

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

BOARD OF DIRECTORS

Draft Minutes of the February 15, 2018, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative
(Millwood) *Chair*
Chris Grover, Small Cities Representative
(Cheney)
Pamela Haley, City of Spokane Valley
Sam Wood, City of Spokane Valley
Lori Kinnear, City of Spokane
Candace Mumm, City of Spokane
Josh Kerns, Spokane County
Al French, Spokane County
Rhonda Bowers, Labor Representative

STAFF PRESENT

E. Susan Meyer, Chief Executive Officer
Roger Watkins, Chief Operations Officer
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning & Development
Nancy Williams, Director of Human Resources
Beth Bousley, Director of Communications & Customer
Service
Emily Arneson, Ombudsman & Accessibility Officer

MEMBERS ABSENT

Shirley Maike, Small Cities Representative
(Medical Lake)
Odin Langford, Small Cities Representative
(Liberty Lake) *Ex Officio*
Veronica Messing, Small Cities Representative
(Airway Heights) *Ex Officio*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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1. CALL TO ORDER AND ROLL CALL
Chair Freeman called the meeting to order at 1:30 p.m. and conducted roll call.
 2. APPROVE BOARD AGENDA
Ms. Mumm moved to approve the Board agenda, Ms. Haley seconded and the motion passed unanimously.
 3. PUBLIC EXPRESSIONS
None.
 4. RECOGNITIONS AND PRESENTATIONS
 - A. William Ybarra, Paratransit Van Operator – Retirement
 - B. Dale Meador, Paratransit Van Operator – Retirement
Mr. Watkins said both Mr. Ybarra and Mr. Meador served STA and the community honorably and faithfully as paratransit van operators for the past 24 years. He wished them well in their retirement.
 - C. Fourth Quarter 2017 Years of Service Awards
Ms. Williams read the names of the employees with 5, 10, 20, 30, and 35 years of service. Ken Davis, Coach Operator, has served 35 years; Steve Williams, Fixed Route Vehicle Maintenance Lead, and

Thomas Barr, Associate Building Maintenance Specialist, have both served 30 years. Mr. Davis and Mr. Barr were both present to receive pins of recognition.

Mr. Kerns arrived at 1:35 p.m.

D. Fourth Quarter 2017 Employee Recognition Awards

Ms. Williams read the names of those who won the employee recognition awards for the fourth quarter of 2017. This program was approved by the Board to acknowledge employees who go the extra mile in the course of their work.

5. BOARD ACTION – CONSENT AGENDA

Ms. Haley moved to approve consent agenda items 5.A through C, Ms. Mumm seconded and the motion passed unanimously:

- A. Approve the minutes of the January 18, 2018 Board meeting.
- B. Approve the following vouchers and payroll for January, 2018:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (January)	Nos. 596922 – 597272	\$ 8,288,097.93
Workers Comp Vouchers (January)	Nos. 220949 – 221152	\$ 111,811.99
Payroll 01/05/18	ACH – 01/05/18	\$ 1,769,751.16
Payroll 01/19/18	ACH – 01/19/18	\$ 1,152,896.06
WA State – DOR (Use Tax)	ACH – W0640	\$ 6,583.15
JANUARY TOTAL		\$ 11,329,140.29

C. Approve an award of contract for a Fluid Management System to S&A Systems, Inc. for \$589,482.00, applicable Washington State Sales Tax, and up to a 10% project contingency.

6. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

None.

7. BOARD ACTION – OTHER

None.

8. BOARD OPERATIONS COMMITTEE:

A. Chair’s Report

Mr. Freeman said the committee received reports from the Chairs of the Planning & Development Committee and the Performance Monitoring & External Relations Committee.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair’s Report

Ms. Mumm served as Acting Chair of the committee in Mr. French’s absence. She said the committee received a presentation on the proposed Downtown Urban Trail some of which will go through the path of the Central City Line. Also included in the agenda were the committee’s work program for 2018 and the 2018 Transit Development Plan.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair’s Report

i. 2017 Communications Recap & 2018 Plan Review

Ms. Haley said the committee approved a Scope of Work for the 2018 Energy Savings Project and recommended approval to the Board of an award of contract for a fluid management system. Ms. Bousley gave a brief presentation to the Board of the 2017 Communications Plan Recap and 2018 Plan

Review. Included in the 2018 goals: increase ridership; continue internal and external customer service; and, support the STA Moving Forward program.

In 2017 a community perception survey showed a very good rating of STA, and social media participation increased. There was a ribbon-cutting ceremony for the new route in the Spokane Valley and art displays and musical events in the Plaza.

11. CEO REPORT
Ridership

Fixed Route bus ridership in January 2018 increased by 3.5% over January 2017. On time performance was 94%.

Paratransit ridership increased by 6.6% over January 2017. On time performance was 91.55%.

Vanpool ridership decreased by 11.8% over January 2017 with 7 less vans in service (80 vs. 87). A new Veterans Administration Medical Center vanpool will begin on February 1, 2018.

It should be noted that January 2018 had one more weekday than January 2017.

Sales Tax Update

January 2018 sales tax revenue (collected on November 2017 retail sales) increased 27.0% over January 2017 actual* for an increase of 27.0% year-to-date actual and 14.9% over budget.

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

State Legislative Update

SSB 6080 – Electrification of Transportation

State agencies and local governments, to the extent practicable, are required to satisfy 100% of fuel usage from electricity or biofuel. The definition of “practicable” requires new rulemaking.

SSB 6414 – Population-based Representation on Governing Bodies of Public Transportation Benefit Areas (PTBA)

Senator Billig has put forward a bill proposing a change in the composition of boards such as Spokane Transit, Pierce Transit and C-Tran. The proposal would require population-based representation. The bill passed in the Senate by 25 votes to 23. Voting seats would be as follows:

City of Spokane	4
City of Spokane Valley	2
Spokane County	2
Small Cities	1

President’s Fiscal Year 2019 Budget

The President’s budget requests \$15.6 Billion in discretionary authority for 2019; a decrease of 19% over 2017. The budget eliminates funding the Transportation Investment Generating Economic Recovery (TIGER) grant program, and phases out the Capital Investment Grant (CIG) program by limiting funding to projects with existing full funding grant agreements only.

Mr. French arrived at 2 p.m.

Federal Transit Administration (FTA) Capital Investment Grant Report

The report recommends funding of \$1.037 Billion for ten existing full funding grant agreements. There is no funding for new Small Starts projects.

There are 8 newly rated Small Starts projects with a medium rating or better including the Central City Line project.

New Federal Transit Administrator

The President has announced his intent to nominate Thelma Drake as the Federal Transit Administrator. Ms. Drake is currently the Assistant Director of Public Works for the City of Norfolk, Virginia. Ms. K. Jane Williams will be Assistant Administrator. Ms. Meyer said she and Board members met with Ms. Williams at the APTA conference last fall.

2018 Van Grant Program

This is a Board-approved annual program since 2011 in which surplus STA vans that have reached the end of their useful life for transit operations are awarded to qualified Human Services Organizations.

The deadline for applications is February 23, 2018. There are ten vans available; they are not lift-equipped.

Invitation to Northwest Boone Garage Groundbreaking Ceremony

This ceremony will be held at the STA facilities at 1230 West Boone Avenue on March 9, 2018 from 10:00 a.m. to 11:00 a.m. Board members are invited to attend.

Update on Riverside Avenue Design

The City of Spokane is requesting public input on six options for the Riverside improvement project that include two Central City Line station locations. The City has an online survey and an Open House was held on February 13. The deadline for the City to come to the STA Board to request any changes to station locations or design is the end of March. Ms. Meyer notified Mayor Condon of the STA Board's action at the January 18 that any proposals to change the location or design come before the STA Board first. She also advised that any proposal would need to be made to the STA Board at their meeting on March 15 in order to meet this deadline.

Ms. Kinnear said the City is doing a full street renovation and the Fire Department prefers the two options with curbside locations.

Ms. Mumm said the length of time for public outreach is short and as much feedback as possible is being sought from all stakeholders, agencies, organizations and the public.

Ms. Kinnear said any decisions about Riverside Avenue regarding transit should be made by the STA Board; this has been made clear.

12. BOARD INFORMATION

- A. Committee Minutes
- B. January 2018 Sales Tax Summary
- C. December 2017 Operating Indicators
- D. 2018 Transit Development Plan Overview
- E. FTA Section 5310 Funding Call for Projects Timeline
- F. September 2018 Service Revision – Draft Recommendation

13. NEW BUSINESS

None.

14. BOARD MEMBERS' EXPRESSIONS

Mr. Grover congratulated STA employees for their service awards.

15. EXECUTIVE SESSION

At 2:15 p.m., Chair Freeman announced that the Board would adjourn for an Executive Session for the following purpose:

1. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110 (1)(i)).

The STA Board of Directors will reconvene in open session at approximately 2:20 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene.

At 2:20 p.m., Ms. McAloon, announced the Board of Directors will reconvene at 2:25 p.m.

At 2:25 p.m. the Board of Directors reconvened.

16. ADJOURNED

With no further business to come before the Board, Chair Freeman adjourned the meeting at 2:25 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 February 15, 2018 Board Meeting:

Saturday, February 17, 2018	4:00 p.m.
Monday, February 19, 2018	10:00 a.m.
Tuesday, February 20, 2018	8:00 p.m.

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

Planning & Development	Feb 28, 2018, 10:00 a.m. March mtg (Southside) 1229 West Boone
Performance Monitoring & External Relations	Feb 28, 2018, 1:30 p.m. March mtg (Southside) 1229 West Boone
Board Operations	March 7, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 15, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

Note: March Committee meetings are a week early