

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the July 18, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Candace Mumm, City of Spokane, *Chair Pro Tempore*
Al French, Spokane County, *Planning & Development*
Committee Chair
Pamela Haley, City of Spokane Valley, *Performance*
Monitoring & External Relations Committee Chair
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Brandon Ropez-Betty, *Interim Director of Communications*
& Customer Service
Karl Otterstrom, *Director of Planning & Development*
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Jan Watson, *Clerk of the Authority*
Nancy Williams, *Director of Human Resources*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

Chair Freeman called the meeting to order at 1:31 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Mr. French moved to approve the agenda, Ms. Haley seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Mr. Freeman reported he is working to convene a meeting of the five small cities' representatives prior to the Quadrennial Review scheduled for September 20 and announced there will be an Executive Session today.

4. COMMITTEE ACTION/DISCUSSION

a. June 13, 2018 Committee Minutes

Mr. French moved to approve the June 13, 2018 committee meeting minutes, Ms. Haley seconded and the motion passed unanimously.

b. Approve Interlocal Agreement GCB 2979

Mr. Otterstrom reported that Interlocal Agreement GCB 2979 between the Washington State Department of Transportation (WSDOT) and Spokane Transit would provide \$225,000 in funding from WSDOT toward improvements of the intersection at Francis and Alberta that will allow a 40' transit bus to make the turn without impacting the westbound turn lane or curb. The remaining \$175,000 needed for the project would come from STA funds set aside for operational improvements. The total cost of the project will not exceed \$400,000. A secondary agreement between the City of Spokane and Spokane Transit for the design and construction of the work by the City of Spokane, using funds from the project budget described above and with the funding support from WSDOT, will be brought before the board in the fall.

Mr. French moved to recommend the Board authorize the Chief Executive Officer to execute Interlocal Agreement GCB 2979 and forward to the Board consent agenda, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

At Mr. French's request, Mr. Otterstrom reported that the final draft of the 2018 Transit Development Plan (TDP) was presented. The only substantive change to the TDP was the inclusion of contractor-operated Paratransit Vehicles in the Capital Improvement Program (CIP). The cost was substantially reduced by finding a slightly smaller, more fuel-efficient vehicle.

The committee reviewed the proposed stop locations for the Monroe-Regal Corridor; specifically, which stops would be moved or closed. Staff will do outreach to riders to ensure they are aware of the stop location changes and to gather feedback on which locations will receive additional high performance transit (HPT) amenities. Mr. Otterstrom noted there are several Central City Line (CCL) items on the September agenda, including a review of the Project Management Plan and a draft Master Development Agreement with the City of Spokane (COS). The Master Development Agreement is a critical third party agreement that will recognize STA's operations on the CCL corridor, continuing control of transit improvements made on the corridor with federal funds, and other operational/administrative details. Mr. French noted an article in the newspaper regarding the COS undertaking a second look at redesigning Riverside Avenue and asked if that would impact the CCL, and whether or not STA is part of the conversation. Mr. Otterstrom replied that the CCL station locations are confirmed and the COS is working on other amenities that will be on Riverside; e.g., the location of bike lanes and parking plans.

Ms. Mumm arrived at 1:42 p.m.

Mr. Freeman asked if STA was at a point where the COS cannot make changes to the CCL design so STA can show a level of stability to the Federal Transit Administration (FTA). Mr. Otterstrom replied that STA is working very closely with the COS and they are holding the CCL station locations as planned. Ms. Mumm noted that the City Council has been steadfast to stay with the original plan and has worked with STA staff to communicate that to the Mayor and his administration. The Council is not interested in making changes that may jeopardize the CCL.

Mr. French shared that he was in Washington, DC last week to meet with the Department of Transportation (DOT) and Washington's federal delegation on the Better Utilizing Investments to Leverage Development (BUILD) Transportation grant. The meeting went extremely well and he thanked STA for the Letter of Support and partnership.

b. Pamela Haley, Chair, Performance Monitoring & External Relations (PM&ER)

Ms. Haley reported that STA received a clean 2017 audit report from the state auditor. They audited Accountability, Financial Statements, and National Transit Database. Ms. Haley noted that a clean audit is difficult to achieve and Ms. Warren indicated that STA has received ten clean audits. Ms. Haley congratulated STA. Mr. Otterstrom presented the preliminary proposal for the 2019 September Service Revisions. The committee discussed the Supplemental Low Income Pass Subsidy Program that was intended to address the impact of the fare increase to individuals with very low incomes. STA received five proposals; however, none of them specifically addressed how the funds would be used to subsidize the fare increase. Mr. Otterstrom noted that a Master Design and Construction Agreement with the City of Spokane will be presented for approval at the September committee meeting.

6. BOARD ATTENDANCE

The Board Operations Committee is responsible for the effective operations of the Board. The committee reviewed Board and Committee attendance records from January 2018 through June 2018. Ms. Mumm asked about STA's policy for Board attendance. Ms. McAloon replied that STA Board Bylaws state it is the duty of the appointing agency to appoint and remove its representatives. STA as a Board does not have authority to remove a representative. In the past, the STA Board Chair has reached out to jurisdictions to ask if another elected official would be able to attend the meetings. Mr. French said that the Board of the Spokane Regional Transportation Council (SRTC) allows excused absences and only two unexcused absences.

7. BOARD OF DIRECTORS AGENDA JULY 26, 2018

Mr. French moved approval of the Board of Directors agenda as presented, Ms. Haley seconded and the motion passed unanimously.

8. CEO REPORT

Ms. Meyer introduced Brandon Ropez-Betty as Interim Director of Communications and Customer Service. Brandon has been with STA since 2014 and will continue to be responsible for Community and Customer Relations while Interim Director. STA Human Resources will lead a candidate search for a permanent Director.

The CCL Steering Committee, an advisory group, met on July 17. Amber Waldref was elected chair as the representative from the Logan neighborhood. Lori Kinnear will represent the City of Spokane seat that is also a STA seat and Colleen Gardner from Chief Garry Park was elected vice-chair. A concern was raised by one attendee regarding the stop location on Riverside and Stevens. Mr. Otterstrom explained that STA has considered all of the input received to date and the stop locations have been finalized based on the best public interest.

Ms. Meyer and Mr. Otterstrom met with the Federal Transit Administration (FTA) in Seattle for a quarterly check-in with the Region 10 staff. It was a productive meeting and STA was able to get a Letter of Determination and Request for Concurrence with Washington State's Department of Archeology and Historic Preservation (DAHP). Subsequent to that, STA heard back from DAHP that they concur with the FTA.

The Downtown Plan Update called Downtown Central has established a Steering Committee and a Technical Committee. Ms. Meyer has accepted an invitation to serve on the Steering Committee. Several members of the Downtown Spokane Partnership also have positions on the Steering Committee. Mr. Otterstrom will serve on the Technical Committee. The Steering Committee will have its first meeting in two weeks. The CCL is the first project on the Steering Committee's agenda with a focus on understanding how to enable the full benefit of the CCL in the Downtown Plan and the subsequent plans that will follow.

SRTC plans to raise its annual dues by 15 percent. It is a population-based approach for the cities and the county. For STA, DOT, and Airport it is flat amount. STA's dues have been \$38,600 for a very long time and will increase to \$44,390.

STA provided a Letter of Support for the county's application for a BUILD Transportation Grant and noted a commitment for up to \$200,000 for bus stop improvements and plans to provide new bus service.

The Quadrennial Review letter will go out this week for the meeting date of September 20 following the Board meeting. The letter describes the impact of the statutory change on the STA board composition.

9. EXECUTIVE SESSION

At 2:10 p.m., Mr. Freeman announced that the Committee would adjourn for an Executive Session for the following purposes:

1. To discuss, plan or adopt the strategy or position to be taken by the STA Board of Directors related to the interpretation or application of a labor agreement.
2. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. (RCW 42.30.110(f))

The Committee will reconvene in open session at approximately 2:20 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a staff member will return to announce the time at which the Board will reconvene.

At 2:20 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:30 p.m.

At 2:30 p.m., the Committee reconvened and Mr. Freeman declared the meeting back in public session. No action was taken.

10. NEW BUSINESS

None

11. ADJOURN

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:32 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Director of Finance & Information Services