

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, November 8, 2017, 1:30 p.m.

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

AGENDA

Estimated Meeting Time: 80 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Pam Haley*)
3. Chair's Comments (*Pam Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - a. Minutes of September 13, 2017 Committee Meeting - Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
 - a. Al French, Planning & Development
 - b. Amber Waldref, Performance Monitoring & External Relations
6. Central City Line Project Development Update – Report (*Karl Otterstrom*) (*10 minutes*)
7. Board Leadership Transitions – Discussion (*E. Susan Meyer*) (*10 minutes*)
8. Board of Directors Draft Agenda November 16, 2017 – Corrections/Approval (*5 minutes*)
9. CEO Report (*5 minutes*)
10. Executive Session (*20 minutes*)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, December 6, 2017 at 1:30 p.m.
(STA Northside Conference Room, 1230 W. 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. 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

November 8, 2017

AGENDA ITEM 2: APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, 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

November 8, 2017

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, Committee Chair

SUMMARY: Ms. Haley 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

November 8, 2017

AGENDA ITEM 4a: MINUTES OF THE SEPTEMBER 13, 2017 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 September 13, 2017 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 September 13, 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
Beth Bousley, Director of Communications & Customer Service
Karl Otterstrom, Director of Planning & Development
Jan Watson, Clerk of the Board
Nancy Williams, Director of Human Resources

PROVIDING LEGAL COUNSEL

Laura McAloon, Witherspoon Brajcich McPhee PLLC

GUESTS

Daniel Wells, Deputy Director of Capital Development

1. CALL TO ORDER AND ROLL CALL

Chair Haley called the meeting to order at 1:35 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Mr. French moved to approve the revised Committee agenda, Ms. Waldref seconded and the motion passed unanimously.

2a. EXECUTIVE SESSION

At 1:40 p.m., Ms. Haley announced that the Committee would adjourn for an Executive Session for the following purpose:

Discussion with legal counsel representing STA regarding potential litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110(1)(i)(iii))

The Committee will reconvene in open session at approximately 1:55 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the Board will reconvene.

At 1:55 p.m., Mr. Blaska, Director of Operations, announced the Committee will reconvene at approximately 2:05 p.m.

At 2:08 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

3. CHAIR'S COMMENTS – No comments.

4. COMMITTEE ACTION/DISCUSSION

a. July 19, 2017 Committee Meeting Minutes

Ms. Waldref moved to approve the July 19, 2017, Committee meeting minutes, Mr. French seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French reported the P&D Committee discussed the Draft 2018 Operating & Capital Budgets presented by Ms. Warren. Mr. Otterstrom presented an update on the *Connect Spokane* Comprehensive Plan and reviewed draft amendments to the plan. The Committee briefly discussed service inquiries from representatives of the Pinecroft Business Park in the Spokane Valley. Mr. French is meeting with the developer, John Miller, on September 14.

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

Ms. Waldref reported the PM&ER Committee approved the Scope of Work for the Boone Northwest Garage. Mr. Blaska said the Request for Proposal will be released in late October or November and receive bids in December. A recommendation for Award of Contract will go to the Board after the first of the year.

The Committee discussed the Bus Advertising Evaluation and concurred with the recommendation of staff to continue to suspend the advertising program.

Mr. Otterstrom reported on the Federal Transit Administration (FTA) Comprehensive Review that concluded with an on-site visit on May 15-16, 2017. The final report from FTA noted only four minor deficiencies out of 287 specific inspection items. Mr. French inquired if STA is interested in the County's property in Airway Heights near the casino. Mr. Otterstrom and Ms. Meyer replied that STA considered the property in 2014, and the decision was made to keep STA's current property, which meets its needs.

Mr. Blaska and Ms. Williams presented an update on the Operator Safety and Security Environment Review. The Committee was impressed with the actions identified by the Review that will result in improvements to training and procedures. Ms. Haley asked how many incidents would have been helped with a shield. Mr. Blaska replied a shield would have been relevant in about 30 percent of the incidents. STA will do an assessment using shields after the first of the year. Discussion ensued regarding the de-escalation training. Mr. Blaska noted the trainer makes it very clear it is not the driver's fault if she/he is assaulted. Ms. Meyer added one of the values of the report is that assaults are now defined using the Canadian Urban Transit Association levels of assault. Mr. Blaska will send a link to the complete report to the Committee members.

6. BOARD LEADERSHIP TRANSITIONS

Ms. Meyer reviewed the Small Cities rotation in 2018, the rotation of the STA Board of Directors Chair, and the term and election cycle for the 2018 STA Board of Directors. In 2018, the Small Cities have the Chair. Depending on the results of the 2018 election, there may be several new Board members in 2018.

7. PROPOSAL TO LEASE STA PLAZA SPACE

Ms. Meyer briefed the Committee on the status of the lease proposal with MetroPCS for the first floor rotunda space at the STA Plaza. After a brief discussion, the Committee recommended Ms. Meyer move forward with MetroPCS to negotiate a five-year lease.

8. BOARD OF DIRECTORS AGENDA SEPTEMBER 21, 2017

Committee members reviewed the agenda. The PM&ER Chair Report will note the Operator Safety & Security Environment Review and Bus Advertising Evaluation. The *Connect Spokane* Update and FTA Comprehensive Review will be included in the information packet for the Board.

Mr. French moved to approve the amended Board meeting agenda, Ms. Waldref seconded, and the motion passed unanimously.

9. CEO REPORT

Ms. Meyer reported the search for a Chief Operations Officer, Mr. Blaska's successor, is in progress; 70+ applications have been received to-date. Initial interviews will begin in mid-October. Finalists will have a second interview. The goal is to have overlap time between the new hire and Mr. Blaska before he retires.

The STA Maintenance Manager is scheduling appointments with bus manufacturers for STA staff and board members attending the American Public Transportation Association (APTA) Expo and Annual Meeting in Atlanta. Board members will be given an information sheet of what STA is looking for with future purchases. STA will also make an appointment with the staff of the Federal Transit Administration (FTA) and request an appointment with the new acting administrator.

A veteran's organization is seeking a donated van from STA to serve the Valley Veteran's Center. Ms. Meyer will recommend approval to the Board. The process will be similar to the process used for the Zone Project and the Hope Works Spokane Project. Mr. French inquired about surplus vans. Mr. Blaska replied that vans are not surplus; they are retired from service. Mr. French asked if donating a retired van to the Pineroft Business Park would be an option to meet their needs. Mr. Blaska recommended that Mr. French talk with Mr. Miller, developer of the Business Park, about the STA Van Pool Program when he meets with him.

Ms. Meyer and Mr. Otterstrom attended a Transportation Choices Coalition (TCC) recognition event where STA was one of two organizations acknowledged for winning ballot measures. TCC was active in STA's campaign.

Ms. Waldref commented that STA was recognized twice in the Mayor's comments at the City of Spokane's press conference about the Give Real Change for Homeless and Hope Works Spokane projects. Ms. Waldref thanked Ms. Meyer for STA's contributions and support of the programs and for being a good community partner.

8. **NEW BUSINESS** – None

9. **EXECUTIVE SESSION**

At 3:10 p.m., Ms. Haley announced that the Committee would adjourn for an Executive Session for the following purpose:

Discussion with legal counsel representing STA regarding potential litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. (RCW 42.30.110(1)(i)(iii))

The Committee will reconvene in open session at approximately 3:25 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the Board will reconvene.

At 3:25 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

9. **ADJOURN**

With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 3:25 p.m.

Respectfully submitted,



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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 8, 2017

AGENDA ITEM 5a: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY: Mr. French will review the November 1 and November 29, 2017 agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 1, 2017, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 75 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 October 4, 2017 Committee Meeting – *Corrections/Approval*
5. Committee Action
 - A. Board Consent Agenda
(No items being presented this month)
 - B. Board Action Agenda – Committee Recommendation Agenda
(No items being presented this month)
 - C. Board Discussion Agenda – Committee Recommendation Agenda
(No items being presented this month)
6. Reports to Committee (*45 minutes*)
 - A. Update on Final Proposed 2018 Operating & Capital Budgets – *(Warren)*
 - B. Downtown Spokane Plan Update / Review – *(Otterstrom/Tresidder)*
 - C. *Connect Spokane* Update: Review Revised Draft Amendments – *(Otterstrom/Tresidder)*
 - D. Proposed 2017 P&D Committee Work Program – *(Otterstrom)*
7. Committee Information – *no discussion/staff available for questions*
8. CEO Report (*E. Susan Meyer*) (*10 minutes*)
9. New Business
10. Committee Members' Expressions (*10 minutes*)
11. Review November 29, 2017 Committee Meeting Agenda
12. Adjourn
13. Next Committee Meeting: November 29, 10:00 a.m. (**December Meeting**)
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 29, 2017, **(December Meeting)** 10:00 a.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 75 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 1, 2017 Committee Meeting – *Corrections/Approval*
 - B. Finalize 2018 Committee Work Program – *(Otterstrom)*
5. Committee Action
 - A. Board Consent Agenda
(No items being presented this month)
 - B. Board Action Agenda – Committee Recommendation Agenda
 1. *Connect Spokane* Update: Final Recommendation – *(Otterstrom/Tresidder)*
 2. Adoption of 2018 Operating & Capital Budgets – *(Warren)*
 - C. Board Discussion Agenda – Committee Recommendation Agenda
(No items being presented this month)
6. Reports to Committee *(45 minutes)*
(No items being presented this month)
7. Committee Information – *no discussion/staff available for questions*
8. CEO Report *(E. Susan Meyer)* *(10 minutes)*
9. New Business
10. Committee Members' Expressions *(10 minutes)*
11. Review February 7, 2018 Committee Meeting Agenda
12. Adjourn
13. Next Committee Meeting: February 7, 2018 at 10:00 a.m. **(No January Meeting)**
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 8, 2017

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Amber Waldref, Chair, Performance Monitoring & External Relations

SUMMARY: Ms. Waldref will review the November 1 and November 29, 2017 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, November 1, 2017, 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 October 4, 2017, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(50 minutes)*
 - A. Board Consent Agenda
 1. Supplemental Low Income Pass Grant – Approval *(Blaska)*
 2. Flexible Vanpool Service Program *(Blaska)*
 3. Request for Extension of Plaza Property Management Contract *(Bousley)*
 4. Award of Contract for Drug and Alcohol Testing, Medical Review Officer, and Occupational Health Services *(Williams)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(10 minutes)*
 - A. Communications Update *(Bousley)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. September Financial Results Summary *(Warren)*
 - B. October Sales Tax Revenue Information *(Warren)*
 - C. September 2017 Operating Indicators *(Blaska)*
 - D. Spokane Transit Holiday Services and Office Hours *(Watson)*
9. November 29, 2017, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: November 29, 2017, 1:30 p.m. **(December Meeting)**
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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Spokane, WA 99201-2686
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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, November 29, 2017, 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 November 1, 2017, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(40 minutes)*
 - A. Board Consent Agenda
 1. Award of Contract for Fluid Management System *(Blaska)*
 2. Purchase of Six (6) Expansion 40' Diesel Coaches *(Blaska)*
 3. Approval of Spokane Police Department Agreement Renewal *(Williams)*
 4. Approval of City of Spokane Design/Construction Interlocal Agreement *(Otterstrom)*
 - A. Board Discussion Agenda
 1. Draft 2018 State Legislative Priorities *(Meyer)*
6. **Reports to Committee** *(20 minutes)*
 - A. 3rd Quarter Performance Measures *(Blaska)*
 - B. Fixed Route Passenger Survey Results *(Bousley)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. October Financial Results Summary *(Warren)*
 - B. November Sales Tax Revenue Information *(Warren)*
 - C. October 2017 Operating Indicators *(Blaska)*
 - D. STA Moving Forward (STAMF) Performance Matrix *(Otterstrom)*
 - E. 3rd Quarter Service Planning Input Report *(Otterstrom)*
 - F. Communications Update *(Bousley)*
9. February 7, 2018, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: February 7, 2018, 1:30 p.m. **(No January Committee Meeting)**
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

November 8, 2017

AGENDA ITEM 6: CENTRAL CITY LINE PROJECT DEVELOPMENT UPDATE –
DISCUSSION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Dan Wells, Deputy Director of Capital Development
Don Skillingstad, Capital Projects Manager

SUMMARY: Throughout 2017, there have been a number of notable milestones and accomplishments on the Central City Line project. These major accomplishments include submission of the preliminary Small Starts Ratings package to the Federal Transit Administration (FTA), submittal of the environmental documentation, and submission of the final Small Starts Ratings package to FTA in September. There has also been significant progress in defining the station locations, with input from a number of public outreach events regarding station locations and design, and numerous meetings with landowners, business owners and other stakeholders.

Over the next 18 months, there will be a number of milestones, some of which include actions that will come before the Board. Project Development continues up until there is a Small Starts Grant Agreement with the Federal Transit Administration, expected in the first half of 2019. These include:

- Affirmation of the station locations and configurations as the basis for final design (December 2017)
- Affirm CCL vehicle procurement strategy (December 2017)
- Approval of right-of-way acquisitions for property acquisitions and easements (2018-19)
- Constructability review (Summer-Fall 2018)
- If necessary, issuance of a Request For Proposals (RFP) for vehicles (Summer 2018)
- Execution of third party agreements with the City of Spokane, Gonzaga University, Avista Utilities (Late 2018)

Staff will provide a brief verbal update on current activities and upcoming milestones.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 8, 2017

AGENDA ITEM 7: BOARD LEADERSHIP TRANSITIONS - DISCUSSION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY: Ms. Meyer will review upcoming transitions in Board leadership relative to the By-Laws and the November 7, 2017 election results.

RECOMMENDATION TO COMMITTEE: Discussion

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 8, 2017

AGENDA ITEM 8: BOARD OF DIRECTORS AGENDA NOVEMBER 16, 2017 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY: The Board of Directors agenda for the November 16, 2017 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, November 16, 2017 at 1:30 p.m.
STA Boardroom
1229 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 65 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pam Haley*)
3. Public Expressions
4. Recognitions and Presentations: *None*
5. Public Hearing: *15 minutes*
 - A. *Connect Spokane Update: Revised Draft Amendments* (*Karl Otterstrom*)
Comments should be addressed to Karl Otterstrom, STA's Director of Planning & Development:
kotterstrom@spokanetransit.com
6. Board Action – Consent Agenda: *5 minutes*
 - A. Minutes of October 19, 2017, Board Meeting – Corrections/Approval
 - B. October 2017 Vouchers (*Lynda Warren*)
 - C. Plaza Management Contract Extension (*Beth Bousley*)
 - D. Approval of Supplemental Low Income Pass Grant (*Steve Blaska*)
 - E. Flexible Vanpool Program – Resolution (*Steve Blaska*)
 - F. Award of Contract for Drug and Alcohol Testing, Medical Review Office, and Occupational Health Services (*Nancy Williams*)
7. Board Action – Committee Recommendations: *None*
8. Board Action – Other: *None*
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
10. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)

11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Amber Waldref*)
12. CEO Report: *10 minutes*
13. Board Information: *No action or discussion*
 - A. Committee Minutes
 - B. September 2017 Financial Results Summary (*Lynda Warren*)
 - C. October 2017 Sales Tax Revenue (*Lynda Warren*)
 - D. September 2017 Operating Indicators (*Steve Blaska*)
 - E. STA Holiday Service and Office Hours (*Jan Watson*)
 - F. Downtown Spokane Plan Update (*Karl Otterstrom*)
 - G. Central City Line Project Development Update (*Karl Otterstrom*)
 - H. Proposed 2018 Planning & Development Committee Work Program (*Karl Otterstrom*)
14. New Business
15. Board Members' Expressions
16. Executive Session (*Witherspoon Brajcich McPhee PLLC*) - *20 minutes*
17. Adjourn

Cable 5 Broadcast Dates and Times of November 16, 2017 Board Meeting:

Saturday, Nov 18, 2017	4:00 p.m.
Monday, Nov 20, 2017	10:00 a.m.
Tuesday, Nov 21, 2017	8:00 p.m.

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

Planning & Development	Nov 29, 2017, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Nov 29, 2017, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Dec 6, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: **December 14, 2017, 1:30 p.m.**, STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

****NOTE: All December meetings are a week earlier than usual due to the holidays.**

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 8, 2017

AGENDA ITEM 9: CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

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 - 20 minutes