

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the December 5, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Candace Mumm, City of Spokane, *Chair Pro Tempore*
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
Karl Otterstrom, *Director of Planning & Development*
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 1:30 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Ms. Haley moved to approve the agenda, Chair Freeman seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Freeman thanked the committee for the opportunity and pleasure of serving as Board Chair this year.

Mr. French arrived at 1:32 p.m.

4. COMMITTEE ACTION/DISCUSSION

a. November 7, 2018 Committee Minutes

Ms. Haley moved to approve the November 7, 2018 committee meeting minutes, Mr. French seconded and the motion passed unanimously.

Ms. Mumm arrived at 1:35 p.m.

5. COMMITTEE CHAIR REPORTS

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

The Committee reviewed and discussed the Master Design and Construction Agreement between the City of Spokane (COS) and STA, which is under final review by the COS. Chair Freeman asked if the agreement would need to return to the P&D Committee if it was substantially changed by the COS. Ms. McAloon said it would depend on the level of changes, but she does not believe it will need to go back to Committee. The Committee also discussed and approved its Work Program for 2019.

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

The Committee approved the Moran Station Park & Ride Scope of Work, the High Performance Transit Stations Scope of Work and Request for Proposals, and the Scope of Work for Security Services. The Committee forwarded the Approval of the Spokane Police Department Agreement renewal and the Fluid Management System Project Acceptance & Release of Retainage to the Board consent agenda. The Committee discussed the draft 2019 Legislative Focus and the Plaza Operations Study; both items were forwarded to the Board for discussion and approval. Lynda Warren provided an update on the Fare Collection Project.

6. 2019 BOARD AND COMMITTEE MEETING CALENDAR

Ms. Watson briefed the Committee on the 2019 Board and Committee Meeting Schedule noting exceptions to the traditional meeting dates in January, July, and August. The Board Operations Committee will meet on January 9 and the Board on January 17. The P&D and PMER Committees will not meet in January. The Board Strategic Planning and Budget Workshop will be held on July 10, 2019.

Mr. French moved to recommend the Board approve the 2019 Board and Committee Meeting Schedule as presented. The motion was seconded by Ms. Haley and passed unanimously.

7. APPOINTMENT OF BOARD MEMBERS TO P&D AND PMER COMMITTEES FOR 2019

The Board Chair is elected at the December meeting. At the January meeting, the Chair Pro Tempore is elected and the Chair puts forward the Committee Chairs and members for confirmation. Ms. Meyer noted the Board Operations Committee is chaired by the Board Chair and includes the Chair Pro-Tempore and the Chairs of the P&D and PMER committees. Additionally, the Board determined that every jurisdiction should have representation on the Board Operations Committee. A draft 2019 member roster was presented for discussion.

7. BOARD OF DIRECTORS AGENDA DECEMBER 13, 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

Ms. Meyer and Ms. Arneson gave an update regarding the Supplemental Low Income Pass Subsidy Program. A RFP was released prior to the increase of fares in July 2018 proposing an 18 month grant program in which STA would subsidize all or part of the fare increase of \$10 a month to ease the transition for existing riders with low or fixed incomes. The RFP went to non-profit organizations that would be responsible for handling income verification and grant administration. Five proposals were received, but were considered non-responsive. The agencies that responded felt a \$10 discount targeted for the very low-income client would not be enough of a benefit because most individuals at that income level do not have the extra resources to purchase a bus pass at the reduced monthly price of \$50. They suggested STA fund 100% of the cost of bus passes or change fare policy to create a new reduced fare category for low-income persons with STA subsidizing 50% of the fare. Ms. Meyer said a broader subsidy or grant program to address the needs of those who do not have the financial means to access transit is a fare policy issue that would require Board direction. Ms. Mumm recommended that staff look at how other transit systems approach this issue. Ms. Meyer said that when Ms. Arneson researched what other agencies did she learned most of the free or reduced passes were paid for by a different organization, not the transit agency. Chair Freeman said that the Board could consider if STA should offer a low-income fare and, if so, the mechanism by which to operationalize it. Ms. Meyer suggested the PMER Committee could research these issues.

Chair Freeman moved that the PMER Committee do a study on a supplemental low-income subsidy for a pass and/or fare policy. Ms. Mumm seconded and the motion passed unanimously.

Ms. Meyer said that STA continues to supplement the Paratransit contractor's workforce to a small degree on Saturday and Sunday. STA employees have volunteered enough to cover approximately 10% of the trips on the weekend.

The Cheney High Performance Transit Project submitted to Washington State Department of Transportation for a Regional Mobility Grant was rated in the money that is available for the grant program. Ultimately, the Legislature has the discretion to move projects up and down on the list.

Jan Watson, Clerk of the Board and Executive Assistant to the CEO, will retire on January 10.

10. EXECUTIVE SESSION

At 2:10 p.m., Chair Freeman announced that the Committee would adjourn for an Executive Session for the purpose of:

Reviewing the performance of a public employee.

The Committee will reconvene in open session at approximately 2:25 p.m. If it becomes necessary to extend the Executive Session, Chair Freeman will return to announce the time at which the Board will reconvene.

At 2:25 p.m., Chair Freeman announced the Board of Directors would reconvene at 2:35 p.m.

At 2:35 p.m., Chair Freeman announced the Board of Directors would reconvene at 2:40 p.m.

At 2:40 p.m., Chair Freeman announced the Board of Directors would reconvene at 2:42 p.m.

At 2:42 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 2:43 p.m.

Respectfully submitted,

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