

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, May 9, 2018, 1:30 p.m.

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

AGENDA

Estimated Meeting Time: 40 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 April 11, 2018 Committee Meeting – Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
 - a. Al French, Planning & Development
 - b. Pam Haley, Performance Monitoring & External Relations
6. Board of Directors Draft May 17, 2018 Meeting Agenda – Corrections/Approval (*5 minutes*)
7. CEO Report (*5 minutes*)
8. New Business
9. Adjourn

Next Committee Meeting: Wednesday, June 13, 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

May 9, 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

May 9, 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

May 9, 2018

AGENDA ITEM 4a: MINUTES OF THE APRIL 11, 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 April 11, 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 April 11, 2018 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Kevin Freeman, Small Cities Representative (Millwood),
Board Operations Committee Chair
Candace Mumm, City of Spokane, *Chair Pro Tempore*
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*
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*
Jan Watson, *Clerk of the Authority*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

GUESTS

None

1. CALL TO ORDER AND ROLL CALL

Ms. Haley called the meeting to order at 1:39 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Ms. Haley moved approval of the Committee agenda, Mr. French seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. March 7, 2018 Committee Minutes

Mr. French moved approval of the March 7, 2018 committee meeting minutes, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom reported the P&D Committee discussed the 2018 Transit Development Plan (TDP) Mid-Range Planning Guidance and recommended approval consistent with last year's principles. The committee forwarded the item to the April Board consent agenda for approval. The committee's primary discussion concerned the 2018 TDP Revenue and Expenditure Forecast Assumptions. Staff recommended a sales tax revenue assumption based on a 3.25% trend. The committee asked for additional projections of a 3% and 3.5% trend to see how it would affect STA's six year planning and programming window. Mr. French asked Ms. Warren if she could identify the percentage of sales tax revenue related to new construction versus ongoing general sales tax revenue. Ms. Warren replied yes and will include the information in the May committee report.

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

Ms. Haley reported the committee received reports on the Plaza Operations Study and the Annual Passenger Facilities. Mr. Otterstrom presented the final recommendations for the September 2018 Service Revision. The committee approved the recommendations and forwarded the item to the Board's consent agenda for approval in April.

Mr. Freeman arrived at 1:45 p.m.

Mr. French asked if STA still monitors the time it takes and to board and de-board at the Plaza and if STA is able to report on improvements? Mr. Otterstrom replied that part of the Study will look at how much time is spent at the curb (the combined total of board/de-board). There is data from a previous study that tracked boarding times at the Plaza we can pull from for comparisons. Mr. Otterstrom reported the Study will evaluate different alternatives/themes. For example, what if we change how we manage the schedule or change how we load the passengers. Mr. Otterstrom commented that Mark Richard of the Downtown Spokane Partnership (DSP) indicated STA should ensure we are consistent with past actions referencing their recommendations in 2014 where they endorsed the strategies of STA Moving Forward.

6. APPROVE LETTER TO SPOKANE REGIONAL TRANSPORTATION COUNCIL (SRTC)

As requested by the Board at its March meeting, Ms. Meyer provided a draft letter expressing concerns with SRTC's approach to its proposed plan to initiate and lead a major new Division Street Corridor Study. Ms. Mumm asked if the communication should be Board to Board or Executive Director to Executive Director. The motion from the Board was for Ms. Meyer to prepare a letter on behalf of the Board to be sent to the SRTC Agency. Committee members discussed the purpose of the letter. Mr. French indicated there will be a meeting at the SRTC in the next thirty days to clarify the intent and timing of the Study and suggested that the Board Operations Committee take action on this letter at the next Board Operations Committee meeting.

Ms. Haley moved to table approval of the letter to the May 9 Board Operations Committee meeting, Ms. Mumm seconded and the motion passed unanimously.

7. REVIEW SCHEDULE FOR CARDINAL INFRASTRUCTURE VISIT APRIL 18-20, 2018

Cardinal Infrastructure consultants will be in Spokane to consult with STA on federal matters, especially as it relates to the Central City Line (CCL) and Small Starts Grant funding. They will meet new board members, reconnect with existing board members, and meet with the Spokane City Council as well as Mayor Condon and his cabinet. The objective of the visit is to ensure all parties understand the progress of the CCL project and the likelihood of it receiving a Small Start Grant. The draft schedule was shared with the P&D and PM&ER committees. The CCL Steering Committee and alternates to the Board will be invited to attend Board Workshop scheduled for April 19. Representatives of the Board will be invited to attend dinner with the consultants on April 19. Ms. McAloon stated that a Notice of Public Meeting will need to be posted if there is a quorum of the Board or a Committee at the dinner.

BOARD OF DIRECTORS APRIL 19, 2018 MEETING & WORKSHOP AGENDAS

Committee members reviewed the agenda. The only action at the Board meeting will be to approve the consent agenda. The meeting is scheduled for 10 to 15 minutes and will adjourn so that the Board Workshop with Cardinal Infrastructure can begin at 1:45 p.m.

Mr. French moved approval of the Board and Workshop agendas, Ms. Haley seconded and the motion passed unanimously.

9. CEO REPORT

Ms. Meyer reported the forecast of revenue and expenditures is part of the Transit Development Plan (TDP) and is done each year. This year the forecast will include the actual revenue and expenditures from 2017, and will look into the future to 2024. The TDP is for the current year plus six. The final forecast will be presented in May based on the direction given at the P&D Committee to look at three different revenue scenarios. It will include

all the expenses associated with regular operations and STA Moving Forward (STAMF), revenue from the STAMF Plan which includes a tenth of a cent sales tax increase in April 2019 and, based on board approval, a fare increase of 25 cents to a two-hour pass in July 2018. Ms. Mumm asked if the sales tax increase is received in April or if that is when the tax is collected. Ms. Meyer responded the money is collected on sales in April and STA receives the funds in June. The forecast will go the P&D Committee in May and then to the Board.

Last week New Flyer brought a 40' battery electric bus to STA and today there is a double decker diesel bus from Alexander Dennis. Board members are invited to view and/or ride the double decker bus after today's meeting.

STA recently received the Champion of the Arc 2018 Sponsorship Award for our support of the community organization.

STA was awarded a grant of \$1.375 million from the Federal Transit Administration. Of the 400 plus applications that were submitted, grants were awarded to ten transit agencies in the state of Washington. The grant is for replacement of buses at the end of their useful life.

The City of Spokane has included STA in discussions regarding the future of Spokane Falls Boulevard near the downtown library in anticipation of changes that will result from construction of a Combined Sewer Overflow (CSO) tank and an associated public plaza on top of the tank. Karl Otterstrom and Mike Hynes from the Planning and Development Department are representing STA. Currently, STA has altered its preferred route in that area due to construction. Discussions include near term changes as well as changes that will take longer to develop as the project moves forward. STA appreciates being integrated into the planning process from the beginning and is supportive of the work being done by the City.

8. **NEW BUSINESS**

None

9. **ADJOURN**

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:30 p.m.

Respectfully submitted,



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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 9, 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 May 2, 2018 and June 6, 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
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 2, 2018, 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 (*5 minutes*)
 - A. Minutes of the April 4, 2018 Committee Meeting -- *Corrections/Approval*
5. Committee Action (*15 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 (*45 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. 2018 Transit Development Plan: Revenue & Expenditure Forecast Assumptions Update – (*Otterstrom/Warren*)
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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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 6, 2018, 10:00 a.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 60 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 May 2, 2018 Committee Meeting -- *Corrections/Approval*
5. Committee Action
 - A. Board Consent Agenda
(No items being presented this month)
 - B. Board Discussion Agenda – Committee Recommendation Agenda
(No items being presented this month)
6. Reports to Committee (*30 minutes*)
 - A. Draft 2018 Transit Development Plan (public hearing) – (*Otterstrom/Tresidder*)
 - B. Central City Line Update: Design Update – (*Warren/Tresidder/Otterstrom*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(No information included this month)
9. Review July 11, 2018 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (*10 minutes*)
12. Adjourn
13. Next Committee Meeting: July 11, 2018 (**2nd Wednesday due to Holiday**) 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

May 9, 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 May 2, 2018 and June 6, 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
Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

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

UPDATED - 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** *(10 minutes)*
 - A. Board Consent Agenda
 1. ~~Equal Employment Opportunity Policy & Affirmative Action Plans Resolution (Williams)~~ Postponed to June 6, 2018 Performance Monitoring and External Relations Committee Meeting
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(50 minutes)*
 - A. Annual Route Report *(Otterstrom)*
 - B. Monroe-Regal High Performance Transit (HPT) & South Hill Service Planning Outreach *(Otterstrom)*
 - C. 2019 September Service Revisions: Conditions and Opportunities *(Otterstrom)*
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 Operating Indicators *(Watkins)*
 - C. 2018 Van Grant Recipients Award *(Watkins)*
 - D. 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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

May 2, 2018

AGENDA ITEM 9: **UPDATED - JUNE 2018 DRAFT COMMITTEE PACKET AGENDA REVIEW**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: STA Staff

SUMMARY: At this time, members of the Performance Monitoring and External Relations Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the June meeting of June 6, 2018.

Committee Action:

- Approval of Minutes of May 2, 2018 Committee Meeting

Board Consent Agenda:

- Custodial Plaza and 2nd Floor Boone Award of Contract (*Watkins*)
- **Equal Employment Opportunity Policy & Affirmative Action Plans-Resolution (*Williams*)**
- Approval of City of Spokane Design/Construction Interlocal Agreement (*Otterstrom*)

Reports to Committee:

- 1st Quarter 2018 Performance Measures (*Watkins*)
- 2018 New Fare Communications (*Bousley*)
- 2018 Communications Plan – Update (*Bousley*)
- 1st Quarter CAC Update (*Bousley*)

Committee Information:

- May 2018 Sales Tax Revenue Information (*Warren*)
- April 2018 Financial Results Summary (*Warren*)
- April 2018 Operating Indicators (*Watkins*)
- 1st Quarter Service Planning Input Report (*Otterstrom*)
- 1st Quarter Safety and Loss Report (*Williams*)
- STA Outreach Update (*Bousley*)

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 9, 2018

AGENDA ITEM 6: BOARD OF DIRECTORS MEETING AGENDA MAY 17, 2018 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for May 17, 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, May 17, 2018 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 75 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Ron Simmons, Coach Operator – Retirement (*Roger Watkins*)
 - B. Anita Teague, Paratransit Supervisor – Retirement (*Roger Watkins*)
 - C. Kevin Eaton, Coach Operator – Retirement (*Roger Watkins*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of April 19, 2018 Board Meeting – Corrections/Approval
 - B. Minutes of April 19, 2018 Board Workshop – Corrections/Approval
 - C. April 2018 Vouchers (*Lynda Warren*)
 - D. Federal Transit Administration (FTA) Section 5310 Funding Awards (*Karl Otterstrom*)
6. Board Action – Committee Recommendations: *None*
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Kevin Freeman*)
9. Planning & Development Committee: *20 minutes*
 - A. Chair Report (*Al French*)
 - i. 2018 Transit Development Plan: Revenue & Expenditure Forecast Assumptions Update (*Lynda Warren*)
10. Performance Monitoring & External Relations Committee: *30 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. Annual Route Report (*Karl Otterstrom*)
 - ii. Monroe-Regal High Performance Transit & South Hill Service Planning Outreach (*Karl Otterstrom*)
 - iii. September 2019 Service Revisions: Conditions & Opportunities (*Karl Otterstrom*)

11. CEO Report: *10 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. April 2018 Sales Tax Summary (*Lynda Warren*)
 - C. March 2018 Operating Indicators (*Roger Watkins*)
 - D. 2018 Transit Development Plan: 2019-2021 Service Improvements (*Karl Otterstrom*)
 - E. 2018 Transit Development Plan: Preliminary 2019-2024 Capital Improvement Program (*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 May 17, 2018 Board Meeting:

Saturday, May 19, 2018	4:00 p.m.
Monday, May 21, 2018	10:00 a.m.
Tuesday, May 22, 2018	8:00 p.m.

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

Planning & Development	June 6, 2018, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	June 6, 2018, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	June 13, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, June 21, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 9, 2018

AGENDA ITEM 7: 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 _____