

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the September 12, 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
Pamela Haley, City of Spokane Valley, *Performance*
Monitoring & External Relations Committee Chair
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

Candace Mumm, City of Spokane, *Chair Pro Tempore*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Brandon Rapez-Betty, *Interim 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*

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 1:30 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Freeman reminded the committee about the Ribbon-Cutting Ceremony for the West Plains Transit Center on September 18, 2018. He also noted that the Quadrennial Review will be held on September 20 after the Board meeting.

4. COMMITTEE ACTION/DISCUSSION

a. July 18, 2018 Committee Minutes

Mr. French moved to approve the July 18, 2018 committee meeting minutes, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French reported that Ms. Warren presented the draft 2019 Operating and Capital Budgets. Ms. Meyer presented the draft 2019 Strategic Plan. Both items will be presented to the Board at the September meeting. Mr. Otterstrom gave an update on the Central City Line (CCL). The committee discussed the study on north Division Street that will be done in conjunction with the Spokane Regional Transportation Council (SRTC), the City of Spokane, and the Washington State Department of Transportation (WSDOT). In October, the Committee will discuss an Interlocal Agreement with the City of Spokane and a customized shelter request in Browne's Addition for the CCL. Mr. French asked if the Browne's Addition neighborhood had Community Development Block Grant (CDBG) funds and whether or not use of those funds for the customized shelters had been discussed. Mr. Otterstrom said the neighborhood did have access to the funds and that he would mention it in his meeting with them.

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

Ms. Haley reported the committee approved an Award of Contract for Tire Mileage Leasing that will be on the September Board consent agenda. Reports were given on the 2018 Second Quarter Performance Measures and the purchase of 40 paratransit replacement vans. Mr. Otterstrom presented the draft master design and construction agreement with the City of Spokane and the preliminary evaluation results of the Plaza operations study. Chair Freeman asked the term of the master design and construction agreement. Ms. McAloon said the master agreement is perpetual and designed so that each project order contains its own term.

6. QUADRENNIAL REVIEW SEPTEMBER 20, 2018 AGENDA

Ms. McAloon has prepared a presentation for the September 20, 2018 Quadrennial Review to review STA Board composition. Board composition is now legislatively mandated to be proportionate to the population of each member jurisdiction in the Public Transportation Benefit Area (PTBA), with no jurisdiction having more than 50 percent of the votes within the nine-vote maximum identified in statute (Chapter 36.57A RCW). The new STA Board composition will be:

Jurisdiction	STA Board Seats
City of Spokane	4
City of Spokane Valley	2
Spokane County	2
Small Cities*	1

**Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood*

Following the Quadrennial Review, the STA Board of Directors will approve draft revisions to the STA Bylaws reflecting Board composition and small city rotation changes. The revised bylaws will require a two (2) week review period of any changes by all members prior to adoption by the STA Board of Directors.

Mr. French asked if the bylaws included a requirement that a member be on the Board for one year before being eligible to serve as Chair or Vice Chair. Ms. McAloon said no.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 20, 2018

Mr. French requested the Division High Performance Transit Alignment and Station Locations Study be added to the agenda under the Planning and Development Chair's report.

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

8. CEO REPORT

Ms. Meyer reported that service changes begin on September 16. The West Plains Transit Center Ribbon-Cutting Ceremony is September 18 at 9:30 a.m. Congresswoman Cathy McMorris Rodgers and Linda Gehrke, Federal Transit Administration (FTA) Region 10 Administrator, will speak at the event.

Ms. Meyer, Mr. Otterstrom, Mr. Watkins, Mr. Ropez-Betty and Board members Commissioner French and Deputy Mayor Pam Haley will attend the American Public Transportation Association (APTA) Annual Meeting in Nashville, Tennessee on September 22 – 26, 2018. Cardinal Infrastructure has scheduled an appointment for STA to meet with Acting FTA Administrator K. Jane Williams.

As required by the FTA, STA submitted an updated Small Starts application package on September 7, 2018 for the Central City Line (CCL). The purpose of the submission is to update information for the Fiscal Year 2020 Annual Report, not to re-rate the CCL project.

The contractor on the CCL project has been CH2M. Mark Brower, the project manager from CH2M, has left and the business sold to Jacobs Engineering. Ms. McAloon is working with Jacob's general counsel to assign the contract from CH2M to Jacobs. At this time, STA is waiting for Jacobs to identify a project manager and additional local resources for the CCL project.

Ms. Meyer and Mr. Watkins attended the 2018 Zero Emissions Bus Conference in Los Angeles. They learned about the infrastructure requirements of battery electric buses and hydrogen fuel cell buses. Battery electric buses are further along in technology.

STA has a new Pass Program that will begin on October 1. The program is with a neighborhood rather than an institution, which is different from our current Pass Programs. Once the agreement is signed, there will be a news release and opportunity for media coverage.

Ms. Meyer and Mr. Otterstrom are meeting with the business owner of the Morgan Building on the 300 block of east Riverside regarding his concerns with the planned bus stop near the building.

Gavin Cooley reported at a City Public Infrastructure, Environment and Sustainability Committee Meeting that he expects to see that sales tax revenue has increased in 2018 over 2016 in the Sprague Phase I area.

The last vacant space at the Plaza was leased to Blue Jay Coffee and is expected to open in December 2018. The space is located next to Pizza Rita.

9. NEW BUSINESS – None.

10. EXECUTIVE SESSION

At 2:30 p.m., Chair Freeman announced that the Committee would adjourn for an Executive Session for the purpose of:

Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

The Committee will reconvene in open session at approximately 2:40 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 2:40 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:45 p.m.

At 2:45 p.m., the Committee reconvened and Chair Freeman declared the meeting back in public session. No action was taken.

9. ADJOURN

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:45 p.m.

Respectfully submitted,

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