

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, December 5, 2018, 1:30 p.m.

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

AGENDA

Estimated Meeting Time: 75 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 November 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. 2019 Board and Committee Meeting Calendar – Action (*Jan Watson*) (*5 minutes*)
7. Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committee for 2018 – Discussion (*Kevin Freeman / Candace Mumm*) (*5 minutes*)
8. Board of Directors Draft December 13, 2018 Meeting Agenda – Corrections/Approval (*5 minutes*)
9. CEO Report (*10 minutes*)
10. Executive Session (*15 minutes*)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, January 9, 2019 at 1:30 p.m.
(STA Northside Conference Rooms, 1230 West 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.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 5, 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

December 5, 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

December 5, 2018

AGENDA ITEM 4a: MINUTES OF THE NOVEMBER 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 November 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 _____

BOARD OPERATIONS COMMITTEE MEETING

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

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Lori Kinnear, City of Spokane, *Alternate for C. Mumm*
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 Ropez-Betty, *Director of Communications &*
Customer Service
Lynda Warren, *Director of Finance & Information Services*
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 1:31 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. October 10, 2018 Committee Minutes

Ms. Haley moved to approve the October 10, 2018 committee meeting minutes, Mr. French seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The Committee approved the 2019 Final Proposed Operating and Capital Budget and forwarded it to the Board for approval. Mr. Otterstrom provided an update on the Central City Line and Monroe-Regal Line. Mr. Watkins reported on the Zero Emission Technology Fleet Transition Evaluation. The December agenda includes approval of the 2019 Planning and Development Committee Work Program and the Master Design and Construction Agreement between STA and the City of Spokane. Ms. McAloon explained the Master Design and Construction Agreement is essentially a design and reimbursement agreement for cooperative projects that have an economic and transit benefit to both the City and STA. Work will be assigned by task orders.

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

The Committee approved the Scopes of Work and Invitations for Bid for the Upriver Transit Center and the Spokane Falls Transit Station. Reports were given on the Third Quarter 2018 Performance Measures, the purchase of Paratransit replacement vans, the Plaza Operations Study, and the Zero Emissions Technology Fleet Transition Evaluation. Ms. Haley will not be at the December meeting; Mr. Josh Kerns will chair the meeting. Agenda items include draft 2019 legislative priorities and Scopes of Work for High Performance Transit Stations and the Monroe-Regal Line.

6. QUADRENNIAL REVIEW – AMENDMENTS TO STA BYLAWS

The draft amended Bylaws were distributed to the jurisdictions following the October 18 Board of Directors meeting. The Clerk of the Authority has received three approvals to-date (City of Spokane, Medical Lake, and City of Spokane Valley). The deadline for comment is November 13. Provided there are no requests for changes from the remaining jurisdictions, the Board will take action to approve the amended Bylaws as proposed at the November 15, 2018 meeting.

7. BOARD OF DIRECTORS AGENDA NOVEMBER 15, 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

Sales tax for the month of October collected on retail sales in August is down one-half of one percent over 2017. At Greater Spokane Incorporated's annual Economic Forecast Forum, Dr. Grant Forsyth, Avista's Chief Economist, said the sales tax projection for 2019 is three to five percent.

At the invitation of K. Jane Williams, Acting Administrator of the Federal Transit Administration, Ms. Meyer traveled to Washington, D.C. to participate on a Transit CEO Round Table discussion with two large developers. The transit executives were from Spokane, WA; Dallas, TX; Las Vegas, NV; Reno, NV; and Jacksonville, FL. The Cordish Companies and Forest City Enterprises were the two developers. The purpose of the meeting was to share information with the developers about the economic development opportunities of Bus Rapid Transit.

STA is applying for a \$1.5 million grant from the Volkswagen Settlement received by Washington State. The grant is to purchase three battery electric buses to replace three diesel buses. If the grant is awarded, the diesel buses being replaced must be destroyed so they are no longer operable. Ordinarily, STA buses are sent to auction when they are retired. Mr. Watkins and Ms. McAloon will review the grant language to see if a bus shell could be donated as long as the engine was destroyed. Mr. French asked if it was possible to donate retired buses to a non-profit or other community entity that might benefit. Ms. McAloon said it would possible to develop an application and program for retired buses similar to the Van Grant Program. Ms. Meyer said STA would consider the idea of a Bus Grant Program.

STA has applied for a State Regional Mobility Grant for diesel double-decker buses. The buses are intended for the Eastern Washington University route.

10. EXECUTIVE SESSION

At 1:55 p.m., Chair Freeman announced that the Committee would adjourn for an Executive Session for the purposes of:

Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to STA.

Discussing, planning, or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

The Committee will reconvene in open session at approximately 2:10 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 2:10 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:20 p.m.

At 2:20 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:30 p.m.

At 2:30 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 2:31 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 5, 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 November 28, 2018 (December meeting) and February 6, 2019 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, November 28, 2019, (December) 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (10 minutes)
4. Committee Action (5 minutes)
 - A. Minutes of the October 31, 2018 (November) Committee Meeting -- Corrections/Approval
 - B. Approval of 2019 Committee Work Program – (Otterstrom)
5. Committee Action (45 minutes)
 - A. Board Consent Agenda
 1. Approve Master Design & Construction Agreement Between City of Spokane & STA – (Otterstrom/Wells)
6. Reports to Committee
(No information included this month)
7. CEO Report (E. Susan Meyer) (10 minutes)
8. Committee Information
(No information included this month)
9. Review February 6, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (10 minutes)
12. Adjourn
13. Next Committee Meeting: Wednesday, February 6, 2019 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 6, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(10 minutes)*
4. Committee Action *(5 minutes)*
 - A. Minutes of the November 28, 2018 (**December**) Committee Meeting -- *Corrections/Approval*
5. Committee Action *(45 minutes)*
 - A. Board Consent Agenda
(No items being presented this month)
6. Reports to Committee
 - A. Review 2019 Planning & Development Committee Work Program
 - B. 2019 Transit Development Plan Overview
 - C. Central City Line: Design and Public Outreach Update
7. CEO Report *(E. Susan Meyer) (10 minutes)*
8. Committee Information
(No information included this month)
9. Review March 6, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions *(10 minutes)*
12. Adjourn
13. Next Committee Meeting: Wednesday, March 6, 2019 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

December 5, 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 November 28, 2018 (December meeting) and February 6, 2019 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, November 28, 2018, (December Meeting) 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 *(35 minutes)*
 - A. Minutes of the October 31, 2018, (November) Committee Meeting – *Corrections/Approval*
 - B. Approval of Moran Station Park & Ride Scope of Work *(Otterstrom)*
 - C. High Performance Transit Stations: Scope of Work and Request for Proposals (RFP) *(Otterstrom)*
 - D. Approval of Scope of Work for Security Services *(Williams)*
5. **Committee Action** *(20 minutes)*
 - A. Board Consent Agenda
 1. Approval of Spokane Police Department Agreement Renewal *(Williams)*
 2. Fluid Management System Project - Acceptance and Release of Retainage *(Watkins)*
 - B. Board Discussion Agenda
 1. Draft 2019 Legislative Focus and Priorities *(Meyer)*
 2. Plaza Operations Study – Acceptance *(Otterstrom)*
6. **Reports to Committee** *(10 minutes)*
 - A. Fare Collection Update *(Warren)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. October 2018 Financial Results Summary *(Warren)*
 - B. November 2018 Sales Tax Revenue Information *(Warren)*
 - C. October 2018 Operating Indicators *(Watkins)*
 - D. January 2019 Service Change Summary *(Otterstrom)*
 - E. STA Holiday Services and Office Hours *(Watson)*
9. February 2019 Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: February 6, 2019, (No January Meeting), 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, February 6, 2019, 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 *(15 minutes)*
 - A. Minutes of the November 28, 2018, (December) Committee Meeting – *Corrections/Approval*
 - B. Approval of Monroe-Regal Line Scope of Work *(Otterstrom)*
5. **Committee Action** *(0 minutes)*
 - A. Board Consent Agenda
 1. *(No Items being presented this month)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(50 minutes)*
 - A. 2019 Performance Measures *(Watkins)*
 - B. September 2019 Service Revision (Draft Recommendation) *(Otterstrom)*
 - C. 4th Quarter 2018 Service Input Report *(Otterstrom)*
 - D. 2018 Paratransit Survey Findings *(Rapez-Betty)*
 - E. 2018 Communications Recap and 2019 Plan Review *(Rapez-Betty)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. January 2019 Sales Tax Revenue Information *(Warren)*
 - B. December 2018 Operating Indicators *(Watkins)*
9. March 6, 2019, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: March 6, 2019, 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

December 5, 2018

AGENDA ITEM 6 : 2019 BOARD & COMMITTEE MEETING CALENDAR

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Clerk of the Board

SUMMARY

Attached is a proposed schedule for 2019 Board and Committee meeting dates. Board meetings will be held on the third Thursday of the month at the Spokane Transit Boardroom, 1230 West Boone Avenue, at 1:30 p.m. The Planning & Development Committee and Performance Monitoring & External Relations Committee meetings will be held on the first Wednesday of the month at the Spokane Transit Southside Conference Room, 1230 West Boone Avenue, at 10:00 a.m. and 1:30 p.m. respectively. The Board Operations Committee meetings will be held on the second Wednesday of the month at the Spokane Transit Northside Conference Room, 1230 West Boone Avenue, at 1:30 p.m.

Please note the following exceptions:

JANUARY

No Planning & Development or Performance Monitoring & External Relations Committee meetings are scheduled.

JULY

Due to the holiday, all meetings are a week later than usual.

AUGUST

No Board or Committee meetings are scheduled.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2019 Board & Committee meeting calendar and forward to the Board consent agenda.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
2019 BOARD & COMMITTEE MEETING SCHEDULE
Meetings will be held at Spokane Transit

<u>Board Meetings</u> <u>(Third Thursday) 1:30pm-3:30pm</u>	<u>Planning & Development Committee</u> <u>(First Wednesday) 10:00am-11:30am</u>
Thursday, January 17	<i>January – No meeting scheduled</i>
Thursday, February 21	Wednesday, February 6
Thursday, March 21	Wednesday, March 6
Thursday, April 18	Wednesday, April 3
Thursday, May 16	Wednesday, May 1
Thursday, June 20	Wednesday, June 5
<i>Thursday, July 25 (4th Thursday)</i>	<i>Wednesday, July 10 (2nd Weds)</i>
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
Thursday, September 19	Wednesday, September 4
Thursday, October 17	Wednesday, October 2
Thursday, November 21	Wednesday, November 6
Thursday, December 19	Wednesday, December 4
<u>Board Operations Committee</u> <u>(Second Wednesday) 1:30pm-3:00pm</u>	<u>Performance Monitoring</u> <u>& External Relations Committee</u> <u>(First Wednesday) 1:30pm-3:00pm</u>
Wednesday, January 9	<i>January – No meeting scheduled</i>
Wednesday, February 13	Wednesday, February 6
Wednesday, March 13	Wednesday, March 6
Wednesday, April 10	Wednesday, April 3
Wednesday, May 8	Wednesday, May 1
Wednesday, June 12	Wednesday, June 5
<i>Wednesday, July 17 (3rd Wednesday)</i>	<i>Wednesday, July 10 (2nd Weds)</i>
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
Wednesday, September 11	Wednesday, September 4
Wednesday, October 9	Wednesday, October 2
Wednesday, November 13	Wednesday, November 6
Wednesday, December 11	Wednesday, December 4

Other meetings:

Board Strategic Planning & Budget Workshop on Wednesday July 10, 11:30 am – 1:30 pm (including lunch).

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 5, 2018

AGENDA ITEM 7 : APPOINTMENT OF BOARD MEMBERS TO PLANNING &
DEVELOPMENT COMMITTEE AND PERFORMANCE
MONITORING & EXTERNAL RELATIONS COMMITTEE FOR 2019

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kevin Freeman, STA Board Chair
Candace Mumm, STA Board Chair Pro Tempore

SUMMARY:

The Board Chair appoints Board members to serve on STA's Planning & Development and Performance Monitoring & External Relations committees in the coming year, subject to confirmation by the STA Board at the January 17, 2019 Board meeting.

The Chief Executive Officer is an ex-officio, non-voting member of all Board committees.

A draft proposed list of 2019 committee appointments is attached.

COMMITTEE ACTION: Review and Discuss.

RECOMMENDATION TO BOARD: None at this time.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

DRAFT 2019 BOARD COMMITTEE MEMBER APPOINTMENTS**

Planning & Development (P&D) Committee Members

Committee meets 1st Wednesday of the month at 10:00 a.m.

1. Al French, Spokane County
2. TBD City of Spokane
3. Sam Wood, City of Spokane Valley
4. Chris Grover, Small Cities (*Cheney*)
5. Veronica Messing, Small Cities (*Airway Heights*) (*Ex-Officio*)
6. Kevin Freeman, Small Cities (*Millwood*) (*Ex-Officio*)
7. E. Susan Meyer (*Ex-Officio*)

Performance Monitoring & External Relations (PM&ER) Committee Members

Committee meets 1st Wednesday of the month at 1:30 p.m.

1. Pamela Haley, City of Spokane Valley
2. Josh Kerns, Spokane County
3. Lori Kinnear, City of Spokane
4. TBD City of Spokane
5. Shirley Maike, Small Cities (*Medical Lake*) (*Ex-Officio*)
6. Mike Kennedy, Small Cities (*Liberty Lake*) (*Ex-Officio*)
7. Rhonda Bowers (*non-voting labor representative*)
8. E. Susan Meyer (*Ex-Officio*)

Board Operations Committee Members

Committee meets 2nd Wednesday of the month at 1:30 p.m.

1. Candace Mumm, City of Spokane, Chair (*Board Chair*)
2. Al French, Spokane County (*Board Chair Pro-Tempore*)
3. Chris Grover, Small Cities, *Cheney*
4. Pamela Haley, City of Spokane Valley
5. E. Susan Meyer (*Ex-Officio*)

** Subject to change; for discussion purposes only

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 5, 2018

AGENDA ITEM 8 : BOARD OF DIRECTORS MEETING AGENDA DECEMBER 13,
2018 – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for December 13, 2018 is 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
(509) 325-6000

BOARD MEETING

Thursday, December 13, 2018 **10:00 a.m.**
STA Boardroom
1229 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 100 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Jan Watson, Clerk of the Authority – Retirement (*E. Susan Meyer*)
5. Board Action – Consent Agenda: *5 minutes*
 - A. Minutes of November 15, 2018, Board Meeting – Corrections/Approval
 - B. November 2018 Vouchers (*Lynda Warren*)
 - C. 2019 Board & Committee Meeting Calendar (*Jan Watson*)
 - D. Renewal of Spokane Police Department Interlocal Agreement (*Nancy Williams*)
 - E. Approve Master Design & Construction Agreement between City of Spokane & STA (*Karl Otterstrom*)
 - F. Fluid Management System – Acceptance & Release of Retainage (*Roger Watkins*)
6. Board Action – Committee Recommendations: *30 minutes*

Performance Monitoring & External Relations

 - A. Approve Draft 2019 State Legislative Priorities (*E. Susan Meyer*)
 - B. Plaza Operations Study – Acceptance (*Karl Otterstrom*)
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair’s Report (*Kevin Freeman*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair’s Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *15 minutes*
 - A. Chair’s Report (*Pam Haley*)
 - i. Fare Collection System – Update (*Lynda Warren*)
11. CEO Report: *10 minutes*

12. Board Information: *no action or discussion*
 - A. Committee Minutes
 - B. October 2018 Financial Results Summary (*Lynda Warren*)
 - C. November 2018 Sales Tax Summary (*Lynda Warren*)
 - D. October 2018 Operating Indicators (*Roger Watkins*)
 - E. Planning & Development Committee 2019 Work Program (*Karl Otterstrom*)
 - F. January 2019 Service Changes (*Karl Otterstrom*)
 - G. STA Holiday Service & Office Hours (*Jan Watson*)
13. Executive Session: (*McAloon Law PLLC*) *15 minutes*
14. New Business: *5 minutes*
 - A. Election of 2019 Chair and Presentation of Gavel (*Kevin Freeman*)
(majority of 5 votes required)
15. Board Members' Expressions: *5 minutes*
 - A. Presentation of Commendation to Kevin Freeman – Outgoing Board Chair (*2019 Board Chair*)
16. Adjourn

Cable 5 Broadcast Dates and Times of December 13, 2018 Board Meeting:

Saturday, December 15, 2018	4:00 p.m.
Monday, December 17, 2018	10:00 a.m.
Tuesday, December 18, 2018	8:00 p.m.

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

Planning & Development	February 6, 2019, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	February 6, 2019, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	January 9, 2019, 1:30 p.m. (Northside) 1230 West Boone

***NOTE: Planning & Development and Performance Monitoring
& External Relations Committees will not meet in January***

Next Board Meeting: Thursday, January 17, 2019, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the day after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 5, 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 _____

10.

EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purposes of:

1. Reviewing the performance of a public employee.
2. Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to STA.

The STA Board Operations Committee will reconvene in open session at approximately ___ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 15 minutes