



**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 10, 2018

**AGENDA ITEM 2:**           APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**           Kevin Freeman, Committee Chair

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**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**

January 10, 2018

**AGENDA ITEM 3:** BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Kevin Freeman, Committee Chair

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**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**

January 10, 2017

**AGENDA ITEM 4a/b:** MINUTES OF THE DECEMBER 6, 2017 COMMITTEE MEETING  
AND THE DECEMBER 7, 2017 SPECIAL COMMITTEE MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY**

The December 6, 2017 meeting minutes and December 7, 2017 special 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 December 6, 2017 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, *Board Operations Committee Chair*  
Al French, Spokane County, *Planning & Development Committee Chair*  
Amber Waldref, City of Spokane, *Performance Monitoring & External Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **MEMBERS ABSENT**

John Higgins, Small Cities Representative (Medical Lake), *Chair Pro Tempore*

### **STAFF PRESENT**

Emily Arneson, Ombudsman & Accessibility Officer  
Steve Blaska, Director of Operations  
Roger Watkins, Chief Operations Officer  
Beth Bousley, Director of Communications & Customer Service  
Karl Otterstrom, Director of Planning & Development  
Jan Watson, Clerk of the Board

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Witherspoon Brajcich McPhee PLLC

### **GUESTS**

Kevin Freeman, Small Cities Representative (Millwood)

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

Chair Haley called the meeting to order at 1:39 p.m. and roll call was conducted.

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

Committee members reviewed the agenda.

*Mr. French moved approval of the December 6, 2017 agenda, Ms. Waldref seconded, and the motion passed unanimously.*

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

Chair Haley welcomed Roger Watkins, Chief Operations Officer, to STA.

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

- a. **September 13, 2017 Committee Minutes**
- b. **November 8, 2017 Committee Minutes**

*Mr. French moved approval of the September 13, 2017 and November 8, 2017 committee minutes, Ms. Waldref seconded, and the motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

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

The majority of the meeting was spent on the final review of the Operating & Capital budgets for 2018 which have been modified to reflect settlement of the Collective Bargaining Agreement with ATU 1015. Mr. Otterstrom presented the *Connect Spokane* update which the Committee recommended to the Board for adoption. The Committee adopted its own Work Plan for 2018.

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

Ms. Waldref did not attend the Committee meeting due to illness. Mr. Blaska reported that the Committee approved four agenda items for the next Board consent agenda: the purchase of six diesel coaches, the laundered uniform contract, the Spokane Police Department Agreement, and the 2018 Performance Measures. Legislative Priorities will be added to the Board agenda for discussion and approval. Mr. Blaska will share information with the Board regarding an adjustment to the 2017 Bus Procurement Strategy and the future procurement of electric buses.

**6. 2018 BOARD & COMMITTEE MEETING CALENDAR**

Ms. Watson briefed the Committee on the 2018 Board and Committee Meeting Schedule noting exceptions to the traditional meeting dates in February, March, July, November, and December. The Board Operations Committee will meet on January 10, and the Board on January 18. The P&D and PM&ER Committees will meet on January 31 in advance of the February 15 Board Meeting. The Board Strategic Planning and Budget Workshop will be held on July 11, 2018.

*Ms. Waldref motioned to recommend the Board approve the 2018 Board and Committee Meeting Schedule as presented. The motion was seconded by Mr. French and passed unanimously.*

**7. APPOINTMENT OF BOARD MEMBERS TO P&D AND PM&ER COMMITTEES FOR 2018**

The Board Chair is elected at the December meeting. At the January meeting the Chair Pro Tempore is elected and the Chair puts forward the Committee Chairs and members for confirmation. The represented jurisdictions are balanced between the Committees with a County Commissioner, City of Spokane, City of Spokane Valley and Small Cities representative on each committee. A draft 2018 member roster was presented for consideration.

**8. PUBLIC TRANSPORTATION IMPROVEMENT CONFERENCE (PTIC) PREVIEW & SCHEDULE**

Ms. McAloon explained that today's discussion is about the mandatory Quadrennial Review for 2018 and not the PTIC as noted on the agenda. The PTIC and Quadrennial Review are two separate statutes. The Quadrennial Review is a statutorily mandated process that must be followed every four years. By statute, the "members of the county legislative authority and the elected representative of each city within the boundaries" of STA meet to "review the composition" of the Board and "change the composition of the governing body if the change is deemed appropriate" every four years (RCW.36.57A.055). The process in the statute requires the STA chief executive officer give twenty days' notice of a meeting. Typically the Clerk of the Authority queries the jurisdictions for available dates and STA requests each of the jurisdictions to appoint their representative to the Quadrennial Review Committee (QRC). Attendees are the three county commissioners and one elected representative from each of the component cities (ten delegates). Each person has one vote including the selected Chair. The statute does not prescribe procedures to follow so the practice has been to adopt Robert's Rules of Procedure and everything passes on a majority vote under those rules. The only process described in the statute is that a majority of those present constitutes a quorum and can take action. Representation on the STA Board is limited to nine members because STA is a single county Public Benefit Transportation Area (PTBA). Members must be elected officials and they serve at the pleasure of their appointing city, not at the pleasure of the STA Board. There is also one statutorily required non-voting member appointed by the labor organizations representing employees of the PTBA that is not included in the nine member limit. If the QRC takes action to change the composition of the STA Board, the next step is for the STA Board to take action to amend its by-laws. Ms. McAloon reviewed the history of action taken by past QRCs. Ms. McAloon recommended STA follow the Open Public Meeting Act (OPMA) notice requirements for the Quadrennial Review. After a brief discussion, the committee recommended the Quadrennial Review be held in the second quarter of 2018.

**9. BOARD OF DIRECTORS AGENDA DECEMBER 14, 2017**

Committee members reviewed the agenda and agreed to proposed edits.

*Mr. French moved approval of the amended agenda, Ms. Waldref seconded, and the motion passed unanimously.*

**10. CEO REPORT**

Ms. Meyer, Mr. Otterstrom and key Planning & Development staff attended a follow-up meeting with representatives from the Mayor's office and Mark Richard from the Downtown Spokane Partnership (DSP) regarding alignment of the Central City Line (CCL) route. STA confirmed that the CCL route was set and the alignment cannot be changed at this point in time. Mark Richard indicated that DSP has not heard concerns from downtown businesses about the stations and that DSP had been involved in the planning throughout the process. They also discussed the potential of having island stations on Riverside. Mr. Otterstrom invited representatives from City Administration to attend the next STA Board meeting to articulate their interest in changes to the stations on Riverside. Ms. Meyer requested that Mr. Otterstrom present an affirmation of the proposed CCL stations at the December Board meeting.

*Mr. French moved to reconsider the amended agenda of December 14, 2017 Board meeting, Ms. Waldref seconded, and the motion passed unanimously.*

*Mr. French moved to adopt the revised agenda of the December 14, 2017 Board meeting including previous amendments and the affirmation of proposed CCL station locations. The motion was seconded by Ms. Waldref and passed unanimously.*

**11. EXECUTIVE SESSION**

At 2:50 p.m., Chair Haley announced that the Committee would adjourn for an Executive Session for the following purposes:

Reviewing the performance of a public employee.

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

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 3:00 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 3:00 p.m., Ms. McAloon announced the Board of Directors will reconvene at 3:05 p.m.

At 3:05 p.m., STA Directors joined the Executive Session and Ms. McAloon announced the Board of Directors will reconvene at 3:10 p.m.

At 3:10 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

**12. NEW BUSINESS**

None

**13. ADJOURN**

With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 3:10 p.m.

Respectfully submitted,



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

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

**BOARD OPERATIONS SPECIAL COMMITTEE MEETING**

Draft Minutes of the December 7, 2017 Meeting  
Spokane Transit Northside Conference Room

**MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, *Board Operations Committee Chair*  
Al French, Spokane County, *Planning & Development Committee Chair*  
Amber Waldref, City of Spokane, *Performance Monitoring & External Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

**STAFF PRESENT**

Kathleen Roberson, Executive Assistant Finance

**GUESTS**

None

**MEMBERS ABSENT**

John Higgins, Small Cities Representative (Medical Lake), *Chair Pro Tempore*

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

Chair Haley called the meeting to order at 12:40 p.m. Roll call was conducted.

2. **EXECUTIVE SESSION**

At 12:41 p.m., Chair Haley announced that the Committee would adjourn for an Executive Session for the following purpose:

Reviewing the performance of a public employee.

The Committee will reconvene in open session at approximately 1:10 p.m. If it becomes necessary to extend the Executive Session, a staff member will return to announce the time at which the Board will reconvene.

At 1:10 p.m., Ms. Roberson announced the Board of Directors will reconvene at 1:30 p.m.

At 1:30 p.m., Ms. Roberson announced the Board of Directors will reconvene at 1:45 p.m.

At 1:45 p.m., Ms. Roberson announced the Board of Directors will reconvene at 1:55 p.m.

At 1:55 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

3. **ADJOURN**

With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 1:55 p.m.

Respectfully submitted,



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



**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 10, 2018

**AGENDA ITEM 6:**            AWARD OF CONTRACT #17-STA-579 BOONE NW GARAGE  
CONSTRUCTION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**            Roger Watkins, Chief Operations Officer  
Karl Otterstrom, Director of Planning & Development  
Jessica Charlton, Capital Projects Manager

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**SUMMARY**

There is a long-standing requirement for additional vehicle servicing and pre-operational staging capacity on the Boone Campus. This need was validated by the Board of Directors as early as 2011 and is funded in the current Capital Improvement Plan. Total project budget is \$16.5M.

The estimated cost for the construction portion of the project was \$11,737,022. The recommended \$7,539,000 Award of Contract (AOC) for construction is well under that estimate.

**Background**

In 2015, staff completed an administrative and maintenance facility master planning effort. This effort evaluated several different options as related to campus organization and operations over the next 20 to 30 years. Phase I of the master planning effort identified the Boone NW Garage as an element of the plan in all scenarios evaluated.

With the passing of Proposition 1 in November 2016 STA is growing. The NW Garage is required to support the service expansion as outlined in STA Moving Forward.

The project is in the Board approved Capital Improvement Program as CIP ID M&F 2016-502. The planning budget for the overall project is \$16.5M. The project budget includes: a 68,640 square foot building; 20,000 gallon fuel facility; bus washer; fare handling equipment; expanded parking; vacation of a portion of Sharp Avenue; infrastructure capacity to charge battery electric buses; and the potential for rooftop solar panels.

The Invitation for Bid (IFB) advertised in the Spokesman Review on November 19, 2017. A pre-bid meeting was held on November 30, 2017 and bids were due on December 20, 2017.

STA received three (3) bids from the following general contractors: Graham Construction & Management, Inc., Garco Construction, Inc., and Halme Builder's, Inc.

**Bid Summary**

	<b>Name of Firm</b>	<b>Total Base Bid</b>	<b>Bid Option Rooftop Solar Panels</b>
1	Graham Construction & Management, Inc.	\$7,782,000	\$212,100
2	Garco Construction, Inc.	\$7,539,000	\$254,000
3	Halme Builder's, Inc.	\$9,200,000	\$300,000

An evaluation committee composed of internal stakeholders participated in the review. The evaluation committee determined that Garco Construction, Inc. is the lowest, most responsible and responsive bidder. Due to the cost and the estimated 20+ year payback for solar panels, staff is not recommending acceptance of the rooftop solar panel bid option at this time. The facility will be configured to accommodate solar panels should that technology become cost effective in the future.

Staff recommends Award of Contract to Garco Construction, Inc. for the Total Base Bid of \$7,539,000 plus applicable Washington State sales tax. Staff will retain a 15% construction contingency accommodated within the total construction budget.

Total project budget update:

In addition to this construction contract, expenses required for the project include contracts for A&E services, electric bus charging infrastructure, secure access, special inspections, bus washer, fees such as advertising, permitting; the potential for export of hazardous soils, and reserved construction contingency. The total project will be well within the \$16.5M dollar budget approved by the Board. Staff will revise the total project budget as part of the CIP planning process.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board Award Contract #17-STA-579 for the construction of the Boone NW Garage to Garco Construction, Inc. for an amount of \$7,539,000 plus applicable sales tax and allow CEO to apply 15% contingency funds, if necessary, within the construction budget.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

**Item: 6**

**BOONE NORTHWEST GARAGE  
AWARD OF CONTRACT**

**Purpose:** For decision.

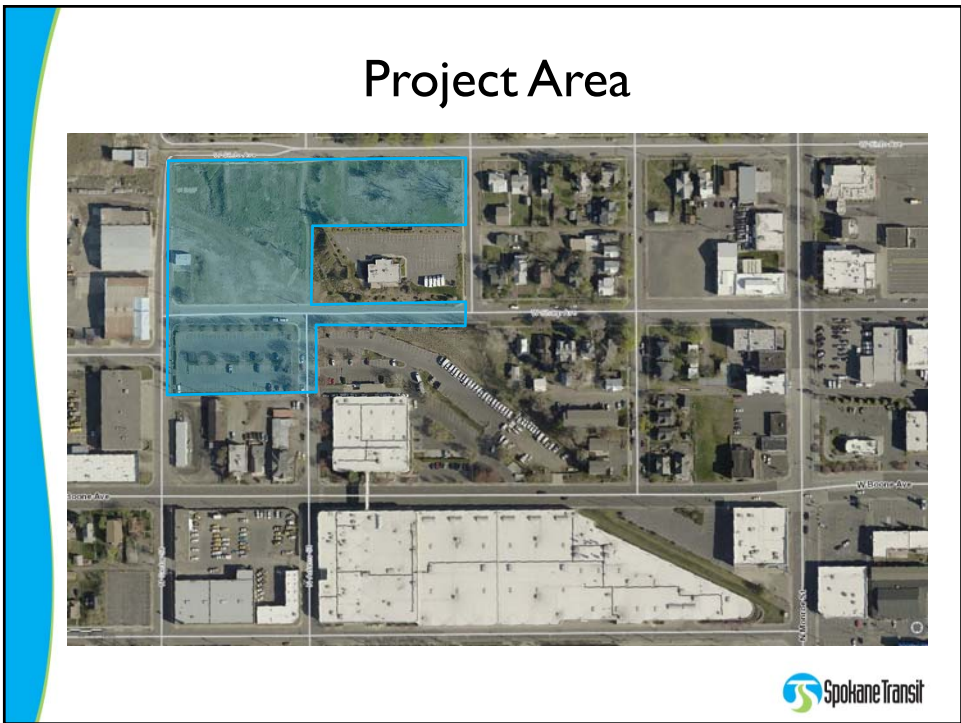
**Requirement:** Committee recommendation to the Board is required for Award of Contracts with a value greater than \$1M.



## Background

- 2015 staff completed administrative and maintenance facility master planning
- Boone Northwest (NW) Garage, an STAMF project, was identified as Phase I in support of required service expansion
- April 2015 Performance Monitoring & External Relations (PM&ER) Committee and Board approved design budget
- September 2017 PM&ER Committee approved Scope of Work





## Conceptual Renderings



## Procurement Process

Date	Task
November 19, 2017	Invitation for Bid Advertised
November 30, 2017	Pre-Bid Meeting Onsite
December 20, 2017	Bid Due Date/Opening
December 21, 2017	Committee Review



## Contractor Bids

Contractor	Total Base Bid	Additive Bid Option Rooftop Solar Panels
Graham Construction & Management, Inc.	<b>\$7,782,000</b>	\$212,100
Garco Construction, Inc.	<b>\$7,539,000</b>	\$254,000
Halme Builders, Inc.	<b>\$9,200,000</b>	\$300,000

- Solar panels
  - Staff not recommending option at this time. Current cost = 20+ year payback on utility savings.
  - Facility is built to accommodate when technology advancement results in panels that are less expensive and not as heavy.



## Project Timeline

Date	Task
January 10, 2018	Board Operations Recommends Award of Contract
January 18, 2018	Board Award of Contract
March 5, 2018	Notice to Proceed
June 12, 2019	Contract end date, STA occupies facility

\*Timeline for completion may be impacted by unforeseen site conditions and or seasonal conditions.



## Recommendation

Recommend the Board Award Contract #17-STA-579 for the construction of Boone NW Garage to Garco Construction, Inc. for an amount of \$7,539,000 plus applicable sales tax and allow CEO to apply 15% contingency funds, if necessary, within the construction budget.



**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

January 10, 2018

**AGENDA ITEM 7:** NORTHWEST BOONE GARAGE CONSTRUCTION  
COMMUNICATON PLAN – RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Beth Bousley, Director of Communications & Customer Service  
Roger Watkins, Chief Operating Officer

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**SUMMARY**

STA is expanding and improving service across the region. More space is required to support additional vehicles as outlined in STA Moving Forward. This addresses the long-standing requirement for additional vehicle servicing and staging capacity on the Boone Campus that was first validated by the Board in 2011.

The project is in the Board-approved Capital Improvement Program and includes a 68,640 square foot building, fuel facility, bus washer, fare handling equipment, infrastructure capacity to charge battery electric buses, and the potential for rooftop solar panels. It requires vacation of a portion of Sharp Avenue.

At this time, staff will review the communications plan to mitigate impacts resulting from the construction to STA employees, neighboring businesses, private residents, STA Board members and key stakeholders.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the Northwest Boone Garage Construction Communication Plan 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**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 10, 2018

**AGENDA ITEM 8:** APPROVAL FOR BOARD MEMBER TRAVEL TO 2018 APTA MEETINGS – RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY**

STA Bylaws require Board approval for Board member travel.

The American Public Transportation Association (APTA) is holding its 2018 Legislative Conference in Washington, D.C., March 18 - 20. There will also be opportunities to meet with legislators and Federal Transit Administration (FTA) staff.

Also of interest to Board Members is the APTA Annual Meeting in Nashville, TN, September 23 – 26, 2018.

Up to eight Board members are budgeted to attend APTA conferences this year at an approximate cost of \$3,500 each. In the past, the Chair, Chair Pro Tempore and/or Chairs of each Committee have attended the Legislative Conference and the Annual Meeting.

**RECOMMENDATION TO COMMITTEE:** Recommend approval for travel for up to eight Board members to attend APTA conferences in 2018 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**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 10, 2018

**AGENDA ITEM 9:** BOARD OF DIRECTORS AGENDA JANUARY 18, 2018 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY**

The Board of Directors agenda for the January 18, 2018 meeting 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, January 18, 2018 at 1:30 p.m.  
Spokane Transit Authority Boardroom  
1230 West Boone Avenue, Spokane, Washington

### DRAFT AGENDA

*Estimated meeting time: 55 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *None*
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the December 14, 2017 Board Meeting – Corrections/Approval
  - B. December 2017 Vouchers (*Lynda Warren*)
  - C. Approval for Board Member Travel to 2018 APTA Meetings (*E. Susan Meyer*)
  - D. Award of Contract for Northwest Boone Garage (*Roger Watkins*)
  - E. Northwest Boone Garage Construction Communication Plan (*Beth Bousley*)
6. Board Action – Committee Recommendations: *None*
7. Board Action – Other: *20 minutes*
  - A. Election of 2018 Board Chair Pro Tempore (*Kevin Freeman*)
  - B. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2018 (*Kevin Freeman*)
  - C. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2018 (*Kevin Freeman*)
  - D. Confirmation of Appointment of Board Members to Board Operations Committee for 2018 (*Kevin Freeman*)

**Note: Items 7. A, B & D require a majority of 5 votes**
8. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Kevin Freeman*)
9. Planning & Development Committee: *No meeting*
10. Performance Monitoring & External Relations Committee: *No meeting*

11. CEO Report – *10 minutes*
12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. November 2017 Financial Results Summary (*Lynda Warren*)
  - C. December 2017 Sales Tax Summary (*Lynda Warren*)
  - D. January 2018 Service Change Summary (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Witherspoon Brajcich McPhee PLLC*) *10 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of January 18, 2018 Board Meeting:

Saturday, January 20, 2018	4:00 p.m.
Monday, January 22, 2018	10:00 a.m.
Tuesday, January 23, 2018	8:00 p.m.

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

Planning & Development	Jan 31, 2018, 10:00 a.m. FEB mtg (Southside) 1229 West Boone
Performance Monitoring & External Relations	Jan 31, 2018, 1:30 p.m. FEB mtg (Southside) 1229 West Boone
Board Operations	February 7, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 15, 2018, 1:30 p.m., STA Boardroom, 1229 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](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the week 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](http://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**

January 10, 2018

**AGENDA ITEM 10:** BOARD ELECTION AND COMMITTEE APPOINTMENTS –  
DISCUSSION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Kevin Freeman

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**SUMMARY**

At the January Board meeting, the Board will elect a Chair Pro Tempore and confirm the appointment of committee chairs and committee members to serve on STA's Planning & Development and Performance Monitoring & External Relations committees in the coming year.

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

A draft of the 2018 Board Committee member appointments to the Planning & Development committee and the Performance Monitoring & External Relations committee is attached for review and discussion.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

## **DRAFT**

### **2018 BOARD COMMITTEE MEMBER APPOINTMENTS**

#### **Planning & Development (P&D) Committee Members**

*Committee meets 1<sup>st</sup> Wednesday of the month at 10:00 a.m.*

1. Al French, Spokane County. Chair
2. Candace Mumm, City of Spokane
3. TBD, City of Spokane Valley
4. TBD, Small Cities (*Cheney*)
5. TBD, Small Cities (*Airway Heights*) (*Ex-Officio*)
6. E. Susan Meyer (*Ex-Officio*)

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

*Committee meets 1<sup>st</sup> Wednesday of the month at 1:30 p.m.*

1. Pamela Haley, City of Spokane Valley, Chair
2. Josh Kerns, Spokane County
3. TBD, City of Spokane
4. TBD, Small Cities (*Medical Lake*)
5. Rhonda Bowers (*non-voting labor representative*)
6. Odin Langford, Small Cities (*Liberty Lake*) (*Ex-Officio*)
7. E. Susan Meyer (*Ex-Officio*)

#### **Board Operations Committee Members**

*Committee meets 2<sup>nd</sup> Wednesday of the month at 1:30 p.m.*

1. Kevin Freeman, Small Cities (*Millwood*), Chair (*Board Chair*)
2. Candace Mumm, City of Spokane (*Chair Pro-Tempore*)
3. Al French, Spokane County (*P&D Chair*)
4. Pamela Haley, City of Spokane Valley (*PMER Chair*)
5. E. Susan Meyer (*Ex-Officio*)

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

January 10, 2018

**AGENDA ITEM 11:** CEO REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**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 \_\_\_\_\_

# 12.

## **EXECUTIVE SESSION**

At this time, the STA Board Operations Committee will adjourn to 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 STA 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 the Committee 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 - 10 minutes