

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, June 9, 2021

1:30 p.m. – 3:00 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: 187 893 2889

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. May 12, 2021, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Chris Grover, Performance Monitoring & External Relations
6. Strategic Planning Workshop Update – Information (*Meyer*) (*10 minutes*)
7. Board of Directors Draft June 17, 2021 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
8. Board Operations Committee Draft July 7, 2021 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
9. CEO Report (*5 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, July 7, 2021, 1:30 p.m. (*first Wednesday*)
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

June 9, 2021

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, 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

June 9, 2021

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Committee Chair

SUMMARY

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

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 9, 2021

AGENDA ITEM 4A : MINUTES OF THE MAY 12, 2021, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY

The May 12, 2021, 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 May 12, 2021 Meeting
Via Webex Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, Chair
Chris Grover, Small Cities Representative (Airway Heights), *Performance Monitoring & External Relations Committee Chair*, Chair Pro Tempore
Al French, Spokane County, *Planning & Development Committee Chair*
Karen Stratton, City of Spokane
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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

Chair Haley 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 as presented, Mr. French seconded and the motion passed unanimously.

3. **CHAIR'S COMMENTS**

No comments.

4. **COMMITTEE ACTION/DISCUSSION**

a. **April 7, 2021 Committee Minutes**

Mr. Grover moved to approve the April 7, 2021, committee meeting minutes as submitted, Mr. French seconded and the motion passed unanimously.

5. **COMMITTEE CHAIR REPORTS**

a. **Al French, Chair, Planning & Development (P&D)**

The Committee forwarded to the Board consent agenda recommendations to approve the Division Bus Rapid Transit Acceptance of Corridor Development Plan and an Award of Contract for City Line Wall Street Reconstruction and Station 28. The Committee received reports on the draft 2022-2027 Transit Development Plan that is scheduled for adoption by the Board of Directors in July.

b. **Chris Grover, Chair, Performance Monitoring & External Relations (PMER)**

The Committee forwarded a recommendation to the Board of Directors to approve the May 2022 Service Revisions. The Committee forwarded to the Board consent agenda recommendations to approve the Spokane Regional Transportation Council Interlocal Agreement, an Award of Contract for the Non-Diesel Underground Storage Tank Replacement Project, and an Award of Contract for WEX Fuel Card Conversion.

Mr. Nelson presented a report to the Committee on the 2021 Van Grant recipients.

Adult & Teen Challenge Pacific Northwest	New Horizon Care Centers/Isabella House
Armstrong Adult Family Home	Peak 7 Adventures
Excelsior	Transitions
Liberty Baptist Church	Veterans First Organization
Mid-City Concerns, Inc	Youth Build Spokane/NEWESD 101

6. BOARD OF DIRECTORS AGENDA MAY 20, 2021

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 9, 2021

Mr. Grover moved to approve the draft Board Operations Committee agenda as presented, Ms. Stratton seconded and the motion passed unanimously.

8. CEO REPORT

In support of a recent request by the Washington State Department of Health, STA is offering Free Rides to Vaccines using paratransit vans. Starting today through June 12, residents in the STA service area can schedule a free door-to-door ride to and from their COVID-19 vaccination appointments. Customers who sign up for a free ride during the one-month program are eligible for a second free ride if a follow-up appointment is required for the second dose of the Moderna or Pfizer vaccine. Board members thanked staff for providing this important service to the community.

Since mid-April, ridership has increased dramatically in Paratransit service. There have been days with 800 or more rides. Ridership is still less than one year ago, but it is a significant increase over the 500 rides a day at the beginning of the pandemic. In order to meet the demand, Paratransit is once again providing socially distanced, shared ride service. Van operators and customers are required to wear masks.

The 2021 Regular Session of the Washington State Legislature adjourned on April 25, 2021. All the grants STA was awarded through the Regional Mobility Grant program and carried over to the new biennium were approved. Additionally, the new Regional Mobility Grants STA applied for were awarded and approved. There is an increase in funding for special needs transportation that STA uses for Paratransit service. There is also an increase in the funds available for the Green Transportation Capital Grant program. The Legislature did not pass a transportation revenue package.

The Federal Transit Administration held a Triennial Review Exit Conference with staff on May 6, 2021. Ms. Meyer will provide a report of the results at the May Board of Directors meeting.

9. NEW BUSINESS

None.

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 1:52 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 9, 2021

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY

Mr. French will review the June 2, 2021, and June 30, 2021 (July meeting), committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 9, 2021

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Performance Monitoring & External Relations

SUMMARY

Mr. Grover will review the June 2, 2021, and June 30, 2021 (July meeting), committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 9, 2021

AGENDA ITEM 6 : STRATEGIC PLANNING WORKSHOP UPDATE – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY:

Chief Executive Officer E. Susan Meyer will provide an update on the Strategic Planning Workshop scheduled for June 30, 2021, 11:30 a.m. to 1:20 p.m.

RECOMMENDATION TO COMMITTEE: Information Only

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 9, 2021

AGENDA ITEM 7 : BOARD OF DIRECTORS MEETING AGENDA JUNE 17, 2021 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The Board of Directors meeting agenda for June 17, 2021, 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, June 17, 2021
1:30 – 3:00 p.m.

Via Video Conference

Board Members: Board Members [Join Here](#)

General Public: Public Attendees [Join Here](#)

Audio Conference: 1-408-418-9388; Event #: 187 095 6932 Password: 2021

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions: *None*
4. Public Hearing: *15 minutes*
 - A. 2022-2027 Transit Development Plan: Complete Draft Plan (*Karl Otterstrom*)
Comments should be addressed to Karl Otterstrom, STA Director of Planning & Development:
kotterstrom@spokanetransit.com (*Action at the July Board meeting*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the Minutes of the May 20, 2021, Board Meeting – Corrections/Approval
 - B. Approval of the April 2021 Vouchers (*Monique Liard*)
 - C. 2021 Equal Employment Opportunity Program (*Nancy Williams*)
 - D. Plaza 1st Floor Restroom Partition Replacement- Final Acceptance (*Brandon Rapez-Betty*)
 - E. Plaza High Performance Transit Platforms: Phase 2 Construction - Final Acceptance (*Karl Otterstrom*)
6. Board Discussion – *10 minutes*
 - A. Strategic Planning Workshop Update (*E. Susan Meyer*)
7. Board Report– *10 minutes*
 - A. 2020/2021 FTA Triennial Report (*E. Susan Meyer*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Pamela Haley*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Chris Grover*)
 - i. 2020 Community Perception Survey (*Brandon Rapez-Betty*)
11. CEO Report: *15 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2021 Sales Tax Revenue (*Monique Liard*)
 - C. April 2021 Financial Results Summary (*Monique Liard*)
 - D. April 2021 Operating Indicators (*E. Susan Meyer*)
 - E. I-90 / Valley Corridor Update High Performance Transit Corridor Planning Update (*Karl Otterstrom*)
 - F. 2020 System Performance Report (*Karl Otterstrom*)
 - G. FTA Section 5310 Funding Call for Projects Update (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*): 15 minutes
16. Adjourn

Cable 5 Broadcast Dates and Times of June 17, 2021, Board Meeting:

Saturday, June 19, 2021	4:00 p.m.
Monday, June 21, 2021	10:00 a.m.
Tuesday June 22, 2021	8:00 p.m.

Next Committee Meetings (Via Virtual Conference) Wednesday:

Planning & Development	June 30, 2021, 10:00 a.m. (<i>July Meeting</i>)
Performance Monitoring & External Relations	June 30, 2021, 1:30 p.m. (<i>July Meeting</i>)
Board Operations	July 9, 2021, 1:30 p.m. (<i>1 Week Early</i>)

Board Strategic Planning Workshop (Via Virtual Conference):

Wednesday, June 30, 2021, 11:30 p.m.

Next Board Meeting (Via Virtual Conference):

Thursday, July 15, 2021, 1:30 p.m.

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

June 9, 2021

AGENDA ITEM 8 : BOARD OPERATIONS COMMITTEE DRAFT JULY 7, 2021,
MEETING AGENDA – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The draft Board Operations Committee meeting agenda for July 7, 2021, is attached for your information.

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, July 7, 2021

1:30 p.m. – 3:00 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

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. June 9, 2021, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Chris Grover, Performance Monitoring & External Relations
6. City Line: Stations 13, 15, 17 – Riverside Avenue Construction Award of Contract – Recommendation (*Otterstrom*) (*10 minutes*)
7. Board Member Attendance – Information (*Meyer*) (*5 minutes*)
8. Board of Directors Draft July 15, 2021 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
9. Board Operations Committee Draft September 8, 2021 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
10. CEO Report (*15 minutes*)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, September 8, 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

June 9, 2021

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