

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the September 13, 2017, Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, *Board Operations Committee Chair*  
Al French, Spokane County, *Planning & Development Committee Chair*  
Amber Waldref, City of Spokane, *Performance Monitoring & External Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **MEMBERS ABSENT**

John Higgins, Small Cities Representative (Medical Lake), *Chair Pro Tempore*

### **STAFF PRESENT**

Emily Arneson, Ombudsman & Accessibility Officer  
Steve Blaska, Director of Operations  
Beth Bousley, Director of Communications & Customer Service  
Karl Otterstrom, Director of Planning & Development  
Jan Watson, Clerk of the Board  
Nancy Williams, Director of Human Resources

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Witherspoon Brajcich McPhee PLLC

### **GUESTS**

Daniel Wells, Deputy Director of Capital Development

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

Chair Haley called the meeting to order at 1:35 p.m. and conducted roll call.

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

**Mr. French moved to approve the revised Committee agenda, Ms. Waldref seconded and the motion passed unanimously.**

#### **2a. EXECUTIVE SESSION**

At 1:40 p.m., Ms. Haley announced that the Committee would adjourn for an Executive Session for the following purpose:

Discussion with legal counsel representing STA regarding potential litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110(1)(i)(iii))

The Committee will reconvene in open session at approximately 1:55 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the Board will reconvene.

At 1:55 p.m., Mr. Blaska, Director of Operations, announced the Committee will reconvene at approximately 2:05 p.m.

At 2:08 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

#### **3. CHAIR'S COMMENTS** – No comments.

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

##### **a. July 19, 2017 Committee Meeting Minutes**

**Ms. Waldref moved to approve the July 19, 2017, Committee meeting minutes, Mr. French seconded, and the motion passed unanimously.**

**5. COMMITTEE CHAIR REPORTS**

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

Mr. French reported the P&D Committee discussed the Draft 2018 Operating & Capital Budgets presented by Ms. Warren. Mr. Otterstrom presented an update on the *Connect Spokane* Comprehensive Plan and reviewed draft amendments to the plan. The Committee briefly discussed service inquiries from representatives of the Pinecroft Business Park in the Spokane Valley. Mr. French is meeting with the developer, John Miller, on September 14.

**b. Amber Waldref, Chair, Performance Monitoring & External Relations (PM&ER)**

Ms. Waldref reported the PM&ER Committee approved the Scope of Work for the Boone Northwest Garage. Mr. Blaska said the Request for Proposal will be released in late October or November and receive bids in December. A recommendation for Award of Contract will go to the Board after the first of the year.

The Committee discussed the Bus Advertising Evaluation and concurred with the CEO's decision to continue to suspend the advertising program.

Mr. Otterstrom reported on the Federal Transit Administration (FTA) Comprehensive Review that concluded with an on-site visit on May 15-16, 2017. The final report from FTA noted only four minor deficiencies out of 287 specific inspection items. Mr. French inquired if STA is interested in the County's property in Airway Heights near the casino. Mr. Otterstrom and Ms. Meyer replied that STA considered the property in 2014, and the decision was made to keep STA's current property which meets its needs for operator training.

Mr. Blaska and Ms. Williams presented an update on the Operator Safety and Security Environment Review. The Committee was impressed with the actions identified by the Review that will result in improvements to training and procedures. Ms. Haley asked how many incidents would have been helped with a shield. Mr. Blaska replied a shield would have been relevant in about 30 percent of the incidents. STA will do an assessment using shields after the first of the year. Discussion ensued regarding the de-escalation training. Mr. Blaska noted the trainer makes it very clear it is not the driver's fault if she/he is assaulted. Ms. Meyer added one of the values of the report is that assaults are now defined using the Canadian Urban Transit Association levels of assault. Mr. Blaska will send a link to the complete report to the Committee members.

**6. BOARD LEADERSHIP TRANSITIONS**

Ms. Meyer reported that in 2018 the Small Cities have the Chair. Depending on the results of the 2017 election, there may be several new Board members in 2018.

**7. PROPOSAL TO LEASE STA PLAZA SPACE**

Ms. Meyer briefed the Committee on the status of the lease proposal with MetroPCS for the first floor rotunda space at the STA Plaza. After a brief discussion, the Committee recommended Ms. Meyer move forward with MetroPCS to negotiate a five-year lease.

**8. BOARD OF DIRECTORS AGENDA SEPTEMBER 21, 2017**

Committee members reviewed the agenda. The PM&ER Chair Report will note the Operator Safety & Security Environment Review and Bus Advertising Evaluation. The *Connect Spokane* Update and FTA Comprehensive Review will be included in the information packet for the Board.

**Mr. French moved to approve the amended Board meeting agenda, Ms. Waldref seconded, and the motion passed unanimously.**

**9. CEO REPORT**

Ms. Meyer reported the search for a Chief Operations Officer, Mr. Blaska's successor, is in progress; 70+ applications have been received to-date. Initial interviews will begin in mid-October. Finalists will have a second interview. The goal is to have overlap time between the new hire and Mr. Blaska before he retires at year end.

The STA Maintenance Manager is scheduling appointments with bus manufacturers for STA staff and board members attending the American Public Transportation Association (APTA) Expo and Annual Meeting in Atlanta. Board members will be given an information sheet of what STA is looking for with future purchases. STA will also make an appointment with the staff of the Federal Transit Administration (FTA) and request an appointment with the new acting administrator.

A veteran's organization is seeking a donated van from STA to serve the Valley Veteran's Center. Ms. Meyer will recommend approval to the Board. The process will be similar to the process used for the Zone Project and the Hope Works Spokane Project. Mr. French inquired about surplus vans. Mr. Blaska replied that vans are not surplus; they are retired from service. Mr. French asked if donating a retired van to the Pineroft Business Park would be an option to meet their needs. Mr. Blaska recommended that Mr. French talk with Mr. Miller, developer of the Business Park, about the STA Van Pool Program when he meets with him.

Ms. Meyer and Mr. Otterstrom attended a Transportation Choices Coalition (TCC) recognition event where STA was one of three organizations in communities with successful ballot measures. TCC was active in STA's campaign.

Ms. Waldref commented that STA was recognized twice in the Mayor's comments at the City of Spokane's press conference about the Give Real Change for Homeless and Hope Works Spokane projects. Ms. Waldref thanked Ms. Meyer for STA's contributions and support of the programs and for being a good community partner.

8. **NEW BUSINESS** – None

9. **EXECUTIVE SESSION**

At 3:10 p.m., Ms. Haley announced that the Committee would adjourn for an Executive Session for the following purpose:

Discussion with legal counsel representing STA regarding potential litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110(1)(i)(iii))

The Committee will reconvene in open session at approximately 3:25 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the Board will reconvene.

At 3:25 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

9. **ADJOURN**

With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 3:25 p.m.

Respectfully submitted,

Kathleen Roberson  
Executive Assistant to the Director of Finance & Information Services