

Spokane Transit Authority  
1230 West Boone Avenue  
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(509) 325-6000

## **BOARD OPERATIONS COMMITTEE MEETING**

Meeting Minutes for May 11, 2016  
Northside Conference Room

### **MEMBERS PRESENT**

Al French, Spokane County, *Board Operations Committee Chair*  
Amber Waldref, City of Spokane, *Planning & Development Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **MEMBERS ABSENT**

Tom Trulove, City of Cheney, *Board Operations Committee Member*

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning  
Steve Blaska, Director of Operations  
Lynda Warren, Director of Finance & Information Services  
Beth Bousley, Director of Communications & Customer Service  
Steve Doolittle, Director of Human Resources  
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Workland Witherspoon PLLC

### **GUESTS**

Eva Marquette, FreshVue  
Mike Kunder, AFSCME 3939

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

Chair French called the meeting to order at 1:40 p.m. and conducted roll call.

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

Committee members reviewed the agenda.

*Ms. Waldref moved approval of the agenda and Mr. French seconded the motion. There was no further discussion and the motion passed.*

#### **3. CHAIR'S COMMENTS**

Mr. French congratulated staff on all their work to assist the STA Board in their decision on a ballot measure.  
Ms. Waldref also thanked Ms. McAloon for her help at the last Board meeting.

Mr. French said that the event hosting John Robert Smith, Public Transit Investment speaker on May 4 was well done.  
Ms. Waldref said it turned out to be very timely.

Mr. French reintroduced Eva Marquette of FreshVue. He said that she will be spending time with Board members and staff. Authorization to move forward on a contract with her company was received from the STA Board on April 21. Ms. Marquette has submitted her proposal and it will be finalized soon. The first step will be interviews. The goal is to improve quality of communication and Board effectiveness. One of the Board Operations Committee's core functions is to ensure the effective functioning of the Board. Mr. French said he is very optimistic about the outcome.

Ms. Marquette said that she is looking forward to the one-on-one interviews and added that all conversations are confidential.

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

##### **a. April 19, 2016 Special Committee Minutes**

*Ms. Waldref moved approval of the April 19, 2016 special committee minutes and Mr. French seconded. There was no further discussion and the motion passed.*

**5. COMMITTEE CHAIR REPORTS**

**a. Amber Waldref, Planning & Development (P&D)**

Ms. Waldref said the STA Planning Staff has been preparing for the potential for new service with the passage of the ballot measure. Mr. Otterstrom continues to review the Transit Development Plan (TDP) with the Committee. Ms. Warren said that 2017 Budget and Strategic Plan preparations are beginning. In addition, ballot measure education, projects in the STA Moving Forward (STAMF) plan, and public outreach are being discussed.

Mr. Otterstrom said the STAMF Groundwork Activities presentation will be shared with the Board. There are 4 major topics highlighted with different colors in the PowerPoint presentation; the TDP, 2017 Budget, STAMF Project-Specific Activities and the Ballot Measure Citizen Education. As part of the STAMF Project discussion, Mr. Otterstrom will share a new two page list of the STAMF projects timeline showing when each project is expected to be delivered in the next ten years (2017-2028). He mentioned that some of these projects will either be delivered earlier than the original plan or are more than 18 months delayed from the original ballot measure. The two main projects delayed are the West Plains Transit Center and the Monroe-Regal corridor. Continued operations of new facilities and services will occur in years 2026-2028 because almost everything will be substantially complete. As mentioned at the Committee meeting, to accommodate the increased service in May 2017 there will need to be an extra class of drivers hired.

Ms. Waldref commented that this was a great consolidated list. She would like to see larger buses on Division Street sooner than 2021.

Mr. Otterstrom said discussions will be held next week regarding fleet plans. The cost of the Capital Improvement Program (CIP) will change when projects are moved.

Mr. Otterstrom said that two financial forecasts would be included in the TDP; the first forecast will be status quo and the second if STAMF passes in November 2016. The Board's direction in 2015 was for STA staff to focus on a six year projection. The projection to include all of STAMF beyond six years would be a different number.

Ms. Waldref agreed and said that there would be two sets of financial forecast numbers.

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

Meeting cancelled. No report.

**6. APPOINTMENT OF CHAIR TO PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE FOR 2016**

Mr. French said that he has asked Mayor Tom Trulove, City of Cheney, to serve as Chair of the Performance Monitoring & External Relations Committee for the remainder of 2016. Mr. Trulove has agreed. The Board will confirm the appointment at the May 19 meeting.

**7. APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE FOR 2016**

Mr. French said that he has asked Council Member Ed Pace, City of Spokane Valley, to serve on the Board Operations Committee on a temporary basis until the City of Spokane Valley Council makes its STA Board appointment. Mr. Pace has agreed. The Board will confirm the appointment at the May 19 meeting.

**8. BOARD WORKSHOP JUNE 16, 2016**

Ms. Meyer said that she discussed with Mr. French and Ms. Marquette whether to use the Board workshop time scheduled for June 29 regarding the 2017 budget assumptions & annual strategic plan for a workshop with Ms. Marquette instead.

Staff will prepare the annual strategic plan & 2017 budget assumptions and request the Board's approval in the fall.

Both Mr. French and Ms. Waldref agreed to use the June 29 timeframe for a workshop with Ms. Marquette.

Ms. Waldref reminded staff that she will not be able to attend that workshop.

Mr. French said that there will be a short 30 minute workshop prior to the June 16 Board meeting which will be used as a short introduction for Ms. Marquette.

**9. BOARD OF DIRECTORS AGENDA: MAY 19, 2016**

Mr. French asked about the Recognition for Rick Krochalis in 4B.

Ms. Meyer said that Mr. Krochalis will be recognized for his contributions to STA and particularly for his assistance in identifying grants for the Central City Line project.

Ms. Meyer said the staff would like the Board's consensus on the STAMF projects timeline in 9Ai.

Mr. Otterstrom said that the order of projects impacts cost projections for service and capital.

Ms. Waldref asked if consensus or approval is sought for 9Ai.

Mr. Otterstrom said the initial thought was consensus to ensure that staff understood the Board's intent when passing the resolution last month and reflecting on the reality of project timing.

Ms. McAloon said that the Board could have a discussion, offer suggestions and give their consensus.

Ms. Waldref suggested adding the words "final" or "updated" to the timeline.

Ms. Waldref said with the Board's consensus, staff can move forward with costs and projections to prepare for the June 1 Planning & Development (P&D) committee meeting. She asked about updating the STAMF timeline in the TDP.

Ms. McAloon said that technically the revised STAMF plan would need to be formally adopted by the Board especially if projects and their timing have changed. The current document would not match the public education materials.

Mr. French said the STAMF two page summary is a great education piece which shows the public exactly what will happen and on what date. It is important that the public see a Board adopted plan with current timelines.

Ms. Waldref suggested updating the plan during the June 1 P&D committee meeting.

Mr. Otterstrom said there will be a presentation at the June meeting with feedback from the P&D Committee which will be forwarded to the June Board meeting for action to amend the appendix.

Mr. Blaska said that that financial guidance may change how projects are ordered.

Ms. Waldref asked if that is related to the ordering of buses.

Mr. Blaska said yes on timing, but same number of buses.

Mr. Blaska said that the Award of Contract for Mobility Training/In-Person Assessments is on the Board consent agenda. The item did not go through the Performance Monitoring & External Relations Committee because that meeting was cancelled. The item does not need a Committee recommendation. There was only one bidder and it is the same vendor that STA is currently using.

Mr. French commented that the contract is part of an on-going program.

Ms. Bousley said that the [stamovingforward.com](http://stamovingforward.com) website is being simplified and the public education presentations are scheduled to begin June 1.

Mr. French suggested adding disclaimers to the STAMF materials noting that they are subject to final Board approval.

Mr. Otterstrom said that a link to the entire TDP along with the PowerPoint presentation will be included in the Board packet and asked for guidance regarding a verbal presentation to the Board. In May 2016 a presentation was made to the P&D Committee. He asked if an overview or a detailed review should occur at the May Board meeting. The public hearing is at the June Board meeting.

Ms. Meyer commented that the Capital Improvement Program (CIP) is approved when the TDP is approved.

Ms. Warren said that detailed information for the CIP can be included in the Board packet.

Mr. Blaska said that in the past, staff offered individual meetings with Board members.

Mr. French agreed with the individual meeting approach.

Ms. Waldref suggested staff offer individual meetings, she will invite all Board members to the P&D Committee meeting for a deeper discussion and suggested a short PowerPoint presentation at the Board meeting.

Ms. Waldref said she is having difficulty accessing the materials off her laptop in the STA Boardroom and asked about the wireless connection.

Ms. Warren will check into the situation.

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

#### **10. CEO REPORT**

Ms. Meyer said the Interlocal agreement between STA and the Police Department was approved by the Spokane City Council on Monday, May 9<sup>th</sup> and is in effect as of May 10<sup>th</sup>, 2016.

Build Your Dreams (BYD), a company headquartered in China, with a manufacturing plant in Lancaster, CA brought a 60 foot battery electric bus to STA. Staff was able to look it over and take a ride on the bus. The cost of this bus is approximately \$1.2M. It runs very quietly and will go to Pennsylvania for testing soon. The bus had five doors; three doors on the curb side and two doors on the street side which would allow for center runways.

Mr. Otterstrom said pictures are posted on STA's Facebook page.

The Gonzaga University pass program which was started in September 2015, is off to a good start and it has been renewed for another year. Gonzaga staff has been excellent to work with. There were 37,000 rides in the first three months.

**11. NEW BUSINESS**

Ms. Waldref asked if there were any changes to the Community Colleges of Spokane pass program. Her student intern had recently received a survey about the program.

Ms. Bousley said the students at both Community Colleges of Spokane (CCS) recently voted on whether they wanted this fee added to the student fee to continue the Universal Transit Access Pass (UTAP) program. The UTAP program has been funded through a Congestion Mitigation & Air Quality (CMAQ) grant that will be depleted in the next year. STA was just notified that both Community Colleges have voted to include this fee in their student fee which is great news. Information has been provided to the CCS Board for their approval, then a UTAP agreement will be developed for next year.

Ms. Bousley said that a video is being made occurring on the Gonzaga University campus featuring the Director of Sustainability, which will be shared on social media. It will be used as a footprint for the other campuses. Approval is now needed to promote services on college campuses. This was a hurdle for STA, but approval to promote transit ridership has recently been received from Eastern Washington University, Washington State University – Spokane, and the Community Colleges of Spokane.

Mr. French asked if the challenge to promote was related to gifting or an internal policy.

Ms. Bousley said that the Colleges regulate what is posted on their campuses. It is an internal policy.

**12. ADJOURN**

Chair French moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair French adjourned the meeting at 2:27 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant to the Director of Finance & Information Services