

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, April 11, 2018, 1:30 p.m.

Spokane Transit Authority, Northside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated Meeting Time: 50 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Kevin Freeman*)
3. Chair's Comments (*Kevin Freeman*) (5 minutes)
4. Committee Action/Discussion: (5 minutes)
 - a. Minutes of March 7, 2018 Committee Meeting – Corrections/Approval
5. Committee Chair reports: (20 minutes)
 - a. Al French, Planning & Development
 - b. Pam Haley, Performance Monitoring & External Relations
6. Approve Letter to the Spokane Regional Transportation Council (*E. Susan Meyer*) (5 minutes)
7. Review Schedule for Cardinal Infrastructure Visit April 18-20 (*Karl Otterstrom*) (5 minutes)
8. Board of Directors Draft April 19, 2018 Meeting & Workshop Agendas – Corrections/Approval (5 minutes)
9. CEO Report (5 minutes)
10. New Business
11. Adjourn

Note: Board Members are invited to stay after the meeting to see and ride a double decker bus from manufacturer Alexander Dennis. The bus will depart STA for Cheney at 2:45 p.m. and return approximately 4:15 p.m.

Next Committee Meeting: Wednesday, May 9, 2018 at 1:30 p.m.
(STA Northside Conference Rooms, 1230 W. Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 2: APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kevin Freeman, Committee Chair

SUMMARY

At this time, the Board Operations Committee will review the meeting agenda with any revisions enclosed in the blue folders.

RECOMMENDATION TO COMMITTEE: Approve agenda.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kevin Freeman, Committee Chair

SUMMARY

Mr. Freeman will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 4a: MINUTES OF THE MARCH 7, 2018 COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY

The March 7, 2018 meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

BOARD OPERATIONS COMMITTEE MEETING

Draft 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.

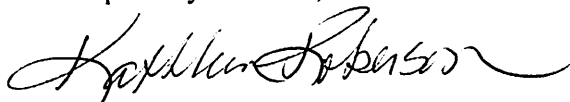
WA State SB 5288 passed allowing Intercity Transit in Olympia to increase its taxing authority by an additional 0.3 percent, for a total of 1.2 percent, with voter approval.

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 5a: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY

Mr. French will review the April 4, 2018 and May 2, 2018 committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 4, 2018, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 75 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
 - A. Minutes of the February 28, 2018 Committee Meeting (**March**) -- *Corrections/Approval*
5. Committee Action (*10 minutes*)
 - A. Board Consent Agenda
 1. 2018 Transit Development Plan: Finalize Mid-Range Planning Guidance – (*Otterstrom/Tresidder*)
 - B. Board Discussion Agenda – Committee Recommendation Agenda
(*No items being presented this month*)
6. Reports to Committee (*30 minutes*)
 - A. 2018 Transit Development Plan: Major Activities (2019-2024) – (*Otterstrom /Tresidder*)
 - B. 2018 Transit Development Plan: Revenue & Expenditure Forecast Assumptions –
(*Warren/Otterstrom*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(*No information included this month*)
9. May 2, 2018, Committee Packet Draft Agenda Review
10. New Business (*5 minutes*)
11. Committee Members' Expressions (*10 minutes*)
12. Adjourn
13. Next Committee Meeting: May 2, 2018 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 2, 2018, 10:00 a.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
 - A. Minutes of the April 4, 2018 Committee Meeting -- *Corrections/Approval*
5. Committee Action (*20 minutes*)
 - A. Board Consent Agenda
 1. FTA Section 5310 Funding Awards – (*Otterstrom/Howell*)
 - B. Board Discussion Agenda – Committee Recommendation Agenda
(*No items being presented this month*)
6. Reports to Committee (*40 minutes*)
 - A. 2018 Transit Development Plan: 2019-2021 Service Improvements – (*Weinand/Otterstrom/Kenney*)
 - B. 2018 Transit Development Plan: Preliminary 2019-2024 Capital Improvement Program –
(*Warren/Tresidder/Otterstrom*)
 - C. Financial Forecast Update (as needed) – (*Otterstrom/Weinand*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(*No information included this month*)
9. Review June 6, 2018 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (*10 minutes*)
12. Adjourn
13. Next Committee Meeting: June 6, 2018 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 5b: PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Chair, Performance Monitoring & External Relations

SUMMARY

Ms. Haley will review the April 4, 2018 and May 2, 2018 committee meeting agendas as part of her report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 4, 2018, 1:30 p.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(5 minutes)*
 - A. Minutes of the February 28, 2018, (March) Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(20 minutes)*
 - A. Board Consent Agenda
 1. September 2018 Service Revisions – Final Recommendation (*Otterstrom*)
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(35 minutes)*
 - A. Plaza Operations Study Overview (*Otterstrom*)
 - B. Annual Passenger Facilities Report (*Otterstrom*)
7. CEO Report *(15 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. March Sales Tax Revenue Information (*Warren*)
 - B. February 2018 Financial Results Summary (*Warren*)
 - C. February 2018 Operating Indicators (*Watkins*)
 - D. May 2018 Service Change Summary (*Otterstrom*)
 - E. STA Outreach Update (*Bousley*)
9. May 2, 2018, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: May 2, 2018, 1:30 p.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, May 2, 2018, 1:30 p.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(5 minutes)*
 - A. Minutes of the April 4, 2018, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(20 minutes)*
 - A. Board Consent Agenda
 1. Equal Employment Opportunity Policy & Affirmative Action Plans-Resolution (*Williams*)
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(40 minutes)*
 - A. Annual Route Report (*Otterstrom*)
 - B. Monroe Regal HPT & South Hill Service Planning Outreach (*Otterstrom*)
 - C. 1st Quarter 2018 Performance Measures-Results (*Watkins*)
 - D. 2018 New Fare Communications (*Bousley*)
 - E. 1st Quarter CAC Update (*Bousley*)
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. April 2018 Sales Tax Revenue Information (*Warren*)
 - B. March 2018 Financial Results Summary (*Warren*)
 - C. March 2018 Operating Indicators (*Watkins*)
 - D. 2018 Van Grant Recipients Award (*Watkins*)
 - E. 1st Quarter Safety & Loss Summary (*Williams*)
 - F. STA Outreach Update (*Bousley*)
9. June 6, 2018, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: June 6, 2018, 1:30 p.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 6: APPROVE LETTER TO SPOKANE REGIONAL
TRANSPORTATION COUNCIL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

As requested by the Board at its March 15, 2018 meeting, Ms. Meyer will present a draft letter to the Spokane Regional Transportation Council (SRTC) recognizing the role STA has with SRTC and SRTC's working relationship with STA, the City of Spokane and the Washington State Department of Transportation (WSDOT).

RECOMMENDATION TO COMMITTEE: Corrections and / or approval of letter.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 7: REVIEW SCHEDULE FOR CARDINAL INFRASTRUCTURE VISIT
 APRIL 18 – 20, 2018

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY

The draft schedule for the Cardinal Infrastructure Visit, April 18-20, will be reviewed.

RECOMMENDATION TO COMMITTEE: For information and discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 8: BOARD OF DIRECTORS MEETING & WORKSHOP AGENDAS
APRIL 19, 2018 – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting and workshop agendas for April 19, 2018 are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
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BOARD MEETING

Thursday, April 19, 2018 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 10 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. First Quarter 2018 Years of Service Awards (*Nancy Williams*)
 - B. First Quarter 2018 Employee Recognition Awards (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of March 15, 2018 Board Meeting – Corrections/Approval
 - B. March 2018 Vouchers (*Lynda Warren*)
 - C. September 2018 Service Revisions – Final Recommendation (*Karl Otterstrom*)
 - D. 2018 Transit Development Plan: Finalize Mid-Range Planning Guidance (*Karl Otterstrom*)
6. Board Action – Committee Recommendations: *None*
7. Board Action – Other: *None*
8. Board Operations Committee:
 - A. Chair Report (*Kevin Freeman*) *None*
9. Planning & Development Committee:
 - A. Chair Report (*Al French*) *None*
10. Performance Monitoring & External Relations Committee:
 - A. Chair Report (*Pam Haley*) *None*
11. CEO Report: *None*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2018 Financial Results Summary (*Lynda Warren*)
 - C. March 2018 Sales Tax Summary (*Lynda Warren*)
 - D. February 2018 Operating Indicators (*Roger Watkins*)
 - E. Annual Passenger Facilities Report (*Karl Otterstrom*)
 - F. Plaza Operations Study Overview (*Karl Otterstrom*)
 - G. May 2018 Service Change Summary (*Karl Otterstrom*)
 - H. 2018 Transit Development Plan: Major Activities (2018-2024) (*Karl Otterstrom*)
 - I. 2018 Transit Development Plan: Revenue & Expenditure Forecast Assumptions (*Lynda Warren/Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*) – *None*
16. Adjourn

Cable 5 Broadcast Dates and Times of April 19, 2018 Board Meeting:

Saturday, April 21, 2018	4:00 p.m.
Monday, April 23, 2018	10:00 a.m.
Tuesday, April 24, 2018	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	May 2, 2018, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	May 2, 2018, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	May 9, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, May 17, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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STA BOARD WORKSHOP

FEDERAL TRANSIT ADMINISTRATION SMALL STARTS GRANT

Thursday, April 19, 2018: 1:45 p.m. – 3:30 p.m.
Spokane Transit Authority Southside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

1. Call to Order & Roll Call
2. Federal Transit Administration (FTA) Small Starts Grant – Presentation & Discussion (*Cardinal Infrastructure, Consultants*)
3. Adjourn

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 11, 2018

AGENDA ITEM 9: CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

At this time, Ms. Meyer, CEO, will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____