

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, September 11, 2019, 1:30 p.m.

Spokane Transit Authority, Northside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated Meeting Time: 70 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Mumm*)
3. Chair's Comments (*Mumm*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. July 17, 2019, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
 - A. Chris Grover, Planning & Development
 - B. Lori Kinnear, Performance Monitoring & External Relations
6. Appointment of Board Member to the Planning & Development Committee (*Mumm*) (*5 minutes*)
7. Central City Line Real Estate Acquisition (*Otterstrom*) (*10 minutes*)
8. Board of Directors Draft September 19, 2019, Meeting Agenda – Corrections/Approval (*5 minutes*)
9. CEO Report (*10 minutes*)
10. New Business
11. Executive Session (*10 minutes*)
12. Adjourn

Next Committee Meeting: Wednesday, October 9, 2019, 1:30 p.m.
(STA Northside Conference Rooms, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, Committee Chair

SUMMARY

At this time, the Board Operations Committee will review the meeting agenda with any revisions enclosed in the blue folders.

RECOMMENDATION TO COMMITTEE: Approve agenda.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, Committee Chair

SUMMARY

Ms. Mumm will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 4A : MINUTES OF THE JULY 17, 2019, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SUMMARY

The July 17, 2019, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the July 17, 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 (by telephone), *Chief Financial Officer*
Roger Watkins, *Chief Operations Officer*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Mumm called the meeting to order at 1:31 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

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. June 12, 2019 Committee Minutes

Mr. Grover moved to approve the June 12, 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 P&D Committee forwarded the 2019 Transit Development Plan, Central City Line (CCL) Development Agreement with the City of Spokane, CCL Gonzaga University Construction Reimbursement Agreement, and the CCL Washington State University Agreement to the Board consent agenda. Mr. Otterstrom reported on the CCL Actions Road Map regarding work completed to-date and project milestones through the second half of 2019. The Committee discussed the Shared Mobility Project including first and last mile options for ride sharing.

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

The PMER Committee forwarded the West Plains Transit Center Construction Contract Acceptance, the Disadvantaged Business Enterprise proposed three year goal, and the Paratransit Purchased Transportation Award of Contract to the Board consent agenda. One committee member expressed interest in providing the services in-house rather than contracting out, and one Board member voted against the motion to recommend approval of the Award of Contract. Ms. Meyer commented that the STA business model is to contract out about half of transportation services.

6. BOARD ATTENDANCE

The committee reviewed Board member attendance through June 2019. Mayor Condon, City of Spokane, resigned from the Board and will be replaced by council member Karen Stratton. All city council members are designated as alternates.

7. BOARD OF DIRECTORS AGENDA JULY 25, 2019

Committee members reviewed the draft agenda.

Mr. French moved to add a resolution to authorize acceptance of the Central City Line grant agreement, Ms. Haley seconded and the motion passed unanimously.

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

8. CEO REPORT

The Spokane Youth Card program has been very successful with 41,000 rides to date.

The groundbreaking ceremony for the Moran Station Park & Ride is scheduled for July 24 at 1:00 p.m. The station will include electric bus charging infrastructure, shelters, off-board ticketing, and 100 parking stalls.

Nathan Mauger is STA's new Communications and Marketing Manager. He has tremendous digital communications experience. He lived in Hong Kong for the past 20 years and most recently worked as the Assistant Vice President of Digital Communications for the Hong Kong Stock Exchange. Nathan is a WSU graduate and Spokane native who is excited to be back in Spokane and working for STA.

9. NEW BUSINESS

Committee members discussed the Low Income Pass motion that failed at the June 20, 2019, Board meeting. The intent of the motion was to table the research so that staff could focus on the tasks needed to finalize the Central City Line Small Starts Grant Award. Staff will give a research update to the Performance Monitoring & External Relations committee in September at which time the committee can decide if they want to act on the information.

10. ADJOURN

With no further business to come before the Committee, Chair Mumm adjourned the meeting at 2:21 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning & Development

SUMMARY

Mr. Grover will review the September 4, 2019, and October 2, 2019, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 4, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(10 minutes)*
4. Committee Action *(10 minutes)*
 - A. Minutes of the July 10, 2019 Committee Meeting -- *Corrections/Approval*
5. Committee Action
 - A. Board Consent Agenda *(10 minutes)*
 1. FTA Section 5310 Funding Awards Recommendation – *(Otterstrom/Howell/Limon)*
 - B. Board Discussion Agenda
(No items being presented this month.)
6. Reports to Committee *(30 minutes)*
 - A. Draft 2020 Annual Strategic Plan – *(Meyer/Otterstrom)*
 - B. Draft 2020 Operating and Capital Budgets – *(Palmer)*
 - C. Division Line High Performance Transit (HPT) Study Overview – *(Otterstrom/Tresidder)*
 - D. Zero Emission Technology Fleet Transition Evaluation Update – *(Watkins)*
7. Committee Information
(No information included this month.)
8. Review October 2, 2019 Committee Meeting Agenda
9. New Business *(10 minutes)*
10. Committee Members' Expressions *(10 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, October 2, 2019 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, October 2, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(10 minutes)*
4. Committee Action *(10 minutes)*
 - A. Minutes of the September 4, 2019 Committee Meeting -- *Corrections/Approval*
 - B. Central City Line: Approval of Scope of Work for Construction – *(Otterstrom/Skillingstad)*
5. Committee Action
 - A. Board Consent Agenda *(10 minutes)*
 1. Shared Mobility – Prioritization of Concepts – *(Otterstrom/Tresidder)*
 - B. Board Discussion Agenda
 1. Recommended Draft 2020 Annual Strategic Plan – *(Otterstrom)*
6. Reports to Committee *(30 minutes)*
 - A. Proposed 2020 Operating and Capital Budgets – *(Palmer)*
 - B. Division Line: Review Project Purpose and Need Statement – *(Otterstrom/Tresidder)*
 - C. Zero Emission Technology Fleet Transition Evaluation Update – *(Watkins)*
7. Committee Information
(No information included this month.)
8. Review October 2, 2019 Committee Meeting Agenda
9. New Business *(10 minutes)*
10. Committee Members' Expressions *(10 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, October 2, 2019 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 5B : PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lori Kinnear, Chair, Performance Monitoring & External Relations

SUMMARY

Ms. Kinnear will review the September 4, 2019, and October 2, 2019, committee meeting agendas as part of her report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, September 4, 2019, 1:30 p.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 75 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
 - A. Minutes of the July 10, 2019, Committee Meeting – *Corrections/Approval*
5. **Committee Action** (*10 minutes*)
 - A. Board Consent Agenda
 1. 2020 Special Community Events Fare Structure (*Rapez-Betty*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
6. **Reports to Committee** (*45 minutes*)
 - A. 2nd Quarter 2019 Performance Measures (*Watkins*)
 - B. September Service Change Communication (*Rapez-Betty*)
 - C. Income-Based Transit Access Update (*Arneson*)
7. Committee Information – *no discussion/staff available for questions*
 - A. July 2019 Operating Indicators (*Watkins*)
 - B. July 2019 Financial Results Summary (*Palmer*)
 - C. August 2019 Sales Tax Revenue Information (*Palmer*)
 - D. June 2019 Semi-Annual Financial Reports (*Palmer*)
 - E. 2nd Quarter 2019 Service Planning Input Report (*Otterstrom*)
8. October 2, 2019, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: October 2, 2019, 1:30 p.m.

(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, October 2, 2019, 1:30 p.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 50 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
 - A. Minutes of the September 4, 2019, Committee Meeting – *Corrections/Approval*
5. **Committee Action** (*30 minutes*)
 - A. Board Consent Agenda
 1. Acceptance of Boone Northwest Garage Contract (*Watkins*)
 2. Equal Employment Opportunity Policy and Affirmative Action Plans – Resolution (*Williams*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
6. **Reports to Committee**
 - A. (*No items being presented this month*)
7. Committee Information – *no discussion/staff available for questions*
 - A. August 2019 Operating Indicators (*Watkins*)
 - B. August 2019 Financial Results Summary (*Palmer*)
 - C. September 2019 Sales Tax Revenue Information (*Palmer*)
 - D. 3rd Quarter 2019 Service Planning Input Report (*Otterstrom*)
8. November 6, 2019, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: November 6, 2019, 1:30 p.m.

(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 6 : APPOINTMENT OF BOARD MEMBER TO THE PLANNING & DEVELOPMENT COMMITTEE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, Chair

SUMMARY

The Board Chair appoints Board members to serve on STA's Planning & Development and Performance Monitoring & External Relations committees, subject to confirmation by the Board.

Mayor David Condon, City of Spokane, resigned from the STA Board of Directors. Mayor Condon also served on the Planning & Development Committee.

On July 29, 2019, the City Council appointed Council Member Karen Stratton to the STA Board of Directors. Chair Mumm has appointed Ms. Stratton to serve on the Planning & Development Committee for the remainder of 2019.

RECOMMENDATION TO COMMITTEE: Recommend the Board confirm the appointment of Council Member Karen Stratton to the Planning & Development Committee for the remainder of 2019, and forward to the Board consent agenda.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 7 : CENTRAL CITY LINE REAL ESTATE ACQUISITION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Don Skillingstad, Capital Projects Manager

SUMMARY:

The Central City Line project will require the acquisition of several small slivers of parcels for the construction of station platforms and street improvement projects. STA has been in contact with all of the property owners regarding these acquisitions, and all are willing sellers.

On May 16, 2019, the STA Board of Directors approved Resolution 770-19, which authorized the acquisition of all parcels for the Central City Line. The first of these acquisitions is forwarded to the Committee for recommendation to the Board consent agenda.

This acquisition request is for 462 square feet of property along the north side of Mission Avenue for the westbound station located at Regal Street. The property is approximately seven (7) feet wide by sixty-six (66) feet long. The property is owned by the National Association of Letter Carriers (NALC). NALC is also granting a temporary construction easement for construction of the station and installation of power utilities along Regal Street. The landowner has accepted STA's monetary offer for the property and the temporary construction easement, which is based on an appraisal and an appraisal review.

Funding for this property acquisition will be provided by the Central City Line project budget.

Staff is requesting the Committee recommend to the STA Board, to authorize the CEO to execute all closing documents necessary to acquire said property and temporary construction easement for the amount offered to the NALC.

RECOMMENDATION TO COMMITTEE: 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 (NALC) for the amount offered and accepted by the NALC, and forward to the Board consent agenda

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 8 : BOARD OF DIRECTORS MEETING AGENDA SEPTEMBER 19,
2019 – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for September 19, 2019, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD MEETING

Thursday, September 19, 2019, at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Candace Mumm*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Michael Christensen-Coach Operator-Retirement (*Roger Watkins*)
 - B. Wall of Fame Awards (*Nancy Williams*)
5. Board Action - Consent Agenda: *10 minutes*
 - A. Minutes of the July 25, 2019, Board Meeting – Corrections/Approval
 - B. Appointment of Board Member to the Planning & Development Committee (*Candace Mumm*)
 - C. July and August 2019 Vouchers – Approval (*Lynda Palmer*)
 - D. FTA Section 5310 Funding Awards Recommendation (*Karl Otterstrom*)
 - E. Central City Line Real Estate Acquisition (*Karl Otterstrom*)
 - F. Approval of 2020 Special Community Events Fare Structure (*Brandon Ropez-Betty*)
6. Board Action – Committee Recommendations: (*None*)
7. Board Action – Other: (*None*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Candace Mumm*)
9. Planning & Development Committee: *20 minutes*
 - A. Chair Report (*Chris Grover*)
 - i. Draft 2020 Annual Strategic Plan (*Karl Otterstrom*)
 - ii. Draft 2020 Operating & Capital Budgets (*Lynda Palmer*)
 - iii. Zero Emissions Technology Fleet Transition Evaluation Update (*Roger Watkins*)
10. Performance Monitoring & External Relations Committee: *20 minutes*
 - A. Chair Report (*Lori Kinnear*)
 - i. 2nd Quarter 2019 Performance Measures – Results (*Roger Watkins*)
 - ii. Income Based Transit Access Pass Update (*Emily Arneson*)
 - iii. September Service Change Communication (*Brandon Ropez-Betty*)
11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. August 2019 Sales Tax Revenue Information (*Lynda Palmer*)
 - C. July 2019 Financial Results Summary (*Lynda Palmer*)
 - D. June 2019 Semi-Annual Financial Reports (*Lynda Palmer*)
 - E. July 2019 Operating Indicators (*Roger Watkins*)
 - F. 2nd Quarter 2019 Service Planning Input Report (*Karl Otterstrom*)
 - G. Division Line High Performance Transit (HPT) Study Overview (*Karl Otterstrom*)
13. New Business: *5 minutes*
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*McAloon Law PLLC*): *10 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of September 19, 2019, Board Meeting:

Saturday, September 21, 2019	4:00 p.m.
Monday, September 23, 2019	10:00 a.m.
Tuesday, September 24, 2019	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	October 2, 2019, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	October 2, 2019, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	October 9, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting:

Thursday, October 17, 2019, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2019

AGENDA ITEM 9 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

At this time, Ms. Meyer, CEO, will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

11.

EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purpose of:

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))

The STA Board Operations Committee will reconvene in open session at approximately ___ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the Committee 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.

Estimated time - 10 minutes