

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

**BOARD OPERATIONS COMMITTEE MEETING**  
**Wednesday, October 7, 2020, 1:30 p.m.**

**Via Webex Video Conference**

**Committee Members:** [Click here to join the meeting](#)

**General Public:** [Click here to view the meeting](#)

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: 146 022 8717

**AGENDA**

*Estimated Meeting Time: 55 Minutes*

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair's Comments (*French*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
  - A. September 9, 2020, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
  - A. Chris Grover, Planning & Development
  - B. Lori Kinnear, Performance Monitoring & External Relations
6. Draft 2021 Annual Strategic Plan – Discussion (*10 minutes*) (*Otterstrom*)
7. Board of Directors Draft October 15, 2020, Meeting Agenda – Corrections/Approval (*5 minutes*) (*Meyer*)
8. CEO Report (*10 minutes*)
9. New Business
10. Adjourn

**Next Committee Meeting:** Wednesday, November 11, 2020, 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](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

October 7, 2020

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Committee Chair

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**SUMMARY**

At this time, the Board Operations Committee will review the meeting agenda.

**RECOMMENDATION TO COMMITTEE:** Approve agenda.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

October 7, 2020

**AGENDA ITEM 3 :** BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Committee Chair

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**SUMMARY**

Mr. French will take this opportunity to discuss topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

October 7, 2020

**AGENDA ITEM 4A :** MINUTES OF THE SEPTEMBER 9, 2020, COMMITTEE MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY**

The September 9, 2020, meeting minutes are attached for your information, correction and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and / or approval.

## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the September 9, 2020 Meeting  
Via Webex Video Conference

### **MEMBERS PRESENT**

Al French, Spokane County, *Chair*  
Pamela Haley, City of Spokane Valley, *Chair Pro Tempore*  
Chris Grover, Small Cities Representative (Cheney),  
*Planning & Development Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **STAFF PRESENT**

Steve Blaska, *Chief Operations Officer*  
Dana Infalt, *Clerk of the Authority*  
Monique Liard, *Chief Financial Officer*  
Fred Nelson, *Interim Chief Operations Officer*  
Karl Otterstrom, *Director of Planning & Development*  
Brandon Rapez-Betty, *Director of Communications & Customer Service*  
Nancy Williams, *Director of Human Resources & Labor Relations*

### **MEMBERS ABSENT**

Lori Kinnear, City of Spokane, *Performance Monitoring & External Relations Committee Chair*

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair French called the meeting to order at 1:30 p.m. and conducted roll call.

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

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

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

Mr. French asked if the American Public Transportation Association (APTA) annual conference is cancelled or being held virtually. Ms. Meyer will follow-up and send information to Board members.

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

##### **a. July 8, 2020 Committee Minutes**

*Ms. Haley moved to approve the July 8, 2020, committee meeting minutes as presented, Mr. Grover seconded and the motion passed unanimously.*

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

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

The Committee reviewed the 2021-2026 Transit Development Plan (TDP) that includes the Service Improvement Program and the Capital Improvement Program. The Committee recommended the Board approve the TDP at the September 17, 2020, Board Meeting subject to satisfactory completion of the public comment period and public hearing. The Committee received reports on *STA Moving Forward 2020 Plan Amendments*, the *Division Connects Study*, the *I-90/Valley High Performance Transit Corridor Project*, and the *2021-2023 Regional Mobility Grant submission*. The Board will hold a public hearing on *STA Moving Forward 2020 Plan Amendments* at the October 15, 2020 meeting.

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

Mr. Blaska reported the Committee forwarded to the Board consent agenda Final Acceptance of the Paint Booth and Plaza Controls Contract, the Scope of Work and Award of Contract for Uniforms and Accessories, and an Extension of the Plaza Power Washing Contract. The Committee reviewed and recommended approval of the 2021 Special Community Events Fare Structure. Based on the Resolution signed by the Board last year, this item may not need approval at the Board meeting; it will be presented as a report. The Committee received reports on the Community Access Pass (CAP) pilot program and the Community Essentials Marketing Campaign for Public Awareness.

**6. CITY LINE PROPERTY ACQUISITION**

Mr. Otterstrom presented information on a property acquisition and a temporary construction easement (TCE) necessary for City Line construction. An appraisal determined the property value and funding is provided by the City Line project budget. The parcels are owned by Avista Corporation who has agreed to a total purchase price of \$38,200 for both parcels. Mr. Otterstrom noted the parcel number on the property acquisition should be corrected to 35093.2104.

*Ms. Haley moved to forward to the Board consent agenda a recommendation to approve the acquisition of property, which is a portion of parcel no. 35093.2104, currently owned by Avista Corporation for a price of \$34,871, and authorize the CEO to execute all required documents on behalf of Spokane Transit Authority. Mr. Grover seconded the motion and the motion passed unanimously.*

*Ms. Haley moved to forward to the Board consent agenda a recommendation to approve a temporary construction easement on parcels no. 35093.2104 and 35093.2105 along Mission Avenue, between Avista Corporation and Spokane Transit Authority for a price of \$3,329, and authorize the CEO to execute all required documents on behalf of Spokane Transit Authority. Mr. Grover seconded the motion and the motion passed unanimously.*

**7. BOARD OF DIRECTORS AGENDA SEPTEMBER 17, 2020**

Ms. Meyer noted there will be an Executive Session immediately following the Call to Order and Roll Call. There were no changes or corrections to the agenda.

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

**9. CEO REPORT**

Ms. Meyer said APTA is holding a virtual meeting October 21 – 22, 2020. Topics will include long term impacts of COVID-19, bringing riders back, putting equity in the forefront, the changing landscape of cities, policing in a new era, and more. Staff will send meeting dates to Board members to check their availability and will forward the official program as soon as it is available.

**8. NEW BUSINESS**

None.

**9. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 1:50 p.m.

Respectfully submitted,



Kathleen Roberson  
Executive Assistant to the Chief Financial Officer

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

October 7, 2020

**AGENDA ITEM 5A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Chris Grover, Chair, Planning & Development

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**SUMMARY**

Mr. Grover will review the September 30, 2020 (October meeting), and November 4, 2020, committee meeting agendas as part of his report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information & discussion.

Spokane Transit Authority  
1230 West Boone Avenue  
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## SPOKANE TRANSIT AUTHORITY

### PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 30, 2020, (OCTOBER) 10:00 a.m.

#### Via Video Conference

**Committee Members:** Click here to join the meeting

**General Public:** Click here to view the meeting

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: 146 614 5770

### AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
  - A. Minutes of the September 2, 2020 Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda  
(No items being presented this month.)
  - B. Board Discussion Agenda  
(No items being presented this month.)
5. Reports to Committee (50 minutes)
  - A. Draft 2021 Annual Strategic Plan – (Meyer/Otterstrom)
  - B. Draft 2021 Operating and Capital Budgets – (Meyer/Liard)
  - C. STA Moving Forward: 2020 Plan Amendments – (Otterstrom/Tresidder)
6. CEO Report (10 minutes)
7. Committee Information
  - A. *Connect Spokane* Update – (Otterstrom/Tresidder)
8. Review November 4, 2020 Committee Meeting Agenda
9. New Business (10 minutes)
10. Committee Members' Expressions (10 minutes)
11. Adjourn
12. Next Committee Meeting: Wednesday, November 4, 2020, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

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## SPOKANE TRANSIT AUTHORITY

### PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 4, 2020, 10:00 a.m.

#### Via Video Conference

**Committee Members:** Click here to join the meeting

**General Public:** Click here to view the meeting

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: XXX XXX XXXX

### DRAFT AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
  - A. Minutes of the September 30, 2020 (**October**) Committee Meeting -- *Corrections/Approval*
  - B. High Performance Transit (HPT) Amenities Installation Scope of Work – (*Otterstrom/Hanson*)
4. Committee Action
  - A. Board Consent Agenda (*10 minutes*)
    1. Recommended Draft 2021 Annual Strategic Plan – (*Meyer*)
    2. STA Moving Forward: 2020 Plan Amendments (by Resolution) – (*Otterstrom/Tresidder*)
  - B. Board Discussion Agenda (*5 minutes*)
    1. City of Spokane Riverside Project Order Agreement – (*Otterstrom/Bielaski*)
5. Reports to Committee (*50 minutes*)
  - A. Proposed 2021 Operating and Capital Budgets – (*Liard*)
  - B. Draft 2021 Planning and Development Committee Work Program – (*Otterstrom*)
  - C. DivisionConnects Study: Bus Rapid Transit (BRT) Alternatives – (*Otterstrom/Tresidder*)
6. CEO Report (*10 minutes*)
7. Committee Information  
(*No information included this month.*)
8. Review December 2, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, December 2, 2020, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

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**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

October 7, 2020

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

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY**

Ms. Kinnear will review the September 30, 2020 (October meeting), and November 4, 2020, committee meeting agendas as part of her report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information and discussion.

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

Wednesday, September 30, 2020, 1:30 p.m. (October Meeting)

### Via Video Conference

**Committee Members:** Click here to join the meeting

**General Public:** Click here to view the meeting

**Audio Conference:** Call the number below and enter the access code  
+1-408-418-9388 | Access Code: 146 323 3376

### AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Committee Chair Report
3. Committee Action (*5 minutes*)
  - A. Minutes of the September 2, 2020, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda (*50 minutes*)
    1. Award of Contract for Fare Collection System (*Liard*)
    2. Division Street Stops, Phase II Final Acceptance (*Otterstrom*)
    3. Moran Station Park and Ride Construction Final Acceptance (*Otterstrom*)
    4. Monroe-Regal Phase I Construction Final Acceptance (*Otterstrom*)
  - B. Board Discussion Agenda
    1. (*no items being presented this month*)
5. Reports to Committee (*15 minutes*)
  - A. 2022 Service Revisions: Preliminary Proposal (*Otterstrom*)
6. CEO Report (*10 minutes*)
7. Committee Information – *no discussion/staff available for questions*
  - A. August 2020 Operating Indicators (*Nelson*)
  - B. August 2020 Financial Results Summary (*Liard*)
  - C. September 2020 Sales Tax Revenue Information (*Liard*)
8. November 4, 2020, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: November 4, 2020, 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, November 4, 2020, 1:30 p.m.

**Via Video Conference**

### **DRAFT AGENDA**

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Committee Chair Report
3. Committee Action *(5 minutes)*
  - A. Minutes of the September 30, 2020 (October), Committee Meeting – *Corrections/Approval*
4. **Committee Action**
  - A. Board Consent Agenda *(50 minutes)*
    1. Spokane Community College Transit Center Construction Final Acceptance *(Otterstrom)*
    2. Spokane Falls Station Construction Final Acceptance *(Otterstrom)*
    3. Security and Staffing Services at Spokane Community College Interlocal Agreement *(Williams)*
    4. Draft 2021 State Legislative Priorities *(Rapez-Betty)*
  - B. Board Discussion Agenda
    1. *(no items being presented this month)*
5. **Reports to Committee** *(15 minutes)*
  - A. 3<sup>rd</sup> Quarter 2020 Performance Measures *(Nelson)*
6. CEO Report *(10 minutes)*
7. Committee Information – *no discussion/staff available for questions*
  - A. September 2020 Operating Indicators *(Nelson)*
  - B. September 2020 Financial Results Summary *(Liard)*
  - C. October 2020 Sales Tax Revenue Information *(Liard)*
  - D. 3<sup>rd</sup> Quarter Service Planning Input Report *(Otterstrom)*
  - E. STA Moving Forward Quarterly Project Delivery Report *(Otterstrom)*
  - F. STA's Holiday Services and Office Hours *(Infalt)*
8. December 2, 2020, Committee Packet Draft Agenda Review
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn
12. Next Committee Meeting: December 2, 2020, 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**

October 7, 2020

**AGENDA ITEM 6 :** DRAFT 2021 ANNUAL STRATEGIC PLAN – DISCUSSION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer  
Karl Otterstrom, Director of Planning and Development

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**SUMMARY**

According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual strategic plan that is operationalized by the annual operating and capital budgets.

A draft of the 2021 Annual Strategic Plan was to be presented to the Planning and Development Committee prior to review by the full STA Board. Given the additional time required to prepare the 2021 plan, it will instead be reviewed by the Board Operations Committee prior to the October 15, 2020, Board meeting. Subject to board member input, a final draft will be presented in November for approval prior to adoption of the 2021 operating and capital budgets.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

October 7, 2020

**AGENDA ITEM 7 :** BOARD OF DIRECTORS MEETING AGENDA OCTOBER 15, 2020 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, CEO

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**SUMMARY**

The Board of Directors meeting agenda for October 15, 2020, is attached for your information, correction and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and / or approval

Spokane Transit Authority  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
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## BOARD MEETING OF

Thursday, October 15, 2020, at 1:30 p.m.  
Spokane Transit Authority  
**Via Video Conference**

Board Members: [Board Members Join Here](#)  
General Public: [Public Attendees Join Here](#)  
Audio Conference 1-408-418-9388; Event #:146 563 1156; Password: 1234

### **DRAFT AGENDA**

*Estimated meeting time: 75 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Hearing: *10 minutes*
  - A. STA Moving Forward: 2020 Plan Amendments (*Karl Otterstrom*)  
Comments should be addressed to Karl Otterstrom, STA's Director of Planning & Development:  
[kotterstrom@spokanetransit.com](mailto:kotterstrom@spokanetransit.com) (*Action on November 19, 2020, at the STA Board meeting*)
4. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the September 17, 2020, Board Meeting – Corrections/Approval
  - B. Minutes of the September 2, 2020, STA Board Workshop – Corrections/Approval
  - C. September 2020 Vouchers (*Monique Liard*)
  - D. Division Street Stops, Phase II Final Acceptance (*Karl Otterstrom*)
  - E. Moran Station Park and Ride Construction Final Acceptance (*Karl Otterstrom*)
  - F. Monroe-Regal Phase I Construction Final Acceptance (*Karl Otterstrom*)
  - G. Fare Collection System Award of Contract (*Monique Liard*)
5. Board Action – Other: *none*
6. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Al French*)
    - i. Draft 2021 Annual Strategic Plan (*Karl Otterstrom*)
7. Planning & Development Committee: *20 minutes*
  - B. Chair Report (*Chris Grover*)
    - i. Draft 2021 Operating and Capital Budgets (*Monique Liard*)
8. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Lori Kinnear*)

9. CEO Report: *10 minutes*
10. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. September 2020 Sales Tax Revenue (*Monique Liard*)
  - C. August 2020 Financial Results Summary (*Monique Liard*)
  - D. August 2020 Operating Indicators (*Fred Nelson*)
  - E. Connect Spokane Update (*Karl Otterstrom*)
  - F. 2022 Service Changes: Preliminary Proposal (*Karl Otterstrom*)
11. Executive Session (*McAloon Law PLLC*): *15 minutes*
12. New Business
13. Board Members' Expressions
14. Adjourn

Cable 5 Broadcast Dates and Times of October 15, 2019, Board Meeting:

Saturday, October 17, 2019	4:00 p.m.
Monday, October 19, 2019	10:00 a.m.
Tuesday, October 20, 2019	8:00 p.m.

*A recording of the meeting will also be posted at <https://www.spokanetransit.com/about-sta/sta-board-of-directors-2020>*

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

Planning & Development	Nov. 4, 2020, 10:00 a.m. via video conference
Performance Monitoring & External Relations	Nov. 4, 2020, 1:30 p.m. via video conference
Board Operations	Nov. 11, 2020, 1:30 p.m. via video conference

Next Board Meeting:

Thursday, November 19, 2020, 1:30 p.m., via video conference

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**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

October 7, 2020

**AGENDA ITEM 8 :** CEO REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**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