

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

**BOARD OPERATIONS COMMITTEE MEETING**  
**Wednesday, May 8, 2019, 1:30 p.m.**

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

**AGENDA**

*Estimated Meeting Time: 60 Minutes*

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Candace Mumm*)
3. Chair's Comments (*Candace Mumm*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
  - a. April 10, 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. Resolution for Central City Line Real Estate Acquisition – Discussion (*Karl Otterstrom*) (*10 minutes*)
7. Board Governing Committee Operating Guidelines – Discussion (*Candace Mumm*) (*10 minutes*)
8. Board of Directors Draft May 16, 2019, Meeting Agenda – Corrections/Approval (*5 minutes*)
9. CEO Report (*5 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, June 12, 2019, 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](http://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**

May 8, 2019

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, 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**

May 8, 2019

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, Committee Chair

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**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**

May 8, 2019

**AGENDA ITEM 4a:** MINUTES OF THE APRIL 10, 2019, 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 April 10, 2019, 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 April 10, 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*  
Karl Otterstrom, *Director of Planning & Development*  
Brandon Rapez-Betty, *Director of Communications &  
Customer Service*  
Lynda Warren, *Director of Finance & Information Services*  
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

### **GUESTS**

Ryan Broadwater  
Nicholas Deshais

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

Chair Mumm called the meeting to order at 1:32 p.m. and roll call was conducted.

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

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

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

Chair Mumm congratulated staff for their hard work on the Central City Line (CCL) Small Starts grant application. On April 9, the Federal Transit Administration announced a \$53.4 million allocation for the CCL.

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

##### **a. March 13, 2019 Committee Minutes**

*Ms. Haley moved to approve the March 13, 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)**

The P&D Committee approved the Scope of Work for Design and Engineering Services for the I-90/Valley High Performance Transit project. The Committee forwarded the 2019 Transit Development Plan Mid-Range Guidance with minor edits to the Board consent agenda. Mr. Watkins briefed the Committee on the Zero Emission Technology Fleet Transition Evaluation. The majority of the meeting was a discussion regarding requested changes to the East Sprague Avenue Bus Stops. The Committee forwarded a recommendation to the Board to maintain the bus stops in their current locations.

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

The PMER Committee approved the Paratransit Purchased Transportation Scope of Work and the appointment of a new member to the Citizen Advisory Committee. The Committee forwarded the Awards of Contract for the Spokane Community College Transit Center and the Spokane Falls Station to the Board consent agenda. The Committee received a report on the Fixed Route 2018 Passenger Survey Results, as well as a Legislative Report.

**6. MORAN STATION PARK & RIDE**

In order to accommodate the driveway for inbound buses entering the Park & Ride, as well as other traffic, STA needs to construct a fill slope that crosses the northern property line with Spokane County. The County has no concerns with the project; however, it does require the execution of a Temporary Construction Easement and a Permanent Slope Easement. Ms. Kinnear asked if it involved a wetlands area requiring additional permitting. Mr. Otterstrom said no.

*Ms. Haley moved to recommend the Board approve a Temporary Construction Easement and a Permanent Slope Easement between Spokane County and Spokane Transit for the construction of a fill slope on the north side of the Moran Station Park & Ride property and authorize the CEO to execute the easements on behalf of Spokane Transit. Mr. Grover seconded and the motion passed unanimously.*

**7. KENDALL YARDS UNIVERSAL TRANSIT ACCESS PROGRAM**

In October 2018, STA initiated a Universal Transit Access Program (UTAP) with Greenstone Corporation for the Kendall Yards development. The pilot program contract is funded by Greenstone on behalf of the residents and commercial tenants in the neighborhood. After six months, approximately 18,830 trips have been taken on STA buses (about 63,700 miles of travel on STA routes). Ridership in the sixth month of the program (March 2019) is 258% higher than in the first month (October 2018). The program has been very successful. Ms. Mumm said she recently discussed the program model with K. Jane Williams, Acting Administrator for the Federal Transit Administration. Administrator Williams has not heard of this type of program anywhere else in the country. Mr. Rapez-Betty and Ms. Mumm discussed getting a write-up about the program in a national magazine. Ms. Mumm suggested sharing the success of this program through the Kendall Yards Community Newsletter. Mr. Otterstrom invited Jim Frank from Greenstone Corporation to present information about the pilot program at an upcoming industry conference. Ms. Mumm said the Association of Washington Cities will be in Spokane in June and suggested a presentation at the meeting. Ms. Mumm will send the suggestion to the meeting organizer and copy Ms. Meyer.

**7. BOARD OF DIRECTORS AGENDA APRIL 18, 2019**

Ms. Mumm expects there to be public comment on the Sprague Bus Stops and asked to add time for public comment specific to the agenda item, 7.A. There will also be a sign in sheet for the agenda item. The time allotted for the discussion will be increased to 20 minutes.

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

**9. CEO REPORT**

Ms. Meyer announced that STA received a \$53.4 million allocation from the Federal Transit Administration (FTA) for the Central City Line. It is a one-year allocation from 2018 funds. Acting Administrator K. Jane Williams called Ms. Meyer to congratulate STA and say how much she and the FTA like the project. She acknowledged the STA Board for their leadership and the consultants at Cardinal Infrastructure for their advocacy. Staff will meet with Urban Engineers, FTA staff, and STA's engineers at the beginning of May to complete a Risk Review (scope, cost, and schedule). Cardinal Infrastructure is invited to attend the Risk Review and the STA Committee meetings on May 1.

Lynda Warren, Director of Finance and Information Services, plans to retire no later than October 31, or two weeks after the hire of her successor. Ms. Meyer and the Board members thanked Ms. Warren for her dedication and valuable contributions to STA.

**8. NEW BUSINESS**

Ms. Mumm said it was brought to her attention that the Board Chair cannot serve as an alternate at a Committee meeting. A Board member can attend any Committee meeting, but cannot vote as an alternate. The downside is the potential not to have a quorum at a Committee meeting. Alternates can take action at the full Board meeting, but not a Committee meeting. Ms. Mumm asked if the Board Operations Committee wanted to discuss an alternative proposal to the Operating Committee Guidelines. Ms. Mumm said Mr. Brian McClatchey, attorney for the City of Spokane, offered to help draft a proposal that would allow alternates to vote at a Committee meeting. Committee members agreed to discuss this further. Ms. McAloon will draft edits to the Board Governing Committee Operating Guidelines for discussion. Ms. Mumm said the discussion will be added to the next Board Operations Committee agenda.

**9. ADJOURN**

With no further business to come before the Committee, Chair Mumm 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 8, 2019

**AGENDA ITEM 5a:** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Chris Grover, Chair, Planning & Development

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**SUMMARY**

Mr. Grover will review the May 1, 2019, and June 5, 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  
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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 1, 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 *(10 minutes)*
4. Committee Action *(5 minutes)*
  - A. Minutes of the April 3, 2019 Committee Meeting -- *Corrections/Approval*
5. Committee Action *(10 minutes)*
  - A. Board Consent Agenda
    1. Connect Spokane: Minor Update / Action -- *(Otterstrom/Tresidder)*
6. Reports to Committee *(45 minutes)*
  - A. 2019 Transit Development Plan: Proposed 2020-2022 Service Improvements -- *(Otterstrom/Weinand/Kenney)*
  - B. 2019 Transit Development Plan: Preliminary 2020-2025 Capital Improvement Program -- *(Warren/Otterstrom)*
  - C. 2019 Transit Development Plan: Revenue & Expenditure Forecast Assumptions Update -- *(Warren/Otterstrom)*
  - D. Central City Line: Readiness Update -- *(Otterstrom)*
  - E. Shared Mobility Concepts -- *(Otterstrom/Tresidder)*
  - F. East Sprague Transit Signal Priority -- *(Otterstrom/Brodwater)*
7. CEO Report *(E. Susan Meyer) (10 minutes)*
8. Committee Information  
*(No information included this month)*
9. Review June 5, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions *(10 minutes)*
12. Adjourn
13. Next Committee Meeting: Wednesday, June 5, 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, June 5, 2019, 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 *(10 minutes)*
4. Committee Action *(5 minutes)*
  - A. Minutes of the May 1, 2019 Committee Meeting -- *Corrections/Approval*
5. Committee Action
  - A. Board Consent Agenda  
*No items being presented this month.*
6. Reports to Committee *(55 minutes)*
  - A. 2019 Transit Development Plan: Completed Draft Plan (Public Hearing) --  
*(Otterstrom/Tresidder)*
  - B. Central City Line: Budget and Readiness Review Updates -- *(Otterstrom)*
  - C. East Sprague Transit Signal Priority – *(Otterstrom/Brodwater)*
  - D. Zero Emission Technology Fleet Transition Evaluation – Update – *(Watkins)*
7. CEO Report *(E. Susan Meyer) (10 minutes)*
8. Committee Information  
*(No information included this month)*
9. Review July 10, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions *(10 minutes)*
12. Adjourn
13. Next Committee Meeting: Wednesday, July 10, 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**

May 8, 2019

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

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY**

Ms. Kinnear will review the May 1, 2019, and June 5, 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 \_\_\_\_\_

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## PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

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

### AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(5 minutes)*
  - A. Minutes of the April 3, 2019, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(10 minutes)*
  - A. Board Consent Agenda
    1. Award of Contract: Security Services *(Williams)*
  - B. Board Discussion Agenda
    1. *(No Items being presented this month)*
6. **Reports to Committee** *(50 minutes)*
  - A. Central City Line: Readiness Review Update *(Otterstrom)*
  - B. System Performance Report *(Otterstrom)*
  - C. Moran Station Park and Ride Project and Budget Update *(Otterstrom)*
  - D. 1<sup>st</sup> Quarter 2019 Performance Measures *(Watkins)*
  - E. 2019 Van Grant Recipients Award *(Watkins)*
  - F. Legislative Report *(Meyer)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
  - A. March 2019 Operating Indicators *(Watkins)*
  - B. March 2019 Financial Results Summary *(Warren)*
  - C. April 2019 Sales Tax Revenue Information *(Warren)*
  - D. 1<sup>st</sup> Quarter 2019 Service Planning Input Report *(Otterstrom)*
9. June 5, 2019, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: June 5, 2019, 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, June 5, 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 *(5 minutes)*
  - A. Minutes of the April 3, 2019, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(20 minutes)*
  - A. Board Consent Agenda
    1. Award of Contract: Monroe-Regal *(Otterstrom)*
    2. Award of Contract: Moran Station Park & Ride *(Otterstrom)*
    3. Award of Contract: High Performance Transit (HPT) Stations *(Otterstrom)*
  - B. Board Discussion Agenda
    1. *(No Items being presented this month)*
6. **Reports to Committee** *(40 minutes)*
  - A. 1<sup>st</sup> Quarter 2019 Citizen Advisory Committee (CAC) Update *(Rapez-Betty)*
  - B. Low Income Pass Assessment Update *(Arneson)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
  - A. April 2019 Operating Indicators *(Watkins)*
  - B. April 2019 Financial Results Summary *(Warren)*
  - C. May 2019 Sales Tax Revenue Information *(Warren)*
  - D. 1<sup>st</sup> Quarter 2019 Safety and Loss Summary *(Williams)*
9. July 10, 2019, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: July 10, 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**

May 8, 2019

**AGENDA ITEM 6 :** RESOLUTION FOR CENTRAL CITY LINE REAL ESTATE ACQUISITION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning & Development

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**SUMMARY:**

Staff will update the Committee regarding real estate acquisition for the Central City Line.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**FINAL REVIEW FOR BOARD BY:**

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

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

May 8, 2019

**AGENDA ITEM 7:** BOARD GOVERNING COMMITTEE OPERATING GUIDELINES

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, Chair

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**SUMMARY**

The Committee will review proposed revisions to the Board Governing Committee Operating Guidelines.

**RECOMMENDATION TO COMMITTEE:** Discussion

**FINAL REVIEW FOR BOARD BY:**

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

## EXHIBIT A

### BOARD GOVERNING COMMITTEE OPERATING GUIDELINES

1. The Board of Directors Chair will nominate the voting chairs and members of the Planning & Development and Performance Monitoring & External Relations Committees to an annual term, subject to Board confirmation.
2. During every year of appointment as a Director, each Board member shall serve as a voting member of either the Planning & Development Committee or the Performance Monitoring & External Relations Committee with the exception of the Board Chair. No Director shall serve on both Planning & Development and the Performance Monitoring & External Relations Committees<sup>[ED1]</sup>. This will ensure that each Governing Committee has a "critical mass" of voting Board members and will guard against Board members' overextension and the dilution of governance.
3. The Chief Executive Officer is an ex officio, non-voting member of all Board Governing Committees and should whenever feasible attend Committee meetings.
4. The non-voting labor representative Director shall be nominated by the Board of Directors Chair to serve as an ex officio, non-voting member of either the Planning & Development Committee or the Performance Monitoring & External Relations Committee, subject to Board confirmation.
5. Committee action will be taken by a vote of the eligible voting members. A quorum for the purpose of conducting committee business consists of two voting members. No Governing Committee shall have more than four (4) Directors in a voting position. In the event that more than four Directors must be appointed to any Governing Committee in order to satisfy representation requirements set forth in the Bylaws or a Board resolution, the Board, by majority vote of those voting on the motion, shall specify which Director will serve on such committee in an ex-officio, non-voting role.
6. Only Directors or their designated alternate may serve as members of the Board's three Governing Committees. A designated alternate is the Director's Board alternate or any other Director[; provided, an alternate may not serve in violation of Section 2 of these guidelines].
7. The Board Governing Committees may create advisory sub-committees consisting of non-Directors to assist them in carrying out their responsibilities.
8. It is recommended that, to qualify as a Governing Committee chair, a Board member should have served at least a year as an active member of that Committee (after the Committee structure has been in existence for two years).
9. Board members should make a commitment to attend Committee meetings regularly, be prompt and be prepared.



10. All matters coming to the full Board should go through the appropriate Governing Committee and be introduced by Committee members. No action items should be introduced directly to the full Board, without having come through the appropriate Board Governing Committee, and all reports to the Board should be made by Governing Committee members (with the sole exceptions of the regular Chief Executive Officer report to the Board and when non-board advisory sub-committee members or staff members present special briefings under the aegis of the Governing Committees).
11. Committees should meet far enough in advance of the regular Board meeting that Committee recommendations can be prepared in a full and timely fashion for transmittal to the full Board. Committee meetings should never be held in conjunction with the regular Board meeting since this would lead to ritualistic, rather than substantive, Committee sessions.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF AMENDING THE SPOKANE TRANSIT BOARD GOVERNING COMMITTEE GUIDELINES; RESCINDING RESOLUTION NO. 766-19; AND, OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (“STA”) is a public transportation benefit area organized and operating pursuant to Chapter 36.57A RCW and is governed by its Board of Directors (the “Board”); and

WHEREAS, by Resolution No. 682-11, the Board established the Governing Committee Guidelines for its Board Governing Committees and has periodically updated and amended the Governing Committee Guidelines in the best interest of STA and in conformance with the governing mission statements set forth in Resolution No. 680-11, and the current guidelines for the Board Governing Committee Operating Guidelines are now set forth in Resolution No. 766-19; and

WHEREAS, a function of the Board Operations Committee is the monitoring and periodic review of the Board Governing Committee Operating Guidelines to ensure that the Board and its three Board Governing Committees function smoothly and productively and to make any recommendations to the Board of revisions to Board policies; and

WHEREAS, the Board Operations Committee has recommended updates to Resolution No. 766-19 to provide for the appointment of alternates to Board Governing Committees; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The Board Governing Committee Operating Guidelines attached hereto as “Exhibit A” are hereby adopted and shall be effective immediately upon adoption of this resolution.

Section 2. Resolution No. 766-19 adopted by the Board on January 17, 2019 is hereby rescinded in its entirety.

ADOPTED by STA at a regular meeting thereof held on the \_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Candace Mumm  
Chair of the Board

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Attorney for Spokane Transit Authority

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

May 8, 2019

**AGENDA ITEM 8 :** BOARD OF DIRECTORS MEETING AGENDA MAY 16, 2019 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, CEO

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**SUMMARY**

The Board of Directors meeting agenda for May 16, 2019, 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  
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(509) 325-6000

## BOARD MEETING

Thursday, May 16, 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. Carol Pearson, Coach Operator - Retirement (*Roger Watkins*)
  - B. Jim Fitzgerald, Coach Operator - Retirement (*Roger Watkins*)
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the April 3, 2019, Board Workshop – Corrections/Approval
  - B. Minutes of the April 18, 2019, Board Meeting – Corrections/Approval
  - C. April 2019 Vouchers – Approval (*Lynda Warren*)
  - D. Award of Contract: Security Contract (*Nancy Williams*)
  - E. Connect Spokane: Minor Update / Action (*Karl Otterstrom*)
  - F. Resolution for CCL Property Acquisition (*Karl Otterstrom*)
6. Board Action – Committee Recommendations (*None*)
7. Board Action – Other (*None*)
8. Board Operations Committee: *10 minutes*
  - A. Chair Report (*Candace Mumm*)
9. Planning & Development Committee: *30 minutes*
  - A. Chair Report (*Chris Grover*)
    - i. 2019 Transit Development Plan: Revenue & Expenditure Forecast Assumptions Update (*Lynda Warren/Karl Otterstrom*)
    - ii. Central City Line: Readiness Review Update (*Karl Otterstrom*)
    - iii. East Sprague Transit Signal Priority (*Karl Otterstrom*)
10. Performance Monitoring & External Relations Committee: *20 minutes*
  - A. Chair Report (*Lori Kinnear*)
    - i. 1st Quarter 2019 Performance Measures (*Roger Watkins*)
    - ii. 2019 Van Grant Recipients Award (*Roger Watkins*)
11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. April 2019 Sales Tax Summary (*Lynda Warren*)
  - C. March 2019 Financial Results Summary (*Lynda Warren*)
  - D. March 2019 Operating Indicators (*Roger Watkins*)
  - E. 2019 Transit Development Plan: Proposed 2020-2022 Service Improvements (*Karl Otterstrom*)
  - F. 2019 Transit Development Plan: Preliminary 2020-2025 Capital Improvement Program (*Karl Otterstrom*)
  - G. Shared Mobility Concepts (*Karl Otterstrom*)
  - H. System Performance Report (*Karl Otterstrom*)
  - I. 1st Quarter 2019 Service Planning Input Report (*Karl Otterstrom*)
  - J. Moran Station Park and Ride Project and Budget Update (*Karl Otterstrom*)
13. New Business (*5 minutes*)
14. Board Members' Expressions (*5 minutes*)
15. Executive Session (*McAloon Law PLLC*)
16. Adjourn

Cable 5 Broadcast Dates and Times of May 16, 2019 Board Meeting:

Saturday, May 19, 2019	4:00 p.m.
Monday, May 23, 2019	10:00 a.m.
Tuesday, May 24, 2019	8:00 p.m.

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

Planning & Development	June 5, 2019, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	June 5, 2019, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	June 12, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, June 20, 2019, 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**

May 8, 2019

**AGENDA ITEM 9 :** 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 \_\_\_\_\_