

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the November 7, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Lori Kinnear, City of Spokane, *Alternate for C. Mumm*
Al French, Spokane County, *Planning & Development*
Committee Chair
Pamela Haley, City of Spokane Valley, *Performance*
Monitoring & External Relations Committee Chair
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Brandon Rapez-Betty, *Director of Communications &*
Customer Service
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Jan Watson, *Clerk of the Authority*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. October 10, 2018 Committee Minutes

Ms. Haley moved to approve the October 10, 2018 committee meeting minutes, Mr. French seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The Committee approved the 2019 Final Proposed Operating and Capital Budget and forwarded it to the Board for approval. Mr. Otterstrom provided an update on the Central City Line and Monroe-Regal Line. Mr. Watkins reported on the Zero Emission Technology Fleet Transition Evaluation. The December agenda includes approval of the 2019 Planning and Development Committee Work Program and the Master Design and Construction Agreement between STA and the City of Spokane. Ms. McAloon explained the Master Design and Construction Agreement is essentially a design and reimbursement agreement for cooperative projects that have an economic and transit benefit to both the City and STA. Work will be assigned by task orders.

b. Pamela Haley, Chair, Performance Monitoring & External Relations (PM&ER)

The Committee approved the Scopes of Work and Invitations for Bid for the Upriver Transit Center and the Spokane Falls Transit Station. Reports were given on the Third Quarter 2018 Performance Measures, the purchase of Paratransit replacement vans, the Plaza Operations Study, and the Zero Emissions Technology Fleet Transition Evaluation. Ms. Haley will not be at the December meeting; Mr. Josh Kerns will chair the meeting. Agenda items include draft 2019 legislative priorities and Scopes of Work for High Performance Transit Stations and the Monroe-Regal Line.

6. QUADRENNIAL REVIEW – AMENDMENTS TO STA BYLAWS

The draft amended Bylaws were distributed to the jurisdictions following the October 18 Board of Directors meeting. The Clerk of the Authority has received three approvals to-date (City of Spokane, Medical Lake, and City of Spokane Valley). The deadline for comment is November 13. Provided there are no requests for changes from the remaining jurisdictions, the Board will take action to approve the amended Bylaws as proposed at the November 15, 2018 meeting.

7. BOARD OF DIRECTORS AGENDA NOVEMBER 15, 2018

Committee members reviewed the agenda. There were no changes or corrections.

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

9. CEO REPORT

Sales tax for the month of October collected on retail sales in August is down one-half of one percent over 2017. At Greater Spokane Incorporated's annual Economic Forecast Forum, Dr. Grant Forsyth, Avista's Chief Economist, said the sales tax projection for 2019 is three to five percent.

At the invitation of K. Jane Williams, Acting Administrator of the Federal Transit Administration, Ms. Meyer traveled to Washington, D.C. to participate on a Transit CEO Round Table discussion with two large developers. The transit executives were from Spokane, WA; Dallas, TX; Las Vegas, NV; Reno, NV; and Jacksonville, FL. The Cordish Companies and Forest City Enterprises were the two developers. The purpose of the meeting was to share information with the developers about the economic development opportunities of Bus Rapid Transit.

STA is applying for a \$1.5 million grant from the Volkswagen Settlement received by Washington State. The grant is to purchase three battery electric buses to replace three diesel buses. If the grant is awarded, the diesel buses being replaced must be destroyed so they are no longer operable. Ordinarily, STA buses are sent to auction when they are retired. Mr. Watkins and Ms. McAloon will review the grant language to see if a bus shell could be donated as long as the engine was destroyed. Mr. French asked if it was possible to donate retired buses to a non-profit or other community entity that might benefit. Ms. McAloon said it would possible to develop an application and program for retired buses similar to the Van Grant Program. Ms. Meyer said STA would consider the idea of a Bus Grant Program.

STA has applied for a State Regional Mobility Grant for diesel double-decker buses. The buses are intended for the Eastern Washington University route.

10. EXECUTIVE SESSION

At 1:55 p.m., Chair Freeman announced that the Committee would adjourn for an Executive Session for the purposes of:

Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to STA.

Discussing, planning, or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

The Committee will reconvene in open session at approximately 2:10 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a staff member will return to announce the time at which the Board will reconvene.

At 2:10 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:20 p.m.

At 2:20 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:30 p.m.

At 2:30 p.m., the Committee reconvened and Chair Freeman declared the meeting back in public session. No action was taken.

8. NEW BUSINESS

None

9. ADJOURN

With no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:31 p.m.

Respectfully submitted,

Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services