

Spokane Transit Authority
1230 West Boone Avenue
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(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the March 8, 2017, Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

John Higgins, Small Cities Representative (Medical Lake), *Chair Pro Tempore*

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Lynda Warren, Director of Finance & Information Services
Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Clerk of the Board

PROVIDING LEGAL COUNSEL

None

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

Chair Haley called the meeting to order at 1:34 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Mr. French moved approval of the March 8, 2017 agenda and Ms. Haley seconded, and the motion passed.

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. February 8, 2017 Committee Minutes

Mr. French moved approval of the February 8, 2017 committee minutes and Ms. Haley seconded. There was no further discussion and the motion passed.

At 1:37 p.m. Amber Waldref arrived.

5. COMMITTEE CHAIR REPORTS

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

Mr. French said the Planning & Development Committee approved the Title VI plan and moved it forward to the Board consent agenda. The Committee also received information on the 2017 Transit Development Plan: Development of Mid-Range Planning Guidance; *Connect Spokane* Update: Emerging Trends & Local Factors; and, a Central City Line (CCL) Project Update.

Mr. Otterstrom reviewed the CCL Small Starts application timeline. The CCL Steering Committee will meet at the end of March and make a recommendation. The resolution will go to Committee in April, followed by Board action on April 20. The application will be submitted to the Federal Transit Administration (FTA) on April 27.

Mr. French asked if financial modeling will be included.

Ms. Warren confirmed that it will be part of the package.

Ms. Meyer said the Board will receive an overview of the Staff's recommendation of the CCL application.

Mr. Otterstrom said the CCL timeline will be shared at the March 16 Board meeting.

The Committee members agreed that the Board Workshop with Sherry Little and Severn Miller, the Cardinal Infrastructure Consultants, that was held on March 1, was very worthwhile and informative. The workshop covered the FTA Small Starts Rating Package as it pertains to the Central City Line project. Most Board members attended.

Ms. Meyer said that the Consultants were very helpful to STA. Discussions also were held with the City of Spokane. Ms. Waldref commented that during construction, it will be important to have the least amount of disruption to the local businesses.

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

Ms. Waldref said that the Performance Monitoring & External Relations Committee approved the following items: West Plains Transit Scope of Work; Monroe/Regal/Sprague Design and Engineering Scope of Work; and the addition of one new member to the Citizen Advisory Committee.

Mr. French asked about the West Plains Transit Center project phases and coordination with the Washington State Department of Transportation.

Mr. Otterstrom briefly reviewed the West Plains Transit Center (WPTC) project phases and timeline.

Discussion ensued regarding the WPTC and the potential wetland requirements.

Ms. Waldref said, in addition, the Committee approved the award of contract for the purchase of seven (7) 60-Foot Fixed Route Coaches. These articulated coaches are primarily for use on the Division route.

Mr. Blaska said these are clean diesel coaches.

The Committee received reports on the Year End 2016 Performance Measures and the Year End 2016 Unaudited Financial Report.

After discussion, the Board Operations Committee decided that the Year End 2016 Performance Measures would be information for the Board meeting as they had received the information the prior month.

Ms. Waldref said that at a future PM&ER meeting, coach replacement and alternative fuels will be discussed.

6. INTERLOCAL AGREEMENT FOR CITY TICKET PROGRAM

Ms. Bousley said the City Ticket program is a fare program with a current price of \$30. This program is based on cooperative efforts of Spokane Transit, the Public Facilities District (PFD), which provides the reserved parking area, and the Downtown Spokane Partnership (DSP), which provides publicity about the program to downtown Spokane employers. The current agreement is up for renewal on July 1, 2017. In accordance with the STA Board's approval of a two-phased comprehensive fare change, the price of the City Ticket Program will change as follows:

Current price:	\$30.00
Phase 1 July 2017:	\$35.00
Phase 2 July 2018:	\$40.00

The current percentage revenue split is STA – 58% / PFD – 42%.

The resulting current and proposed revenue split would be:

	STA	PFD	City Ticket Total
Current:	\$17.50	\$12.50	\$30.00
July 2017:	\$21.00	\$14.00	\$35.00
July 2018:	\$24.00	\$16.00	\$40.00

Ms. Bousley said STA seeks Committee recommendation and direction on the proposal. The proposal will be presented to the PFD Board of Directors at the end of March and return to the PM&ER Committee for recommendation to the Board for approval.

Discussion ensued regarding the value of the City Ticket versus paying for downtown parking.

Ms. Meyer said the Board has previously approved the City Ticket program. This request is for the revenue split only.

Ms. Waldref asked about the history regarding this split.

Mr. Blaska said originally the split was 50% / 50%. At the last fare increase the split became 58% / 42%.

Discussion ensued regarding maintenance costs of the parking lot, STA's operating costs and PFD's profit from the program.

Ms. Bousley said that with increased sales the goal of the program could be met, which is 20% of the fully allocated cost.

Ms. Waldref asked about the cost.

Mr. Blaska said STA does not do a route-by-route farebox return. The solution is to increase ticket sales. Increased revenue will increase the farebox return and PFD's revenue.

Discussion ensued regarding allocation of City Ticket revenue and administration of program.

Mr. Blaska said that a check is sent monthly to PFD for their share.

Ms. Waldref asked about marketing the program.

Ms. Haley asked if the downtown parking garages have been contacted regarding this program. There is a two year wait list at one garage.

STA staff will be promoting the City Ticket program at the downtown retailers meeting today.

Both Ms. Waldref and Mr. French will discuss the program with the City of Spokane and Spokane County PFD Board members.

STA was scheduled to present a proposal to the PFD Board of Directors at the end of March or early April. That meeting will be postponed.

7. MEMORANDUM OF UNDERSTANDING (MOU) – FIXED ROUTE TRAINING AND TRAINING WAGES

Mr. Doolittle said that both Items #7 and 8 are proposed changes to labor contracts and will need to be approved by the Board due to the increased cost. The CEO can approve contract changes that do not involve an additional cost.

Mr. Doolittle said that the current wage rate for newly appointed Coach Operators in ATU 1015 during their training period is fifty percent (50%) of the top level wage rate. This proposed change would pay newly appointed coach operators, a rate equal to sixty-five (65) percent of the top level wage during their training period. The training period is seven (7) weeks. The total cost would be approximately \$45,000-\$50,000.00 for 48 new coach operators this year. This change will help STA recruit and hire new employees.

Mr. French suggested the messaging to the Board include the key points to support the MOU.

Ms. Waldref agreed and said the field of applicants is very competitive.

Ms. Haley asked if other transit agencies had a similar training wage in comparison.

Mr. Doolittle said that some do.

Mr. French wanted to make it clear that this is not a pay increase for all coach operators, but merely a short-term increase for new hires in training.

8. MEMORANDUM OF UNDERSTANDING – PARATRANSIT FIELD INSTRUCTOR PAY

Mr. Doolittle said that ASFCME 3939 represents the Paratransit drivers. Paratransit Van Operators may now be assigned as intermittent Field Instructors to assist the Training Department with new Paratransit Van Operator training. The parties agreed to add language to the collective bargaining agreement in order to select and establish a rate of pay for Field Instructors. Field Instructors will be selected through an application process. A Van Operator assigned as an intermittent Field Instructor shall receive five dollars (\$5.00) per hour in addition to their regular base wage rate for each hour assigned and provided they are performing those duties. The approximate total annual cost would be \$1,600.00.

Mr. Blaska said this request is to augment the full time training staff.

Ms. Waldref moved approval to recommend Items #7 and 8 and forward to the Board agenda for approval. Mr. French seconded the motion subject to additional clarification on Item #7. There was no further discussion and the motion passed.

9. BOARD OF DIRECTORS AGENDA MARCH 16, 2017

Committee members reviewed the agenda.

Mr. French moved approval of the agenda and Ms. Waldref seconded and the motion passed unanimously.

10. CEO REPORT

Ms. Meyer said that she, Mr. French, Ms. Haley and Mayor Trulove are attending the APTA Legislative Conference in Washington D.C. Meetings are being scheduled with legislators.

STA has hired Ralph Wilder as the new Maintenance Manager and he will start on March 27. Mr. Wilder is relocating from Florida and has extensive experience in transit maintenance. Janet Stowe was selected as the new Paratransit Manager. She was previously a Paratransit Supervisor. Mr. Doolittle is retiring at the end of March. Nancy Williams has been hired as his replacement and begins on March 13. She has 15 years of experience with Safeway as a Human Resources regional manager and also was the Chief Human Resources officer at Embassy Management.

11. NEW BUSINESS

Ms. Waldref asked if there was any movement on the House Bill regarding the composition of transit Boards.

Ms. Millbank said that today is cut-off and that Bill has not left the House.

Ms. Meyer suggested that STA give a report to the full Board following end of session.

Ms. Meyer said Ms. Millbank's current position and duties are being evaluated as she will be retiring in May.
Mr. French said that Ms. Millbank's communication with clients is always compassionate and empathetic.

Ms. Waldref asked for an update on the Low Income Task Group. Representative Riccelli asked about individuals who are not able to access bus passes through programs.

Mr. Blaska said the group has not met since the holidays, but he hopes to have a meeting scheduled in the near future. The fare change in July 2018 was the primary concern. Identifying those individuals not able to access a reduced cost or free bus pass has been difficult.

12. ADJOURN

Chair Haley moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 3:36 p.m.

Respectfully submitted,

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