

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, July 18, 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 June 13, 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 Attendance – Information (*Kevin Freeman & E. Susan Meyer*) (*5 minutes*)
7. Board of Directors Draft July 26, 2018 Meeting Agenda – Corrections/Approval (*5 minutes*)
8. CEO Report (*5 minutes*)
9. Executive Session (*10 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, September 12, 2018 at 1:30 p.m. (**Note: No Meeting in August**)
(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

July 18, 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

July 18, 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

July 18, 2018

AGENDA ITEM 4a: MINUTES OF THE JUNE 13, 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 June 13, 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 June 13, 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*

MEMBERS ABSENT

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*

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 1:37 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Mr. French moved approval of the Committee agenda, Chair Freeman seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Mr. Freeman noted that there will be an Executive Session this afternoon.

4. COMMITTEE ACTION/DISCUSSION

a. May 9, 2018 Committee Minutes

Mr. French moved approval of the May 9, 2018 committee meeting minutes, Mr. Freeman seconded and the motion passed unanimously.

Ms. Haley arrived at 1:39 p.m.

5. COMMITTEE CHAIR REPORTS

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

The Committee approved the 2018 Transit Development Plan Revenue Forecast Assumptions and forwarded the item to the Board consent agenda. The Committee discussed and prepared for a Public Hearing on the 2018 Transit Development Plan scheduled for June 21 and received an update on the Central City Line.

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

The Committee approved changes to the Citizen Advisory Committee (CAC) Charter, which clarified the process through which the public and CAC members can make recommendations to the PM&ER Committee, as well as the term renewal process to assist and enhance recruitment to the CAC.

The Committee approved an Award of Contract for custodial services at the STA Plaza and second floor Boone facility which it forwarded to the Board consent agenda. The Committee received reports on the First Quarter Performance Measures, the new fare effective July 1, and the 2018 Communications Plan update.

The Committee reviewed the Equal Employment Opportunity Commission (EEOC) Policy and Affirmative Action Plans in preparation for a Public Hearing scheduled for June 21. The three main criteria of the plan are to ensure: 1) recruiting and hiring practices meet the EEOC Guidelines; 2) applicants and hires help to achieve STA's diversity objectives; and, 3) STA's current employee diversity is equal to or exceeds the available employees in the Spokane area with a goal that employees are representative of the demographics in which STA operates. Mr. Freeman asked if limitations for accommodating persons with disabilities in some positions are well documented given the nature of STA's business. Ms. Williams believes the limitations are spelled out and staff continue to develop new and creative ideas to attract applicants such as females for particular roles and individuals with disabilities. STA is able to document a good faith effort to meet recruitment goals.

Ms. Mumm arrived at 1:48 p.m.

6. QUADRENNIAL REVIEW – STA BOARD COMPOSITION

STA is scheduled for a Quadrennial Review in 2018. The Quadrennial Review (Review) is a statutorily mandated process that must be followed every four years (RCW.36.57A.055). The statute was amended by the Legislature during the 2018 Session and it will be necessary to revise the current Board composition in compliance with the new representation requirement based on population, with no entity having more than 50 percent of the votes within the nine vote maximum identified in statute.

Prior to the Review, Ms. McAloon will schedule a meeting with the Mayors of the five Small Cities in the Public Transportation Benefit Area (PTBA) to discuss how they would like their representation to be depicted under the new statute. Ms. Mumm asked if the rotation for the Small Cities is in the STA Bylaws. Ms. McAloon said yes, including which jurisdiction holds the Chair position.

Following the action of the Review, STA Bylaws will be amended to reflect the new Board composition and address any related Bylaw provisions that are affected by the composition changes. Ms. McAloon requested that the Bylaws be included in the Board packet for the June meeting. Ms. McAloon noted that the last time STA revised the Bylaws as a result of a change in Board composition there were three separate amendments resulting in a longer process to adopt the amended Bylaws.

Ms. Mumm asked if the Board composition change would happen earlier than January 2019. The effective date of the composition change will be addressed in the amended Bylaws. Mr. Freeman said he did not believe it could happen earlier than January and believes the intent of the Board would be to have the changes effective January 2019.

Mr. French asked if the voting structure at the Review is the same as the regular Public Transportation Improvement Conference (PTIC). Ms. McAloon said yes; representatives present from the city jurisdictions and the three county commissioners each have one vote.

7. PROPOSED BOARD WORKSHOP AGENDA

A Board Workshop is scheduled for July 11, 2018 between the morning meeting of the P&D Committee and the afternoon meeting of the PM&ER Committee. The Board will discuss the status of the 2018 Strategic Plan and provide guidance for 2019 Strategic Plan and the 2019 Budget. Lunch will be provided. Ms. Meyer asked if the Board wanted to include additional agenda items. There were no additional agenda items.

8. BOARD OF DIRECTORS AGENDA JUNE 21, 2018

Ms. Meyer noted there will be two Public Hearings at the meeting: 1) the 2018 Transit Development Plan (TDP); and, 2) the Equal Employment Opportunity Policy and Affirmative Action Plan. The approval for the Affirmative Action Plans is included in the Board consent agenda; the action for the TDP will be taken at the Board meeting in July. Information about the Quadrennial Review and the Bylaws will be discussed. Ms. Watson polled the members of the PTBA jurisdictions and determined September 20 following the Board meeting is a good date for the Quadrennial Review. Ms. Watson will send a meeting hold to the jurisdictions. Ms. Watson confirmed that an Executive Session should be added to the agenda.

Ms. Haley moved approval of the amended Board agenda, Ms. Mumm seconded and the motion passed unanimously.

9. CEO REPORT

Washington State University (WSU) expressed an interest in proposing a project in Spokane, Auburn, Washington, and Pullman, Washington for funding for the development of an autonomous vehicle policy and deployment grant issued by the Federal Highway Administration (FHWA). WSU learned about the grant a month after it was announced, and under the leadership of Kim Zentz they were able to quickly pull together a project. However, Pullman and Auburn declined to participate leaving STA and the City of Spokane. STA was not involved in the development of the project. WSU and Ms. Zentz made the decision to pull the application. Ms. Meyer and Sabrina Minshall from the Spokane Regional Transportation Council (SRTC) have offered to meet with WSU to discuss the project to see if there is a way to move forward on the project together. Ms. Zentz will attend the next SRTC Board meeting to talk about the project and its genesis. Mr. French said the item was added to the SRTC agenda for information purposes, not action.

Mr. Otterstrom said the County is applying for a Build Grant for Geiger Boulevard and other improvements including sidewalk and bus stop improvements. STA will provide a letter of support for the grant application.

Ms. Warren said the State Auditors will attend the PM&ER Committee meeting on July 11 to report on the 2017 Audit. Board members are invited to attend the Committee meeting for the Audit presentation which will be at the top of the agenda. Ms. Meyer said there were no audit findings. STA received kudos from the State Auditor's Office about working with STA staff and our responsibility and transparency for the accountability of public funds. Ms. Warren noted they did a full audit of all the federal programs this year. Chair Freeman congratulated Ms. Warren on a successful audit.

11. EXECUTIVE SESSION

At 2:12 p.m., Mr. Freeman announced that the Committee would adjourn for an Executive Session for the following purpose:

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 2:30 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 2:30 p.m., Mr. Freeman announced the Board of Directors will reconvene at 2:45 p.m.

At 2:45 p.m., Mr. Freeman announced the Board of Directors will reconvene at 2:50 p.m.

At 2:50 p.m., Mr. Freeman announced the Board of Directors will reconvene at 3:00 p.m.

At 3:00 p.m., the Committee reconvened and Mr. Freeman declared the meeting back in public session. No action was taken.

9. **NEW BUSINESS**

Ms. Mumm asked about the Board and Committee meeting schedule for July. Ms. Meyer said the Committee and Board meetings are a week later than usual due to the Independence Day holiday. The PM&ER Committee, P&D Committee, and Board Workshop will be held July 11; Board Operations Committee will be July 18; and the Board Meeting will be July 26.

9. **ADJOURN**

With there being no further business to come before the Committee, Chair Freeman adjourned the meeting at 3:05 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 18, 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 July 11, 2018 and September 5, 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
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 11, 2018, 10:00 a.m. (2nd Wednesday due to holiday)
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 June 6, 2018 Committee Meeting -- Corrections/Approval
5. Committee Action (30 minutes)
 - A. Board Consent Agenda
 1. Adopt 2018 Transit Development Plan – (Otterstrom/Tresidder)
 - ~~B. Board Discussion Agenda—Committee Recommendation Agenda~~
 - ~~1. Central City Line: Browne’s Addition Customized Shelter Request—(Otterstrom/Tresidder)~~
6. Reports to Committee (15 minutes)
 - A. Monroe-Regal Line Implementation: Review Proposed Stop Locations – (Otterstrom/Brodwater)
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: Wednesday, September 5 (**NO AUGUST MEETING**) at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 5, 2018, 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 July 11, 2018 Committee Meeting -- *Corrections/Approval*
5. Committee Action
 - A. Board Discussion Agenda – Committee Recommendation Agenda
 1. Central City Line: Browne’s Addition Customized Shelter Request – (*Otterstrom/Tresidder*)
6. Reports to Committee (*45 minutes*)
 - A. Draft 2019 Operating & Capital Budgets (Public Hearing at the October 20, 2018 Board Meeting) – (*Warren*)
 - B. Draft 2019 Budget and Strategic Plan – (*Otterstrom/Warren*)
 - C. Central City Line Update: 60% Design Update – (*Otterstrom/Wells*)
 - D. Central City Line Draft Project Management Plan – (*Otterstrom/Skillingstad*)
 - E. Central City Line Draft Master Development Agreement – (*Otterstrom/Wells*)
 - F. Division Street HPT Preliminary Engineering Study Scope of Work Review – (*Otterstrom/Tresidder*)
7. CEO Report (*E. Susan Meyer*) (*10 minutes*)
8. Committee Information
(*No information included this month*)
9. Review October 3, 2018 Committee Meeting Agenda
10. New Business
11. Committee Members’ Expressions (*10 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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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 18, 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 July 11, 2018 and September 5, 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, July 11, 2018, 1:30 p.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 June 6, 2018, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(0 minutes)*
 - A. Board Consent Agenda
 1. *(No items being presented this month)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(45 minutes)*
 - A. 2017 State Audit Exit Conference *(Warren)*
 - B. September 2019 Service Revisions: Preliminary Proposal *(Otterstrom)*
 - C. Supplemental Low Income Pass Subsidy Program *(Arneson/Meyer)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. May 2018 Financial Results Summary *(Warren)*
 - B. June 2018 Sales Tax Revenue Information *(Warren)*
 - C. May 2018 Operating Indicators *(Watkins)*
 - D. STA Outreach Update *(Bousley)*
9. September 5, 2018, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: **September 5, 2018**, 1:30 p.m. *(No meeting in August.)*
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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Spokane Transit Authority
1230 West Boone Avenue
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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, September 9, 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** *(50 minutes)*
 - A. Board Consent Agenda
 1. Master Design & Construction Agreement between City of Spokane and Spokane Transit (*Otterstrom*)
 2. Approval of High Performance Transit Station Kits Request for Proposals (*Otterstrom*)
 3. Award of Contract – Tire Mileage Leasing & Services (*Watkins*)
 4. Request for Approval 2019 Special Community Events Fare Structure (*Rapez-Betty*)
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(10 minutes)*
 1. 2nd Quarter Performance Measures (*Watkins*)
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. 2nd Quarter Service Planning Input Report (*Otterstrom*)
 - F. 2nd Quarter Safety and Loss Summary (*Williams*)
 - G. STA Outreach Update (*Rapez-Betty*)
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
BOARD OPERATIONS COMMITTEE MEETING

July 18, 2018

AGENDA ITEM 6: BOARD ATTENDANCE – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kevin Freeman, Chair
E. Susan Meyer, Chief Executive Officer

SUMMARY

Board member attendance is tracked at both Board and Committee meetings. Per the STA Bylaws, a Board member is considered present if an alternate attends or if the member attends via telephone. The attendance records from January 1, 2018 through June 2018 will be reviewed at the meeting.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

STA BOARD MEMBER ATTENDANCE

JANUARY - JUNE 2018

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BOARD MEETING						
Mayor Kevin Freeman / Millwood	Present	Present	Present	Absent	Present	Present
Council Member Candace Mumm / City	Present	Present	Present (Phone)	Present	Absent	Present
Commissioner Al French / County	Present (Phone)	Present	Present	Absent	Present	Absent
Council Member Lori Kinnear / City	Present	Present	Present	Present	Present	Present
Mayor Chris Grover / Cheney	Present	Present	Present	Present	Present	Present
Deputy Mayor Pamela Haley / Spokane Valley	Present	Present	Present	Present	Present	Present
Council Member Sam Wood / Spokane Valley	Present	Present	Present	Present	Absent	Present
Commissioner Josh Kerns / County	Absent	Present	Absent	Present	Present	Present
Mayor Shirley Maike / Medical Lake	Absent	Absent	Present	Absent	Absent	Absent
Rhonda Bowers / Labor	Present	Present	Present	Present	Present	Present
Council Member Veronica Messing (Ex-Officio)	Absent	Absent	Present	Present	Present	Present
Council Member Mike Kennedy (Ex-Officio)	Absent	Absent	Present	Present	Absent	Absent

Planning & Development Committee

Commissioner Al French	No meeting	Absent	Present	Present (Phone)	Present	Present
Council Member Candace Mumm	No meeting	Present	Present (Alternate)	Present	Present	Present
Council Member Sam Wood	No meeting	Present	Present	Absent	Present	Present
Mayor Chris Grover	No meeting	Present	Present	Present	Present	Absent
Council Member Veronica Messing (Ex-Officio)	No meeting	Absent	Absent	Present	Absent	Present

Performance Monitoring & External Relations

Council Member Pamela Haley	No meeting	Present	Present	Present	Present	Present
Commissioner Josh Kerns	No meeting	Present	Present	Present	Present	Present
Council Member Lori Kinnear	No meeting	Present	Absent	Present	Present	Present
Mayor Shirley Maike	No meeting	Absent	Absent	Absent	Absent	Absent
Council Member Mike Kennedy (Ex-Officio)	No meeting	Absent	Absent	Absent	Present	Present
Rhonda Bowers, Labor	No meeting	Present	Present	Absent	Present	Present

Board Operations

Mayor Kevin Freeman	Present (Phone)	Present	Present	Present	Present	Present
Council Member Candace Mumm	Present	Absent	Absent	Present	Present	Present
Commissioner Al French	Present	Present	Present	Present	Absent	Present
Deputy Mayor Pamela Haley	Present	Present	Absent	Present	Present	Present

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 18, 2018

AGENDA ITEM 7: BOARD OF DIRECTORS MEETING AGENDA JULY 26, 2018 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for July 26, 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, July 26, 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: *10 minutes*
 - A. Second Quarter 2018 Years of Service Awards (*Nancy Williams*)
 - B. Second Quarter 2018 Employee Recognition Winners (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of June 21, 2018 Board Meeting – Corrections/Approval
 - B. June 2018 Vouchers (*Lynda Warren*)
 - C. 2018 Transit Development Plan – Resolution (*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: *5 minutes*
 - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *20 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. 2017 State Audit Exit Conference
 - ii. September 2019 Service Revisions: Preliminary Proposal (*Karl Otterstrom*)
 - ii. Supplementary Low Pass Subsidy Program (*Emily Arneson*)
11. CEO Report: *10 minutes*

12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2018 Financial Results Summary (*Lynda Warren*)
 - C. June 2018 Sales Tax Summary (*Lynda Warren*)
 - D. May 2018 Operating Indicators (*Roger Watkins*)
 - E. Monroe-Regal Line Implementation: Review Proposed Stop locations (*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 July 26, 2018 Board Meeting:

Saturday, July 28, 2018	4:00 p.m.
Monday, July 30, 2018	10:00 a.m.
Tuesday, July 31, 2018	8:00 p.m.

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

Planning & Development	Sept 5, 2018, 10:00 a.m. (Boardroom) 1229 West Boone
Performance Monitoring & External Relations	Sept 5, 2018, 1:30 p.m. (Boardroom) 1229 West Boone
Board Operations	Sept 12, 2018, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, September 20, 2018, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

NOTE: No Board or Committee Meetings are scheduled for August

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: 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. 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

July 18, 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 _____

9

EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purpose of:

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

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time – 10 minutes