

Spokane Transit Authority
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BOARD OPERATIONS COMMITTEE MEETING

Meeting Minutes for November 11, 2015
Northside Conference Room

MEMBERS PRESENT

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

STAFF PRESENT

Beth Bousley, Director of Communications & Customer
Service
Karl Otterstrom, Director of Planning
Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Susan Millbank, Ombudsman & Accessibility Officer
Brandon Rapez-Betty, Sr. Communications Specialist
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority

MEMBERS ABSENT

None

GUESTS

Laura McAloon, Workland & Witherspoon PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Trulove called the meeting to order at 12:34 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Committee members reviewed the agenda.

Mr. French moved approval of the agenda and Mr. Hafner seconded. The motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Trulove reviewed the October through December 2015 goals for STA's Board of Directors and said excellent progress has been made. It will be important that the Board has the same vision for moving forward and he hopes for that decision in November, with a goal of determining a timeline and cost of projects at the December meeting.

4. COMMITTEE ACTION/DISCUSSION

a. October 14, 2015 Committee Minutes

Mr. French moved approval of the October 14, 2015 minutes and Mr. Hafner seconded. The motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French said the Committee unanimously recommended approval of the 2016 Operating and Capital Budgets. There was discussion regarding elements of the Capital Projects that were included in the STA Moving Forward plan. Mr. Blaska said at the request of a Committee member, the detailed list of Capital Projects will be included in the November Board packet along with additional supplemental information.

Mr. French said the Committee discussed the STA Moving Forward Plan and recommended moving the discussion forward to the November Board meeting. The Committee discussed the potential ballot measure related to STA Moving Forward and agreed to move the discussion forward to the Board with a potential December decision.

Mr. Otterstrom said the consensus of the Committee was that the STA Moving Forward plan is the beginning point for conversations with the Board in December. He reviewed the STA Moving Forward Ten Year Plan & Funding Discussion presentation shared with the P&D Committee.

Mr. French suggested having copies of the past Moving Forward studies available at the Board meeting.

Mr. Blaska said links to all the studies and presentations will be included in the Board packet.

Ms. Waldref mentioned that there should be plenty of lead time prior to a ballot measure to ensure it is a successful campaign.

Discussion ensued on ballot timing and other local potential ballot measures.

Ms. Waldref said that many of the STA Moving Forward projects line up with the City's plans for improvements. In regards to the Moving Forward presentation to the Board, Ms. Waldref suggested including more specifics and stories. Ms. Waldref's suggestions included topics such as how STA is successful today, what does STA lack, where does STA want to be, and describe the stakeholder group's involvement and the process of how the projects were selected. Ms. Waldref suggested having copies of the Moving Forward plan available. In addition to the Central City Line, there are many projects in the Plan. A shorter presentation allowing for greater discussion was suggested. Ms. Meyer said the Moving Forward background was intended to create a sense of process, involvement and decisions that the Board had made. Mr. Hafner said that Phase III of the Moving Forward Plan should be the starting point for the discussions.

Mr. Blaska said that the P&D Committee will review the revised presentation at their December 2 meeting.

b. Amber Waldref, Performance Monitoring & External Relations (PM&ER)

Mr. Hafner, acting Committee Chair, said the following three items were moved forward to the Board consent agenda.

1. Renewal of Spokane Transportation Management Center Letter of Agreement
2. Approval of Project and Approval to Release Retainage for the Boone Bus Washer Replacement
3. Equal Employment Opportunity Policy and Affirmative Action Plans

Mr. Hafner said that Dean Lynch, Chair of the Citizen Advisory Committee (CAC), gave a presentation. Mr. Lynch was excited that the CAC will become an advisory committee of the PM&ER Committee.

Mr. Blaska reviewed the process for the change. The CAC will be advisory to the PM&ER Committee, but will continue to review areas that may fall under P&D also.

Ms. Waldref said the CAC members are welcome at any meeting and quarterly updates will be scheduled at PM&ER meetings. One of the duties of the PM&ER Committee is external relations, so the CAC fits under their description.

Mr. Hafner said that also at the Committee meeting was a presentation on three different procurement mechanisms for Fixed Route Fleet Replacement. This item will be in the Board packet as information.

6. BOARD OF DIRECTORS AGENDA: NOVEMBER 19, 2015

Ms. Waldref commented that she had asked that more time be allotted to the STA Moving Forward discussion.

Mr. Blaska said that the time was increased on the revised agenda.

Mr. French moved approval of the November 19, 2015 revised agenda and Mr. Hafner seconded. The motion passed unanimously.

7. CEO REPORT

• **Legal Services Request for Proposal**

Mr. Blaska said four proposals were received and reviewed by the evaluation panel. There are no results or ranking as a result of the first meeting at this time. The next step will be interviews.

Mr. French asked who will be on the interview committee.

Mr. Blaska said at this time it was planned that the selected evaluation panel will do the interviews.

Mr. Trulove said the evaluation panel will make a recommendation to the Board Operations Committee at its December 9 meeting.

Discussion ensued.

Ms. Meyer said that three Board members; Mayor Trulove, Council Member Mumm and Commissioner O'Quinn are on the committee in addition to six voting staff members. Historically, there has been no conflict with who Board members and staff voted for. Due to the K&L Gates office closing on October 31, 2015, a two month contract for continuity of service between STA and Workland Witherspoon, Ms. McAloon's new firm, has been executed.

• **Synchronization of Sales Tax Funding & Fare Increase**

Mr. Blaska said Mayor Peterson inquired about a fare increase at the November 4 PM&ER Committee meeting.

Mr. Blaska suggested a timeline of the proposed outreach regarding a fare increase be shared at the December 2 PM&ER Committee meeting.

The Committee members agreed by consensus.

8. NEW BUSINESS

Mr. French said that last week the Director for the National Transportation Safety Board (NTSB) said he was contemplating a new rule regarding seat belts on school buses. It does have potential to expand to all buses. Mr. Hafner commented that that same discussion has happened frequently over the past forty years.

9. EXECUTIVE SESSION

At 1:53 p.m., Mr. Trulove 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 2:03 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 2:03 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 2:13 p.m.

At 2:13 p.m., the STA Board Operations Committee reconvened and Chair Trulove declared the meeting back in public session. No action was taken.

10. ADJOURN

Chair Trulove moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair Trulove adjourned the meeting at 2:15 p.m.

Respectfully submitted,

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