

Spokane Transit Authority  
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## **BOARD OPERATIONS COMMITTEE SPECIAL MEETING**

Meeting Minutes for March 15, 2013

Northside Conference Room

### **MINUTES**

#### **MEMBERS PRESENT**

Chuck Hafner, City of Spokane Valley, Board  
Operations Committee Chair  
Al French, Spokane County, Planning &  
Development Committee Chair  
Mike Allen, City of Spokane, Performance  
Monitoring & External Relations Committee Chair  
E. Susan Meyer, CEO, Ex-officio

#### **STAFF PRESENT**

Steve Blaska, Director of Operations  
Lynda Warren, Director of Finance  
Karl Otterstrom, Director of Planning  
Steve Doolittle, Director of Human Resources  
Jan Watson, Executive Assistant to the CEO & Clerk of the  
Authority

#### **MEMBERS ABSENT**

None

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

Chair Hafner called the meeting to order at 11:05 a.m. and conducted roll call.

#### **2. APPROVE COMMITTEE AGENDA**

There were no changes to the agenda. The agenda was approved by consensus.

#### **3. CHAIR'S COMMENTS**

Mr. Hafner said the new Committee structure has been in operation for a year and has been working well. If a Committee does not have a quorum to move forward an item to the consent agenda, that item could be moved forward to the Board consent agenda by the Board Operations Committee. Ms. Watson explained that the Board Operations Committee functionalities allow review and changes to the Board agenda.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. January 9, 2013 Committee Minutes**

*Mr. French moved approval of the January minutes and Mr. Allen seconded. The motion passed unanimously.*  
The February meeting was cancelled.

#### **5. COMMITTEE CHAIR REPORTS**

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

Mr. Otterstrom said that the draft recommendation for Title VI was reviewed and a public hearing along with Board action are on the Board agenda. Title VI is a policy statement regarding Federal requirements and public input is not expected.

##### **b. Mike Allen, Performance Monitoring & External Relations (PM&ER):**

Mr. Blaska mentioned that several routine items were on the agenda; approval of the Interlocal Agreement with Spokane Regional Transportation Council (SRTC), the award of contract for emergency generators, and review of the performance measures. Ms. Meyer said that Mr. Allen had asked if a goal of "0% growth in Paratransit" sends a confusing message and also if STA advertises for Paratransit service. Ms. Meyer said that STA does not advertise for Paratransit service. Mr. Allen asked if STA has legal exposure because it does not advertise and Ms. Meyer said that our legal counsel has said that STA does not.

Mr. Allen said that it would be good if Cathy McMorris Rodgers could take a bus tour in Spokane on some of the busier corridors.

#### **6. CENTRAL CITY LINE - UPDATE**

This item was cancelled from the agenda, deferred until the April Board Operations meeting.

**7. STREAMLINING COMMITTEE & BOARD WORK**

Ms. Meyer and staff have evaluated areas to streamline the work of the Committees and the Board to allow more focus on strategic planning and continue to preserve transparency. The recommendation has been prepared in consultation with legal counsel, current policies, RCW's and STA By-laws.

Currently, the procurement policy requires the following:

- Board Approval for any contract >\$200,000
- Committee approval for specifications for any contract >\$200,000
- A quarterly report to the Board for any procurement >\$100,000 and any sole source procurements >\$10,000
- Board approval for disposal of any item with a market value ≥ \$5,000

The following are proposed changes and would require changes to STA Procurement Policy 655-09.

**Operating Expenses**

Amount	Statement/Scope of Work Approval	Award of Contract
≤\$200,000	CEO approves	CEO
>\$200,000 ≤ \$1,000,000	CEO approves PMER or P&D receives as report	PMER or P&D recommends Board awards
>\$1,000,000	PMER or P&D approves	PMER or P&D recommends Board awards

**Capital Purchases**

Type	In Capital Improvement Program/Budget	Statement/Scope of Work Approval	Award of Contract
Replacement equipment & related services (no limit)	Yes	CEO approves	CEO awards
Replacement equipment & related services ≤ \$200,000	No	CEO approves	CEO awards
New Equipment, construction projects & related services >\$200,000 ≤ \$1,000,000	Yes	CEO approves	CEO awards
New Equipment, construction projects & related services >\$200,000 ≤ \$1,000,000	No	PMER or P&D approves	PMER or P&D recommends Board awards
New Equipment, construction projects & related services >\$1,000,000	Yes/No	PMER or P&D approves	PMER or P&D recommends Board awards

**Disposal of Equipment**

Market Value ≤ \$25,000	CEO approves
Market Value > \$25,000	PMER recommends Board approves

Mr. French asked how staff came up with the \$25,000 figure. Ms. Warren said that most items fall below \$10,000. Mr. French asked how much STA receives from disposing of a bus. Mr. Blaska said about \$5,000. Mr. French asked if \$50,000 might be a more realistic number. Mr. Hafner agreed. Ms. Meyer said that the above would require a change to the procurement policy.

In addition, staff is recommending the CEO be given authority to negotiate and approve the following revenue-type contracts. This would require a new policy to be developed.

- **Leases**
- **Advertising Contract**

Discussion of advertising and leases ensued. Mr. French suggested new leases be approved by the Board, but lease renewals and advertising contracts can be approved by the CEO. Mr. Allen agreed.

Discussion regarding the Quarterly Procurement report ensued. Mr. French and Mr. Allen said that the Board does not need to see Procurement or Sole Source reports as it is part of the approved budget.

Mr. French suggested the presentation of this streamlining committee work be presented by a Board member to the full Board. After input from the Board, the procurement policy would be revised and taken to the Board Operations Committee to then be forwarded to the Board for approval. It was suggested that the current and proposed policy be shown together in a table.

**8. BOARD OF DIRECTORS AGENDA – MARCH 21, 2013**

After Committee & Staff discussion, Ms. Watson added under 9A - Changes to Committee & Board Authority. Mr. French said that under Planning & Development item 7A - Ms. Waldref will give the report. Mr. Otterstrom will give a presentation as part of the public hearing for Title VI.

Mr. French suggested that since STA is now at a 10 year anniversary since the restructuring of the agency, it is important for the public to understand what has transpired for the last 10 years from a performance perspective. Mr. French suggested that this is a great story to tell the public as far as where STA was, where STA is currently, and where STA would like to be with additional funds. Both Committee members and staff agreed this is a good idea. The timing of this presentation was discussed and it was suggested that this report to the Board be presented in September.

**9. NEW BUSINESS**

**a. Plaza & Smoking Issue**

Mr. Allen brought up the smoking issue at the Plaza. Discussion ensued. Mr. Allen suggested that options be developed for further discussion. All agreed.

Mr. French opened a discussion regarding the suggestion by some to relocate the Plaza. He shared comments and discussions that he has had with Spokane City leaders. Discussion ensued. A study was done in 2007-08 on this subject. Mr. Blaska said that the Plaza needs to be in the hub, which is the center of downtown. Ms. Meyer suggested that the Committee direct staff to evaluate options. It was agreed.

**b. The New Urban Growth Area (UGA) Boundary as it affects STA**

Mr. French said that the UGA does not affect transit unless the Public Transportation Benefit Area (PTBA) changes, since STA only has to provide service for those inside the PTBA. Mr. Otterstrom offered that people may demand service as part of the new UGA. Some areas are already in the PTBA. The PTBA could be changed at the next Public Transportation Improvement Conference (PTIC) which is in 2014. This conference reviews the PTBA boundaries. Mr. Blaska said that the Comprehensive Plan should be reviewed first; some policies should be reevaluated based on the new UGA to see if STA should make policy changes. Mr. French asked if STA did not change its policies, is STA impacted by the new UGA? Mr. Otterstrom said that current policy is based on urbanized area which is a census definition, which is based on actual density, rather than planned density. That piece was studied as part of STA Moving Forward and the cost was an additional \$2M per year to meet the policy. STA now has the census data from 2010 that shows the urbanized area has expanded and the population growth on the edges has resulted in STA serving less than 85% of the urbanized area with basic bus service. Mr. Allen said that is important to the City for a planning tool.

**c. STA Moving Forward**

Mr. Otterstrom said there were 70 people at two open houses. The Northtown location was more successful. There will be a second open house in Cheney. There has been good input.

**d. City Pass Program**

Ms. Meyer said that the City has asked for a special pass arrangement and it will have to come before the Board. Ms. Meyer discussed the City's request. Discussion ensued.

With there being no further business to come before the Committee, Chair Hafner adjourned the meeting at 12:52 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant