

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, April 10, 2019, 1:30 p.m.

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

AGENDA

Estimated Meeting Time: 60 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Candace Mumm*)
3. Chair's Comments (*Candace Mumm*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - a. March 13, 2019, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
 - a. Chris Grover, Planning & Development
 - b. Lori Kinnear, Performance Monitoring & External Relations
6. Moran Station Park and Ride – Spokane County Permanent Slope Easement Approval – Action (*Karl Otterstrom*) (*10 minutes*)
7. Kendall Yards Universal Transit Access Program (UTAP) Six-Month Analysis – Discussion (*Karl Otterstrom*) (*5 minutes*)
8. Board of Directors Draft April 18, 2019, Meeting Agenda – Corrections/Approval (*5 minutes*)
9. CEO Report (*10 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, May 8, 2019, 1:30 p.m.
(STA Northside Conference Rooms, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend.

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. 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

April 10, 2019

AGENDA ITEM 2: APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, 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

April 10, 2019

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, Committee Chair

SUMMARY

Ms. Mumm will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2019

AGENDA ITEM 4a: MINUTES OF THE MARCH 13, 2019, 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 March 13, 2019, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the March 13, 2019 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Candace Mumm, City of Spokane, *Chair* (by phone)
Al French, Spokane County, *Chair Pro Tempore*
Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair, Ex-officio*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications &
Customer Service*
Lynda Warren, *Director of Finance & Information Services*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Mr. French called the meeting to order at 1:32 p.m. and roll call was conducted. Ms. Mumm participated by telephone.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comment.

4. COMMITTEE ACTION/DISCUSSION

a. February 13, 2019 Committee Minutes

Ms. Haley moved to approve the February 13, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Chris Grover, Chair, Planning & Development (P&D)

The Committee discussed the East Sprague Avenue bus stops and evaluated the alternative routes. Due to the absence of representation from the City of Spokane (COS), the Committee deferred further discussion to the April meeting. Ms. Kinnear asked if the questions from the Board meeting were addressed. Mr. Grover said no. Mr. Otterstrom said the Committee will ask the COS about traffic counts, traffic incident data, how much money has been spent in the corridor, and the time spent behind a traffic signal. Mr. Otterstrom indicated that STA has data on the time spent behind a bus, but not behind a traffic signal. Ms. Meyer indicated that STA will invite Mr. Simmons of the COS to speak at the April Committee meeting. The Committee also discussed the 2019 Transit Development Plan, the draft 2019-2020 Spokane Regional Transportation Council (SRTC) Unified Planning Work Program, the Central City Line third-party agreement status, minor updates to the *Connect Spokane* scope of work, and the I-90/Valley High Performance Transit project.

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

The Committee approved the Monroe-Regal Scope of Work, Phase 1, and forwarded the September 2019 Service Revisions final recommendation to the Board consent agenda. The Committee received reports on the Year End 2018 Unaudited Financial Report, the Year End 2018 Performance Measures, Community Perception Survey Results, and the 2019 Communications Plan Overview.

6. APPROVAL OF GROUND LEASE AGREEMENTS WITH COMMUNITY COLLEGES OF SPOKANE

Mr. Otterstrom presented background information on agreements between STA and Spokane Community College and STA and Spokane Falls Community College for construction and operation of transit facilities on each college campus. STA would pay an annual rent associated with the SCC Transit Center in the amount of \$16,892 per year and \$6,970 per year as associated with the Spokane Falls Station. Rent is based on the number of parking stalls lost as a result of the construction and would be recalculated every three years. STA will maintain and operate each facility for an initial term of 20 years. STA will maintain the transit facilities and pay for on-site security. Each agreement includes language that allows for the construction as a whole, ingress, egress, temporary easements, and permanent easements.

Ms. Mumm moved to recommend the Board of Directors authorize the CEO to execute the land lease agreements between STA and Community Colleges of Spokane for construction and operation of: 1) a transit center on the Spokane Community College campus; and, 2) a transit station on the Spokane Falls Community College campus. Ms. Haley seconded and the motion passed unanimously.

6. APPROVAL FOR A TEMPORARY CONSTRUCTION EASEMENT BETWEEN SPOKANE COUNTY AND STA FOR MORAN STATION IMPROVEMENTS

Mr. Otterstrom presented background information on the plan and design for the Moran Station Park and Ride, which is adjacent to the Spokane County Ben Burr Trail. The Temporary Construction Easement provided by Spokane County to STA provides right-of entry, license and temporary construction easement for the relocation and construction of additional storm water detention facilities for the Moran Station Park & Ride and the county's trail. Ms. Kinnear asked who would maintain the storm water garden. Ms. McAloon said it is presumed the County will maintain it with the existing adjacent storm water gardens; she is waiting for confirmation from the County.

Ms. Haley moved to recommend the Board approve the Temporary Construction Easement between Spokane County and Spokane Transit for the construction of storm water facilities and the reconstruction of the Trail on Spokane County property and authorize the CEO to execute the easement on behalf of Spokane Transit. Mr. Grover seconded the motion and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA MARCH 21, 2019

Committee members reviewed the agenda.

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

9. CEO REPORT

The National Environmental Policy Act (NEPA) documentation for the Central City Line is complete and the project has received a documented categorical exclusion. STA staff had its first discussion with the Project Management Oversight Consultant (PMOC) and Region 10 Federal Transit Administration (FTA) staff. The PMOC is assigned by the FTA as its agent to do risk assessment. The PMOC is Urban Engineers, a large firm based in New York, New York. Urban Engineers will be at STA in late April to work with staff on a risk assessment. STA anticipates having a Small Starts Grant agreement in September 2019.

The Washington State House and Senate will conclude its floor work at 5:00 p.m. today. Senator Hobbs has introduced Senate Bill 5791 that will generate revenue from a variety of sources and be used to reduce carbon. It would include a carbon tax, an increase to the gas tax, and increased fees. If passed, it will fund a revenue package for transportation that includes a \$25 million line item for Division Street High Performance Transit.

STA will host a Board Workshop on April 3, 2019. Grant Forsyth, Avista's Chief Economist, will present his economic forecast for the remainder of 2019 and 2020. Staff will talk with the Board about the Revenue and Expenditure Forecast Assumptions for 2020 and beyond.

The local sales tax rate will increase on April 1 by one-tenth of a cent. In 2017, voters approved a two-tenths of a cent sales tax increase for transit. The first tenth went into effect on April 1, 2017; the second tenth will take effect on April 1, 2019. The fare and sales tax increases were timed to acknowledge the pace of spending associated with the ten-year STA Moving Forward plan.

The City of Spokane purchased day bus passes to provide to homeless people to access warming centers. The passes were sold to the City at the current rate for day passes. Ms. Mumm noted the passes will also be used by Community Court and other community agencies.

Spokane County has added the Spokane Regional Health District to its Universal Transit Access Pass (UTAP) program.

Airway Heights submitted a request, supported by the West Plains Chamber of Commerce, for STA to provide service to the new Recreation Center. Ms. Meyer and Mr. Otterstrom will meet with the Mayor, City Manager, and Veronica Messing to discuss options.

8. NEW BUSINESS

None

9. ADJOURN

With no further business to come before the Committee, Mr. French adjourned the meeting at 2:23 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2019

AGENDA ITEM 5a: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning & Development

SUMMARY

Mr. Grover will review the April 3, 2019, and May 1, 2019, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 3, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(10 minutes)*
4. Committee Action *(5 minutes)*
 - A. Minutes of the March 6, 2019 Committee Meeting -- *Corrections/Approval*
 - B. I-90 / Valley High Performance Transit (HPT) - Approval of Scope of Work For Design and Engineering Services -- *(Otterstrom/Bielaski)*
5. Committee Action
 - A. Board Consent Agenda
 1. 2019 Transit Development Plan: Finalize Mid-Range Guidance -- *(Otterstrom/Tresidder)*
6. Reports to Committee *(55 minutes)*
 - A. 2019 Transit Development Plan: Major Activities (2020-2025) -- *(Otterstrom/Tresidder)*
 - B. Sprague Avenue Bus Stops - Evaluation of Relocation Request -- *(Meyer/Otterstrom)*
 - C. *Connect Spokane* Update -- *(Otterstrom/Tresidder)*
 - D. Review FTA Annual Report on Capital Investment Grant Projects -- *(Otterstrom)*
 - E. STA Section 5310 Funding Call For Projects Timeline -- *(Otterstrom/Howell)*
 - F. Zero Emission Technology Fleet Transition Evaluation - Update -- *(Watkins/Wilder)*
7. CEO Report *(E. Susan Meyer) (10 minutes)*
8. Committee Information
(No information included this month)
9. Review May 1, 2019 Committee Meeting Agenda
10. New Business
11. Committee Members' Expressions *(10 minutes)*
12. Adjourn
13. Next Committee Meeting: Wednesday, May 1, 2019 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the 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. 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. 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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 1, 2019, 10:00 a.m.
Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(10 minutes)*
4. Committee Action *(5 minutes)*
 - A. Minutes of the April 3, 2019 Committee Meeting -- *Corrections/Approval*
5. Committee Action
6. Board Consent Agenda *(10 minutes)*
 1. Connect Spokane: Minor Update / Action -- *(Otterstrom/Tresidder)*
7. Reports to Committee *(45 minutes)*
 - A. 2019 Transit Development Plan: Proposed 2020-2022 Service Improvements -- *(Otterstrom/Weinand/Kenney)*
 - B. 2019 Transit Development Plan: Preliminary 2020-2025 Capital Improvement Program -- *(Warren/Otterstrom)*
 - C. 2019 Transit Development Plan: Revenue & Expenditure Forecast Assumptions Update -- *(Warren/Otterstrom)*
 - D. Shared Mobility Concepts -- *(Otterstrom/Tresidder)*
 - E. Zero Emission Technology Fleet Transition Evaluation - Update -- *(Watkins/Wilder)*
8. CEO Report *(E. Susan Meyer) (10 minutes)*
9. Committee Information
(No information included this month)
10. Review June 5, 2019 Committee Meeting Agenda
11. New Business
12. Committee Members' Expressions *(10 minutes)*
13. Adjourn
14. Next Committee Meeting: Wednesday, June 5, 2019 at 10:00 a.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the 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. 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. 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

April 10, 2019

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

REFERRAL COMMITTEE: N/A

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

SUMMARY

Ms. Kinnear will review the April 3, 2019, and May 1, 2019, committee meeting agendas as part of her report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 3, 2019, 1:30 p.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(25 minutes)*
 - A. Minutes of the March 6, 2019, Committee Meeting – *Corrections/Approval*
 - B. Approval of Paratransit Purchased Transportation Scope of Work *(Watkins)*
 - C. Recommendation to Appoint New Member to the Citizen Advisory Committee *(Rapez-Betty)*
5. **Committee Action** *(20 minutes)*
 - A. Board Consent Agenda
 1. Award of Contract: Spokane Falls Station *(Otterstrom)*
 2. Award of Contract: Spokane Community College Transit Center *(Otterstrom)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(20 minutes)*
 - A. Fixed Route 2018 Passenger Survey Results *(Rapez-Betty)*
 - B. Legislative Report *(Meyer/Rapez-Betty)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. February 2019 Operating Indicators *(Watkins)*
 - B. February 2019 Financial Results Summary *(Warren)*
 - C. March 2019 Sales Tax Revenue Information *(Warren)*
 - D. May 2019 Service Change Summary *(Otterstrom)*
 - E. 4th Quarter 2018 Safety and Loss Summary Report *(Williams)*
9. May 1, 2019, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: May 1, 2019, 1:30 p.m.

(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. 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. 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 AND EXTERNAL RELATIONS COMMITTEE MEETING

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

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report *(5 minutes)*
4. Committee Action *(5 minutes)*
 - A. Minutes of the April 3, 2019, Committee Meeting – *Corrections/Approval*
5. **Committee Action** *(20 minutes)*
 - A. Board Consent Agenda
 1. Award of Contract: Security *(Williams)*
 - B. Board Discussion Agenda
 1. *(No Items being presented this month)*
6. **Reports to Committee** *(40 minutes)*
 - A. System Performance Report *(Otterstrom)*
 - B. 1st Quarter 2019 Performance Measures *(Watkins)*
 - C. 2019 Van Grant Recipients Award *(Watkins)*
 - D. Low Income Pass Update *(Arneson)*
 - E. Legislative Report *(Meyer/Rapez-Betty)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. March 2019 Operating Indicators *(Watkins)*
 - B. March 2019 Financial Results Summary *(Warren)*
 - C. April 2019 Sales Tax Revenue Information *(Warren)*
 - D. 1st Quarter 2019 Service Planning Input Report *(Otterstrom)*
 - E. 1st Quarter 2019 Safety and Loss Summary Report *(Williams)*
9. June 5, 2019, Committee Packet Draft Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: June 5, 2019, 1:30 p.m.

(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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.

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

April 10, 2019

AGENDA ITEM 6 : MORAN STATION PARK & RIDE – SPOKANE COUNTY
PERMANENT SLOPE EASEMENT APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Ryan Brodwater, Capital Projects Manager

SUMMARY: The design for Moran Station Park and Ride is currently being finalized for permit submittal and Invitation for Bids. Throughout the design, STA staff has worked closely with Spokane County staff to coordinate shared uses and stormwater management on the Ben Burr Trail right-of-way. On March 21, 2019, the STA Board approved moving forward with a Temporary Construction Easement between STA and the County to facilitate construction within the Ben Burr right-of-way.

Faced with challenging site conditions, the design consultant has worked to maintain a reasonable bus lane profile that enables ADA accessible areas at the alighting and boarding areas. Meanwhile, the vertical design has been balanced with the horizontal configuration to maintain 100 parking spaces and an operations support building. To accomplish this, the northside bus lane requires a fill slope that crosses the northern property line with Spokane County that was not addressed with the previously approved Temporary Construction Easement. Constructing this slope will require execution of an additional Temporary Construction Easement and a Permanent Slope Easement with Spokane County.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a Temporary Construction Easement and a Permanent Slope Easement between Spokane County and Spokane Transit for the construction of a fill slope on the north side of the Moran Station Park and Ride property and authorize the CEO to execute the easements on behalf of Spokane Transit.

COMMITTEE ACTION:

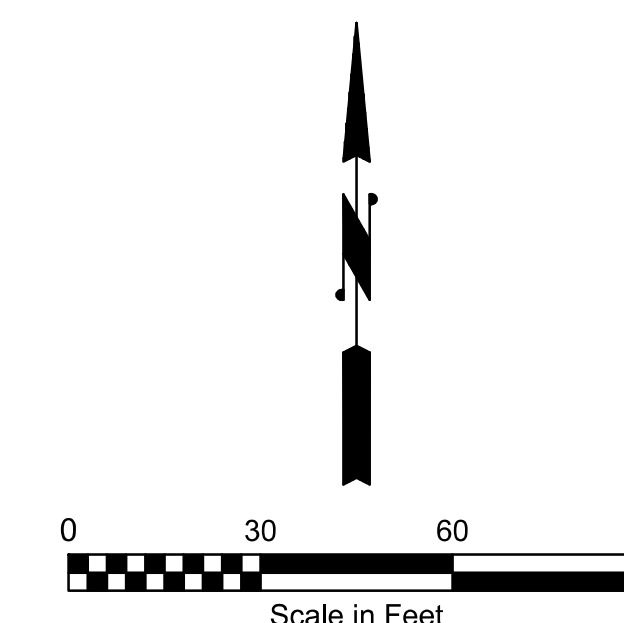
RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____



SPOKANE TRANSIT AUTHORITY
PLANNING DEPARTMENT
1230 W BOONE AVENUE
SPOKANE, WASHINGTON 99201
(509) 328-7433

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2019

AGENDA ITEM 7 : KENDALL YARDS UNIVERSAL TRANSIT ACCESS PASS (UTAP)
SIX-MONTH ANALYSIS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development

SUMMARY: STA launched the Universal Transit Access Pass (UTAP) in 2013 to offer organizations the ability to provide transit passes to all employees, members, or students with a consistent methodology for billing for services used. It was preceded with pass program agreements with Eastern Washington University, City of Spokane and Spokane County. STA has targeted the program toward organizations with more than 500 eligible participants. As of September 2018, there were seven organizations with UTAP contracts: City of Spokane, Community Colleges of Spokane, Eastern Washington University, Gonzaga University, Spokane County, Washington State University Spokane and Whitworth University.

In October 2018, STA initiated its eighth UTAP program, Kendall Yards UTAP program, with Greenstone Corporation. Unique among the current UTAP contracts, Kendall Yards UTAP program is for any resident of the neighborhood as well as anyone employed with commercial tenants in the development. After the first month of the program, an amendment to the contract enabled some cards to be distributed to nearby non-profits serving the West Central neighborhood.

By agreement, 1,600 passes were provided to Kendall Yards to distribute through their own internal process. Currently, those eligible for the passes must complete an online form and pick up their card at the Kendall Yards Welcome Center. A monthly invoice of rides taken and a ridership report are prepared and sent to Kendall Yards to review and submit payment. The program was initiated quicker than any other program to meet an immediate need in the quickly growing area.

With the first six months of the program, there is enough data to examine the initial response by the residents and workers in the neighborhood. Staff will present a robust analysis at the meeting.

RECOMMENDATION TO COMMITTEE: Information Only.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

April 10, 2019

AGENDA ITEM 8: BOARD OF DIRECTORS MEETING AGENDA APRIL 18, 2019 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for April 18, 2019, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

BOARD MEETING

Thursday, April 18, 2019 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Candace Mumm*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Karla Gibbons, Eligibility Specialist - Retirement (*Roger Watkins*)
 - B. First Quarter 2019 Years of Service Awards (*Nancy Williams*)
5. Public Hearing: *20 minutes*
 - A. Connect Spokane Update: Minor Update Draft Revision (*Karl Otterstrom*)

Comments should be addressed to Karl Otterstrom, STA's Director of Planning & Development:
kotterstrom@spokanetransit.com (*Action at May 16, 2018, Board meeting*)
6. Board Action - Consent Agenda: *10 minutes*
 - A. Minutes of the March 21, 2019, Board Meeting – Corrections/Approval
 - B. 2019 Transit Development Plan: Finalize Mid-Range Planning Guidance (*Karl Otterstrom*)
 - C. Spokane Falls Station – Award of Contract (*Karl Otterstrom*)
 - D. Spokane Community College Transit Center – Award of Contract (*Karl Otterstrom*)
 - E. Moran Station Park & Ride – Spokane County Permanent Slope Easement Approval (*Karl Otterstrom*)
7. Board Action – Committee Recommendations: *5 minutes*
Planning & Development Committee
 - A. Sprague Bus Stops – Evaluation of Relocation Request (*Karl Otterstrom*)
8. Board Action – Other (*None*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Candace Mumm*)
 - i. Kendall Yards Universal Transit Access Program (UTAP) Six-Month Analysis (*Brandon Rapez-Betty*)
10. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Chris Grover*)
11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Lori Kinnear*)
 - i. Fixed Route 2018 Passenger Survey Results (*Brandon Rapez-Betty*)

12. CEO Report: *10 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. March 2019 Sales Tax Summary (*Lynda Warren*)
 - C. February 2019 Financial Results Summary (*Lynda Warren*)
 - D. February 2019 Operating Indicators (*Roger Watkins*)
 - E. 2019 Transit Development Plan: Major Activities (2020-2025) - (*Karl Otterstrom*)
 - F. STA Section 5310 Funding Call for Projects Timeline (*Karl Otterstrom*)
 - G. Zero Emissions Technology Fleet Transition Evaluation-Update (*Roger Watkins*)
 - H. Review FTA Annual Report on Capital Investment Grant Projects (*Karl Otterstrom*)
 - I. May 2019 Service Change Summary (*Karl Otterstrom*)
 - J. 4th Quarter Safety & Loss Summary Report (*Nancy Williams*)
14. New Business (*5 minutes*)
15. Board Members' Expressions (*5 minutes*)
16. Executive Session (*McAloon Law PLLC*) – *15 minutes*
17. Adjourn

Cable 5 Broadcast Dates and Times of March 21, 2019 Board Meeting:

Saturday, April 20, 2019	4:00 p.m.
Monday, March 23, 2019	10:00 a.m.
Tuesday, March 24, 2019	8:00 p.m.

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

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

Next Board Meeting: Thursday, May 16, 2019, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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

April 10, 2019

AGENDA ITEM 9: 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 _____