

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the March 13, 2019 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Candace Mumm, City of Spokane, *Chair* (by phone)  
Al French, Spokane County, *Chair Pro Tempore*  
Chris Grover, Small Cities Representative (Cheney),  
*Planning & Development Committee Chair*  
Pamela Haley, City of Spokane Valley  
Lori Kinnear, City of Spokane, *Performance Monitoring  
& External Relations Committee Chair, Ex-officio*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **STAFF PRESENT**

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

### **MEMBERS ABSENT**

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Mr. French called the meeting to order at 1:32 p.m. and roll call was conducted. Ms. Mumm participated by telephone.

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

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

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

No comment.

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

##### **a. February 13, 2019 Committee Minutes**

*Ms. Haley moved to approve the February 13, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.*

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

##### **a. Chris Grover, Chair, Planning & Development (P&D)**

The Committee discussed the East Sprague Avenue bus stops and evaluated the alternative routes. Due to the absence of representation from the City of Spokane (COS), the Committee deferred further discussion to the April meeting. Ms. Kinnear asked if the questions from the Board meeting were addressed. Mr. Grover said no. Mr. Otterstrom said the Committee will ask the COS about traffic counts, traffic incident data, how much money has been spent in the corridor, and the time spent behind a traffic signal. Mr. Otterstrom indicated that STA has data on the time spent behind a bus, but not behind a traffic signal. Ms. Meyer indicated that STA will invite Mr. Simmons of the COS to speak at the April Committee meeting. The Committee also discussed the 2019 Transit Development Plan, the draft 2019-2020 Spokane Regional Transportation Council (SRTC) Unified Planning Work Program, the Central City Line third-party agreement status, minor updates to the *Connect Spokane* scope of work, and the I-90/Valley High Performance Transit project.

**b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)**

The Committee approved the Monroe-Regal Scope of Work, Phase 1, and forwarded the September 2019 Service Revisions final recommendation to the Board consent agenda. The Committee received reports on the Year End 2018 Unaudited Financial Report, the Year End 2018 Performance Measures, Community Perception Survey Results, and the 2019 Communications Plan Overview.

**6. APPROVAL OF GROUND LEASE AGREEMENTS WITH COMMUNITY COLLEGES OF SPOKANE**

Mr. Otterstrom presented background information on agreements between STA and Spokane Community College and STA and Spokane Falls Community College for construction and operation of transit facilities on each college campus. STA would pay an annual rent associated with the SCC Transit Center in the amount of \$16,892 per year and \$6,970 per year as associated with the Spokane Falls Station. Rent is based on the number of parking stalls lost as a result of the construction and would be recalculated every three years. STA will maintain and operate each facility for an initial term of 20 years. STA will maintain the transit facilities and pay for on-site security. Each agreement includes language that allows for the construction as a whole, ingress, egress, temporary easements, and permanent easements.

*Ms. Mumm moved to recommend the Board of Directors authorize the CEO to execute the land lease agreements between STA and Community Colleges of Spokane for construction and operation of: 1) a transit center on the Spokane Community College campus; and, 2) a transit station on the Spokane Falls Community College campus. Ms. Haley seconded and the motion passed unanimously.*

**6. APPROVAL FOR A TEMPORARY CONSTRUCTION EASEMENT BETWEEN SPOKANE COUNTY AND STA FOR MORAN STATION IMPROVEMENTS**

Mr. Otterstrom presented background information on the plan and design for the Moran Station Park and Ride, which is adjacent to the Spokane County Ben Burr Trail. The Temporary Construction Easement provided by Spokane County to STA provides right-of entry, license and temporary construction easement for the relocation and construction of additional storm water detention facilities for the Moran Station Park & Ride and the county's trail. Ms. Kinnear asked who would maintain the storm water garden. Ms. McAloon said it is presumed the County will maintain it with the existing adjacent storm water gardens; she is waiting for confirmation from the County.

*Ms. Haley moved to recommend the Board approve the Temporary Construction Easement between Spokane County and Spokane Transit for the construction of storm water facilities and the reconstruction of the Trail on Spokane County property and authorize the CEO to execute the easement on behalf of Spokane Transit. Mr. Grover seconded the motion and the motion passed unanimously.*

**7. BOARD OF DIRECTORS AGENDA MARCH 21, 2019**

Committee members reviewed the agenda.

*Ms. Haley moved to approve the Board agenda as presented, Mr. Grover seconded and the motion passed unanimously.*

**9. CEO REPORT**

The National Environmental Policy Act (NEPA) documentation for the Central City Line is complete and the project has received a documented categorical exclusion. STA staff had its first discussion with the Project Management Oversight Consultant (PMOC) and Region 10 Federal Transit Administration (FTA) staff. The PMOC is assigned by the FTA as its agent to do risk assessment. The PMOC is Urban Engineers, a large firm based in New York, New York. Urban Engineers will be at STA in late April to work with staff on a risk assessment. STA anticipates having a Small Starts Grant agreement in September 2019.

The Washington State House and Senate will conclude its floor work at 5:00 p.m. today. Senator Hobbs has introduced Senate Bill 5791 that will generate revenue from a variety of sources and be used to reduce carbon. It would include a carbon tax, an increase to the gas tax, and increased fees. If passed, it will fund a revenue package for transportation that includes a \$25 million line item for Division Street High Performance Transit.

STA will host a Board Workshop on April 3, 2019. Grant Forsyth, Avista's Chief Economist, will present his economic forecast for the remainder of 2019 and 2020. Staff will talk with the Board about the Revenue and Expenditure Forecast Assumptions for 2020 and beyond.

The local sales tax rate will increase on April 1 by one-tenth of a cent. In 2017, voters approved a two-tenths of a cent sales tax increase for transit. The first tenth went into effect on April 1, 2017; the second tenth will take effect on April 1, 2019. The fare and sales tax increases were timed to acknowledge the pace of spending associated with the ten-year STA Moving Forward plan.

The City of Spokane purchased day bus passes to provide to homeless people to access warming centers. The passes were sold to the City at the current rate for day passes. Ms. Mumm noted the passes will also be used by Community Court and other community agencies.

Spokane County has added the Spokane Regional Health District to its Universal Transit Access Pass (UTAP) program.

Airway Heights submitted a request, supported by the West Plains Chamber of Commerce, for STA to provide service to the new Recreation Center. Ms. Meyer and Mr. Otterstrom will meet with the Mayor, City Manager, and Veronica Messing to discuss options.

**8. NEW BUSINESS**

None

**9. ADJOURN**

With no further business to come before the Committee, Mr. French adjourned the meeting at 2:23 p.m.

Respectfully submitted,

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