

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

BOARD OPERATIONS COMMITTEE SPECIAL MEETING

Wednesday, February 10, 2016, 1:30 p.m.
Spokane Transit Authority, Northside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated Meeting Time: 90 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda *(Al French)*
3. Chair's Comments *(Al French)*
4. Committee Action/Discussion:
 - a. Minutes of January 13, 2016 Committee meeting - Corrections/Approval
5. Committee Chair reports:
 - a. Amber Waldref, Planning & Development
 - i. STA Moving Forward Plan & Funding Discussion
 - ii. Development of Transit Development Plan: Mid-Range Planning Guidance
 - b. Chuck Hafner, Performance Monitoring & External Relations
 - i. Fare Analysis / Public Outreach
 - ii. Preparation for Fixed Route Fleet Replacement Program
6. Board of Directors Agenda: February 18, 2016 - Review
7. CEO Report
8. New Business
9. Executive Session *(10 minutes)*
10. Adjourn

Next Committee Meeting: **Wednesday, March 9, 2016 at 1:30 p.m.**

(STA Northside Conference Room, 1230 W. Boone Avenue, Spokane, Washington)

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 documents will be produced for people with disabilities. The facility is accessible for people who use wheelchairs. For these and other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE SPECIAL MEETING OF

February 10, 2016

AGENDA ITEM 2: APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, 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 SPECIAL MEETING OF

February 10, 2016

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Committee Chair

SUMMARY: Mr. French 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 SPECIAL MEETING OF

February 10, 2016

AGENDA ITEM 4a: MINUTES OF THE JANUARY 13, 2016 COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Merilee Robar, Executive Assistant to the Director of Finance &
Information Services

SUMMARY: The January 13, 2016 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 Meeting Minutes for January 13, 2016
Northside Conference Room

MEMBERS PRESENT

Al French, Spokane County, Board Operations
Committee Chair and Planning & Development
Committee Chair
Amber Waldref, City of Spokane, Performance
Monitoring & External Relations Committee Chair
Chuck Hafner, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer, Ex-officio

MEMBERS ABSENT

None

STAFF PRESENT

Beth Bousley, Director of Communications & Customer
Service
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority
Brandon Rapez-Betty, Sr. Communications Specialist

LEGAL COUNSEL

Laura McAloon, Workland & Witherspoon PLLC

GUESTS

Kaitlin Larson, Legislative Assistant to Council Member
Amber Waldref

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 12:35 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Committee members reviewed the agenda.

Mr. Hafner moved approval of the agenda and Ms. Waldref seconded the motion. There was no further discussion and all voted in favor.

3. CHAIR'S COMMENTS

Chair French commented that he is looking forward to being Chair of the STA Board in 2016. He thanked Committee members and staff for their service to the community. Mr. Trulove, STA Chair in 2015, had laid out an aggressive agenda for *Moving Forward*. Mr. French would like to see the Board come together with consensus on its direction in the next couple months.

4. COMMITTEE ACTION/DISCUSSION

a. December 9, 2015 Committee Minutes

Ms. Waldref moved approval of the December 9, 2015 minutes and Mr. Hafner seconded. There was no further discussion and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French said there was no committee meeting in January. The P&D Committee provided the Board with information related to *Moving Forward* which would then allow the Board to meet and successfully vet the potential alternative courses which would then outline the rest of the year. His hope is that by the end of the February Board meeting, the Board will have consensus on a direction after reviewing all possible scenarios.

Mr. Hafner said it will be important to confirm the direction the Board wants to take, what are the needs and wants, and what funding is available.

Ms. Waldref agreed that a February decision would be good so next steps can be planned. If the Board is not ready to continue with *Moving Forward* then other jurisdictions could plan next steps.

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

Ms. Waldref said that the PM&ER Committee had no meeting in January. The Committee will be finishing up the analysis of the bus replacement strategy, and in particular, the timing of the replacement.

Ms. Meyer said that the City of Liberty Lake has appointed Councilmember Keith Kopelson as the new representative to the STA Board. Mayor Peterson will be the alternate.

Ms. Waldref said that she and Councilmember Mumm are the representatives from the City of Spokane to the STA Board. The alternates have been changed due to the departure of Mr. Snyder.

Mr. French commented that the City of Airway Heights representative will remain the same, Mr. Lawrence, but the City will need to appoint a new alternate to replace Mr. Snyder.

Mr. Hafner asked about appointing alternates outside of jurisdictions.

Ms. McAloon said that the only requirement to appoint an alternate is that he or she is an elected official.

6. **ELECTION OF 2016 BOARD CHAIR PRO TEMPORE – ACTION**

Mr. French said that the City of Spokane Valley is next in rotation to be 2017 STA Board Chair and appointed Chuck Hafner as Chair Pro Tempore for 2016. Mr. French said that Councilmember Hafner will be ratified as Chair Pro Tempore at the next Board meeting.

All Committee members agreed by consensus.

7. **APPOINTMENT OF BOARD MEMBERS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2016 - ACTION**

Mr. French reviewed the 2015 Committee Member list.

Discussion ensued regarding representation and availability for Committee meetings.

Mr. French requested that Ms. Watson confirm Mr. Trulove's availability for Committee meetings.

Mr. French requested that a draft 2016 Committee Member list be ratified at the next Board meeting. All Committee members agreed by consensus.

8. **APPOINTMENT OF CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2016 - ACTION**

Mr. French said he has asked Mr. Hafner to Chair the Performance Monitoring & External Relations Committee and Ms. Waldref to Chair the Planning & Development Committee meeting. Mr. French said he will ask Mr. Trulove to attend the Board Operations meetings as an at-large representative for Small Cities.

Mr. French said that the appointments of Councilmember Hafner as PM&ER Chair and Councilmember Waldref as P&D Chair will be ratified at the next Board meeting. All Committee members agreed by consensus.

9. **APPROVAL FOR BOARD MEMBER TRAVEL TO 2016 APTA LEGISLATIVE CONFERENCE & LEGISLATIVE MEETINGS**

Ms. Meyer said that the APTA Legislative Conference is March 13-16 in Washington D.C. and two Board members are budgeted to attend. Mr. French has indicated an interest in attending.

Mr. Hafner said he is interested, will check his schedule, and suggested three members attend the March meeting.

Ms. Watson said that up to five Board members are budgeted to attend APTA conferences for 2016.

Mr. French said that the budget can be adjusted by the Board if more Board members would like to attend in 2016. It is an important educational opportunity.

Mr. French said that the recommendation to the Board will be for up to three Board members to attend the APTA meeting in March. All Committee members agreed by consensus.

10. **STA MOVING FORWARD IMPLEMENTATION SCENARIOS - DISCUSSION**

Mr. Otterstrom said the discussion will review the presentation for the Board meeting tomorrow. The material will be sent to the Board this afternoon. First, there will be a review of the progression of Board actions and alignment, then a review of preliminary scenarios for implementing STA *Moving Forward* followed by a discussion of next steps and Board guidance. No action will be requested at the Board meeting.

Mr. Otterstrom reviewed the Board alignment:

December 2014 – Board adopted STA *Moving Forward* as a ten-year plan for sustaining and improving transit.

October 2015 – Board agreed to new financial assumptions and approach to forecasting revenue and expenditures that fully fund the Capital Improvement Program (CIP) through 2021.

November 2015 – Board members agreed by consensus that *STA Moving Forward* should be retained as the starting point for discussing future service growth.

December 2015 – A majority of Board members agreed that STA should look at varying rates of taxation for a potential ballot measure in November 2016 or sometime in 2017. There was not a formal vote, but a consensus. Board members requested the information for the January Board meeting. In order to implement, additional sales tax would be needed.

Mr. Hafner asked how the recent City of Spokane resolution regarding a ballot proposition will be affected by STA's decisions.

Ms. Waldref said the City of Spokane would like STA to consider a November 2016 ballot measure. If STA decides not to pursue a ballot at that time, the City of Spokane may pursue a ballot proposition for the purpose of funding the Central City Line and other Spokane Transit Authority projects in the *Moving Forward* Plan in the city limits but that has yet to be determined. The City of Spokane's goal is for regional improvements.

Mr. Otterstrom reviewed the basis for the preliminary scenarios.

1. 2/10 of a cent sales tax completes *STA Moving Forward*
2. 3/10 of a cent sales tax adds additional service, and
3. 1/10 of a cent sales tax requires sequencing and prioritization of the plan for partial implementation

Mr. Otterstrom stated the sequencing principle. *STA Moving Forward* was designed to be implemented in a way that maximizes the amount of new service that can be delivered by avoiding debt and phasing capital projects over time. Additional sales tax creates a new benchmark for revenue. A plan that maximizes early construction resources will inherently reduce how much is available for new routes and services.

Mr. French suggested a reminder to the Board that past Board decisions were to not incur debt.

Mr. Otterstrom said that quickly adding new routes and service reduces how much is available for construction and other capital projects and reduces flexibility. *STA Moving Forward* balances new capital projects with new routes and services, allowing for a more resilient implementation timeline.

Mr. Hafner suggested stating examples of how this balance works.

Mr. Blaska said that 1/10 of a cent does not buy *STA Moving Forward* over a longer period of time because the funding level eventually is consumed with service.

Mr. Hafner suggests that more explanation is necessary so all understand.

Mr. Otterstrom said the three main objectives of the Plan could be summarized as building blocks:

1. Connect the community with public services
2. Improve travel flow by connecting jobs and workers
3. Partner in advancing regional economic development

Mr. Hafner suggested that each municipality has their own priorities for transit service and those should be shared with the Board.

Mr. French asked if elected officials and jurisdictions were asked for their top transit priorities.

Ms. Meyer said that STA asked every jurisdiction for feedback on projects based on previous input.

Discussion ensued regarding plans and priorities.

Mr. Blaska said that prioritization only needs to occur if something less than *STA Moving Forward* were to be adopted. 2/10 of a cent includes what STA heard as the priorities for every jurisdiction. If 3/10 of a cent were adopted then additional projects would need to be prioritized.

Mr. Hafner suggested that some of the priorities may be different now than when discussions about *STA Moving Forward* first began.

Mr. French said that if the constrained plan (1/10 of a cent) were adopted, then prioritization is necessary. A community might agree to a 2/10 of a cent additional sales tax if they realize that all their community needs are not met.

Mr. Otterstrom said that if an additional 2/10 of a cent sales tax (completes the plan) is approved, the plan is expected to be completed within ten years. If an additional 3/10 of a cent sales tax (complement the plan) is approved, the higher funding level allows for additional projects to be added and accelerates the addition of new service where feasible. If an additional 1/10 of a cent sales tax (constrain the plan) were approved, it will require prioritization of projects. As requested as an initial

approach, the projects of the first five sequence years of STA *Moving Forward* are fully implemented. There are many ways to implement part of STA *Moving Forward*.

Mr. Otterstrom summarized an overview of the projects that could be accomplished with 1/10, 2/10 and 3/10 of a cent of additional sales tax in 2015 through 2021 and 2020 through 2025.

Mr. French suggested aligning the three scenarios in the same order on all materials.

Mr. Hafner asked how many of the projects listed under the 1/10 of a cent scenario could be accomplished under the current STA budget.

Mr. Blaska said none of the projects could be accomplished.

Ms. Waldref asked about service after 2021 and how much of the additional sales tax is required to sustain service.

Mr. Blaska said that STA is sustainable during the Transit Development Plan (TDP) period 2015-2021. The additional funding to sustain service comes in the later years beyond the TDP (years 2023 & 2024). Most of the bus replacement cycle has been completed by that time. Eventually, additional funds would need to be available to fund fleet replacement and sustain the current service, but that would not happen until after 2021. The service level is less today than in 2011.

Mr. Otterstrom said the current financial assumptions end at 2021 and "Expand and replace the existing bus fleet" is included in all three scenarios as it is not funded after 2021.

Ms. Waldref suggested "bolding" and pointing out this statement.

Ms. Meyer asked what dollar amount in the 1/10, 2/10 and 3/10 scenarios is dedicated to preserving service in the form of replacing buses.

Ms. Warren said \$46.4M additional dollars are needed for bus fleet replacement between 2022 and 2027. 1/10 of a cent additional sales tax would create revenue of \$106M from 2017 through 2027.

Ms. Meyer summarized that approximately 46% of the 1/10 of a cent increase would be used to sustain service.

Mr. Otterstrom said that currently there are no planned service cuts and STA has a fully funded TDP. If the conversation was delayed for two years, a review of all scenarios would need to occur.

Mr. Otterstrom reviewed the next steps. The steps are only a template and timing depends on the Board.

1. The Board refines the preliminary scenarios for public review
2. Public outreach on preliminary scenario(s) and refine based on input
3. Review draft scenario(s) and
4. Board action on a final scenario

Ms. Waldref said it is important to allow enough time for review prior to a ballot measure for a public campaign.

Mr. Hafner said it comes down to 1/10, 2/10 or 3/10 of a cent and how much it will buy and affect each municipality. It is important that each jurisdiction is involved and all information is provided to them.

In summary, Mr. Otterstrom said he will ask the Board members if additional material would be helpful for their review in February.

Committee members had no further comments on STA *Moving Forward* at this time.

11. **BOARD OF DIRECTORS AGENDA: JANUARY 14, 2016 (SPECIAL MEETING) - INFORMATION**

Ms. McAloon said that no changes can be made to the agenda as it is a Special Meeting, unless posted 24 hours prior to the start of the meeting.

Committee members agreed by consensus to the Board of Directors Special Meeting agenda for January 14, 2016.

12. **CEO REPORT**

Ms. Meyer said that STA has had an interlocal agreement with the City of Spokane for a police officer since October 2005. STA has paid for the equivalent of one police officer dedicated to downtown and this was matched by the City of Spokane. During eight of those years, the office for those two police officers was in the Plaza. At that time, there were no other dedicated police officers downtown. STA's funding filled a need that was identified by the business community and not addressed by the Spokane Police Department (SPD). The agreement changed in 2014 to include a precinct located within the same block as the Plaza and seven parking spaces were provided to SPD in the Plaza garage. The interlocal agreement expired on 12/31/2015. It could not be renewed as the conditions had changed. That agreement was specific to the precinct office on Riverside Avenue. STA has asked both the City of Spokane and SPD how STA can meet an unfilled need. For ten years STA's funding bought something that was otherwise unavailable and the \$86,900 is still budgeted. Discussion ensued.

Ms. Meyer commented that SPD has always been responsive to STA. Having the precinct office close to the Plaza was the goal because officers had always been coming and going from the Plaza.

Mr. Blaska said that STA was asked if a workspace could be provided in the Plaza for SPD if an officer was in the area. STA can provide that space. SPD made a commitment that their presence in that part of downtown would be unchanged with their move to the Intermodal Center. However, the agreement with STA was based on an officer being housed at either the Plaza or the precinct next door and that has now changed. Other options may be pursued and developed as STA understands the effects with the SPD relocation to the Intermodal Center.

Ms. Waldref said that the partnership between STA and SPD works well and no specific proposals have been received.

Ms. McAloon said that SPD's service location spanned from Riverfront Park to Interstate 90 throughout the life of the agreement.

Ms. Meyer said the Spokane City Council passed a resolution on January 11, 2016. This resolution has two components: the City of Spokane will support the STA Board in a November 2016 ballot measure for enhanced transit in the Public Transportation Benefit Area (PTBA); or, the City will contemplate a ballot measure that is just city wide.

Ms. Waldref said the City of Spokane would like to see increased service.

Ms. Meyer stated that there will be three Central City Line brown bag lunches the week of January 25, 2016 in three different locations from 12-1:00 p.m. These lunches are an opportunity for downtown stakeholders and property owners to review the alignment options.

Ms. Meyer said that next month will be a discussion with the STA Board on the High Performance Transit Station Design and Communication Standards project.

Ms. Meyer said the Van Grant application period will close on February 19, 2016. An email was sent to STA Board members.

Ms. Waldref will forward the Van Grant information to the rest of the Spokane City Council.

13. NEW BUSINESS

Due to other Board commitments, Mr. French asked if the Board Operations Committee could move its monthly meeting to a start time of 1:30 p.m. (instead of 12:30 p.m.) on the second Wednesday of each month.

All Committee members agreed.

Ms. Meyer said that a revised 2016 Board & Committee calendar will be submitted to the Board at their February meeting for approval.

14. EXECUTIVE SESSION

At 2:25 p.m., Mr. French announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purpose:

1. Reviewing the performance of a public employee.

The STA Board Operations Committee will reconvene in open session at approximately 2:35 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they 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.

At 2:35 p.m., the STA Board Operations Committee reconvened and Chair French declared the meeting back in public session. No action was taken.

15. ADJOURN

Chair French moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair French adjourned the meeting at 2:36 p.m.

Respectfully submitted,



Merilee Robar
Executive Assistant to the Director of Finance & Information Services

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE SPECIAL MEETING OF

February 10, 2016

AGENDA ITEM 5a: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Amber Waldref, Planning & Development

SUMMARY: Ms. Waldref will review the February 3, 2016 and March 2, 2016 agendas as part of her report. In particular, Ms. Waldref will review the STA Moving Forward Plan & Funding Discussion and the Development of the Transit Development Plan: Mid-Range Planning Guidance. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 3, 2016, 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 (5 minutes)
4. Committee Action (5 minutes)
 - A. Minutes of the December 2, 2015, Committee Meeting – corrections/approval
5. Committee Action (50 minutes)
 - A. Board Consent Agenda
(No items being presented this month)
 - B. Board Action Agenda – Committee Recommendations Agenda
(No items being presented this month)
 - C. Board Discussion Agenda
 1. STA Moving Forward Plan & Funding Discussion (Karl Otterstrom/Lynda Warren)
6. Reports to Committee (20 minutes)
 - A. Development of Transit Development Plan: Mid-Range Planning Guidance (Karl Otterstrom)
7. Committee Information – no discussion/staff available for questions
 - A. Review 2016 P&D Committee Work Program (Karl Otterstrom)
 - B. Review Draft Contribution to 2016/2017 Spokane Regional Transportation Council Unified Planning Work Program (UPWP) (Karl Otterstrom)
8. CEO Report (E. Susan Meyer) (5 minutes)
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Review March 2, 2016, Committee Meeting Agenda
12. Adjourn
13. Next Committee Meeting: March 2, 2016, 10:00 a.m. (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA)

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**SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

February 3, 2016

AGENDA ITEM ____: **REVIEW MARCH 2, 2016, DRAFT AGENDA ITEMS – INFORMATION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the March 2, 2016 Committee meeting.

Proposed agenda items include:

- Minutes of the February 3, 2016, Committee meeting – *Corrections/approval*
- Federal Transit Administration Section 5310 Project Funding Awards – *Action*
- STA Moving Forward Plan & Funding Discussion – *Discussion*
- Continued Development of Transit Development Plan: Mid-Range Planning Guidance - *Discussion*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE SPECIAL MEETING OF

February 10, 2016

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chuck Hafner, Performance Monitoring & External Relations

SUMMARY: Mr. Hafner will review the February 3, 2016 and March 2, 2016 agendas as part of his report. In particular, Mr. Hafner will review the Fare Analysis / Outreach Plan and the Preparation for Fixed Route Fleet Replacement Program. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Information

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, February 3, 2016, 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 *(10 minutes)*
 - A. Approval of Minutes of the December 2, 2015, Committee meeting – *Corrections/Approval*
 - B. Approval of Scope of Work for Mobility Training, Volunteer Mobility Mentor Coordination, and Services to Conduct ADA Eligibility In-Person Assessments *(Blaska)*
5. Reports to Committee *(25 minutes)*
 - A. Fare Analysis *(Warren/Blaska)*
 - B. Preparation for Fixed Route Fleet Replacement Program - Summary *(Blaska)*
 - C. High Performance Transit (HPT) Facility Design and Service Communications Standards Update *(Otterstrom)*
6. Committee Action *(30 minutes)*
 - A. Board Consent Agenda
 1. Request for Special 2016 Community Events Fare Structure for Valleyfest *(Bousley/Blaska)*
 2. 2016 Communications Plan *(Bousley)*
 - B. Board Discussion Agenda
 1. Fare Analysis Public Outreach Plan - Overview *(Bousley)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. January 2016 Sales Tax Revenue Information *(Warren)*
 - B. November 2015 Operating Indicators *(Blaska)*
 - C. December 2015 Operating Indicators *(Blaska)*
 - D. Fourth Quarter 2015 Safety and Loss Summary Report *(Doolittle)*
 - E. Fourth Quarter 2015 Service Planning Public Input Report *(Otterstrom)*
 - F. Community Outreach and Involvement *(Bousley)*
 - G. 2016 Citizen Advisory Committee Meeting Dates *(Bousley)*
9. March 2016 Committee Packet Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: March 2, 2016, 1:30 p.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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SPOKANE TRANSIT AUTHORITY
PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

February 3, 2016

AGENDA ITEM _____: MARCH 2016 DRAFT COMMITTEE PACKET AGENDA REVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: STA Staff

SUMMARY: At this time, members of the Performance Monitoring and External Relations Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the March 2, 2016, meeting.

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 *(10 minutes)*
 - A. Approval of Minutes of the February 3, 2016, Committee meeting – *Corrections/Approval*
 - B. Approval of Release of an Invitation for Bids for the Jefferson Park & Ride Lot *(Otterstrom)*
 - C. Acceptance of Boone Tenant Improvements Contract & Approval to Pay Retainage *(Otterstrom)*
5. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. Award of Contract for Plaza Upgrades *(Otterstrom)*
 2. Award of Contract for the Purchase of Eight (8) Fixed Route Coaches *(Blaska)*
 - B. Board Discussion Agenda
(No items being presented this month.)
6. Reports to Committee *(45 minutes)*
 - A. Fixed Route System Ridership Analysis – 2015 Year End Summary *(Otterstrom)*
 - B. West Plains Transit Center – Update *(Otterstrom)*
 - C. Year End 2015 Unaudited Financial Report *(Warren)*
 - D. Year End 2015 Performance Measures *(Blaska)*
 - E. 2015 Communications Recap and 2016 Communications Plan *(Bousley)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. January 2016 Financial Results Summary *(Warren)*
 - B. February 2016 Sales Tax Revenue Information *(Warren)*
 - C. 2015 State Audit *(Warren)*
 - D. Year End 2015 Safety & Loss Summary *(Doolittle/Toole)*
 - E. January 2016 Operating Indicators *(Blaska)*
 - F. Community Outreach and Involvement *(Bousley)*
9. March 2, 2016, Committee Packet Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn

Next Committee Meeting: April 5, 2016, 1:30 p.m.

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE SPECIAL MEETING OF

February 10, 2016

AGENDA ITEM 6: BOARD OF DIRECTORS AGENDA FEBRUARY 18, 2016 –
REVIEW DRAFT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY: The Board of Directors agenda for the February 18, 2016 meeting is attached for the committee's review.

RECOMMENDATION TO COMMITTEE: Review agenda.

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, February 18, 2016 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 105 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Fourth Quarter 2015 Years of Service Awards (*Steve Doolittle*)
 - B. Fourth Quarter 2015 Employee Recognition Awards (*Steve Doolittle*)
 - C. Bob Lands, Fixed Route Supervisor – Retirement (*Steve Blaska*)
 - D. Steve Caro, Electronic Specialist – Retirement (*Steve Blaska*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the January 14, 2016 Special Board Meeting – Corrections/Approval
 - B. January 2016 Vouchers (*Lynda Warren*)
 - C. Approve Revised 2016 Board & Committee Meeting Calendar (*Al French/E. Susan Meyer*)
 - D. Special 2016 Community Event Fare Structure for Valleyfest (*Chuck Hafner/Steve Blaska*)
 - E. 2016 Communications Plan (*Chuck Hafner/Beth Bousley*)
6. Board Action – Committee Recommendations: *10 minutes*
Performance Monitoring & External Relations
 - A. Proposed Fare Public Outreach Plan (*Chuck Hafner/Steve Blaska*)
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair's Report (*Al French*)
9. Planning & Development Committee: *50 minutes*
 - A. Chair's Report (*Amber Waldref*)
 - i. STA Moving Forward Plan & Funding Discussion
10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair's Report (*Chuck Hafner*)

11. CEO Report – *10 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. January 2016 Sales Tax Summary (*Lynda Warren*)
 - C. November 2015 Operating Indicators (*Steve Blaska*)
 - D. December 2015 Operating Indicators (*Steve Blaska*)
 - E. Fixed Route Fleet Replacement Program – Summary (*Steve Blaska*)
 - F. High Performance Transit (HPT) Facility Design & Service Communications Standards (*Karl Otterstrom*)
 - G. Spokane Regional Transportation Council (SRTC) Unified Planning Work Program (*Karl Otterstrom*)
 - H. Development of Transit Development Plan (TDP) Mid-Range Planning Guidance (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*Workland Witherspoon*) *15 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of February 18, 2016 Board Meeting:

Saturday, February 20, 2016	4:00 p.m.
Monday, February 22, 2016	10:00 a.m.
Tuesday, February 23, 2016	8:00 p.m.

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

Planning & Development	March 2, 2016, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 2, 2016, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 9, 2016, 1:30 p.m.* (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 17, 2016, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

***Note: Change in time**

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 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. 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 SPECIAL MEETING OF

February 10, 2016

AGENDA ITEM 7: CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD 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:

1. Reviewing the performance of a public employee.

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