

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

BOARD OF DIRECTORS

Draft Minutes of the January 19, 2017, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Chair*
Al French, Spokane County
Josh Kerns, Spokane County
Amber Waldref, City of Spokane (*by phone*)
Candace Mumm, City of Spokane (*by phone*)
Aspen Monteleone, Small Cities Representative
(Airway Heights)
Odin Langford, Small Cities Representative
(Liberty Lake)
John Higgins, Small Cities Representative
(Medical Lake)

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

MEMBERS ABSENT

Ed Pace, City of Spokane Valley
Rhonda Bowers, Labor Representative
Tom Trulove, Small Cities Representative
(Cheney) *Ex Officio*
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*

1. CALL TO ORDER AND ROLL CALL

Chair Haley called the meeting to order at 1:32 p.m. and conducted roll call.

2. APPROVE BOARD AGENDA

Mr. French moved to approve the Board agenda, Mr. Langford seconded and the motion passed unanimously.

3. PUBLIC EXPRESSIONS

None.

4. RECOGNITIONS AND PRESENTATIONS

A. Don Reimer, Maintenance and Facilities & Grounds Manager - Retirement

Mr. Blaska said Mr. Reimer is retiring after 34 years of dedicated service to Spokane Transit and the community. His service has spanned from Coach Operator to Maintenance Manager to Maintenance & Facilities Manager over the years.

Mr. Reimer has enforced a high standard of energy efficiency; introduced hybrid electric buses; tripled the vanpool fleet; and, utilized technology for cost savings. Mr. Reimer has truly left a legacy and everyone at STA wishes him a very enjoyable and well deserved retirement.

5. BOARD ACTION – CONSENT AGENDA

Mr. Langford moved to approve the following consent agenda items 5. A through C. Ms. Monteleone seconded and the motion passed unanimously.

- A. Approve the minutes of the December 15, 2016 Board meeting.
- B. Approve the following vouchers and payroll for December, 2016:

<u>DESCRIPTION</u>	<u>VOUCHER/ACH NUMBERS</u>	<u>AMOUNT</u>
Accounts Payable Vouchers (December)	Nos. 592123 - 592509	\$ 3,578,625.64
Workers Comp Vouchers (December)	Nos. 218545 - 218630	\$ 54,954.23
Payroll 12/09/2016	ACH – 12/09/2016	\$ 1,615,114.06
Payroll 12/23/2016	ACH – 12/23/2016	\$ 1,102,937.59
WA State – DOR (Use Tax)	ACH – W0640	\$ 6,046.95
First American Title Insurance Co.	ACH	\$ 1,125,646.69
DECEMBER TOTAL		\$ 7,483,325.16

- C. Approve travel for up to six Board members to attend APTA conferences in 2017.
6. BOARD ACTION – COMMITTEE RECOMMENDATIONS: None.
 There were no committee meetings in January.
7. BOARD ACTION – OTHER:
- A. Election of 2017 Board Chair Pro Tempore
 In accordance with the STA Bylaws, a representative from the Small Cities is next in rotation for STA Board Chair in 2018, following the City of Spokane Valley, so the 2017 Board Chair Pro Tempore should be appointed from the Small Cities representatives.
Mr. Odin moved to nominate Mayor John Higgins, City of Medical Lake, as the STA Board Chair Pro Tempore for 2017. Mr. French seconded the motion and it passed unanimously.
 - B. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2017
 The Board Chair appoints Board members to serve on the Planning & Development Committee and the Performance Monitoring & External Relations Committee.

Mr. French moved to confirm the Board Chair’s appointments to the committees for 2017 as follows:

Planning & Development (P&D) Committee Members

1. Al French, Spokane County
2. Aspen Monteleone, Small Cities (*Airway Heights*)
3. Candace Mumm, City of Spokane
4. Ed Pace, City of Spokane Valley
5. Kevin Freeman, Small Cities (*Millwood*) (Ex-Officio)
6. E. Susan Meyer (*Ex-Officio*)

Performance Monitoring & External Relations (PM&ER) Committee Members

1. Amber Waldref, City of Spokane, CHAIR
2. Josh Kerns, Spokane County
3. John Higgins, Small Cities (*Medical Lake*)
4. Odin Langford, Small Cities (*Liberty Lake*)
5. Rhonda Bowers (*non-voting labor representative*)
6. Tom Trulove, Small Cities (*Cheney*) (Ex-Officio)
7. E. Susan Meyer (Ex-Officio)

Ms. Monteleone seconded and the motion passed unanimously.

C. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2017

The Board Chair appoints the Chairs of the Planning & Development Committee and Performance Monitoring & External Relations Committee.

Mr. Langford moved to confirm the Board Chair's appointments of Commissioner Al French as Chair of the Planning & Development Committee and Spokane City Council Member Amber Waldref as Chair of the Performance Monitoring & External Relations Committee for 2017.

Mr. French seconded and the motion passed unanimously.

D. Confirmation of Appointment of Board Members to Board Operations Committee for 2017

Al French moved to confirm the Board Chair's appointments to the Board Operations Committee as follows:

Chair of STA Board (also chairs Board Operations Committee), Pamela Haley

Chair Pro Tempore, John Higgins

Chair of Planning & Development Committee, Al French

Chair of Performance Monitoring & External Relations Committee, Amber Waldref

Ms. Monteleone seconded and the motion passed unanimously.

Note: the CEO is an ex-officio member of all committees.

E. Approval for Travel for Management & Administrative Position Candidates – Resolution

The STA Bylaws require Board approval for Board member travel and CEO approval for STA employees. There is no provision for travel and related expenses for job candidates outside the Spokane region who interview for certain management and administrative jobs.

Several positions to be filled in 2017 and beyond are related to the requirements of implementing STA Moving Forward and to filling positions vacated by retiring and separating employees. These positions include Directors and senior Managers and are to be recruited regionally and nationally.

Staff recommends the Board adopt a resolution to revise the current travel policy to allow the CEO at his/her discretion to approve necessary and reasonable travel expenses for certain management and administrative position candidates.

Mr. French moved to adopt a resolution as presented, Mr. Higgins seconded and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE:

A. Chair's Report

None. No meeting in January.

9. PLANNING & DEVELOPMENT COMMITTEE:

A. Chair's Report

None. No meeting in January.

10. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:

A. Chair's Report

None. No meeting in January.

11. CEO REPORT

Ridership

Ms. Meyer reported that fixed route bus ridership in December 2016 decreased by 7.6% over December 2015 for a 5.1% decrease at year end. Staff is working with colleges and universities to promote passes and increase ridership. There were two fewer school days at Eastern Washington

University and the Pence Union Building (PUB) is being remodeled so bus riders have to wait outside in bad weather for the bus. The weather in general has had a negative effect on ridership.

Paratransit ridership decreased by 0.7% over December 2015 for a 0.8% increase at year end. Paratransit trips have been scheduled, cancelled and rescheduled due to the bad weather. There have been about 8,000 rides in the past week.

Vanpool ridership decreased by 17.3% over December 2015 for a 12.1% decrease at year end. There are 9 less vans in service than in December 2015 (87 versus 96). Some industrial facilities took the two week winter break off and Avista experienced some shift changes which may have contributed to the decline.

It should be noted that December 2016 had one less weekday than December 2015.

Non-Capital Revenue

Through November 2016, at \$67.1M, non-capital revenue is at 95.6% of budget.

Sales Tax Revenue

December 2016 sales tax revenue (collected on October 2016 retail sales) increased 6.3% over December 2015 for a year-to-date increase of 6.5% over budget.

Operating Expenditures

Through November 2016, at \$53.6M, operating expenses are 83.7% of budget.

Plaza Update

Ms. Meyer noted that the new escalators have been installed. The project is expected to be completed on time and at or under budget. The new Sprague Avenue waiting area is nearly finished and the Cougar artwork installation has begun.

Ms. Meyer thanked the cities' and County's street and road crews for the excellent job they have done on snow removal over the past few weeks. She also thanked STA coach and van operators and the maintenance crews for their efforts at this difficult time with snowy and icy roads.

12. BOARD INFORMATION

- A. Committee Minutes
- B. November 2016 Financial Results Summary
- C. December 2016 Sales Tax Summary

13. EXECUTIVE SESSION

None.

14. NEW BUSINESS

None.

15. BOARD MEMBERS' EXPRESSIONS

Mr. Langford said he was out for dinner during the worst of the recent snow event and saw a paratransit van operator pull up outside the restaurant and help a passenger negotiate from the restaurant to the van in the icy conditions. He made sure the passenger made it safely even though the sidewalk was very difficult to navigate. He wanted to express his appreciation to the Board and staff for the extra effort the van operator made to ensure the safety of his passenger and he commented that is what customer service is all about.

Pam Haley thanked everyone for coming and welcomed new Board Member, Commissioner Josh Kerns.

16. ADJOURNED

With no further business to come before the Board, Chair Haley adjourned the meeting at 1:58 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 January 19, 2017 Board Meeting:

Saturday, January 21, 2017	4:00 p.m.
Monday, January 23, 2017	10:00 a.m.
Tuesday, January 24, 2017	8:00 p.m.

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

Planning & Development	February 1, 2017, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	February 1, 2017, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	February 8, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 16, 2017, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.