

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, December 9, 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: 146 210 1869

AGENDA

Estimated Meeting Time: 80 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. November 11, 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. Public Transportation Agency Safety Plan – Recommendation (*10 minutes*) (*Williams*)
7. 2021 Board and Committee Meeting Calendar – Recommendation (*5 minutes*) (*Infalt*)
8. Board of Directors Draft December 17, 2020, Meeting Agenda – Corrections/Approval (*5 minutes*) (*Meyer*)
9. Board Operations Committee Draft January 13, 2021, Meeting Agenda – Discussion (*5 minutes*) (*Meyer*)
10. CEO Report (*10 minutes*)
11. New Business
12. Executive Session (*15 minutes*)
13. Adjourn

Next Committee Meeting: Wednesday, January 13, 2021, 1:30 p.m.
Via Webex Video Conference

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. 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. 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

December 9, 2020

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Committee Chair

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

December 9, 2020

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Committee Chair

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

December 9, 2020

AGENDA ITEM 4A : MINUTES OF THE NOVEMBER 11, 2020, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY

The November 11, 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 November 11, 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

Emily Arneson, *Ombudsman & Accessibility 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

GUESTS

Mark Allen, Washington State Department of Transportation
Larry Larson, Washington State Department of Transportation

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:31 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Mr. Grover moved to approve the agenda as submitted, Chair French seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair French said the Governor's office held an emergency meeting this morning to discuss a response to the increasing number of COVID-19 cases in the state. Chair French asked Ms. Meyer what impact a second shutdown would have on STA operations. Ms. Meyer responded that STA has continued to provide full service, minus EWU service. If the requirement returns to essential trips only, STA would see a decline in ridership but would continue to provide the same level of service. If ridership was extremely affected downward or there was a lot of illness amongst the coach operators, STA would reduce the level of service under those circumstances. Ridership on paratransit would decline based on the availability of trips or the limitation to essential trips only. Chair French recommended STA anticipate a possible shutdown due to the rapid rise of COVID-19 cases.

Ms. Haley joined the meeting at 1:33 p.m.

4. COMMITTEE ACTION/DISCUSSION

a. October 7, 2020 Committee Minutes

Mr. Grover moved to approve the October 7, 2020, committee meeting minutes as presented, Chair French seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Grover said the Committee approved the High Performance Transit Amenities Installation Scope of Work. The bid advertisement will be published on December 17, with the intent to start City Line amenities installation during summer 2021. The Committee forwarded to the Board consent agenda recommendations to approve the 2021 Strategic Plan and the *STA Moving Forward 2020* Plan Amendment. The Committee forwarded a recommendation to the Board to approve the City of Spokane Riverside Project Order Agreements. At the December 2, 2020, meeting the Committee will continue a discussion on the Division *Connects* project, finalize the 2021 Planning and Development Committee Work Program, and consider the Final Proposed 2021 Operating and Capital Budgets for Board approval.

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

Mr. Rapez-Betty said the Committee forwarded to the Board consent agenda Final Acceptance of the Plaza Garage Doors Construction, the Plaza Second Floor Restroom Remodel Construction, and the 2019 Transit Enhancement. Mr. Nelson reported on Third Quarter 2020 Performance Measures.

6. MEDICAL LAKE INTERCHANGE TRANSIT ACCESS – WSDOT AGREEMENT AMENDMENT

Mr. Otterstrom presented information to amend an existing agreement with the Washington State Department of Transportation (WSDOT) which would increase the maximum contract value from \$1 million to \$1.25 million. The agreement funded the construction of bus-only lanes and a multi-use pathway leading from the Medical Lake Interchange directly into the West Plains Transit Center.

Two significant change orders were necessary for the project, including the need to address issues with underlying soil conditions, as well as unforeseen redesign and excavation work as part of the off-ramp. Additionally, the low bidder for the project was approximately \$60,000 higher than the base estimate and WSDOT discovered it had unintentionally omitted certain costs from the cost estimate in the agreement, including engineering costs, sales tax, and indirect overhead. Mr. Larry Larson, WSDOT Assistant Regional Administrator for Development, explained the circumstances regarding the omitted costs on the original estimate. He estimated the total value of the project at approximately \$1.35 million. Mr. Larson emphasized that WSDOT considered the project to be a great collaboration with the County and STA, as well as other stakeholders like the City of Spokane.

Staff requested Board approval to authorize the CEO to negotiate an amendment to the original agreement to establish a new not-to-exceed contract value of \$1.25 million. Staff will continue analysis and negotiation with WSDOT to bring the overall cost of the project to an amount deemed fair and reasonable for the work performed. Funding for this proposed amendment will be derived from favorable variances in the 2020 Capital Budget.

Mr. Grover said he understands the project and that most projects have unanticipated issues. He has full confidence in the CEO to negotiate and execute an amendment to the agreement with WSDOT.

Mr. Grover moved to forward to the Board consent agenda a recommendation to approve a motion to authorize the CEO to negotiate and execute an amendment to Agreement No. GCB 3134 with WSDOT, to allow an increase in the contract not-to-exceed value to a maximum \$1.25 million. Ms. Haley seconded the motion and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA NOVEMBER 19, 2020

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

8. CEO REPORT

Ms. Meyer wished Chair French and Mr. Grover a happy Veteran's Day and thanked them for their military service.

President-elect Biden's Transition Team released the names on their Agency Review Team for the Department of Transportation. Ms. Meyer shared the team member names sent to her by Cardinal Infrastructure. Phillip Washington is the Team Lead. He is the CEO of the Los Angeles County Metropolitan Transportation Authority and previously the CEO of the Denver Regional Transit District and Chair of the American Public Transportation Association (APTA). Ms. Meyer described Mr. Washington as a strong and wise leader and is glad to see him heading the team.

The Senate Appropriations Committee released all twelve Fiscal Year 2021 appropriations bills. The Transportation HUD appropriations bill is about \$75 billion in the Senate; in the House it is \$79 billion. Both the House and the Senate would like to pass an omnibus appropriations package before December 11, 2020, to avoid another continuing resolution. It includes additional funding in transit related packages and there is \$1 billion for the Better Utilizing Investments to Leverage Development (BUILD) Grant.

9. NEW BUSINESS

None

10. ADJOURN

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

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 9, 2020

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 December 2, 2020, and February 3, 2021, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 2, 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: 146 558 0982

AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*10 minutes*)
 - A. Minutes of the November 4, 2020 Committee Meeting -- *Corrections/Approval*
 - B. Finalize 2021 Planning and Development Committee Work Program – (*Otterstrom*)
4. Committee Action
 - A. Board Consent Agenda (*20 minutes*)
 1. Final Proposed 2021 Operating and Capital Budgets – (*Liard*)
(*Adoption at December Board Meeting*)
 2. City of Spokane Riverside Project Order Agreement -- (*Otterstrom/Bielaski*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*5 minutes*)
 - A. DivisionConnects Update – (*Otterstrom/Tresidder*)
6. CEO Report (*10 minutes*)
7. Committee Information
(*No items being presented this month.*)
8. February 3, 2021 Committee Meeting Agenda
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, February 3, 2021, 10:00 a.m., **(NO JANUARY MEETING)**
STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the 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 and participate.

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 3, 2021, 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: 70 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the December 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 (35 minutes)
 - A. Review 2021 Planning and Development Work Program
 - B. Transit Development Plan 2022-2027 Overview
 - C. DivisionConnects: Draft Alternatives for Public Input
 - D. I-90 / Valley Corridor Planning Update
 - E. ConnectSpokane Update
 - F. Downtown Spokane Plan Development Update
6. CEO Report (10 minutes)
7. Committee Information
(No items being presented this month.)
8. March 3, 2021 Committee Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, March 3, 2021, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the 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 and participate.

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. 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

December 9, 2020

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 December 2, 2020, and February 3, 2021, 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
Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, December 2, 2020, 1:30 p.m.

Via Video Conference

AGENDA

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: 146 668 4429

Estimated meeting time: 70 minutes

1. Call to Order and Roll Call
2. Committee Chair Report
3. Committee Action (*10 minutes*)
 - A. Minutes of the November 4, 2020, Committee Meeting – *Corrections/Approval*
 - B. Recommendation to Appoint New Members to the Citizen Advisory Committee (*Rapez-Betty*)
4. **Committee Action**
 - A. Board Consent Agenda (*20 minutes*)
 1. 2021 Performance Measures (Nelson)
 2. Approval of 2021 Spokane Police Department Agreement Renewal (*Williams*)
 - B. Board Discussion Agenda (*10 minutes*)
 1. Draft 2021 State Legislative Priorities (*Rapez-Betty*)
5. **Reports to Committee** (*10 minutes*)
 - A. Community Essentials' Marketing Campaign for Public Awareness (*Rapez-Betty*)
6. CEO Report (*10 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. October 2020 Operating Indicators (*Nelson*)
 - B. October 2020 Financial Results Summary (*Liard*)
 - C. November 2020 Sales Tax Revenue Information (*Liard*)
 - D. January 2021 Service Changes (*Otterstrom*)
8. February 3, 2021, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: February 3, 2021, 1:30 p.m.

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

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 and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see 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
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, February 3, 2021, 1:30 p.m.

Via Video Conference

DRAFT AGENDA

Estimated meeting time: 50 minutes

1. Call to Order and Roll Call
2. Committee Chair Report
3. Committee Action (*5 minutes*)
 - A. Minutes of the December 2, 2020, Committee Meeting – *Corrections/Approval*
4. **Committee Action**
 - A. Board Consent Agenda (*25 minutes*)
 1. Spokane Community College Transit Center Construction Final Acceptance (*Otterstrom*)
 2. Spokane Falls Station Construction Final Acceptance (*Otterstrom*)
 - B. Board Discussion Agenda
 1. (*no items being presented this month*)
5. **Reports to Committee**
 - A. (*no items being presented this month*)
6. CEO Report (*10 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. January 2021 Operating Indicators (*Nelson*)
 - B. February 2021 Sales Tax Revenue Information (*Liard*)
8. March 3, 2021, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: March 3, 2021, 1:30 p.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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 and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see 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

December 9, 2020

AGENDA ITEM 6 : PUBLIC TRANSPORTATION AGENCY SAFETY PLAN –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Nancy Williams, Director of Human Resources & Labor Relations

SUMMARY: The Federal Transit Administration (FTA) requires all public transportation systems that receive financial assistance from the FTA to develop and implement an Agency Safety Plan. This is a new FTA regulation with an original compliance date of July 20, 2020. Due to the pandemic, FTA extended the date to December 31, 2020. The Agency Safety Plan must be signed by the Chief Executive Officer, approved by STA Board, and reviewed annually. The premise of the ASP requirement is to document processes used to identify and mitigate hazards posed to the public, employees, and property.

Spokane Transit's ASP was vetted through the FTA Public Transportation Agency Safety Plan Technical Assistance Center to ensure all requirements were addressed in the Plan. A copy of the Plan will be provided to Committee members prior to the meeting.

The STA Agency Safety Plan contains key safety management components addressing:

- **Safety Management Policy**
 - ❖ Policy Statement
 - ❖ Safety Goals
 - ❖ Designate an Accountable Executive and Chief Safety Officer
 - ❖ Assigns accountabilities and responsibilities to management and employees
- **Safety Risk Management**
 - ❖ Document processes and activities to better identify hazards and evaluate risk
 - ❖ Institute mitigation to control/minimize the consequences of the safety risk(s)
 - ❖ Apply to operational activities, system expansions, and state of good repair activities
- **Safety Assurance**
 - ❖ Methods to evaluate and measure the effectiveness and implemented risk control/mitigation measures and strategies
 - ❖ Helps assure STA meets or exceeds its safety goals
- **Safety Promotion**
 - ❖ Employee Training
 - ❖ Customer Instruction and Notices
 - ❖ Communication (Internally and Externally)

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the Spokane Transit Authority Public Transportation Agency Safety Plan and forward to the Board consent agenda.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 9, 2020

AGENDA ITEM 7 : 2021 BOARD AND COMMITTEE MEETING CALENDAR –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY

Attached is a proposed schedule for 2021 Board and Committee meeting dates. The STA Board meetings will be held on the third Thursday of the month at the Spokane Transit Boardroom, 1230 West Boone Avenue, at 1:30 p.m. The Planning and Development (P&D) Committee and Performance Monitoring and External Relations (PMER) Committee meetings will be held on the first Wednesday of the month at the Spokane Transit Southside Conference Room, 1230 West Boone Avenue, at 10:00 a.m. and 1:30 p.m., respectively. The Board Operations Committee meetings will be held on the second Wednesday of the month at the Spokane Transit Northside Conference Room, 1230 West Boone Avenue, at 1:30 p.m.

Please note the following exceptions:

JANUARY

No Planning and Development or Performance Monitoring and External Relations Committee meetings are scheduled.

APRIL

Since April begins on a Thursday, Committee meetings are one week earlier than usual. The P&D and PMER committees will meet on March 31, 2021, and the Board Operations Committee will meet on April 7, 2021.

JULY

Since July begins on a Thursday, Committee meetings are one week earlier than usual. The P&D and PMER committees will meet on June 30, 2021, and the Board Operations Committee will meet on July 7, 2021.

AUGUST

There are no Board or Committee meetings scheduled during the month of August.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2021 Board and Committee meeting calendar and forward to the Board consent agenda.

SPOKANE TRANSIT AUTHORITY

2021 BOARD & COMMITTEE MEETING SCHEDULE

Meetings will be held at Spokane Transit or Via Webex

Board of Directors (Third Thursday) 1:30pm-3:30pm	Planning & Development Committee (First Wednesday) 10:00am-11:30am
January 21	<i>January – No meeting scheduled</i>
February 18	February 3
March 18	March 3
April 15	March 31 (<i>April Meeting</i>)
May 20	May 5
June 17	June 2
July 15	June 30 (<i>July Meeting</i>)
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 16	September 1
October 21	October 6
November 18	November 3
December 16	December 1
Board Operations Committee (Second Wednesday) 1:30pm-3:00pm	Performance Monitoring & External Relations (First Wednesday) 1:30pm-3:00pm
January 13	<i>January – No meeting scheduled</i>
February 10	February 3
March 10	March 3
April 7 (<i>1st Wednesday</i>)	March 31 (<i>April Meeting</i>)
May 12	May 5
June 9	June 2
July 7 (<i>1st Wednesday</i>)	June 30 (<i>July Meeting</i>)
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 8	September 1
October 13	October 6
November 10	November 3
December 8	December 1
2021 Board Strategic Planning & Budget Workshop Wednesday, June 30, 2021 11:30 am – 1:30 pm	

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 9, 2020

AGENDA ITEM 8 : BOARD OF DIRECTORS MEETING AGENDA DECEMBER 17,
2020 – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for December 17, 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
(509) 325-6000

BOARD MEETING

Thursday, December 17, 2020, at 1:30 p.m.
Spokane Transit Authority
Via Webex Video Conference

Board Members: Board Members Join [Here](#)
General Public: Public Attendees Join [Here](#)
Audio Conference 1-408-418-9388; Event #: 146 963 4430; Password: 1234

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Recognitions & Presentations: *5 minutes*
 - A. 2020 STA Retirements (*Nancy Williams*)
4. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the November 19, 2020, Board Meeting – Corrections/Approval
 - B. November 2020 Vouchers (*Monique Liard*)
 - C. City of Spokane Riverside Project Order Agreement (*Karl Otterstrom*)
 - D. 2021 Performance Measures (*Fred Nelson*)
 - E. 2021 Board and Committee Meeting Calendar (*Dana Infalt*)
 - F. Public Transportation Agency Safety Plan (*Nancy Williams*)
5. Board Action – Committee Recommendations: *10 Minutes*
 - Planning & Development Committee
 - A. Adoption of 2021 Operating & Capital Budgets – Resolution (*Monique Liard*)
(Majority of 5 votes required)
 - Performance Monitoring & External Relations
 - A. Spokane Police Department (SPD) Contract Approval (*Nancy Williams*)
 - B. Draft 2021 State Legislative Priorities (*Brandon Ropez-Betty*)
6. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
7. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
8. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinneer*)

9. CEO Report: *10 minutes*
10. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2020 Sales Tax Revenue (*Monique Liard*)
 - C. October 2020 Financial Results Summary (*Monique Liard*)
 - D. October 2020 Operating Indicators (*Fred Nelson*)
 - E. January 2021 Service Changes (*Karl Otterstrom*)
 - F. 2021 Planning and Development Committee Work Program (*Karl Otterstrom*)
 - G. DivisionConnects Update (*Karl Otterstrom*)
 - H. STA Holiday Service and Office Hours (*Dana Infalt*)
11. Executive Session (*McAloon Law PLLC*): (*20 minutes*)
12. New Business: *5 minutes*
 - A. Election of 2021 Chair and Presentation of Gavel (*Al French*)
(Majority of 5 votes required)
13. Board Members' Expressions: *5 minutes*
 - A. Presentation of Commendation to Al French – Outgoing Board Chair (*2021 Board Chair*)
14. Board Members' Expressions
15. Adjourn

Cable 5 Broadcast Dates and Times of December 17, 2020, Board Meeting:

Saturday, December 19, 2020	4:00 p.m.
Monday, December 21, 2020	10:00 a.m.
Tuesday, December 22, 2020	8:00 p.m.

Next Committee Meetings via Webex Video Conference

Board Operations	January 13, 2021, 1:30 p.m.
Planning & Development	February 3, 2021, 10:00 a.m.
Performance Monitoring & External Relations	February 3, 2021, 1:30 p.m.

Note: The Planning & Development and Performance Monitoring & External Relations Committees do not meet in January.

Next Board Meeting:

Thursday, January 21, 2021, 1:30 p.m., via Webex Video Conference

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see 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

December 9, 2020

AGENDA ITEM 9 : BOARD OPERATIONS COMMITTEE DRAFT JANUARY 13, 2021,
MEETING AGENDA – DISCUSSION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The draft Board Operations Committee meeting agenda for January 13, 2021, is attached for your review.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, January 13, 2021, 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: ###

DRAFT AGENDA

Estimated Meeting Time: 40 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (2021 Chair)
3. Chair's Comments (2021 Chair) (5 minutes)
4. Committee Action/Discussion: (5 minutes)
 - A. December 9, 2020, Committee Meeting Minutes – Corrections/Approval
5. Board Member 2020 Attendance – Information (Meyer) (5 minutes)
6. Approval for Board Member travel to 2021 APTA Meetings (Meyer) (5 minutes)
7. Appointment of Chairs and Board Members to the Planning & Development and Performance Monitoring & External Relations Committees for 2021 (2021 Chair) (10 minutes)
8. Board of Directors Draft January 21, 2021 Meeting Agenda – Corrections/Approval (5 minutes) (Meyer)
9. Board Operations Committee Draft February 10, 2021 Meeting Agenda – Discussion (5 minutes) (Meyer)
10. CEO Report (10 minutes)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, February 10, 2021, 1:30 p.m.
Via Webex Video Conference

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. 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. 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

December 9, 2020

AGENDA ITEM 10 : 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

12.

EXECUTIVE SESSION

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

1. Reviewing the performance of a public employee. (RCW 42.30.110(1)(g))

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 they 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 - 15 minutes