

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, September 12, 2018, 1:30 p.m.

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

AGENDA

Estimated Meeting Time: 55 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 July 18, 2018 Committee Meeting – Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
 - a. Al French, Planning & Development
 - b. Pam Haley, Performance Monitoring & External Relations
6. Quadrennial Review September 20, 2018 Agenda – Information (*Laura McAloon*) (*5 minutes*)
7. Board of Directors Draft September 20, 2018 Meeting Agenda – Corrections/Approval (*5 minutes*)
8. CEO Report (*5 minutes*)
9. New Business
10. Executive Session (*10 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, October 10, 2018 at 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. 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

September 12, 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

September 12, 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

September 12, 2018

AGENDA ITEM 4a: MINUTES OF THE JULY 18, 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 July 18, 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 _____

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the July 18, 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*
Brandon Rapez-Betty, *Interim 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

Chair Freeman called the meeting to order at 1:31 p.m. and roll call was conducted.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Mr. Freeman reported he is working to convene a meeting of the five small cities' representatives prior to the Quadrennial Review scheduled for September 20 and announced there will be an Executive Session today.

4. COMMITTEE ACTION/DISCUSSION

a. June 13, 2018 Committee Minutes

Mr. French moved to approve the June 13, 2018 committee meeting minutes, Ms. Haley seconded and the motion passed unanimously.

b. Approve Interlocal Agreement GCB 2979

Mr. Otterstrom reported that Interlocal Agreement GCB 2979 between the Washington State Department of Transportation (WSDOT) and Spokane Transit would provide \$225,000 in funding from WSDOT toward improvements of the intersection at Francis and Alberta that will allow a 40' transit bus to make the turn without impacting the westbound turn lane or curb. The remaining \$175,000 needed for the project would come from STA funds set aside for operational improvements. The total cost of the project will not exceed \$400,000. A secondary agreement between the City of Spokane and Spokane Transit for the design and construction of the work by the City of Spokane, using funds from the project budget described above and with the funding support from WSDOT, will be brought before the board in the fall.

Mr. French moved to recommend the Board authorize the Chief Executive Officer to execute Interlocal Agreement GCB 2979 and forward to the Board consent agenda, Ms. Haley seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

At Mr. French's request, Mr. Otterstrom reported that the final draft of the 2018 Transit Development Plan (TDP) was presented. The only substantive change to the TDP was the inclusion of contractor-operated Paratransit Vehicles in the Capital Improvement Program (CIP). The cost was substantially reduced by finding a slightly smaller, more fuel-efficient vehicle.

The committee reviewed the proposed stop locations for the Monroe-Regal Corridor; specifically, which stops would be moved or closed. Staff will do outreach to riders to ensure they are aware of the stop location changes and to gather feedback on which locations will receive additional high performance transit (HPT) amenities. Mr. Otterstrom noted there are several Central City Line (CCL) items on the September agenda, including a review of the Project Management Plan and a draft Master Development Agreement with the City of Spokane (COS). The Master Development Agreement is a critical third party agreement that will recognize STA's operations on the CCL corridor, continuing control of transit improvements made on the corridor with federal funds, and other operational/administrative details. Mr. French noted an article in the newspaper regarding the COS undertaking a second look at redesigning Riverside Avenue and asked if that would impact the CCL, and whether or not STA is part of the conversation. Mr. Otterstrom replied that the CCL station locations are confirmed and the COS is working on other amenities that will be on Riverside; e.g., the location of bike lanes and parking plans.

Ms. Mumm arrived at 1:42 p.m.

Mr. Freeman asked if STA was at a point where the COS cannot make changes to the CCL design so STA can show a level of stability to the Federal Transit Administration (FTA). Mr. Otterstrom replied that STA is working very closely with the COS and they are holding the CCL station locations as planned. Ms. Mumm noted that the City Council has been steadfast to stay with the original plan and has worked with STA staff to communicate that to the Mayor and his administration. The Council is not interested in making changes that may jeopardize the CCL.

Mr. French shared that he was in Washington, DC last week to meet with the Department of Transportation (DOT) and Washington's federal delegation on the Better Utilizing Investments to Leverage Development (BUILD) Transportation grant. The meeting went extremely well and he thanked STA for the Letter of Support and partnership.

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

Ms. Haley reported that STA received a clean 2017 audit report from the state auditor. They audited Accountability, Financial Statements, and National Transit Database. Ms. Haley noted that a clean audit is difficult to achieve and Ms. Warren indicated that STA has received ten clean audits. Ms. Haley congratulated STA. Mr. Otterstrom presented the preliminary proposal for the 2019 September Service Revisions. The committee discussed the Supplemental Low Income Pass Subsidy Program that was intended to address the impact of the fare increase to individuals with very low incomes. STA received five proposals; however, none of them specifically addressed how the funds would be used to subsidize the fare increase. Mr. Otterstrom noted that a Master Design and Construction Agreement with the City of Spokane will be presented for approval at the September committee meeting.

6. **BOARD ATTENDANCE**

The Board Operations Committee is responsible for the effective operations of the Board. The committee reviewed Board and Committee attendance records from January 2018 through June 2018. Ms. Mumm asked about STA's policy for Board attendance. Ms. McAloon replied that STA Board Bylaws state it is the duty of the appointing agency to appoint and remove its representatives. STA as a Board does not have authority to remove a representative. In the past, the STA Board Chair has reached out to jurisdictions to ask if another elected official would be able to attend the meetings. Mr. French said that the Board of the Spokane Regional Transportation Council (SRTC) allows excused absences and only two unexcused absences.

7. **BOARD OF DIRECTORS AGENDA JULY 26, 2018**

Mr. French moved approval of the Board of Directors agenda as presented, Ms. Haley seconded and the motion passed unanimously.

8. **CEO REPORT**

Ms. Meyer introduced Brandon Rapez-Betty as Interim Director of Communications and Customer Service. Brandon has been with STA since 2014 and will continue to be responsible for Community and Customer Relations while Interim Director. STA Human Resources will lead a candidate search for a permanent Director.

The CCL Steering Committee, an advisory group, met on July 17. Amber Waldref was elected chair as the representative from the Logan neighborhood. Lori Kinnear will represent the City of Spokane seat that is also a STA seat and Colleen Gardner from Chief Garry Park was elected vice-chair. A concern was raised by one attendee regarding the stop location on Riverside and Stevens. Mr. Otterstrom explained that STA has considered all of the input received to date and the stop locations have been finalized based on the best public interest.

Ms. Meyer and Mr. Otterstrom met with the Federal Transit Administration (FTA) in Seattle for a quarterly check-in with the Region 10 staff. It was a productive meeting and STA was able to get a Letter of Determination and Request for Concurrence with Washington State's Department of Archeology and Historic Preservation (DAHP). Subsequent to that, STA heard back from DAHP that they concur with the FTA.

The Downtown Plan Update called Downtown Central has established a Steering Committee and a Technical Committee. Ms. Meyer has accepted an invitation to serve on the Steering Committee. Several members of the Downtown Spokane Partnership also have positions on the Steering Committee. Mr. Otterstrom will serve on the Technical Committee. The Steering Committee will have its first meeting in two weeks. The CCL is the first project on the Steering Committee's agenda with a focus on understanding how to enable the full benefit of the CCL in the Downtown Plan and the subsequent plans that will follow.

SRTC plans to raise its annual dues by 15 percent. It is a population-based approach for the cities and the county. For STA, DOT, and Airport it is flat amount. STA's dues have been \$38,600 for a very long time and will increase to \$44,390.

STA provided a Letter of Support for the county's application for a BUILD Transportation Grant and noted a commitment for up to \$200,000 for bus stop improvements and plans to provide new bus service.

The Quadrennial Review letter will go out this week for the meeting date of September 20 following the Board meeting. The letter describes the impact of the statutory change on the STA board composition.

9. EXECUTIVE SESSION

At 2:10 p.m., Mr. Freeman announced that the Committee would adjourn for an Executive Session for the following purposes:

1. To discuss, plan or adopt the strategy or position to be taken by the STA Board of Directors related to the interpretation or application of a labor agreement.
2. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. (RCW 42.30.110(f))

The Committee will reconvene in open session at approximately 2:20 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 2:20 p.m., Ms. McAloon announced the Board of Directors would reconvene at 2:30 p.m.

At 2:30 p.m., the Committee reconvened and Mr. Freeman declared the meeting back in public session. No action was taken.

10. NEW BUSINESS

None

11. ADJOURN

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:32 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 12, 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 September 5, 2018 and October 3, 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
Spokane, WA 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 5, 2018, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 80 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 July 11, 2018 Committee Meeting -- *Corrections/Approval*
5. Committee Action
 - A. Board Discussion Agenda – Committee Recommendation Agenda
(*No items being presented this month.*)
6. Reports to Committee (*55 minutes*)
 - A. Draft 2019 Annual Strategic Plan – (*Meyer*)
 - B. Draft 2019 Operating & Capital Budgets (Public Hearing at the October 18, 2018 Board Meeting) – (*Warren*)
 - C. Central City Line: Intermediate Design Update – (*Otterstrom/Wells*)
 - D. Division HPT Alignment and Station Locations Study – Draft Scope of Work (*Otterstrom/Tresidder*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(*No information included this month*)
9. Review October 3, 2018 Draft Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions (*5 minutes*)
12. Adjourn
13. Next Committee Meeting: Wednesday, October 3, 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, October 3, 2018, 10:00 a.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 95minutes

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 September 5, 2018 Committee Meeting -- *Corrections/Approval*
5. Committee Action (*40 minutes*)
 - A. Board Consent Agenda
(No items being presented this month.)
 - B. Board Discussion Agenda – Committee Recommendation Agenda
 1. Draft 2019 Strategic Plan – *(Meyer)*
 2. Division Corridor Program Interlocal Agreement – *(Otterstrom/Tresidder)*
 3. Central City Line: Browne’s Addition Customized Shelter Request – *(Otterstrom/Tresidder)*
6. Reports to Committee (*30 minutes*)
 - A. Proposed 2019 Operating & Capital Budgets (Public Hearing at the October 18, 2018 Board Meeting) – *(Warren)*
 - B. Central City Line: Review Draft Project Management Plan – *(Otterstrom/Skillingstad)*
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(No information included this month)
9. Review October 31, 2018 (November) Committee Meeting Agenda
10. New Business
11. Committee Members’ Expressions (*5 minutes*)
12. Adjourn
13. Next Committee Meeting: Wednesday, October 31, 2018 (**November meeting**) 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

September 12, 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 September 5, 2018 and October 3, 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, September 5, 2018, 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 July 11, 2018, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(10 minutes)*
 - A. Board Consent Agenda
 1. Award of Contract for Tire Mileage Leasing *(Watkins)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(50 minutes)*
 - A. Second Quarter 2018 Performance Measures *(Watkins)*
 - B. Purchase of 40 Paratransit Replacement Vans *(Watkins)*
 - C. Draft Master Design and Construction Agreement between City of Spokane and Spokane Transit Authority *(Otterstrom)*
 - D. Plaza Operations Study Update: Preliminary Evaluation Results *(Otterstrom)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. June 2018 Semi-Annual Financial Reports *(Warren)*
 - B. July 2018 Financial Results Summary *(Warren)*
 - C. August 2018 Sales Tax Revenue Information *(Warren)*
 - D. July 2018 Operating Indicators *(Watkins)*
 - E. Second Quarter 2018 Service Planning Input Report *(Otterstrom)*
 - F. Second Quarter 2018 Safety and Loss Summary *(Williams)*
9. October 3, 2018, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: October 3, 2018, 1:30 p.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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Spokane Transit Authority
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(509) 325-6000

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, October 3, 2018, 1:30 p.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(15 minutes)*
 - A. Minutes of the September 9, 2018, Committee Meeting – *Corrections/Approval*
 - B. Request for Approval 2019 Special Community Events Fare Structure *(Rapez-Betty)*
5. **Committee Action** *(40 minutes)*
 - A. Board Consent Agenda
 1. Approval of High Performance Transit Station Kits Request for Proposals *(Otterstrom)*
 2. Approval of Master Design & Construction Agreement between City of Spokane and Spokane Transit Authority *(Otterstrom)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(0 minutes)*
 - A. 3rd Quarter 2018 Citizen Advisory Committee (CAC) Report *(Rapez-Betty)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. August 2018 Financial Results Summary *(Warren)*
 - B. September 2018 Sales Tax Revenue Information *(Warren)*
 - C. August 2018 Operating Indicators *(Watkins)*
 - D. Fixed Route Passenger Survey Results *(Rapez-Betty)*
9. October 31, 2018, (November Meeting) Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: October 31, 2018, **(November Meeting)**, 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

September 12, 2018

AGENDA ITEM 6: QUADRENNIAL REVIEW AGENDA
 SEPTEMBER 20, 2018 – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Laura McAloon, Legal Counsel

SUMMARY

The Quadrennial Review meeting agenda for September 20, 2018 is attached for your information.

RECOMMENDATION TO COMMITTEE: Information only.

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

QUADRENNIAL REVIEW MEETING

Thursday, September 20, 2018 at 3:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Selection of Quadrennial Review Chair from Participants
3. Adoption of Rules of Procedure to Govern Discussion and Action Items
4. Review of Composition of Governing Body of Spokane Transit Authority:
Discussion (*Laura McAloon, McAloon Law PLLC*)
5. Action on STA Board Composition
6. Adjourn

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 12, 2018

AGENDA ITEM 7: BOARD OF DIRECTORS MEETING AGENDA SEPTEMBER 20,
2018 – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for September 20, 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
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BOARD MEETING

Thursday, September 20, 2018 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Kevin Freeman*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Wall of Fame Awards (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of July 26, 2018 Board Meeting – Corrections/Approval
 - B. July & August 2018 Vouchers (*Lynda Warren*)
 - C. Award of Contract for Tire Mileage Leasing & Services (*Roger Watkins*)
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: *25 minutes*
 - A. Chair Report (*Al French*)
 - i. Draft 2019 Strategic Plan (*E. Susan Meyer*)
 - ii. Draft 2019 Operating & Capital Budgets (*Lynda Warren*)
 - iii. Central City Line: Intermediate Design Update (*Karl Otterstrom*)
10. Performance Monitoring & External Relations Committee: *15 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. Second Quarter 2018 Performance Measures (*Roger Watkins*)
 - ii. Purchase of 40 Paratransit Replacement Vans (*Roger Watkins*)
 - iii. Draft Master Design & Construction Agreement between City of Spokane and Spokane Transit Authority (*Karl Otterstrom*)
 - iv. Plaza Operations Study Update: Preliminary Evaluation Results (*Karl Otterstrom*)
11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2018 Semi-Annual Financial Reports (*Lynda Warren*)
 - C. July 2018 Financial Results Summary (*Lynda Warren*)
 - D. August 2018 Sales Tax Summary (*Lynda Warren*)
 - E. July 2018 Operating Indicators (*Roger Watkins*)
 - F. Second Quarter 2018 Safety & Loss Summary (*Nancy Williams*)
 - G. Second Quarter 2018 Service Planning Input Report (*Karl Otterstrom*)
 - H. Division High Performance Transit Alignment & Station Locations Study – Draft Scope of Work (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*) – *15 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of September 20, 2018 Board Meeting:

Saturday, Sept 22, 2018	4:00 p.m.
Monday, Sept 24, 2018	10:00 a.m.
Tuesday, Sept 25, 2018	8:00 p.m.

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

Planning & Development	Oct 3, 2018, 10:00 a.m. (Boardroom) 1229 West Boone
Performance Monitoring & External Relations	Oct 3, 2018, 1:30 p.m. (Boardroom) 1229 West Boone
Board Operations	Oct 10, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, October 18, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 12, 2018

AGENDA ITEM 8: CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

At this time, Ms. Meyer, CEO, will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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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 Board Operations Committee will reconvene in open session at approximately ___ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which 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