

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the September 11, 2019 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
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 Palmer, *Chief Financial Officer*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUEST

Kendel Froese, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Mumm called the meeting to order at 1:32 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Ms. Mumm traveled to today's meeting via Monroe Street. She was behind a bus and did not feel that the stops to board and drop off passengers unreasonably impacted her commute.

4. COMMITTEE ACTION/DISCUSSION

a. July 17, 2019 Committee Minutes

Mr. Grover moved to approve the July 17, 2019, committee meeting minutes as submitted, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The Committee reviewed staff recommendations for the FTA Section 5310 Funding Awards and forwarded a recommendation to approve the Awards to the Board consent agenda. Ms. Mumm asked if there were excess funds that could be approved at a later date. Mr. Otterstrom said yes, and STA may have a second call for projects. The Committee reviewed the 2020 Draft Strategic Plan and 2020 Draft Operating and Capital Budgets. Committee members discussed the Division Line High Performance Transit Study and received an update on the Zero Emission Technology Fleet Transition Evaluation.

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

The Committee reviewed the proposed 2020 Community Events Fare Structure which it forwarded to the Board consent agenda for approval. Mr. Watkins reported on the Second Quarter Performance Measures. Mr. Rapez-Betty presented information on the Marketing and Communications outreach for the September Service Changes. Ms. Arneson gave an update on the Income-Based Transit Access research. Ms. Kinnear thanked Ms. Arneson and Ms. Palmer for their time spent researching the subject and the comprehensive information provided to the Committee.

6. APPOINTMENT OF BOARD MEMBER TO PLANNING & DEVELOPMENT COMMITTEE

On July 29, 2019, the Spokane City Council appointed Council Member Karen Stratton to the STA Board of Directors after the resignation of Mayor David Condon. Chair Mumm has appointed Ms. Stratton to serve on the Planning & Development Committee for the remainder of 2019, subject to confirmation by the Board.

Ms. Haley moved to recommend the Board confirm the appointment of Spokane City Council Member Karen Stratton to the Planning and Development Committee for the remainder of 2019, and forward to the Board consent agenda. Mr. Grover seconded and the motion passed unanimously.

7. CENTRAL CITY LINE REAL ESTATE ACQUISITION

Mr. Otterstrom presented information on a temporary construction easement and the acquisition of property owned by the National Association of Letter Carriers (NALC) to accommodate a Central City Line station. The NALC has agreed to \$10,000 for the acquisition of approximately 462 square feet of property and a temporary construction easement.

Mr. French moved to recommend the STA Board of Directors authorize the CEO to execute all closing documents necessary to acquire property and to accept a temporary construction easement owned by the National Association of Letter Carriers for the amount of \$10,000, and forward to the Board consent agenda. Mr. Grover seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 19, 2019

Committee members reviewed the agenda. Ms. Meyer said STA staff participated in a presentation at the Spokane Mayor's Cabinet meeting on September 10, regarding the City of Spokane Youth Pass results to-date. Staff were present from the City, Spokane Public Schools, Parks Department and Libraries. She asked if Chair Mumm would like to add the presentation to the September Board meeting. Chair Mumm said yes and requested the presentation be added to the agenda. Staff will invite the staff from the other agencies noted above to participate in the presentation.

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

9. CEO REPORT

Fall 2019 Service Changes are effective September 15, 2019. This is STA's single largest service change, before the Central City Line. STA is introducing new South Hill and West Plains connections, schedule adjustments to several routes, and boarding zone reassignments at the Plaza. Many staff have been involved with outreach to customers at the Plaza and transit stations to help with the transition. Staff will also be present at the Plaza on Monday, September 16, in the morning and the afternoon. Customer Service representatives will provide additional support throughout the week. Three new transit facilities will begin operating in the fall: Spokane Community College Transit Center, Spokane Falls Station, and the Moran Station Park and Ride. One element of the change is that STA will no longer board passengers in front of the Spokane Regional Business Center building at Riverside and Post; Route 174 passengers will now board in Zone 1 at the Plaza.

Mr. French asked if the Real Time bus information application (app) is in use. Mr. Rapez-Betty said the app is available on the STA website and staff continue to work on enhancements to improve the user experience before it is broadly promoted to the public. When the announcement is ready, Ms. Kinnear asked Mr. Rapez-Betty to send the information to the Council members who are on the Board so the information can be posted on the Council website and Facebook page.

STA plans to sign the Small Starts Grant Agreement for the Central City Line by mid-December. Staff will give a schedule update at the Board meeting.

10. NEW BUSINESS

Ms. Kinnear introduced a resolution at the September 9, 2019, City Council meeting supporting traffic signal prioritization for STA buses on high-performance transit routes at key/critical intersections as a one-year pilot, starting with the East Sprague Avenue corridor. The resolution (#2019-0073) passed the Council 7-0. Mr. Otterstrom said STA is currently working with the City on transit signal prioritization for the Central City Line.

Mr. French said he will make a presentation to the Board of the Spokane Regional Transportation Council to preserve the old Milwaukee Railroad Right of Way to the state line as a future location for a High-Performance Transit/Congestion Reduction Corridor.

11. EXECUTIVE SESSION

At 2:20 p.m., Chair Mumm announced that the Committee would adjourn for an Executive Session for the purposes of:

1. Considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. (RCW 42.30.110(1)(b))
2. Discussing with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110(1)(i))

The Committee will reconvene in open session at approximately 2:35 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 2:35 p.m., the Committee reconvened and Chair Mumm declared the meeting back in public session. No action was taken.

12. ADJOURN

With no further business to come before the Committee, Chair Mumm adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Chief Financial Officer