

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the April 11, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Candace Mumm, City of Spokane, *Chair Pro Tempore*
Al French, Spokane County, *Planning & Development*
Committee Chair
Pamela Haley, City of Spokane Valley, *Performance*
Monitoring & External Relations Committee Chair
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Beth Bousley, *Director of Communications & Customer Service*
Karl Otterstrom, *Director of Planning & Development*
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Jan Watson, *Clerk of the Authority*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

None

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

Ms. Haley called the meeting to order at 1:39 p.m. Roll call was conducted.

2. **APPROVE COMMITTEE AGENDA**

Ms. Haley moved approval of the Committee agenda, Mr. French seconded and the motion passed unanimously.

3. **CHAIR'S COMMENTS**

No comments.

4. **COMMITTEE ACTION/DISCUSSION**

a. **March 7, 2018 Committee Minutes**

Mr. French moved approval of the March 7, 2018 committee meeting minutes, Ms. Haley seconded and the motion passed unanimously.

5. **COMMITTEE CHAIR REPORTS**

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

Mr. Otterstrom reported the P&D Committee discussed the 2018 Transit Development Plan (TDP) Mid-Range Planning Guidance and recommended approval consistent with last year's principles. The committee forwarded the item to the April Board consent agenda for approval. The committee's primary discussion concerned the 2018 TDP Revenue and Expenditure Forecast Assumptions. Staff recommended a sales tax revenue assumption based on a 3.25% trend. The committee asked for additional projections of a 3% and 3.5% trend to see how it would affect STA's six year planning and programming window. Mr. French asked Ms. Warren if she could identify the percentage of sales tax revenue related to new construction versus ongoing general sales tax revenue. Ms. Warren replied yes and will include the information in the May committee report.

b. Pamela Haley, Chair, Performance Monitoring & External Relations (PM&ER)

Ms. Haley reported the committee received reports on the Plaza Operations Study and the Annual Passenger Facilities. Mr. Otterstrom presented the final recommendations for the September 2018 Service Revision. The committee approved the recommendations and forwarded the item to the Board's consent agenda for approval in April.

Mr. Freeman arrived at 1:45 p.m.

Mr. French asked if STA still monitors the time it takes and to board and de-board at the Plaza and if STA is able to report on improvements? Mr. Otterstrom replied that part of the Study will look at how much time is spent at the curb (the combined total of board/de-board). There is data from a previous study that tracked boarding times at the Plaza we can pull from for comparisons. Mr. Otterstrom reported the Study will evaluate different alternatives/themes. For example, what if we change how we manage the schedule or change how we load the passengers. Mr. Otterstrom commented that Mark Richard of the Downtown Spokane Partnership (DSP) indicated STA should ensure we are consistent with past actions referencing their recommendations in 2014 where they endorsed the strategies of STA Moving Forward.

6. APPROVE LETTER TO SPOKANE REGIONAL TRANSPORTATION COUNCIL (SRTC)

As requested by the Board at its March meeting, Ms. Meyer provided a draft letter expressing concerns with SRTC's approach to its proposed plan to initiate and lead a major new Division Street Corridor Study. Ms. Mumm asked if the communication should be Board to Board or Executive Director to Executive Director. The motion from the Board was for Ms. Meyer to prepare a letter on behalf of the Board to be sent to the SRTC Agency. Committee members discussed the purpose of the letter. Mr. French indicated there will be a meeting at the SRTC in the next thirty days to clarify the intent and timing of the Study and suggested that the Board Operations Committee take action on this letter at the next Board Operations Committee meeting.

Ms. Haley moved to table approval of the letter to the May 9 Board Operations Committee meeting, Ms. Mumm seconded and the motion passed unanimously.

7. REVIEW SCHEDULE FOR CARDINAL INFRASTRUCTURE VISIT APRIL 18-20, 2018

Cardinal Infrastructure consultants will be in Spokane to consult with STA on federal matters, especially as it relates to the Central City Line (CCL) and Small Starts Grant funding. They will meet new board members, reconnect with existing board members, and meet with the Spokane City Council as well as Mayor Condon and his cabinet. The objective of the visit is to ensure all parties understand the progress of the CCL project and the likelihood of it receiving a Small Start Grant. The draft schedule was shared with the P&D and PM&ER committees. The CCL Steering Committee and alternates to the Board will be invited to attend Board Workshop scheduled for April 19. Representatives of the Board will be invited to attend dinner with the consultants on April 19. Ms. McAloon stated that a Notice of Public Meeting will need to be posted if there is a quorum of the Board or a Committee at the dinner.

. BOARD OF DIRECTORS APRIL 19, 2018 MEETING & WORKSHOP AGENDAS

Committee members reviewed the agenda. The only action at the Board meeting will be to approve the consent agenda. The meeting is scheduled for 10 to 15 minutes and will adjourn so that the Board Workshop with Cardinal Infrastructure can begin at 1:45 p.m.

Mr. French moved approval of the Board and Workshop agendas, Ms. Haley seconded and the motion passed unanimously.

9. CEO REPORT

Ms. Meyer reported the forecast of revenue and expenditures is part of the Transit Development Plan (TDP) and is done each year. This year the forecast will include the actual revenue and expenditures from 2017, and will look into the future to 2024. The TDP is for the current year plus six. The final forecast will be presented in May based on the direction given at the P&D Committee to look at three different revenue scenarios. It will include

all the expenses associated with regular operations and STA Moving Forward (STAMF), revenue from the STAMF Plan which includes a tenth of a cent sales tax increase in April 2019 and, based on board approval, a fare increase of 25 cents to a two-hour pass in July 2018. Ms. Mumm asked if the sales tax increase is received in April or if that is when the tax is collected. Ms. Meyer responded the money is collected on sales in April and STA receives the funds in June. The forecast will go the P&D Committee in May and then to the Board.

Last week New Flyer brought a 40' battery electric bus to STA and today there is a double decker diesel bus from Alexander Dennis. Board members are invited to view and/or ride the double decker bus after today's meeting.

STA recently received the Champion of the Arc 2018 Sponsorship Award for our support of the community organization.

STA was awarded a grant of \$1.375 million from the Federal Transit Administration. Of the 400 plus applications that were submitted, grants were awarded to ten transit agencies in the state of Washington. The grant is for replacement of buses at the end of their useful life.

The City of Spokane has included STA in discussions regarding the future of Spokane Falls Boulevard near the downtown library in anticipation of changes that will result from construction of a Combined Sewer Overflow (CSO) tank and an associated public plaza on top of the tank. Karl Otterstrom and Mike Hynes from the Planning and Development Department are representing STA. Currently, STA has altered its preferred route in that area due to construction. Discussions include near term changes as well as changes that will take longer to develop as the project moves forward. STA appreciates being integrated into the planning process from the beginning and is supportive of the work being done by the City.

8. NEW BUSINESS

None

9. ADJOURN

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:30 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Director of Finance & Information Services