

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

Meeting Minutes for May 9, 2012

Northside Conference Room

### **MINUTES**

#### **MEMBERS PRESENT**

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

#### **STAFF PRESENT**

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

#### **MEMBERS ABSENT**

None

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

Chairman French called the meeting to order at 12:33 p.m. and conducted roll call.

### **2. COMMITTEE ACTION/DISCUSSION**

#### **a. April 11, 2012 COMMITTEE MINUTES:**

*Mr. Hafner moved to approve the minutes and Chairman French seconded. The motion passed unanimously.*

12:35 p.m. Amber Waldref joined the meeting.

### **3. COMMITTEE CHAIR REPORTS**

#### **a. Chuck Hafner, Performance Monitoring & External Relations (PM & ER):**

Mr. Hafner said that the committee meeting on May 2<sup>nd</sup> did not have a quorum. He briefly discussed the action items from the agenda. Ms. Meyer said that all the items were moved to the consent agenda for the Board Operations committee to review today, someone will have to move approval, but it would not come from the PM & ER committee. Mr. Hafner mentioned that each department at STA will be giving an overview at one of the committee meetings. Ms. Myers gave an overview of Communications. The PM & ER committee had a tour of the STA facility as part of the meeting. Mr. Hafner thanked Ms. Warren for the new concise financial reports. Mr. Blaska mentioned that the Citizen Advisory Committee will review the financials at the meeting tonight, and the final product will go back to the PM & ER committee in June with a final recommendation from the PM & ER committee to the Board.

#### **b. Amber Waldref, Planning & Development (P & D):**

Ms. Waldref said the first item of discussion was keeping the meeting to 90 minutes due to the volume of information. The committee agreed to extend the meeting beyond 90 minutes if necessary. The committee developed some strategies to keep the meetings to 90 minutes which included members being more prepared and less presentation of materials to allow for more discussion on topics. Ms. Waldref said that Ms. Myers presented the public outreach plan, specifically the public workshop, *Moving Forward*, to be held on May 16<sup>th</sup> from 4-6 p.m. at the Plaza. The workshop will be about the High Performance Transit Network (HPTN) and the scoping of the project. Ms. Waldref reviewed the committee discussion of the corridors in the HPTN. As a result of that meeting, some longer corridors were divided up into shorter segments. The committee gave feedback regarding prioritization of corridors. Mr. Otterstrom mentioned that there are 20 corridors now as a result, and the next step will be to look at the ridership, travel demand, and land use opportunities that will help score and prioritize the corridors. Chairman French asked if the public would be signing up at the workshop, how attendance is

tracked and how reflective are the comments from the community. Mr. Otterstrom said that there will be sign-up sheets and a survey that people can fill out either at the open house or via the website. STA has 652 friends on Facebook which is another avenue for information. Mr. Hafner asked about the follow up after receiving names at the workshop. Mr. Otterstrom said it would be to see the range of public input and to let the public know of future meetings and information. Discussion ensued regarding the 21 “Centers” and “Corridors” that have been identified in the City which will affect land use plans. Higher density areas create a larger demand on public transportation. The Award of Contract for the Central City Line Small Starts Engineering Services was moved forward to the Board for approval. Ms. Meyer mentioned that Kevin Wallace, Executive Director, Spokane Regional Transportation Council and Louis Meuler, Program Manager, City of Spokane were on the selection panel that chose CH2M Hill for this contract. Ms. Meyer said that Spartan Solutions was engaged to do a roadmap regarding where STA is today in receiving Federal funding for this project. Ms. Waldref said that committee members will review the updated Transit Development Plan (TDP) and Service Implementation Plan (SIP). Mr. Otterstrom mentioned that a link to the plans will be included in the Board packet. Ms. Waldref said that having the changes clearly marked is most helpful. Ms. Waldref said the presentation on Evaluation of Compressed Natural Gas (CNG) as a fuel source was very interesting and informative. Mr. Blaska said the presentation is to provide the Board members background information as the next fleet replacement cycle will begin in 2018. Discussion ensued regarding the CNG presentation and sharing with the full Board.

#### **4. REAL ESTATE**

Ms. Meyer said that under the new Governing structure the functional descriptions of each committee do not include real estate items. Ms. Meyer recommended that the Board Operations committee be the recipient of real estate items. Ms. Meyer said the Board Operations functional description will be revised and taken to the Board for approval if the committee approves. The members agreed with this recommendation and Chairman French agreed to move this change forward to the consent agenda.

##### **a. Vacation of Wilbert Vault Alley:**

Mr. Otterstrom discussed the vacation of the alley and details that are still to be worked out with the City. Chairman French discussed the terms of the transfer of real estate in regards to governmental agencies. It was suggested to have STA’s attorney review the RCW’s related to this type of transaction.

##### **b. Proposed Lease of Commercial Space at the Plaza:**

Ms. Warren said Subway would like to lease space on the first floor of the Plaza. Peter Moye, K & L Gates, helped to structure the lease. Provisions for auditing are included in the lease. Chairman French suggested that audits be sporadic. Members discussed the terms of the lease.

***Ms. Waldref moved that the Board Operations Committee forward (a) Vacation of Wilbert Vault Alley and (b) Proposed Lease of Commercial Space at the Plaza to the Board agenda for consideration. Mr. Hafner seconded and the motion passed unanimously.***

#### **5. BOARD MEMBER CAPACITY BUILDING PROGRAM:**

Ms. Meyer handed out a list of items that would fall under Board Capacity building. This list is for information today and discussion at the June meeting. The list included elements such as New Member Orientation, Annual Workshop, Professional Development, One-on-One Meetings with the CEO and other items for consideration. Other Washington transit agencies were contacted to find out what programs are currently done in their agencies.

#### **6. BOARD OF DIRECTORS AGENDA; MAY 17, 2012**

The committee members discussed the placement of items from the committees that do not have an official recommendation.

Ms. Waldref suggested that the two real estate items be moved from “Board Action - Consent Agenda” to “Board Action – Other” due to Real Estate not being an official functional duty of the Board Operations Committee at this time.

It was agreed that the presentation on Compressed Natural Gas be shared at the June Board meeting.

Mr. Hafner asked about the Committee Chair Reports position on the Board Agenda and should the reports be prior to the "Board – Action" items, so there would not be duplication in discussion of items. Chairman French said that Committee Chair reports were for items not ready for Board action, but items the Committees were working on for the future that were informative for the Board. Board Action items will remain near the beginning of the agenda to ensure a quorum is present. Committee Chairs will continue to present items that are not on the consent agenda.

*The committee members approved the Board agenda by consensus.*

## 7. NEW BUSINESS

### a. Ratify Travel Expense Approval for FR Transportation Manager Candidate(s):

Ms. Meyer said STA is in the final stages of selecting a Fixed Route Transportation Manager. Ms. Meyer has authorized reimbursement of the Candidate's travel expense (airfare plus one nights' lodging) which would most likely be \$500 - \$1,000 and seeks ratification. Mr. Hafner asked if that was already under the CEO's authority and Ms. Meyer said it is not. Ms. Meyer asked if this would be a reasonable change to authorize reimbursement of travel expenses for Candidates. Ms. Meyer reminded the committee that the rest of non-employee travel would need to be approved by the Board. Ms. Meyer said that this change of authorizing the CEO to reimburse Candidates' travel could be made in the bylaws and brought forward on the consent agenda as well as ratification of the FR Transportation Manager Candidate's expenses. The committee agreed that these two items should be brought forward on the consent agenda.

I. Authorize the CEO to reimburse Candidates' travel expenses (May or June Board Meeting)

II. Ratify Travel Expense approval for FR Transportation Manager Candidate (May Board Meeting)

### b. Downtown Spokane Partnership (DSP) Input on the Plaza – November 2008

Ms. Meyer said that an outline will be developed to include the history and current situation at the Plaza as it relates to the appraisal and the Nelson Nygaard Report approved by the Board in December 2008. This outline will be sent to the Planning & Development Committee's June meeting for review and input and then forward to the Board. Ms. Meyer said that on the video that will be viewed during this meeting is Marti Dickinson, representing the DSP, talking about supporting STA's remaining at the Plaza. The conversation in 2008, revolved around if STA should stay at the Plaza or move to the Intermodal facility. Ms. Dickinson articulates the business community's interest both inside and outside the Plaza. Ms. Waldref said she appreciated the history and compiling a synopsis for new Board members. Chairman French commented that many things are different since 2007-08 and it is worth exploring before spending a lot of money. He also said it was important for the entire Board to hear the presentation. The committee discussed the Plaza options and the process of how to move it forward.

## 8. ADJOURN

With there being no further business to come before the Committee, Chairman French adjourned the meeting at 2:20 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant