

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the October 10, 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*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Brandon Ropez-Betty, *Director of Communications &*
Customer Service
Karl Otterstrom, *Director of Planning & Development*
Lynda Warren, *Director of Finance & Information Services*
Jan Watson, *Clerk of the Authority*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Ms. Mumm called the meeting to order at 1:30 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

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

Mr. Freeman arrived at 1:32 p.m.

3. CHAIR'S COMMENTS

Mr. Freeman thanked Ms. McAloon for working with the Small Cities regarding the new STA Board composition.

4. COMMITTEE ACTION/DISCUSSION

a. September 12, 2018 Committee Minutes

Mr. French moved to approve the September 12, 2018 committee meeting minutes, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The Committee received reports on the 2019 Proposed Operating & Capital Budgets, the Strategic Plan, and the Spokane County Coordinated Public Transit-Human Services Transportation Plan. Mr. Otterstrom gave an update on the Central City Line (CCL). At the APTA Conference in Nashville, the STA Team met with the Acting Administrator of the Federal Transit Administration (FTA), K. Jane Williams. Ms. Williams gave an update of the review criteria being used for other projects and discussed the CCL specifically. When writing the narrative for the next phase of the submittal, it was suggested that STA include information about local projects that have been influenced by the CCL project and not included in the initial application. For example, improvements being made by Gonzaga, the City of Spokane, and Community Colleges of Spokane which are investments that will make the CCL more successful. Ms. Meyer added that the FTA was pleased STA put the capital request for the CCL in the context of the overall STA Moving Forward Capital Plan. Mr. French noted the FTA is not making a determination of award until much later in the process with the expectation that STA will go through bid and have hard numbers before approval from FTA.

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

The Committee discussed and approved the 2019 Special Community Events Fare Structure. Mr. Rapez-Betty gave a Communications Update. Ms. Haley commented that the report was impressive and congratulated Mr. Rapez-Betty. Mr. Otterstrom noted there would be several Scopes of Work to approve at the November meeting.

6. QUADRENNIAL REVIEW IMPLEMENTATION – AMENDMENTS TO STA BYLAWS

Because of action at the September 20, 2018 Quadrennial Review to change the composition of the STA Board of Directors, Ms. McAloon drafted amendments to the STA Bylaws. The amendments include staff recommendations to clarify sections of the Bylaws.

As discussed at a prior meeting, Ms. McAloon asked if the Board Operations Committee wanted to establish an attendance standard. She noted that Board members are appointed and removed by their own jurisdictions. Currently, if there is a problem with a Board member's attendance, it is the Board's option and the Board Chair's discretion to contact the City that appointed the member to ask if they should appoint someone else. Ms. Haley said the City of Spokane Valley policy automatically replaces a member who misses two meetings.

Mr. Freeman asked if the Bylaws should include a provision to notify the Small Cities if their voting member misses two meetings. Ms. McAloon said the Board Operations Committee is charged with oversight of the operations of the Board including, "*setting Board member performance standards, and monitoring the performance of the Board as a whole and of individual Board members.*" She suggested that the Board Operations Committee receive regular reports about attendance to determine whether there should be a contact made from this Committee to a jurisdiction(s) that has an appointee who misses meetings without notice. Committee members agreed to the suggestion.

Ms. Mumm asked if all the jurisdictions have alternates. Ms. Meyer said Medical Lake's alternate resigned from the City Council and will not be replaced this year. Ms. McAloon said it is up to the jurisdiction to appoint an alternate. STA recommends that jurisdictions appoint alternates. The Small Cities will be able to appoint an alternate from any of the five cities.

Ms. Meyer asked if the non-voting representatives of the Small Cities would have voting seats on the Committees. Ms. McAloon said that was discussed by the Mayors of the Small Cities, but it was not in their recommendation. Once the Board composition changes, the Board Operations Committee can make a recommendation to the Board about the composition of the Committees (voting and non-voting members). Mr. Freeman thinks it would be appropriate to have an option to allow ex-officio members on the Committees.

Ms. Mumm moved to forward the proposed amendments to the STA Bylaws to the Board for approval and to authorize the Clerk to circulate them to the jurisdictions for review. Mr. French seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA OCTOBER 18, 2018

Committee members reviewed the agenda. There were no changes or corrections.

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

9. CEO REPORT

Ms. Meyer said STA received an unexpected request from the FTA's Project Management Oversight Consultant (PMOC) last Thursday for a response and provision of documentation for the Small Starts application by the following Monday. Mr. Otterstrom's team worked over the weekend to compile and submit the information.

Today Ms. Meyer, Mr. Ropez-Betty and Mr. Jim Frank, Kendall Yards developer, did an interview with KHQ television about the new Kendall Yards Universal Transit Access Pass program. It is the first transit pass where the sponsor is a private business that pays for all the rides of everyone who lives or works in Kendall Yards. Mr. Frank thinks this will have an application in some of his other developments. The program is a one-year pilot that works very similar to the EWU Pass program. STA will send Greenstone Corporation an invoice at the end of the month for the rides people took. Additionally, Greenstone will provide some passes to two West Central non-profits (Our Place and the West Central Community Center).

Sprague Phase I. The Governor's Award for the Sprague Redevelopment project was held last week. The Mayor, Council President Stuckart, and Amber Waldref were among the speakers at the event. The City is hosting a public meeting for Sprague Phase II on October 24, 5:30 – 7:00 p.m. at Pride Prep. The City will show draft designs that include STA bus stops. A couple of the bus stops are planned to be in-lane or near in-lane stops. Mr. Otterstrom noted there is an in-lane stop pair that will go away and be replaced with a set of pull-out stops.

October 17 is the Open House for the Monroe-Regal Line from 4:00 – 7:00 p.m. STA has an online survey to gather input on September 2019 Service Changes (spokanetransit.com/input). The changes include the Monroe-Regal Line, the Moran Station Park & Ride, the South Commuter Express, the Upriver Transit Center and Peaceful Valley. The Monroe-Regal Line affects South Hill service, as does the South Commuter Express.

Mr. Otterstrom and the Planning Team are hosting a Transit Exchange that draws participants from around the country. Seventy to eighty people are expected to attend. It is a knowledge exchange for planning professionals.

Mr. Otterstrom met with Arian Schmidt regarding direct transit service between the City's new EnVision Center on south Arthur Street and the County Courthouse. There is existing service with Routes 23 & 94. They also discussed possible improvements to the bus stop and the Van Grant Program.

The City of Seattle is paying for bus passes for all high school students and students attending Seattle colleges on City-funded scholarships. The funding comes from Seattle's Transportation Benefit District revenue. They budgeted \$5 million for this phase and another \$2 million leaving open the possibility that the City can give free Orca cards to elementary and middle school students. Ms. Mumm said the City of Spokane did an analysis and found 30 percent of the drivers during the morning peak travel time (7:30 – 8:30 a.m.) are parents taking their children to school.

Idaho is considering a local option sales tax. One of the reasons STA has not been able to get Coeur d'Alene and Post Falls into a transit program is largely because they do not have funding available for it. Currently, only resort cities in Idaho of less than 10,000 have the ability for a local option sales tax.

Sherry Little from Cardinal Infrastructure will be in Spokane on non-STA business Monday, October 15, and will spend some time meeting with STA.

Ms. Watson is working on large two public records requests. One is from ATU International for documents related to STA's Affirmative Action Plans for the past five years. The second is from Summit Law requesting all of STA's invoices and purchase orders with New Flyer and its various company names.

8. NEW BUSINESS

None

9. ADJOURN

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:38 p.m.

Respectfully submitted,

Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services