

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, December 11, 2019, 1:30 p.m.

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

AGENDA

Estimated Meeting Time: 70 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Mumm*)
3. Chair's Comments (*Mumm*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. November 13, 2019, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
 - A. Chris Grover, Planning & Development
 - B. Lori Kinnear, Performance Monitoring & External Relations
6. 2020 Board and Committee Meeting Calendar – Discussion/Recommendation (*Infalt*) (*10 minutes*)
7. Board of Directors Draft December 19, 2019, Meeting Agenda – Corrections/Approval (*5 minutes*)
8. CEO Report (*10 minutes*)
9. New Business
10. Executive Session (*15 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, January 8, 2020, 1:30 p.m.
(STA Northside Conference Rooms, 1230 West Boone Avenue, Spokane, WA)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2019

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, 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 11, 2019

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, Committee Chair

SUMMARY

Ms. Mumm 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 11, 2019

AGENDA ITEM 4A : MINUTES OF THE NOVEMBER 13, 2019, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SUMMARY

The November 13, 2019, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the November 13, 2019 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair*
Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair, Ex-officio*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications &
Customer Service*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

Al French, Spokane County, *Chair Pro Tempore*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Mumm called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Ms. Mumm is attending the Association of Washington Cities (AWC) meeting in Seattle where there will be a discussion regarding Washington Initiative 976 and its impact across the state.

4. COMMITTEE ACTION/DISCUSSION

a. October 9, 2019 Committee Minutes

Ms. Haley moved to approve the October 9, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Chris Grover, Chair, Planning & Development (P&D)

Mr. Grover was not able to attend the November P&D Committee and asked Mr. Otterstrom to give the report. The Committee reviewed the Final Proposed 2020 Operating and Capital Budgets which it forwarded to the Board for approval at the November meeting. The Committee received an update on the Central City Line (CCL). The Committee will be asked to review and approve the CCL Scope of Work at its December meeting. The Committee reviewed its Draft 2020 Work Program and previewed the 2020 Title VI Update that will be worked on between now and March 2020.

Ms. Mumm asked how Five Mile Neighborhood residents should request service from STA for a potential Park & Ride, or something similar. Mr. Otterstrom said the P&D Committee will begin to update the Comprehensive Plan in 2020 and to identify potential pilot areas for Shared Mobility or Mobility on Demand. Five Mile has been identified as a location for a potential pilot program.

b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)

Ms. Kinnear said the Committee approved and forwarded three items to the Board consent agenda: 1) the Award of Contract: Sump Pumping Services to Safety-Kleen Systems, Inc.; 2) Acceptance of Division Street Phase I Improvements and Approval to Pay Retainage to Cameron-Reilly, LLC.; and, 3) the Shuttle Park Agreement Amendment. Spokane City Council Member Burke presented information on an Income Based Bus Pass. Ms. Kinnear suggested that Ms. Burke present the information to the Board; it will be included as an item under the PMER Chair Report. Ms. Meyer said the social services agencies that spoke at the meeting requested that STA budget \$120,000 in 2020 for the purpose of providing half-price passes to social service agencies. Since then, Ms. Meyer has received six letters from the staff at Catholic Charities and one letter from the Delaney Apartments requesting the same. Ms. McAloon said that reducing the cost of a bus pass will require an amendment to the Tariff Resolution to create a new fare category.

6. CENTRAL CITY LINE TEMPORARY CONSTRUCTION EASEMENTS

The Central City Line project requires the acquisition of several small slivers of parcels and temporary construction easements (TCEs) for the construction of station platforms and street improvements. Mr. Otterstrom presented information on three TCEs necessary for the construction of station platforms. The value of each easement has been established by STA’s licensed appraiser and the property owners have accepted STA’s monetary offer for the temporary construction easement. Funding will be provided by the Central City Line project budget.

TCE Location	Property Owner	Acquisition Cost
Northwest corner of the intersection at Mission Avenue & Napa Street. Approximately 577 square feet.	Bains & Bains Partnership	\$1,100
Mission Park near the intersection of Mission Avenue & Perry Street. Approximately 1,875 square feet.	City of Spokane	\$500
Chief Garry Park near the intersection of Mission Avenue & Cook Street. Approximately 1,050 square feet.	City of Spokane	\$300

Ms. Haley moved to recommend the STA Board of Directors authorize the CEO to execute on behalf of Spokane Transit, all documents necessary to acquire the three temporary construction easements listed above in the amounts offered and accepted by the property owners, and forward to the Board consent agenda. Mr. Grover seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA NOVEMBER 21, 2019

Committee members reviewed the agenda.

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

8. CEO REPORT

The Washington State Transit Association (WSTA) has authorized legal action to challenge the constitutionality of Washington Initiative 976 on seven points of constitutional law. A lawyer for WSTA and a coalition of partners will file for an injunction to prevent the Initiative from taking effect until constitutionality is determined by the courts.

STA staff discussed the impact of Initiative 976 on the Central City Line (CCL) and other projects for which we have received state funding commitments with the Washington State Department of Transportation (DOT). DOT staff said projects with a signed agreement and included in the Biennial Budget approved by the Legislature and signed by the Governor are ongoing. The CCL, Monroe-Regal High Performance Transit Corridor Improvements, the Upriver (SCC) Transit Center, the SFCC Transit Station, and the remaining work at the West Plains Transit Center are all signed agreements and included in the Biennial Budget. STA does not have a signed agreement for

the Cheney High Performance Transit Corridor and Double-Decker Buses. The project is at the top of STA's list for preservation and advocacy. Also at risk because an agreement is not yet signed are the vanpool grants and the funds for special needs transportation that are awarded biannually.

Mr. Otterstrom received an updated schedule for the CCL from the Federal Transit Administration (FTA). The schedule indicates the grant agreement could be approved and signed sometime mid-December to mid-January.

The Spokane Public Library will lease the second floor of the Plaza as a temporary location during the construction and remodeling of the Downtown Library. STA will sign a two-year temporary lease with the Spokane Public Library beginning December 1, 2019 through December 31, 2021. The new library space in the Plaza will open to the public March 1, 2020.

Ms. Williams is working with Police Chief Meidl regarding STA's 2020 Agreement with the Spokane Police Department (SPD). STA would like additional SPD presence in and around the Plaza.

Miss Mumm left at 2:04 p.m. and Mr. Grover chaired the rest of the meeting.

The goal is to finalize and approve the terms of the agreement with SPD for a starting date of January 1, 2020.

9. NEW BUSINESS

None

10. ADJOURN

With no further business to come before the Committee, Acting Chair Grover adjourned the meeting at 2:08 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2019

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning & Development

SUMMARY

Mr. Grover will review the December 4, 2019, and February 5, 2020, 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, December 4, 2019, 10:00 a.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 (*45 minutes*)
 - A. Minutes of the November 6, 2019 Committee Meeting -- *Corrections/Approval*
 - B. Approval of 2020 Planning and Development Committee Program – (*Otterstrom/Tresidder*)
 - C. Central City Line: Approval of Scope of Work for Core Construction – (*Otterstrom/Skillingstad*)
 - D. Central City Line: Approval of Scope of Work for Amenities Fabrication – (*Otterstrom/Hanson*)
5. Committee Action (*5 minutes*)
 - A. Board Consent Agenda
 1. 2020 Title VI Plan: Approve Outreach Strategies – (*Otterstrom/Howell*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
6. Reports to Committee (*15 minutes*)
 - A. Connect Spokane Major Update: Review Draft Scope of Work – (*Otterstrom/Tresidder*)
7. Committee Information
(*No information included this month.*)
8. Review February 5, 2020 Committee Meeting Agenda (**No January Meeting**)
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, February 5, 2020 (**No January Meeting**) at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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1230 West Boone Avenue
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 5, 2020, 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 (*10 minutes*)
 - A. Minutes of the December 4, 2019 Committee Meeting -- *Corrections/Approval*
5. Committee Action (*10 minutes*)
 - A. Board Consent Agenda
 1. Central City Line: Award of Contract – Core Construction Contract – (*Otterstrom/Wells*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
6. Reports to Committee (*45 minutes*)
 - A. 2020 Draft Title VI Plan and Policy Updates – (*Otterstrom/Tresidder*)
 - B. Review 2020 Planning and Development Committee Program – (*Otterstrom*)
 - C. 2020 Transit Development Plan Overview – (*Otterstrom/Tresidder*)
 - D. Division Line: Public Outreach Update – (*Otterstrom/Tresidder*)
7. Committee Information
(*No information included this month.*)
8. Review March 4, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, March 4, 2020 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 11, 2019

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lori Kinnear, Chair, Performance Monitoring & External Relations

SUMMARY

Ms. Kinnear will review the December 4, 2019, and February 5, 2020, 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
Spokane, WA 99201-2686
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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, December 4, 2019, 1:30 p.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 50 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 November 6, 2019, Committee Meeting – *Corrections/Approval*
5. **Committee Action** (*20 minutes*)
 - A. Board Consent Agenda
 1. Approval of 2020 Spokane Police Department (SPD) Agreement Renewal (*Williams*)
 - B. Board Discussion Agenda
 1. Draft 2020 State Legislative Priorities (*Meyer*)
6. **Reports to Committee** (*10 minutes*)
 - A. Purchase of Four 40' Battery Electric Fixed Route Replacement *Coaches* (*Watkins*)
7. Committee Information – *no discussion/staff available for questions*
 - A. October 2019 Operating Indicators (*Watkins*)
 - B. October 2019 Financial Results Summary (*Liard*)
 - C. November 2019 Sales Tax Revenue Information (*Liard*)
 - D. January 2020 Service Changes (*Otterstrom*)
 - E. 2020-2022 Service Changes – Outreach Update (*Otterstrom*)
8. February 5, 2020, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: February 5, 2020, 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 5, 2020, 1:30 p.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 70 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 December 4, 2019, Committee Meeting – *Corrections/Approval*
5. **Committee Action**
 - 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. 2020 Performance Measures (*Watkins*)
 - B. 2020-2022 Service Change Preliminary Proposal (*Otterstrom*)
 - C. 2019 Community Perception Survey Results (*Rapez-Betty*)
 - D. Nonprofit Discount Pass Update (*Liard/Arneson*)
 - E. Legislative Report (*Meyer/Rapez-Betty*)
7. Committee Information – *no discussion/staff available for questions*
 - A. December 2019 Operating Indicators (*Watkins*)
 - B. December 2019 Financial Results Summary (*Liard*)
 - C. January 2019 Sales Tax Revenue Information (*Liard*)
 - D. 4th Quarter 2019 Service Planning Public Input Report (*Otterstrom*)
8. March 4, 2020, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: March 4, 2020, 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 11, 2019

AGENDA ITEM 6 : 2020 BOARD AND COMMITTEE MEETING CALENDAR

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Clerk of the Board

SUMMARY: Attached is a proposed schedule for 2020 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 and Development Committee and Performance Monitoring and 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 and Development or Performance Monitoring and External Relations Committee meetings are scheduled.

AUGUST:

No Board or Committee meetings are scheduled.

OCTOBER:

Since October begins on a Thursday, Committee meetings are a week earlier than usual. The Planning and Development and Performance Monitoring and External Relations Committee meetings will meet September 30, 2020, and the Board Operations Committee will meet October 7, 2020.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2020 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
2020 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 16	<i>January – No meeting scheduled</i>
Thursday, February 20	Wednesday, February 5
Thursday, March 19	Wednesday, March 4
Thursday, April 16	Wednesday, April 1
Thursday, May 21	Wednesday, May 6
Thursday, June 18	Wednesday, June 3
Thursday, July 16	Wednesday, July 1
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
Thursday, September 17	Wednesday, September 2
Thursday, October 15	<i>Wednesday, September 30 (1 week early)</i>
Thursday, November 19	Wednesday, November 4
Thursday, December 17	Wednesday, December 2
<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 8	<i>January – No meeting scheduled</i>
Wednesday, February 12	Wednesday, February 5
Wednesday, March 11	Wednesday, March 4
Wednesday, April 8	Wednesday, April 1
Wednesday, May 13	Wednesday, May 6
Wednesday, June 10	Wednesday, June 3
Wednesday, July 8	Wednesday, July 1
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
Wednesday, September 9	Wednesday, September 2
<i>Wednesday, October 7 (1 week early)</i>	<i>Wednesday, September 30 (1 week early)</i>
Wednesday, November 11	Wednesday, November 4
Wednesday, December 9	Wednesday, December 2

Other meetings:

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2019

AGENDA ITEM 7 : BOARD OF DIRECTORS MEETING AGENDA DECEMBER 19,
2019 – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for December 19, 2019, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

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

BOARD MEETING

Thursday, December 19, 2019, at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Candace Mumm*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Steve Williams – Storeroom Clerk/Buyer Retirement - *25 years (Monique Liard)*
 - B. David Goodwin – Coach Operator Retirement - *21 years (Roger Watkins)*
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the November 21, 2019, Board Meeting – Corrections/Approval
 - B. November 2019 Vouchers (*Monique Liard*)
 - C. 2020 Title VI Plan: Approve Outreach Strategies (*Karl Otterstrom*)
 - D. Approval of 2020 Spokane Police Department Agreement Renewal (*Nancy Williams*)
 - E. 2020 Board and Committee Meeting Calendar (*Dana Infalt*)
6. Board Action – Committee Recommendations: *20 minutes*

Performance Monitoring & External Relations

 - A. Draft 2020 State Legislative Priorities (*E. Susan Meyer/Brandon Ropez-Betty*)
7. Board Action – Other: (*None*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Candace Mumm*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2019 Sales Tax Revenue (*Monique Liard*)
 - C. October 2019 Financial Results Summary (*Monique Liard*)
 - D. October 2019 Operating Indicators (*Roger Watkins*)
 - E. January 2020 Service Changes (*Karl Otterstrom*)
 - F. Connect Spokane Major Update: Review Draft Scope of Work (*Karl Otterstrom*)
 - G. Finalize 2020 Planning & Development Committee Work Program (*Karl Otterstrom*)
 - H. Central City Line: Approval of Scope of Work for Construction (*Karl Otterstrom*)
 - I. Central City Line: Approval of Scope of Work for Amenities Fabrication (*Karl Otterstrom*)
 - J. STA Holiday Service and Office Hours (*Dana Infalt*)
13. Executive Session (*McAloon Law PLLC*): 20 minutes
14. New Business: 5 minutes
 - A. Election of 2020 Chair and Presentation of Gavel (*Candace Mumm*)
(majority of 5 votes required)
15. Board Members' Expressions: 5 minutes
 - A. Presentation of Commendation to Candace Mumm – Outgoing Board Chair (*2020 Board Chair*)
16. Adjourn

Cable 5 Broadcast Dates and Times of December 19, 2019, Board Meeting:

Saturday, December 21, 2019	4:00 p.m.
Monday, December 23, 2019	10:00 a.m.
Tuesday, December 24, 2019	8:00 p.m.

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

Planning & Development	Feb. 5, 2020, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Feb. 5, 2020, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Jan.8, 2020, 1:30 p.m. (Northside) 1230 West Boone

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

Next Board Meeting:

Thursday, January 16, 2020, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2019

AGENDA ITEM 8 : 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 purpose of:

1. Reviewing the performance of a public employee. (RCW 42.30.110(1)(g))

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