

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

**BOARD OPERATIONS COMMITTEE MEETING**  
**Wednesday, July 19, 2017, 1:30 p.m.**  
Spokane Transit Authority, Northside Conference Room  
1230 West Boone Avenue, Spokane, Washington

**REVISED** AGENDA

*Estimated Meeting Time: 60 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: (*5 minutes*)
  - a. Minutes of June 7, 2017 Committee meeting - Corrections/Approval
  - b. Approval for Board Member Travel to APTA Annual Meeting & EXPO (*E. Susan Meyer*)
5. Executive Session (*15 minutes*)
6. Citizen Participation Compensation – Discussion (*Beth Bousley*) (*10 minutes*)
7. **Real Estate Update – Discussion** (*Karl Otterstrom*) (*10 minutes*)
8. Board of Directors Draft Agenda July 27, 2017 – Corrections/Approval (*5 minutes*)
9. CEO Report (*5 minutes*)
10. Committee Chair reports: (*time permitting*)
  - a. Al French, Planning & Development
  - b. Amber Waldref, Performance Monitoring & External Relations
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, September 13, 2017 at 1:30 p.m. **No Meeting in August.**  
(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](http://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.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. 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 OF**  
July 19, 2017

**AGENDA ITEM 2:** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Pam Haley, 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 OF**

July 19, 2017

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Pam Haley, Committee Chair

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**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 OF**

July 19, 2017

**AGENDA ITEM 4a:** MINUTES OF THE JUNE 7, 2017 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 June 7, 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  
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## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the June 7, 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**

Beth Bousley, Director of Communications & Customer Service  
Steve Blaska, Director of Operations  
Nancy Williams, Director of Human Resources  
Karl Otterstrom, Director of Planning & Development  
Lynda Warren, Director of Finance & Information Services  
Jan Watson, Clerk of the Board

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Witherspoon Brajcich McPhee PLLC

### **GUESTS**

None

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

Chair Haley called the meeting to order at 1:45 p.m. Roll call was conducted.

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

*Ms. Waldref moved approval of the June 7, 2017 agenda, Mr. French seconded and the motion passed.*

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

No comments.

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

##### **a. April 12, 2017 Committee Minutes**

*Ms. Waldref moved approval of the April 12, 2017 committee minutes and Mr. French seconded. There was no further discussion and the motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

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

The committee meeting was cancelled. No report.

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

Ms. Waldref reported that the Award of Contract - West Plains Transit Center was moved forward to the Board Consent Agenda. The Committee received a report on the Alternative Fuel Study / Procurement Mechanism for bus replacement. STA is looking at the potential of purchasing electric fuel buses. Purchase is tied to the construction of the new garage and the capacity for charging stations. STA staff and Avista are discussing a potential partnership for electric fueling stations. A request for authorization to submit an application for a competitive Low or No (Lo No) Emission grant will be on the Board agenda.

The Committee received a demonstration and discussed the launch of the Real Time Bus application that is now available via a direct link on a smart phone. Ms. Bousley presented information regarding this year's communications campaign including information on the Real Time application, fare increase, and new services that began in May. The communications update will be on the Board agenda.

Mr. French asked Mr. Blaska for a brief update on the conclusions of the Alternate Fuel Study. Mr. Blaska reported the first study was conducted 10 years ago and the conclusion was to skip CNG and stay with diesel as we can integrate biodiesel if that becomes economically feasible. The next jump would be all battery, all electric buses.

With technology advances, electric battery buses are becoming viable. With overnight charging they would be cost effective. In the interim, in corridors where we could have in route charging stations we may be able to adopt early. The Monroe/Regal corridor is a good candidate and STA received some state funding for the corridor which may cause us to do that adoption as early as 2019; hence, the request for authorization to apply for the Lo No grant so STA would not miss that opportunity should it decide to move forward. STA has six electric fuel buses written into the plan for 2019. Mr. French inquired about the Proterra product and whether or not they are achieving the distances they predicted with their batteries. Mr. Blaska responded yes, they are getting better. They changed their business model to look for single charging and batteries that go more miles rather than in route charging. Proterra appears to be a leading candidate for 40' buses. The other encouraging thing about Proterra is they are coming off having a proprietary charging system.

#### **6. BOARD OF DIRECTORS AGENDA JUNE 15, 2017**

Committee members reviewed the agenda. There were no changes or corrections.

Ms. Meyer noted item number 4, Recognitions & Presentations of the 2016 State Audit Report, which was another clean audit with no findings or management letter. Kudos to Lynda Warren and her team and everyone else involved.

Ms. Waldref inquired about Item 8a, the City Ticket Agreement contract, and whether STA had discussed with the Downtown Spokane Partnership (DSP) how it would promote the passes to downtown businesses. Ms. Meyer responded that the conversation has not yet happened; the agreement is the same as the previous agreement, which does not outline specific promotional responsibilities. Ms. McAloon pointed out that the agreement is written broadly enough that DSP is simply required to engage in a marketing campaign, but there is no monetary amount tied to their participation. Ms. Bousley and her team plan to meet with DSP to discuss their future marketing plan to promote the program. Mr. Blaska is on the DSP Parking Advisory Committee (PAC) that plans to do a strategic downtown parking study to understand what rates are charged where and the boundaries. He will reinforce the value of the City Ticket program at the PAC. Mr. Blaska noted that the City Ticket Program is up 24% this year due to downtown construction and the loss of the Bosch Lot. Mr. French mentioned a tangential conversation at the City related to building heights on the south side of Spokane Falls Boulevard and the possibility of building on the parking lots near Stevens and Spokane Falls Boulevard. The City Ticket Program was mentioned as one option to the meet the demand of the lost parking slots should those lots be converted to buildings. Ms. Meyer will remind STA Board members who attend DSP Board meetings to mention the City Ticket Program and its benefits as appropriate.

*Mr. French moved approval of the agenda and Ms. Waldref seconded and the motion passed unanimously.*

#### **9. CEO REPORT**

The Department of Transportation Regional Mobility Grant did not initially fund the Upriver Transit Center (UTC) at Spokane Community College. Due to a change at another transit agency, money from the grant has freed up. Since the UTC project is ready, STA will receive \$1.3 million toward the project. There will also be savings from the West Plains Transit Center (WPTC) that STA can move to the UTC allowing the center to be fully funded. Ms. Waldref added that the low bid for the WPTC was approximately 20% under the engineer's estimate.

July 19 is the tentative date for the West Plains Transit Center groundbreaking. The Federal Transit Administration (FTA) Region 10 office asked the date of the ribbon cutting for the WPTC. Members of the FTA Region 10 office will be here July 19.

The Central City Line Application for early rating was submitted. Staff are in the process of answering FTA questions so the assumption is the clock has not started to run on how long it will be for FTA to respond. The most notable question was about ridership in the corridor that was down in October 2016 over October 2015. That was the ridership that FTA based their answer on that STA met warrants. Because of that, STA did not have to go through a complicated methodology of forecasting ridership since it met that many rides already in the corridor. Ms. Meyer believes Mr. Otterstrom provided the information needed including how ridership has begun to increase. Ms. Waldref asked how the FTA knew of the decline in ridership from October 2015 to October 2016. Mr. Otterstrom responded that FTA receives ridership reports through STA's monthly reporting which are provisional until STA finalizes the National Transit Database (NTD) reports each year. The sense is there is more scrutiny right now about projects that are on the bubble. Staff believe that the explanations about the decline will address FTA's concerns.

Mr. French and Ms. Haley are confirmed for the American Public Transportation Association (APTA) Annual Conference in Atlanta and Mr. Kerns is interested. Mr. French believes that Mr. Kerns will attend. STA normally sends three Board members; however, if there is another person who wants to attend the Board will need to consider the request.

The two plumbing problems at the Plaza affecting the first and second floor bathrooms were not related to the Plaza renovation work. There was damage to first floor tenant space and some of STA's space (the call center on the second floor). The biggest impact was damage to the Subway restaurant space. Insurance adjusters for STA and Subway are reviewing and discussing the claims. Mr. French inquired as to the nature of the damage. Mr. Otterstrom replied that the sump pumps were damaged on the first floor and drains backed up on the second floor causing black water flooding through the drain covers onto the floors. The problem was in the old pipes and unrelated to the renovations. Mr. Blaska commented that the assumption is something was put into the system that caused the blockage.

Brandon Rapez-Betty has been named to the Mass Transit's 40 under 40 list, which is a national list of Transit Emerging Leaders under 40 years old. STA is very proud of Brandon for his recognition. The list will be published in the fall issue of the magazine. Karl Otterstrom was named to the list eight years ago.

Ms. Meyer's article, "Going to the Ballot," was published in the March 2017 Mass Transit magazine's Best Practices section. The article outlined STA's successful strategies to gain support for the 2016 ballot proposition after losing in 2015.

Kathleen Weinand has been accepted into the APTA Emerging Leaders Program. There were 100 applicants and 26 were accepted. Kathleen was recently promoted to Principal Transit Planner in the Planning and Development Division.

Ms. Meyer spoke at the APTA Bus & Paratransit Conference in Reno, Nevada. She recently participated on a conference panel in Seattle titled, "Losing a Ballot and Winning." The panel was made up of members who had lost ballots and then won. The panel received good feedback.

Susan Millbank has retired and Emily Arneson has been hired as STA's Ombudsman and Accessibility Officer. She is currently an attorney with Witherspoon Kelly. Her first day with STA will be Monday, June 12. Ms. Millbank will spend time working with Ms. Arneson to assist with the transition. Ms. Arneson will also spend time with Mr. Blaska in the Paratransit Operation, Ms. Williams in the Security, and Ms. Bousley in Customer Service, with the Board, and advocates and representatives in the communities STA serves.

8. **NEW BUSINESS**  
None

9. **EXECUTIVE SESSION**

At 2:27 p.m., Ms. Haley announced that the Board would adjourn for an Executive Session for the following purpose:

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 an adverse legal or financial consequence to STA.

The Board will reconvene in open session at approximately 2:40 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 2:40 p.m., Ms. Warren, Director of Finance and Information Services, announced the Board will reconvene at 2:45 p.m.

At 2:45 p.m. the Board reconvened and Chair Haley declared the meeting back in public session. No action was taken.

11. **ADJOURN**

Chair Haley moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 2:45 p.m.

Respectfully submitted,



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

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING OF**

July 19, 2017

**AGENDA ITEM 4b:** APPROVAL FOR BOARD MEMBER TRAVEL TO 2017 APTA ANNUAL MEETING & EXPO

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** STA Bylaws require Board approval for Board member travel.

The American Public Transportation Association is holding its 2017 Annual Meeting & EXPO in Atlanta, GA, October 8 – 11. The EXPO is held every three years and it is an excellent opportunity for Board members to see new vehicles and technology and meet vendors.

In January, 2017, the Board approved travel for up to six Board members to attend APTA conferences this year at an approximate cost of \$3,800 each.

Mayor Kevin Freeman has expressed an interest in attending the Annual Meeting & EXPO which would make a total of seven Board members traveling in 2017.

**RECOMMENDATION TO COMMITTEE:** Recommend approval for travel for Mayor Kevin Freeman to attend the APTA Annual Meeting & EXPO in October and forward to the Board consent agenda.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_



## 5.

### **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 likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to STA.
2. Discussing, planning, or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

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 - 15 minutes

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

July 19, 2017

**AGENDA ITEM 6:**           CITIZEN PARTICIPATION COMPENSATION - DISCUSSION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**           Beth Bousley, Director of Communications & Customer Service

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**SUMMARY:**

Members of the Citizen Advisory Committee receive an annual bus pass, along with \$15 compensation for every meeting attended. Staff would like to discuss whether to continue or change compensation for citizen members participating in any committee, and aligning the charter with the resolution and bylaws accordingly.

**RECOMMENDATION TO COMMITTEE:**   For discussion.

**FINAL REVIEW FOR BOARD BY:**

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

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

July 19, 2017

**AGENDA ITEM 7:** REAL ESTATE UPDATE – DISCUSSION

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** At this time, Mr. Otterstrom will brief the Committee on the Moran Prairie and Mission/Greene real estate activity.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**FINAL REVIEW FOR BOARD BY:**

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

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING OF**  
July 19, 2017

**AGENDA ITEM 8:** BOARD OF DIRECTORS AGENDA JULY 27, 2017 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The Board of Directors agenda for the July 27, 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  
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## BOARD MEETING

Thursday, July 27, 2017 at 1:30 p.m.  
STA Boardroom  
1229 West Boone Avenue, Spokane, Washington

### **REVISED DRAFT AGENDA**

*Estimated meeting time: 70 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pam Haley*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
  - A. McKinstry/Avista Acknowledgment of Energy Savings Project (*Steve Blaska*)
  - B. Second Quarter 2017 Years of Service Awards (*Nancy Williams*)
  - C. Second Quarter 2017 Employee Recognition Winners (*Nancy Williams*)
5. Board Action – Consent Agenda: *5 minutes*
  - A. Minutes of June 15, 2017, Board Meeting – Corrections/Approval
  - B. Minutes of July 12, 2017, Board Workshop – Corrections/Approval**
  - C. June 2017 Vouchers (*Lynda Warren*)
  - D. Approval for Board Member Travel to APTA Annual Meeting & EXPO (*Haley/Meyer*)
  - E. Adopt 2017 Transit Development Plan – Resolution (*French/ Otterstrom*)
  - F. Award of Contract for High Performance Transit (HPT) Monroe/Regal/Sprague (*Waldref/Otterstrom*)
  - G. Acceptance of Revisions to Rules of Conduct for Transit Vehicles, Facilities, & Properties (*Waldref/Blaska*)
6. Board Action – Committee Recommendations: *None*
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Pam Haley*)
9. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *20 minutes*
  - A. Chair Report (*Amber Waldref*)
    - i. In-Person Assessments/Mobility Training/Mobility Mentor Update (*Steve Blaska*)
    - ii. 2016 Annual Route Report (*Karl Otterstrom*)

11. CEO Report: *10 minutes*
12. Board Information: *No action or discussion*
  - A. Committee Minutes
  - B. May 2017 Financial Results Summary (*Lynda Warren*)
  - C. June 2017 Sales Tax Summary (*Lynda Warren*)
  - D. May 2017 Operating Indicators (*Steve Blaska*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*Witherspoon Brajcich McPhee PLLC*) *15 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of July 27, 2017 Board Meeting:

Saturday, July 29, 2017	4:00 p.m.
Monday, July 31, 2017	10:00 a.m.
Tuesday, August 1, 2017	8:00 p.m.

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

Planning & Development	Sept 6, 2017, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Sept 6, 2017, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Sept 13, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, September 21, 2017, 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](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the day 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 OF**

July 19, 2017

**AGENDA ITEM 9:** CEO REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** N/A

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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 \_\_\_\_\_

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

July 19, 2017

**AGENDA ITEM 10a:** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Chair, Planning & Development

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**SUMMARY:** Mr. French will review the July 12, 2017 and September 6, 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 \_\_\_\_\_



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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 12, 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 May 3, 2017 Committee Meeting – corrections/approval  
Draft Minutes of May 3, 2017
5. Committee Action
  - A. Board Consent Agenda
    1. Adopt 2017 Transit Development Plan – (*Otterstrom/Weinand*)
  - 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 (*40 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 September 6, 2017 Committee Meeting Agenda
12. Adjourn
13. Next Committee Meeting: September 6, 10:00 a.m. (STA Southside Conference Room, 1230 W. Boone Avenue, Spokane, WA) -- **No meeting in August.**

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 6, 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 July 12, 2017 Committee Meeting – *corrections/approval*  
Draft Minutes of July 12, 2017
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 (*40 minutes*)
  - A. Draft 2018 Operating & Capital Budgets – (*Warren*)
  - B. *Connect Spokane* Update: Review Draft Amendments – (*Otterstrom/Weinand*)
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 September 6, 2017 Committee Meeting Agenda
12. Adjourn
13. Next Committee Meeting: October 4, 10:00 a.m. (STA Southside Conference Room, 1230 W. Boone Avenue, Spokane, WA)

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

July 19, 2017

**AGENDA ITEM 10b:** PERFORMANCE MONITORING & EXTERNAL RELATIONS  
COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Ms. Waldref will review the July 12, 2017 and September 6, 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 \_\_\_\_\_

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Spokane, WA 99201-2686  
(509) 325-6000

## PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 12, 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 *(15 minutes)*
  - A. Approval of Minutes of the May 31, 2017, Committee meeting – *Corrections/Approval*
  - B. Scope of Work Approval for On-Call Architectural & Engineering Services *(Otterstrom)*
  - C. Recommendation to Appoint One New Member to Citizen Advisory Committee *(Bousley)*
5. **Committee Action** *(30 minutes)*
  - A. Board Consent Agenda
    1. Monroe / Regal / Sprague Award of Contract for Design and Engineering Services *(Otterstrom)*
    2. Acceptance of Revisions - Rules of Conduct for Transit Vehicles, Facilities and Properties *(Blaska)*
  - B. Board Discussion Agenda  
*(No items being presented this month.)*
6. **Reports to Committee** *(20 minutes)*
  - A. 2016 Annual Route Report *(Otterstrom)*
  - B. In-Person Assessment Program / Mobility Training / Mobility Mentor Updates - 2017 *(Blaska)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
  - A. May 2017 Financial Results Summary *(Warren)*
  - B. June 2017 Sales Tax Revenue Information *(Warren)*
  - C. May 2017 Operating Indicators *(Blaska)*
  - D. Division and Sprague Reliability Improvements *(Otterstrom)*
  - E. 2017 Communications Update *(Bousley)*
9. September 06, 2017, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: **September 6, 2017, 1:30 p.m. (No meeting in August)**  
(STA Southside Conference Room, 1230 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). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

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

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, September 6, 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 (*15 minutes*)
  - A. Approval of Minutes of the July 12, 2017, Committee meeting – *Corrections/Approval*
  - B. Approval of Scope of Work for Boone Northwest Garage (*Otterstrom*)
  - C. Approval of Scope of Work for Division Passenger & Operational Improvements (*Otterstrom*)
5. **Committee Action** (*10 minutes*)
  - A. Board Consent Agenda
    1. Acceptance of Plaza Upgrade Project & Authorize Release of Retainage (*Otterstrom*)
    2. Approval to Purchase Six (6) 40' Diesel Fixed Route Replacement Coaches (*Blaska*)
    3. Request for Approval of "Free Ride Day" November 2018 and 2018 Special Community Events Fare Structure (*Bousley*)
  - B. Board Discussion Agenda
    1. (*No Items being presented this month*)
6. **Reports to Committee** (*40 minutes*)
  - A. Bus Advertising Evaluation (*Meyer/Blaska/Bousley*)
  - B. Supplemental Low Income Pass Grant Update (*Blaska*)
  - C. 2<sup>nd</sup> Quarter 2017 Performance Measures-Results (*Blaska*)
  - D. 2<sup>nd</sup> Quarter 2017 CAC Update (*Bousley*)
7. CEO Report (*10 minutes*)
8. Committee Information – *no discussion/staff available for questions*
  - A. June 2017 Semi-Annual Financial Reports (*Warren*)
  - B. July Financial Results Summary (*Warren*)
  - C. August Sales Tax Revenue Information (*Warren*)
  - D. July 2017 Operating Indicators (*Blaska*)
  - E. 2<sup>nd</sup> Quarter 2017 Safety & Loss Summary (*Williams/Toole*)
  - F. 2<sup>nd</sup> Quarter 2017 Service Planning Input Report (*Otterstrom/Weinand*)
  - G. Communications Update (*Bousley*)
  - H. Citizen Advisory Committee Chair Selection (*Bousley*)
9. October 4, 2017, Committee Packet Draft Agenda Review
10. New Business (*5 minutes*)
11. Committee Members' Expressions (*5 minutes*)
12. Adjourn
13. Next Committee Meeting: October 4, 2017, 1:30 p.m.  
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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