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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, February 11, 2015, 12:30 p.m.
Spokane Transit Authority, Northside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated Meeting Time: 90 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda *(Tom Trulove)*
3. Chair's Comments *(Tom Trulove)*
4. Committee Action/Discussion:
   a. Minutes of January 7, 2015 Committee meeting - Corrections/Approval
5. Committee Chair reports:
   a. Al French, Planning & Development
   b. Amber Waldref, Performance Monitoring & External Relations
6. Public Transportation Improvement Conference – Discussion *(Laura McAloon, K & L Gates)*
7. Board of Directors Agenda: February 19, 2015 – Review
8. CEO Report *(E. Susan Meyer)*
9. New Business
10. Adjourn

Next Committee Meeting: **Wednesday, March 11, 2015 at 12:30 p.m.**
(STA Northside Conference Room, 1230 W. Boone Avenue, Spokane, Washington)

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SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

February 11, 2015

AGENDA ITEM 2: APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Tom Trulove, Committee Chair

SUMMARY: At this time, the Board Operations Committee will review the meeting agenda with any revisions enclosed in the blue folders.

RECOMMENDATION TO COMMITTEE: Approve agenda.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

February 11, 2015

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Tom Trulove, Committee Chair

SUMMARY: Mr. Trulove will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

February 11, 2015

AGENDA ITEM 4a: MINUTES OF THE JANUARY 7, 2015 COMMITTEE MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Merilee Robar, Executive Assistant to the Director of Finance & Information Services

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SUMMARY: Minutes of the January 7, 2015 Committee meeting are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Meeting Minutes for January 7, 2015
Northside Conference Room

MEMBERS PRESENT
Amber Waldref, City of Spokane, Board Operations Committee Chair
Al French, Spokane County, Planning & Development Committee Chair
Tom Trulove, City of Cheney, Vice Chair
E. Susan Meyer, Chief Executive Officer, Ex-officio

MEMBERS ABSENT

STAFF PRESENT
Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority
Teresa Overhauser, Technology Projects Manager

GUESTS
Laura McAloon, K & L Gates LLP, Legal Counsel

1. **CALL TO ORDER AND ROLL CALL**
Chair Waldref called the meeting to order at 12:40 p.m. and conducted roll call.

2. **APPROVE COMMITTEE AGENDA**
Chair Waldref reviewed the agenda. It was suggested that Item 10 be moved up in the agenda because it is an information item and Commissioner French will arrive late.

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

3. **CHAIR'S COMMENTS**
Ms. Waldref said that this will be an exciting year with a ballot measure, Smart Bus Technology and many other projects.
Ms. Waldref asked if all the jurisdictions have made their appointments to the STA Board.
Ms. Meyer said the City of Spokane Valley and the City of Spokane have not made appointments yet.
Discussion ensued regarding committee meeting times and availability of members to attend.
Ms. Waldref suggested reviewing meeting days and times with the Board to ensure good participation.
Ms. Watson said that some members have switched committees to accommodate their schedules.
Mr. Trulove said the City of Spokane Valley appointments will be made by Mayor Grafos.
Ms. Watson said Council Member Rushing from Airway Heights, and Labor Representative Ms. Bowers, have been confirmed and she expects the City of Spokane's appointments on Monday, January 12. The City of Spokane Valley appointments have historically been made by the middle of January each year.
Ms. McAloon said that technically, according to the Bylaws, as long as Board members are still elected officials, they stay in their current positions until a replacement is named.

4. **COMMITTEE ACTION/DISCUSSION**
   a. December 10, 2014 Committee Minutes
   Ms. Waldref reviewed the minutes regarding the Small Cities and the rotation of the STA Board Chair. She said that the discussion a year ago was that the Small Cities would take the Chair position in 2016 and there was also a discussion of possible Bylaw changes.
   Ms. Meyer said that at that time, Mayor Trulove was new to the STA Board and according to the rotation the Small Cities had the Chair position in 2014. The plan was that Mayor Trulove would be Chair Pro Tempore for two years.
   Ms. Meyer said that Ms. McAloon had said that STA could plan for Mayor Trulove to be Chair Pro Tempore for two years, but an election would need to occur annually.

Mr. Trulove moved approval of the December 10, 2014 minutes and Ms. Waldref seconded. The motion passed unanimously.

10. 2015 SURPLUS VEHICLE GRANT PROGRAM UPDATE

Mr. Blaska said that outreach is beginning for the 2015 surplus van grant program. STA has compiled a list of 423 human services organizations (HSOs) which will receive a direct mail/email notification of this grant opportunity. The grant due date is February 20, 2015 with an evaluation process following. The decision will be made in March or April.
Ms. Meyer said that in the past, Board members have suggested additional organizations and those have been added to the list.
Mr. Trulove said it is a good program and thanked STA.
Mr. Blaska said that this program has helped reduce transportation demand associated with providing Paratransit services.
Ms. Waldref said that it has been a challenge to shuttle individuals from Catholic Charities to the emergency overflow cold weather shelter at the Salvation Army in the winter. She will contact them about this grant opportunity.
Mr. Blaska said that a van is a better solution than the bus passes that are currently used, because of the pick-up and drop off locations.
Ms. Waldref asked if the program includes ten vans per year.
Mr. Blaska said it does, but the Board could make a decision to increase that number.
Ms. Waldref asked that the Board be kept informed on the number of applicants in case the Board would decide to increase the number of vans in the program.
Ms. Meyer said that lately there have been more applicants than vans. The program is very rewarding especially when the recipient comes to pick up the van. The recipients are very appreciative and are excited to tell staff how they will use it.

Ms. Waldref asked if this item is on the January Board agenda.
Ms. Watson said currently it is an information item on the draft agenda.
Ms. Meyer suggested this item be included in the Board Operations Chair's report.
Ms. Waldref agreed and said the Board members would like to hear about this and may have suggestions.

5. VOICE RADIO COMMUNICATIONS SYSTEM REPLACEMENT

Mr. Blaska said the item is before this committee because there was no Performance Monitoring & External Relations Committee meeting in January and STA is on a timeline to guarantee pricing. This item will go to the Board in January. The existing radio system consists of three dispatch consoles (Fixed-Route, Paratransit and the Plaza) at the back end, a central radio system at Boone with connectivity by T-1 lines to two radio tower sites (Fancher & Krell) and subscriber units (radios in the vehicles). The new system will have an additional radio console for maintenance and for Paratransit.

The project objectives:

- Develop a replacement strategy for STA's aging voice radio communications system
  - Existing system at end of useful life
  - Motorola support of existing system ends December 2015
  - Critical components no longer available
  - Newer generation systems offer technical and functional improvements
  - Developments in the radio industry and Spokane region raise new partnership opportunities. Same contract vehicle as Spokane Regional Emergency Communications System (SRECS).

STA is not totally integrated into the SRECS program because of different timelines, but will be fully inter-operable with the regional network.
Ms. Waldref asked what does "fully inter-operable" mean.
Mr. Blaska said that emergency vehicles such as fire trucks can "talk" to STA buses through the regional system once all agencies have operable equipment.

Mr. Blaska said the recommended P25Phase I system has the following features/benefits:

- All identified functional needs can be accommodated
- Uses STA's existing 800MHz frequencies/licenses
  - STA has plenty of bandwidth for both current and future needs thanks to Andrew Overhauser, retired STA employee, who was in charge of the prior radio project
- Highest level of interoperability with other agencies (SRECS)
- Redundant, diverse path T-1s instead of microwave

- Geographic location of portable radios (outdoor location solution)
- Integrated with Trapeze CAD/AVL system
- Uses existing SRECS procurement effort to expedite implementation and take advantage of previously negotiated pricing

Mr. French arrived at 1:00 p.m.

Mr. Blaska said the project estimate includes the following:

• Base System*	$4,452,013
• Equipment Monitoring (MOSCAD) System	$ 93,190
• Outdoor Location Solution (OLS) for Portables	$ 35,968
• Spares	$ 123,512
• 15% contingency	$ 705,702
• Total (sales tax excluded)	$5,410,385
CIP Budget	$5,600,000
Annual Maintenance Agreement (12 year average; years 4-15)**	$ 181,745
Annual Software Update Agreement (15 year average)**	$ 210,479

** Reflects SRECS pricing discounts and 4% discount off 2015 Motorola pricing*
*** Reflects comparable coverage as SRECS is considering with Motorola*

Mr. Blaska said STA is guaranteed the 2014 pricing. STA would also like to lock in the Maintenance & Software Update Agreements. A Software Update Agreement (SUA):

- Maintains system compatibility for life of the agreement
- Less expensive than funding individual system
- Less expensive than a vendor-owned model
- A newer business model being adopted by other agencies
  - Alaska; Portland; Tri-Met; Benton County; Pierce County and Transit; Ada County and Boise; Denver; under consideration by SRECS
- Provide access to technical expertise not available in house at STA

Mr. French said the County has in house technical expertise and will be using the Motorola product also. He asked if there was any advantage to STA to share in maintenance costs.
Mr. Blaska said that currently STA has an on-call relationship with a subcontractor for repair of antenna sites.
Ms. Overhauser said that STA has an 800MHz system and the County has a 700MHz system and there may be differences. She said that a meeting is scheduled with Bob Lincoln, Regional Emergency Communications System Director to discuss this.
Ms. Waldref asked when all agencies are integrated with SRECS will they all be on the 800MHz system.
Mr. Blaska said no. The agencies that were on 700MHz will still be, but STA will be fully compatible with the other agencies in the SRECS system.

Mr. Blaska discussed the timeline below. Request for the contract to be approved will be at the January Board meeting. Final installation will be done prior to the December deadline.

Activity	Schedule
Recommendation to STA Board Operations Committee	January 7, 2015
STA Board – Request Contract Award	January 15, 2015
Vendor Notice to Proceed	January 19, 2015
Complete System Design Review	April 2015
Complete Installation	November 2015
Final System Acceptance	April 2016

Mr. Trulove asked if STA was satisfied with Motorola.
Mr. Blaska said yes and commented that there are limited vendors locally that have this type of a system.
Ms. Waldref asked if the $5.4M total includes the Annual Maintenance and Software Upgrade fees.
Mr. Blaska said it does not. The contract includes the $5.4M Capital cost plus the Annual Maintenance and Software Upgrade costs.
Mr. French said that STA had budgeted for this project and costs are within parameters.
Mr. Blaska said the difference in what is planned for and what is in the CIP will not necessitate a change in the Capital budget plus there is a 15% contingency.

Mr. Trulove made a motion to recommend approval to the Board of Directors to authorize the CEO to enter into a contract with Motorola Solutions, Inc. for an amount not to exceed $5,410,385 (plus applicable sales tax) for a replacement voice radio system, plus corresponding maintenance and software update agreements, contingent upon finalization of successful contract negotiations. Mr. French seconded. All approved unanimously to forward to the Board consent agenda.

Ms. Meyer said that Mr. Blaska and staff, along with Randy Knapick from IBI Group kept this project on track. She thanked those individuals.
Ms. Waldref also thanked those involved for the thoroughness and due diligence of this work.

6. **STA BYLAWS AMENDMENT**

Ms. McAloon said the motion at the last Board meeting was to amend the STA Bylaws to read "in any year, the rotation of the office of the Chairperson may be altered with the approval of seven of the voting members of the Board, voting on the terms of such rotation in a regular or special meeting of the Board". She said that Ms. Watson, Clerk of the Board, has circulated this red-lined version of the Bylaws to all jurisdictions as required by the Bylaws.
Ms. Watson said no comments have been received.
Mr. Trulove said that seven members would be an 84% super majority. Six of nine members would be two-thirds super majority. If the vote is seven of nine voting members the City of Spokane would have veto power. Perhaps the approval should be six instead of seven members.
Ms. McAloon said to amend the Bylaws requires five of the nine voting members (a majority of the voting members of the Board). STA has always called that a super majority. She asked for clarification at the Board meeting because usually a super majority is two thirds.
Mr. Trulove said six of the nine is two thirds. He said it might be a discussion for the Board.
Mr. French asked if an additional amendment could be made to the Bylaws when they are adopted by the Board in January or do the Bylaws need to be republished.
Ms. McAloon said the Bylaws would have to be republished to all member jurisdictions and circulated for comment for another 20 day period. As far as the current proposed amendment, Ms. McAloon encouraged jurisdictions to send comments to the Clerk prior to the Board meeting as those comments could be part of the basis for the discussion.
Mr. French asked if comments were received and then published prior to the Board meeting for recommendation, could action be taken at that time or would the Bylaws still need to be republished.
Ms. McAloon said that members should receive copies of the proposed changes at least two weeks prior to the meeting where a vote will occur. The Bylaws should be re-circulated.
Ms. Waldref asked if the proposed change to the Bylaws is directly related to taking action on the Chair position.
All committee members agreed.
Ms. McAloon said Ms. O'Quinn's goal was to have the Bylaws amended so that the Chair rotation could be amended in order to allow a motion for the Small Cities to serve as Chair in 2015.
Mr. French suggested consistency of number related to super majority throughout the Bylaws.
Mr. Trulove said all members agreed to have a super majority.
Ms. McAloon, at the Board meeting, asked for clarification of super majority and if it was five, six or seven. Ms. O'Quinn had said seven.
Ms. Waldref asked Mr. Trulove if he was concerned about voting on the Chair rotation at the next Board meeting or one in the future.
Mr. Trulove said if the super majority was six of nine voting members for example, then any jurisdiction that wanted to make a change would need to enlist allies including the City of Spokane.
Ms. Waldref said there is a rotation schedule and to step out of rotation would require Board conversation with supporting rationale and would be a special circumstance. It would be a jurisdiction that did not want to serve in that cycle.

Discussion ensued regarding the 2015 Board Chair position.
Ms. McAloon said that for the Small Cities to change their rotation would require a unanimous vote of all the Small Cities by an interlocal agreement which is approved by a majority of each of the jurisdiction's councils.
Ms. Meyer said especially in a ballot year in terms of the public education piece, the media's main contact for STA is either the Board Chair or CEO. A discussion at a past meeting included whether the Chair should be from the jurisdiction with the greatest ridership.

Ms. McAloon said that Ms. Mumm was getting clarification from Mike Piccolo, assigned attorney for City of Spokane council members, regarding if STA Board members from the City of Spokane had to all agree to take a "pass" on the Chair position. Ms. Mumm was also clarifying if the entire Spokane City Council had to vote on it.
Mr. French said that there is value to lower the super majority from seven to six in a future Bylaw amendment.
Mr. Trulove asked about public education to the voters for the ballot measure.
Ms. Meyer said that Board members and staff can give presentations regarding education. A campaign committee will be formed and members will make presentations.
Ms. McAloon said that each of the elected jurisdictions can take formal action to support STA's ballot measure.

Mr. French asked about meeting rules and if the STA Board has formally adopted rules.
Ms. McAloon said there are adopted rules of procedure which follow Roberts Rules of Order.
Ms. Warren said in the Bylaws, Section 3.4, page 9 refers to rules of procedure.
Mr. French suggested reminding Board members of the adopted rules of procedure. Board members were talking at the same time at the last Board meeting.
Ms. McAloon asked if the Board adopted resolution of procedure is included in the Board orientation book and perhaps it should be pointed out.
Ms. Watson said the new Board members receive the Bylaws.
Ms. Waldref asked that the Board adopted Rules of Procedure be emailed out to all Board members.
Ms. Watson said she would.
Mr. French said that for example, when a question is called that does not mean that the debate stops. When a question is called, it means a vote is taken on whether to end the debate and if the vote is positive then you end debate and take an action on the underlying motion. When the question is called, some treat that as an end to conversation and one person does not have the authority to do that.

Ms. Waldref suggested moving ahead with the amendment to the Bylaws and if additional changes are needed, the Bylaws could be amended again in February.
Committee members agreed.

Ms. Waldref said the proposed Bylaw amendment was a motion at the last Board meeting and approved by a majority of the Board so a motion from the Board Operations Committee would not be needed.
Ms. Meyer said typically any action goes through one of the Committees.
Ms. McAloon said this item could be the first action item under the Board Action – Other.
Ms. Waldref postponed the decision until Item #11.

7. ELECTION OF 2015 BOARD CHAIR & CHAIR PRO TEMPORE

Ms. Waldref said if the City of Spokane gives up its rotation and the Small Cities is Chair in 2015, then Spokane County would be Chair in 2016.
Ms. Meyer said the next City following a Board Chair change reverts back to the original schedule. The County would be Chair Pro Tempore in 2015.
Mr. French said the two Commissioners on the STA Board are Ms. O'Quinn and himself. As far as who would be Chair Pro Tempore is an action of the STA Board, not the County.

8. APPOINTMENT OF BOARD MEMBERS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2015

Discussion ensued regarding the Draft 2015 Board Committee Member appointments.
Ms. Waldref said the City of Spokane Valley has not made its appointments yet.
Ms. McAloon said that according to the Bylaws the current Committee members continue to serve until a replacement has been appointed.

Ms. Watson said the draft list will be included in the January Board packet.

9. APPOINTMENT OF CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2015

Ms. Waldref asked if the Committee descriptions contained guidance for the Committee Chair positions.
Ms. Watson said that the STA Board Chair appoints the Committee Chairs and the entire Board confirms that appointment.
Ms. McAloon said that the Bylaws state that the Board authorizes Committees and confirms qualified electors to committees.
Mr. French said the Chairs of the two Committees make up the Board Operations Committee.
Ms. Meyer said Doug Eadie, Consultant for the new Board Committee structure that began in 2011, suggested members not have ownership of a committee, but plan to rotate to other positions.
Mr. French said the timing of the Committee meetings does limit the ability of some to rotate.
Mr. Trulove said continuity in an election year is important.
Ms. Meyer said at the Board meeting the Board Chair will appoint Board members to the two Committees and then Chairs to Committees.
Ms. Waldref said that in 2014 the Board Operations Committee membership consisted of the Board Chair, Chairs of the two Committees and Chair Pro Tempore.
Ms. McAloon said that the Chair Pro Tempore position was added to the Board Operations Committee by resolution in January 2014.
Discussion of composition of the Board Operations Committee membership ensued.
Ms. Meyer commented that in January 2014 Mayor Trulove was Chair Pro Tempore and he was unable to attend any regular Committee meetings, but could attend the Board Operations Committee after the Committee membership was amended by resolution.

11. BOARD OF DIRECTORS AGENDA: JANUARY 15, 2015

Mr. French suggested under the heading *6. Board Action – Other* the following items:

a. STA Bylaws Amendment
b. Election of 2015 Board Chair
c. Election of 2015 Board Chair Pro Tempore
d. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees
e. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees

Ms. Watson said there would be no *Board Action – Committee Recommendation* items because the Voice Radio item will be a consent agenda item.
Ms. McAloon said a motion would have to be made for the STA Board Chair position to step out of rotation once the Bylaws amendment was approved. A member would need to make a motion, but the motion would not be included on the Board agenda.
Ms. Watson asked for clarification of "majority" to pass the Bylaws amendment.
Ms. McAloon said five votes are required to amend the Bylaws. If the Bylaw amendment is changed and there is a motion to amend the rotation of the Board Chair position, that would require seven votes.
Ms. Watson said the elected 2015 Board Chair (new 6B) will bring up the remainder of the items; election of Chair Pro Tempore, appointments of Board members to Committees and appointments of Chairs to Committees.

The remainder of the agenda was reviewed and there were no changes.

12. CEO REPORT

Ms. Meyer said the owners of Riverpark Square have asked the City of Spokane to vacate 17 feet of right of way on Wall Street between Main Street and Spokane Falls Blvd for the purpose of remodeling a storefront. This new retailer requires that additional space. She and Mr. Otterstrom met with Ms. Betsy Cowles and Ms. Bryn West (Riverpark Square Owner and General Manager respectively) along with Mr. Mark Richards, Downtown Spokane Partnership (DSP) President, regarding the long term plan to preserve Wall Street to be used as the northbound corridor for the Central City Line (CCL). There would be 25-26 feet remaining, but that would be adequate for one way traffic.

Ms. Waldref said that Mark Richards presented two concepts at a Spokane City Council meeting; vacating the right of way and the idea of a "flexible" street which could be closed off for events.
Ms. Meyer said STA does not support the use of Wall Street that would require re-routing of the CCL from its fixed route.
Ms. Waldref said the Council appointed two members, Councilmembers Mumm and Snyder to follow up on this matter.
Mr. Otterstrom said engineering reports have shown that there are challenges for right turns onto Sprague from Wall Street so either Post Street or Howard Street will most likely be the southbound route so that the CCL will approach the Plaza in the same direction as the other buses.

Mr. Trulove departed at 2:05 p.m.

Ms. Meyer said that STA would like an agreement with Riverpark Square stating their support of transit downtown, not just for the CCL. Depending on what the STA Board prefers; a Memorandum of Understanding (MOU) or something less formal, STA staff would like something in writing. She said that Mr. Richards indicated that some Spokane City Council members prefer an MOU also. The dividing of the vacation of Wall Street for one block is completely separate from the discussion of what STA does to activate Wall Street in the future. STA prefers that the Spokane City Council not enter into any agreement with DSP requiring the re-routing of Wall Street on a regular basis.
Mr. Blaska and Mr. Otterstrom said many riders would be impacted if the CCL had to be re-routed.

13. NEW BUSINESS

Ms. Meyer said meeting rooms and exhibit space for the Plaza 2nd floor are currently off the table. Councilmember Allen suggested forming a coalition for an entrepreneurial business center. This coalition would include about 20 students and use the rotunda area. This group would do all the tenant improvements. One of STA's priorities is long term financial sustainability. STA will come up with a strategy and principles and share with the Committee's February cycle. STA has plans to meet with NAI Black regarding marketing, strategy and proposed lease rates for the 1st floor.

14. EXECUTIVE SESSION

At 2:20 p.m., Ms. Waldref announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purpose:

1. Reviewing the performance of a public employee.

The STA Board Operations Committee will reconvene in open session at approximately 2:35 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

At 2:35 p.m., Ms. Waldref announced the STA Board Operations Committee will reconvene at 2:50 p.m.
At 2:50 p.m., Ms. Waldref announced the STA Board Operations Committee will reconvene at 2:55 p.m.
At 2:55 p.m., the STA Board Operations Committee reconvened and Chair Waldref declared the meeting back in public session. No action was taken.

15. ADJOURN

Chair Waldref moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair Waldref adjourned the meeting at 2:55 p.m.

Respectfully submitted,

Merilee Robar

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

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

February 11, 2015

AGENDA ITEM 5a: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Planning & Development

SUMMARY: Mr. French will review the February 4 and March 4 agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 4, 2015, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
   A. Approval of Minutes
      1. Minutes of the December 3, 2014, Committee Meeting – *corrections/approval*
5. Committee Action
   A. Board Consent Agenda
   (No items being presented this month.)
   B. Board Discussion Agenda
   (No items being presented this month.)
6. Committee Reports (*70 minutes*)
   A. Planning & Development Committee 2015 Work Program Review (*Karl Otterstrom*)
   B. Bus Stop Policy Framework (*Karl Otterstrom*)
   C. National Association of City Transportation Officials (NACTO) Conference Report (*Candace Mumm*)
7. Committee Information – *no discussion/staff available for questions*
   A. West Plains Transit Center Design Update (*Karl Otterstrom*)
   B. Federal Transit Administration 5310 Call for Projects (*Karl Otterstrom*)
8. CEO Report (*E. Susan Meyer*) (*5 minutes*)
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Review March 4, 2015, Committee Meeting Draft Agenda
12. Adjourn
13. Next Committee Meeting: March 4, 2015, 10:00 a.m. (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are available the Friday afternoon preceding each meeting at the STA Administrative Office, 1230 West Boone Avenue, Spokane, Washington. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING OF

February 4, 2015

AGENDA ITEM ___: **REVIEW MARCH 4, 2015, DRAFT AGENDA ITEMS – INFORMATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the March 4, 2015 Committee meeting.

Proposed agenda items include:

- Minutes of the February 4, 2015, Committee meeting – *corrections/approval*
- CMAQ Grant Application Authorizations – *Consent Agenda*
- Draft Update to Revenue and Expenditure Forecast – *Committee Reports*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

February 11, 2015

AGENDA ITEM 5b: PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Amber Waldref, Performance Monitoring & External Relations

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SUMMARY: Ms. Waldref will review the February 4 and March 4 agendas as part of her report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Information

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, February 4, 2015, 1:30 p.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 50 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(5 minutes)*
   A. Minutes of the December 3, 2014, Committee meeting – *Corrections/Approval*
5. **Committee Action** *(20 minutes)*
   A. Board Consent Agenda
      1. Award of Contract for Seven (7) 40-Foot Fixed Route Coaches *(Steve Blaska/Don Reimer)*
      2. Draft 2015 Performance Measures *(E. Susan Meyer/Steve Blaska)*
   B. Board Discussion Agenda

      (No items being presented this month.)
6. **Committee Reports**

   (No items being presented this month.)
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
   A. January 2015 Sales Tax Revenue Information *(Lynda Warren)*
   B. December 2014 Operating Indicators *(Steve Blaska)*
   C. Community Outreach and Involvement *(Beth Bousley)*
9. March 2015 Committee Packet Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: March 4, 2015, 1:30 p.m.
    (STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

Agendas of regular Committee and Board meetings are available the Friday afternoon preceding each meeting at the STA Administrative Office, 1230 West Boone Avenue, Spokane, Washington. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, March 4, 2015, 1:30 p.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 95 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(10 minutes)*
   A. Approval of Minutes of the February 5, 2015, Committee meeting – *Corrections/Approval*
5. **Committee Action** *(20 minutes)*
   A. Board Consent Agenda
   (No items being presented this month.)
   B. Board Discussion Agenda
   (No items being presented this month.)
6. **Committee Reports** *(40minutes)*
   A. Plaza Operating Tactics Evaluation *(Steve Blaska/Karl Otterstrom)*
   B. Year End 2014 Unaudited Financial Report and Updated Forecast *(Lynda Warren)*
   C. Year End 2014 Performance Measures *(Steve Blaska)*
   D. Fixed Route System Ridership Analysis – 2014 Year End Summary*(Steve Blaska/Karl Otterstrom)*
   E. September 2015 Service Revisions, Preliminary Proposal *(Karl Otterstrom)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
   A. January 2015 Financial Results Summary *(Lynda Warren)*
   B. February 2015 Sales Tax Revenue Information *(Lynda Warren)*
   C. 2014 State Audit (E. Susan Meyer/Lynda Warren)
   D. January 2015 Operating Indicators *(Steve Blaska)*
   E. Fourth Quarter 2014 Safety and Loss Summary *(Steve Doolittle/Mike Toole)*
   F. Year End 2014 Safety and Loss Summary (Steve Doolittle/Mike Toole)
   G. Community Outreach and Involvement (Beth Bousley)
9. April 2015 Committee Packet Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: April 2, 2015, 1:30 p.m.
    (STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

February 11, 2015

AGENDA ITEM 6: PUBLIC TRANSPORTATION IMPROVEMENT CONFERENCE - DISCUSSION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Laura McAloon, K & L Gates

SUMMARY:

Pursuant to RCW 36.57A.055, a special meeting of the Public Transportation Improvement Conference (PTIC) is required to be held every four years to review the composition of the Public Transportation Benefit Area (PTBA) Board, also known as the Spokane Transit Authority Board.

Pursuant to RCW 36.57A.050, each of the governing bodies of the component cities within the PTBA shall each select one elected official serving at the pleasure of the governing body to sit on this review committee with the Board of County Commissioners.

At this time, Ms. McAloon and Committee members will discuss a PTIC meeting to be held on February 19, 2015 at 3:30 p.m.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW BY BOARD:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

February 11, 2015

AGENDA ITEM 7: BOARD OF DIRECTORS AGENDA FEBRUARY 19, 2015 – REVIEW DRAFT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors agenda for the February 19, 2015 meeting is attached for the committee's review.

RECOMMENDATION TO COMMITTEE: Review agenda.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

BOARD MEETING

Thursday, February 19, 2015 at 1:30 p.m.
Spokane Transit Authority Boardroom
1229 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call

2. Approve Board Agenda *(Tom Trulove)*

3. Public Expressions

4. Recognitions and Presentations: *15 minutes*
   - A. Fourth Quarter 2014 Years of Service Awards *(Steve Doolittle)*
   - B. Fourth Quarter 2014 Employee Recognition Awards *(Steve Doolittle)*
   - C. David Ellis, Coach Operator – Retirement *(Steve Blaska)*
   - D. Ken Janke, Coach Operator – Retirement *(Steve Blaska)*
   - E. Brent Mayer, Coach Operator – Retirement *(Steve Blaska)*
   - F. Rod Sharp, Coach Operator – Retirement *(Steve Blaska)*
   - G. Rob VanWert, Paratransit Mechanic – Retirement *(Steve Blaska)*

5. Board Action - Consent Agenda: *5 minutes*

   - A. Minutes of the January 15, 2015 Board Meeting – Corrections/Approval
   - B. January 2015 Vouchers *(Lynda Warren)*
   - C. Award of Contract for Seven Coaches *(Amber Waldref/Steve Blaska)*
   - D. Draft 2015 Performance Measures *(Amber Waldref/Steve Blaska)*

6. Board Action – Committee Recommendations: *None*

7. Board Action – Other: *None*

8. Board Operations Committee: *10 minutes*
   - A. Chair's Report *(Tom Trulove)*

9. Planning & Development Committee: *10 minutes*
   - A. Chair's Report *(Candace Mumm, Acting Chair)*
     - i. Bus Stop Policy Framework

10. Performance Monitoring & External Relations Committee: *10 minutes*
    - A. Chair's Report *(Amber Waldref)*

11. CEO Report – *10 minutes*

12. Board Information – *no action or discussion*
    - A. Committee Minutes
    - B. January 2015 Sales Tax Summary *(Lynda Warren)*
    - C. December 2014 Operating Indicators *(Steve Blaska)*
    - D. West Plains Transit Center Design Update *(Karl Otterstrom)*
    - E. Federal Transit Administration (FTA) 5310 Call for Projects *(Karl Otterstrom)*

13. New Business

14. Board Members' Expressions

15. Executive Session *(K & L Gates) - None*

16. Adjourn

Cable 5 Broadcast Dates and Times of February 19, 2015 Board Meeting:

Saturday, February 21, 2015	4:00 p.m.
Monday, February 23, 2015	10:00 a.m.
Tuesday, February 24, 2015	8:00 p.m.

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

Planning & Development	March 4, 2015, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	March 4, 2015, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	March 11, 2015, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 19, 2015, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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