

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the April 10, 2019 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair, Ex-officio*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

Al French, Spokane County, *Chair Pro Tempore*

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

Ryan Broadwater
Nicholas Deshais

1. CALL TO ORDER AND ROLL CALL

Chair Mumm called the meeting to order at 1:32 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Mumm congratulated staff for their hard work on the Central City Line (CCL) Small Starts grant application. On April 9, the Federal Transit Administration announced a \$53.4 million allocation for the CCL.

4. COMMITTEE ACTION/DISCUSSION

a. March 13, 2019 Committee Minutes

Ms. Haley moved to approve the March 13, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The P&D Committee approved the Scope of Work for Design and Engineering Services for the I-90/Valley High Performance Transit project. The Committee forwarded the 2019 Transit Development Plan Mid-Range Guidance with minor edits to the Board consent agenda. Mr. Watkins briefed the Committee on the Zero Emission Technology Fleet Transition Evaluation. The majority of the meeting was a discussion regarding requested changes to the East Sprague Avenue Bus Stops. The Committee forwarded a recommendation to the Board to maintain the bus stops in their current locations.

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

The PMER Committee approved the Paratransit Purchased Transportation Scope of Work and the appointment of a new member to the Citizen Advisory Committee. The Committee forwarded the Awards of Contract for the Spokane Community College Transit Center and the Spokane Falls Station to the Board consent agenda. The Committee received a report on the Fixed Route 2018 Passenger Survey Results, as well as a Legislative Report.

6. MORAN STATION PARK & RIDE

In order to accommodate the driveway for inbound buses entering the Park & Ride, as well as other traffic, STA needs to construct a fill slope that crosses the northern property line with Spokane County. The County has no concerns with the project; however, it does require the execution of a Temporary Construction Easement and a Permanent Slope Easement. Ms. Kinnear asked if it involved a wetlands area requiring additional permitting. Mr. Otterstrom said no.

Ms. Haley moved to recommend the Board approve a Temporary Construction Easement and a Permanent Slope Easement between Spokane County and Spokane Transit for the construction of a fill slope on the north side of the Moran Station Park & Ride property and authorize the CEO to execute the easements on behalf of Spokane Transit. Mr. Grover seconded and the motion passed unanimously.

7. KENDALL YARDS UNIVERSAL TRANSIT ACCESS PROGRAM

In October 2018, STA initiated a Universal Transit Access Program (UTAP) with Greenstone Corporation for the Kendall Yards development. The pilot program contract is funded by Greenstone on behalf of the residents and commercial tenants in the neighborhood. After six months, approximately 18,830 trips have been taken on STA buses (about 63,700 miles of travel on STA routes). Ridership in the sixth month of the program (March 2019) is 258% higher than in the first month (October 2018). The program has been very successful. Ms. Mumm said she recently discussed the program model with K. Jane Williams, Acting Administrator for the Federal Transit Administration. Administrator Williams has not heard of this type of program anywhere else in the country. Mr. Rapez-Betty and Ms. Mumm discussed getting a write-up about the program in a national magazine. Ms. Mumm suggested sharing the success of this program through the Kendall Yards Community Newsletter. Mr. Otterstrom invited Jim Frank from Greenstone Corporation to present information about the pilot program at an upcoming industry conference. Ms. Mumm said the Association of Washington Cities will be in Spokane in June and suggested a presentation at the meeting. Ms. Mumm will send the suggestion to the meeting organizer and copy Ms. Meyer.

7. BOARD OF DIRECTORS AGENDA APRIL 18, 2019

Ms. Mumm expects there to be public comment on the Sprague Bus Stops and asked to add time for public comment specific to the agenda item, 7.A. There will also be a sign in sheet for the agenda item. The time allotted for the discussion will be increased to 20 minutes.

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

9. CEO REPORT

Ms. Meyer announced that STA received a \$53.4 million allocation from the Federal Transit Administration (FTA) for the Central City Line. It is a one-year allocation from 2018 funds. Acting Administrator K. Jane Williams called Ms. Meyer to congratulate STA and say how much she and the FTA like the project. She acknowledged the STA Board for their leadership and the consultants at Cardinal Infrastructure for their advocacy. Staff will meet with Urban Engineers, FTA staff, and STA's engineers at the beginning of May to complete a Risk Review (scope, cost, and schedule). Cardinal Infrastructure is invited to attend the Risk Review and the STA Committee meetings on May 1.

Lynda Warren, Director of Finance and Information Services, plans to retire no later than October 31, or two weeks after the hire of her successor. Ms. Meyer and the Board members thanked Ms. Warren for her dedication and valuable contributions to STA.

8. NEW BUSINESS

Ms. Mumm said it was brought to her attention that the Board Chair cannot serve as an alternate at a Committee meeting. A Board member can attend any Committee meeting, but cannot vote as an alternate. The downside is the potential not to have a quorum at a Committee meeting. Alternates can take action at the full Board meeting, but not a Committee meeting. Ms. Mumm asked if the Board Operations Committee wanted to discuss an alternative proposal to the Operating Committee Guidelines. Ms. Mumm said Mr. Brian McClatchey, attorney for the City of Spokane, offered to help draft a proposal that would allow alternates to vote at a Committee meeting. Committee members agreed to discuss this further. Ms. McAloon will draft edits to the Board Governing Committee Operating Guidelines for discussion. Ms. Mumm said the discussion will be added to the next Board Operations Committee agenda.

9. ADJOURN

With no further business to come before the Committee, Chair Mumm adjourned the meeting at 2:30 p.m.

Respectfully submitted,

Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services