

BOARD OPERATIONS COMMITTEE MEETING

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

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Al French, Spokane County, *Planning & Development*
Committee Chair
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Beth Bousley, *Director of Communications & Customer Service*
Karl Otterstrom, *Director of Planning & Development*
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

Candace Mumm, City of Spokane, *Chair Pro Tempore*
Pamela Haley, City of Spokane Valley, *Performance*
Monitoring & External Relations Committee Chair

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

Chair Freeman called the meeting to order at 1:32 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Committee members reviewed the agenda.

Mr. French moved approval of the Committee agenda, Chair Freeman seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Freeman is looking forward to attending the Groundbreaking Ceremony for the Boone Northwest Garage on Friday, March 9.

4. COMMITTEE ACTION/DISCUSSION

a. February 7, 2018 Committee Minutes

Mr. French moved approval of the February 7, 2018 committee meeting minutes, Chair Freeman seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The Committee received a report regarding Central City Line (CCL) and the Small Starts Grant including an analysis of the funding status. The President's budget proposal does not recommend any projects; however, grant applications are still being received and there is an indication from Congress that projects are being funded. The City of Spokane concluded their survey regarding Riverside Avenue. STA believes the City does not intend to ask STA to move the CCL stations on Riverside at Stevens and Bernard to the center of the street. The survey did indicate a preference for a three-lane rather a four-lane street and bicycle lanes. The City Council will discuss the survey findings at Monday's Council meeting. Mr. Otterstrom gave an overview of the Monroe-Regal HPT Corridor project. The parcel for the Park & Ride at the south end of the corridor, Moran Prairie, has been purchased and will close March 8.

Mr. Otterstrom presented a draft description of STA's ongoing and upcoming planning activities that will be submitted to the Spokane Regional Transportation Council (SRTC) for inclusion in this year's Unified Planning Work Program (UPWP). Included in the document is the Division Street High Performance Transit Study that STA has planned for 2019. Mr. French inquired about STA's position regarding off-the-top funding for the Spokane Regional Transportation Management Center (SRTMC) during this grant cycle versus the SRTMC

competing for the funds. Discussion ensued regarding the history of the funding arrangement. Ms. Meyer supports taking the money off-the-top for this current grant cycle.

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

Mr. Watkins reported that the PM&ER Committee approved the Scope of Work for the Fare Collection System Update. The current fare system has been in place since 2006. The Request for Proposals is expected to be released in May with a plan to bring a request for Award of Contract (AOC) to the Board in September. An AOC for the 2018 Energy Savings Project was approved and forwarded to the March Board Consent Agenda. Reports to the Committee included the Year End 2017 Performance Measures and 2017 Unaudited Year-End Financial Report. The Year-End Financial Report will be presented to the Board at the March meeting.

6. BOARD OF DIRECTORS AGENDA MARCH 15, 2018

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

Mr. French moved approval of the Board agenda, Chair Freeman seconded and the motion passed unanimously.

9. CEO REPORT

Ms. Meyer, Mr. Otterstrom and three Board members will attend the American Public Transportation Association (APTA) conference in Washington, D.C. March 17 – 21, 2018. Meetings are scheduled with Federal Transit Administration representatives as well as legislators.

The Groundbreaking Ceremony for the Boone Northwest Garage will be held on Friday, March 9, at 10:00 a.m.

WA State SB 6414 regarding population-based representation on governing bodies of public transportation benefit areas (PTBA) passed the legislature and is ready for the Governor's signature. It will go into effect August 1, 2018. Per statute, STA is required to schedule a Quadrennial Review of Board composition this year (RCW 36.57A.055). Discussion ensued regarding the best time to schedule the Review. The Committee decided to schedule the Review after August 1 when the requirements of the new legislation are in effect. The Committee discussed the effect the new requirements will have on Small Cities representation and Chair Freeman recommended different scenarios be brainstormed regarding Small Cities representation prior to the Review. Ms. McAloon noted that language in the statute allows proportionate representation to be provided by another jurisdiction's elected officials. The STA By-laws will need to be amended to reflect the outcome of the Quadrennial Review.

WA State HB 2822 regarding the intentional misrepresentation of service animals passed. The bill will be effective in 2019 and makes it a civil infraction with a monetary penalty for a person to intentionally misrepresent an animal as a service animal. Ms. McAloon anticipates this will be a discussion item at the next Washington State Transit Association (WSTA) Legal Affairs Roundtable in July.

WA State SB 5288 passed allowing Intercity Transit in Olympia to increase its taxing authority by an additional 0.3 percent, for a total of 1.2 percent, with voter approval.

8. NEW BUSINESS – None.

9. ADJOURN

With there being 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