from the prior resolution is no longer relevant and was deleted.

Mr. Otterstrom reminded the Board of the “funnel” process through which a long list of projects was prioritized by public outreach including Corridor Advisory Panels of citizen living in different areas. The Moving Forward Plan was adopted by the Board in December, 2014 and the plan assumed implementation in 2015. However the ballot measure failed in April 2015. If funded in the November, 2016 ballot, the amended plan will begin implementation in 2017; an 18 month delay from the original plan. Some projects have changed in priority based on external factors such as road construction and also direction given by the Board to begin some earlier. The estimated funds available through 2028 with the increased sales tax revenue total \$220M (operating and capital); and, estimated fares and grants total \$118M.

Ms. O’Quinn said when the Board approved the ballot measure resolution in April, 2016, the total cost of the Moving Forward Plan was approximately \$183M, so how did the cost now reach \$220M? Mr. Otterstrom said he believed the total costs were higher than \$183M and since the Board decided on an end date of 2028 instead of the previous 2027, the estimates are higher.

Ms. O’Quinn said she would like to understand how a year and a half of service improvements can cost \$40M. She added that maybe the extra funds could be used in a contingency plan.

Ms. Warren said not only was an extra year of service added, but additional vehicles would be purchased to match the need.

Ms. O’Quinn requested a breakdown from last year’s report to the public through June, 2016 to ascertain where exactly the increases are coming from. She believes STA will collect significantly more money than the Moving Forward plan requires. If, for example, \$20M extra is collected it could go into a contingency plan and STA could partner with local social services agencies to fill the gap for those who cannot afford a fare increase.

Mr. Otterstrom commented that the Moving Forward plan cost substantially more at the previous ballot than it does now.

Ms. O’Quinn said that was based on different assumptions. Last time \$300M would have been collected and now it is \$200M. The capital side has been decreasing since grants have been awarded. She would like to see a breakdown of these amounts.

Mr. French said the additional year and accelerated service added cost to the estimates.

Ms. O’Quinn said she would like to see an updated chart with new assumptions showing how the \$220M is reached. She added that it seems as though STA is trying to justify the amount collected from the public and if there is a contingency fund included, it needs to be specified.

Ms. Warren referred to a chart “Annual Estimated Use of Funds” in the presentation and Board packet that shows use of funds through 2028 for operating and capital revenue and expenses.

Ms. O’Quinn said she would like to see a chart that is more specific and shows the direct costs associated with moving service improvements up.

Ms. Warren said she would compile such a chart and added that the extra year of service adds up to about \$21M.

Ms. Waldref moved to adopt, by resolution, amendments to the STA Moving Forward Plan originally approved in December, 2014, to reflect updates to the implementation schedule targets and related changes. Ms. Monteleone seconded and the motion passed unanimously.

B. Federal Transit Administration (FTA) 5310 Project Funding Awards

Ms. Waldref said the committee recommended this item for approval. The Federal Transit Administration (FTA) grant program is allocated through Spokane Transit to award funding to

different agencies in the area. Good proposals were received, however there was not enough to fund them all. The table below shows the committee's recommendation:

Recommended Funding Scenario

Project Name	Agency	Funds Requested	Committee Funding Recommendation
Mobility Management	Special Mobility Services	\$160,640	\$160,640
Paratransit	STA	\$240,516	\$240,516
Total Traditional		\$401,156	\$401,156
Remaining Traditional		\$0	\$0
Sidewalk - 9th	City of Spokane Valley	\$192,000	\$192,000
Coordinated Transportation System Feasibility Study	Spokane Regional Health District	\$19,627	\$19,627
Care Cars	Frontier Behavioral Health	\$256,372	\$116,591
Total Other*		\$467,999	\$328,218
Remaining Other		\$(139,781)	\$0

At this point several Board members indicated their intention to leave for another meeting.

Mr. French asked for the Board's guidance on the upcoming Board Workshop scheduled for June 29, 2016. He said he would prefer the workshop last 4 hours instead of the two scheduled and said he would cancel the Planning & Development committee meeting that occurs at 10:00 a.m. that day.

Ms. Mumm asked if there are any action items on that committee's agenda.

Mr. French said if there are they can be considered by the Board Operations Committee and/or Board.

Ms. Meyer suggested cancelling both committee meetings for scheduling flexibility.

Mr. French said both committee meetings will be cancelled and the workshop will take place sometime between 10 a.m. and 3 p.m. that day at a location to be determined.

Ms. Monteleone and Ms. Waldref left at 3:20 p.m.

Mr. French called the Board's attention back to item 7.B.

Mr. Pace moved to award the grantees the amounts listed in the table above entitled "Recommended Funding Scenario." Ms. Mumm seconded and the motion passed unanimously.

8. BOARD ACTION – OTHER:
None.
9. BOARD OPERATIONS COMMITTEE:
 - A. Chair's Report
No report.
10. PLANNING & DEVELOPMENT COMMITTEE:
 - A. Chair's Report
 - i. New Service & Policy Considerations

In Ms. Waldref's absence, Ms. Mumm said the committee discussed how to review and consider new service requests and procedures.

Ms. O'Quinn recommends bringing this item back to the next Board meeting in order to address the process for receiving service improvement requests.

Mr. French said this discussion would be continued at the July 21, 2016 Board meeting.

16. EXECUTIVE SESSION

At 3:28 p.m., Mr. French announced that the Board would adjourn for an Executive Session for the following purpose:

1. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.

The STA Board of Directors will reconvene in open session at approximately 3:33 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. No action is anticipated.

At 3:33 p.m., the Board of Directors reconvened and Chair French declared the meeting back in public session.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

i. Draft Recommendation Fare (Tariff) Policy

None. This item was discussed following the Public Hearing.

12. CEO REPORT

None.

13. BOARD INFORMATION

- A. Committee Minutes
- B. April 2016 Financial Results Summary
- C. May 2016 Sales Tax Summary
- D. April 2016 Operating Indicators
- E. Fixed Route Ridership Performance Perspective
- F. Central City Line Strategic Overlay Plan
- G. Annual Passenger Facilities Report
- H. Disadvantaged Business Enterprise (DBE) Program & Proposed Goal for Federal Fiscal Years 2017, 2018 & 2019

14. NEW BUSINESS – None.

15. BOARD MEMBERS' EXPRESSIONS – None.

17. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 3:36 p.m.

Respectfully submitted,

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

A video of the Board meeting may be viewed on STA's website
www.spokanetransit.com the week after the meeting.

Cable 5 Broadcast Dates and Times of June 16, 2016 Board Meeting:

Saturday, June 18, 2016	4:00 p.m.
Monday, June 20, 2016	10:00 a.m.
Tuesday, June 21, 2016	8:00 p.m.

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

Planning & Development	Sept 7, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	Sept 7, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	July 13, 2016, 1:30 p.m. (Northside) 1230 West Boone

Note: July meetings of the Planning & Development and Performance Monitoring & External Relations Committees (scheduled for June 29) are cancelled.

Next Board Workshop: Wednesday, June 29, 2016, Time and Location TBD.

Next Board Meeting: Thursday, July 21, 2016, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.