

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, February 8, 2017, 1:30 p.m.
Spokane Transit Authority, Northside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated Meeting Time: 40 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/Discussion: (*5 minutes*)
 - a. Minutes of December 7, 2016 Committee meeting - Corrections/Approval
5. Committee Chair reports: None (*No Meetings*)
 - a. Al French, Planning & Development
 - b. Amber Waldref, Performance Monitoring & External Relations
6. *STA Moving Forward* Capital Program Delivery Evaluation Report (*Karl Otterstrom*) (*20 minutes*)
7. Board of Directors Agenda February 16, 2017 – Corrections/Approval (*5 minutes*)
8. CEO Report (*5 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: **Wednesday, March 8, 2017 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.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

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AGENDA ITEM 2: APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, 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 OF

February 8, 2017

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, Committee Chair

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

February 8, 2017

AGENDA ITEM 4a: MINUTES OF THE DECEMBER 7, 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 December 7, 2016 meeting minutes are attached for your information, correction
and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the December 7, 2016, Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Al French, Spokane County, *Board Operations Committee Chair*
Amber Waldref, City of Spokane, *Planning & Development Committee Chair*
Tom Trulove, Small Cities Representative (Cheney), *Performance Monitoring & External Relations*
Ed Pace, City of Spokane Valley, *Board Operations Committee Member*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

None

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Clerk of the Board

PROVIDING LEGAL COUNSEL

Laura McAloon, Workland Witherspoon

GUESTS

Eva Marquette, FreshVue

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:33 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Mr. French requested that Item #3 Chair's Comments be moved to follow Item #5.

Mr. Trulove moved approval of the revised order of the December 7, 2016 agenda and Mr. Pace seconded, and the motion passed.

4. COMMITTEE ACTION/DISCUSSION

- a. November 9, 2016 Committee Minutes
- b. November 30, 2016 Special Committee Minutes

Mr. Trulove moved approval of the November 9, 2016 committee meeting minutes and November 30, 2016 special committee minutes and Mr. Pace seconded. There was no further discussion and the motion passed.

5. COMMITTEE CHAIR REPORTS

- a. Tom Trulove, Chair, Performance Monitoring & External Relations (PM&ER)

At 1:36 p.m. Amber Waldref arrived.

Mr. Trulove said that several items were forwarded to the Board consent agenda which included the Award of Contract for Fuel Supply, 2017 Service Revision Phase 1, Affirmative Action Plan and the Renewal of Spokane Police department Interlocal Agreement. The PM&ER Committee discussed the 2017 Legislative Priorities. Ms. Meyer commented that the priorities will be similar to 2016.

The PM&ER Committee discussed the Paratransit Contract Services Contract.

Mr. Blaska said that all concerns raised at the Board meeting were addressed and it was unanimously approved by the Committee. The new wage will be started when an agreement has been reached between MV and ATU 1015.

Mr. Doolittle said MV's contract expires in September, but the new wage would go into effect immediately, employees would not have to wait until September if the union agrees.

Ms. Waldref asked if STA's contract manager, Ms. Talbott, was involved in the decisions.

Mr. Blaska said that the Paratransit contract decision was made by Ms. Warren, Ms. Marchioro and himself.

Ms. McAloon said that STA has a non-compete clause in its contracts. This clause can be removed on request of a Vendor. Ms. Talbott was not involved in re-negotiating the contract, only managing the contract.

Mr. Pace requested a policy discussion at a future Committee meeting regarding working with Contractor's, but staying out of their business and reviewing the non-compete clause in STA's contracts.

b. Amber Waldref, Planning & Development (P&D)

Ms. Waldref said the Committee reviewed the 2017 Planning & Development Committee Work Program, the 2017 Title VI Outreach Strategies, the Capital Improvement Program and the 2017 Proposed Operating & Capital Budgets and forwarded the items to the Board. Ms. Warren had relayed small changes to the medical benefits in the 2017 Budget. The STA Moving Forward section of the 2017 Budget was incorporated into the 2017 Proposed Operating & Capital Budgets.

3. CHAIR'S COMMENTS

Mr. French said that at the November 17 Board meeting the Board requested to move forward the Board Efficiency retreat to 2017 to reassess with the Board's new composition. He requests direction and discussion.

Ms. Marquette said she felt this was a shift of direction than what was previously discussed. She requests background on the decision to cancel the retreat.

Discussion ensued regarding Board positions in 2017.

Mr. French said that one third of the nine STA Board members could be new in 2017.

Mr. Trulove commented that it would be good to take advantage of the work that has been done by Ms. Marquette and make a decision with the new Board in 2017 as to the extent of the project and specific goals.

Ms. Waldref said she would like to review the work that has been completed on the Board orientation packet and hear ideas on committee structure and improve communication.

Ms. Marquette said some of that was to occur at the retreat. No one had asked her about the plan for the agenda before it was cancelled. That time was to be used for gathering feedback and finishing up.

Ms. Waldref said that from the perspective of Board members, if one third of the Board could be new in 2017, it would be good to involve them.

Ms. Marquette said this retreat was to help prepare the Board to move forward with the expertise of the current Board members and to have a process in place to include new Board members.

Mr. Pace suggested moving forward with current Board members as planned for two reasons. The first reason is the project will never be completed because there will always be scheduling or other issues. Second, the main focus is "changing the DNA of the Board, so it will never be changed again". This includes unwritten rules that make an organization function. When new members are brought in, they will pick up the DNA of the Board by the way it operates and acts.

Mr. French said he would discuss with the Board members during his Chair report at the Board meeting.

Ms. Marquette expressed her concern that there would not be enough time for a thorough discussion at the Board meeting. Discussion ensued.

Ms. McAloon said that the jurisdictions typically do not appoint their STA Board members by resolution until January so scheduling may be difficult.

Mr. French said he will ask for clarification for the project from the Board.

6. 2017 BOARD & COMMITTEE MEETING CALENDAR

Ms. Watson reviewed the calendar and pointed out that several months are out of the usually scheduled dates.

Discussion ensued regarding other Board member commitments in 2017.

The Committee agreed by consensus to move the 2017 Board & Committee Meeting Calendar to the Board agenda for approval.

7. SENIOR STAFF TRANSITIONS

Ms. Meyer reviewed the Senior Management Retirement Timetable for 2017. Both Ms. Marchioro, Paratransit Manager, and Mr. Reimer, Vehicle Maintenance & Facilities Manager, will be retiring in January and the search for replacements has begun. Mr. Doolittle, Director of Human Resources, will be retiring March 31, 2017. Ms. Millbank, Ombudsman, will be retiring at the end of June. Mr. Blaska, Director of Operations, has planned for retirement around the end of 2017, but will continue at STA until his management team is in place. These replacement positions are in addition to the 26 positions that STA will be hiring in 2017. Staff will meet this Friday to plan for and sequence the hiring and replacement of employees.

Ms. Meyer reviewed the list of 26 positions with the Committee.

8. BOARD OF DIRECTORS AGENDA DECEMBER 15, 2016

Mr. French requested that the Board Operation Committee Chair's report be increased from five to fifteen minutes to discuss the Board Effectiveness Retreat.

Mr. Pace moved approval of the Board of Directors amended agenda for December 15, 2016 and Mr. Trulove seconded, and the motion passed unanimously.

9. CEO REPORT

Ms. Meyer said that today, in honor of the 75th Anniversary of Pearl Harbor, STA buses display deck signage which said "Remember Pearl Harbor – 75 Years". Ms. Bousley, Director of Communications, is at Harvard Park Retirement Home representing STA in honoring a surviving Pearl Harbor veteran along with other veterans and families. The STA Stars and Stripes bus was also there.

STA has reached an agreement with Ooh Media for the bus advertising sold through November 7, 2016. In mid-2017 STA plans to proceed with a Request for Proposals (RFP) for a bus advertising contract. The Board may want to discuss the value in revenue received from the advertising contracts.

Mr. Pace said the \$150K annual revenue is good, but suggests that the costs of attorneys, staff time and good will that has been lost due to issues should be reviewed and evaluated.

Discussion ensued regarding STA's Contractor and advertising policy.

Ms. Meyer said that a Coach Operator picked up a child at a bus stop who had wandered away from school. He then called his Supervisor, who called the Police who took care of the child. It is a good news story and these kinds of stories happen frequently.

10. EXECUTIVE SESSION

At 2:36 p.m., Mr. French announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purposes:

1. Reviewing the performance of a public employee.
2. Considering the selection of a site, the acquisition of real estate by lease or purchase, or the sale of real estate when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

The STA Board Operations Committee will reconvene in open session at approximately 3:06 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 STA Board Operations 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.

At 3:06 p.m., Ms. Waldref announced the STA Board Operations Committee will reconvene at 3:16 p.m.

At 3:16 p.m., the STA Board Operations Committee reconvened and Chair French declared the meeting back in public session. No action was taken.

11. NEW BUSINESS

None.

13. 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 3:16 p.m.

Respectfully submitted,



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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

February 8, 2017

AGENDA ITEM 5a: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY: The February 1, 2017 Planning & Development Committee meeting was cancelled. The March 1, 2017 draft agenda is attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

February 1, 2017

AGENDA ITEM _____: **REVIEW MARCH 1, 2017, 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 1, 2017 Committee meeting.

Proposed agenda items include:

- Minutes of the February 1, 2017, Committee meeting – *corrections/approval*
- Approval of the Title VI Plan Update – *Action*
- Authorization to Submit Central City Line Small Starts Grant – *Action*
- Approval to Submit Surface Transportation Program (STP) Grant Applications – *Action*
- Continued Development of the 2017 Transit Development Plan: Mid-Range Planning Guidance - *Report*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

February 8, 2017

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

REFERRAL COMMITTEE: N/A

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

SUMMARY: The February 1, 2017 Performance Monitoring & External Relations meeting was cancelled. The March 1, 2017 draft agenda is attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

Wednesday, March 1, 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 *(5 minutes)*
 - A. Approval of Minutes of the February 1, 2017, Committee meeting – *Corrections/Approval*
 - B. West Plains Transit Scope of Work (SOW) *(Otterstrom)*
5. Committee Action *(20 minutes)*
 - A. Board Consent Agenda
 1. Monroe/Regal/Sprague RFQ *(Otterstrom)*
 - B. Board Discussion Agenda
(No items being presented this month.)
6. Reports to Committee *(40 minutes)*
 - A. Year End 2016 Performance Measures *(Blaska)*
 - B. Purchase of 60' Replacement Coaches *(Blaska)*
 - C. Year End 2016 Unaudited Financial Report *(Warren)*
 - D. Triennial Review Preview *(Warren)*
 - E. STA Moving Forward (STAMF) Public Outreach/CAC Role-Discussion *(Bousley)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
 - A. February 2017 Sales Tax Revenue Information *(Warren)*
 - B. January 2017 Financial Results Summary *(Warren)*
 - C. 2016 State Audit Timeline *(Warren)*
 - D. January 2017 Operating Indicators *(Blaska)*
 - E. Fourth Quarter 2016 Safety and Loss Summary Report *(Doolittle)*
 - F. IPA & Mobility Training Updates Update *(Blaska)*
 - G. Community Outreach and Involvement *(Bousley)*
 - H. Communications Update *(Bousley)*
9. April 2017 Committee Packet Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: April xx, 2017, 1:30 p.m.
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

Agendas of regular Committee and Board meetings are available the Friday afternoon preceding each meeting at the STA Administrative Office, 1230 West Boone Avenue, Spokane, Washington. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

February 8, 2017

AGENDA ITEM 6: *STA MOVING FORWARD* CAPITAL PROGRAM DELIVERY
EVALUATION REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

At this time, staff from the Planning & Development department will present an overview of the *STA Moving Forward* Capital Program Delivery Evaluation Report which is in final draft form.

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

February 8, 2017

AGENDA ITEM 7: BOARD OF DIRECTORS AGENDA FEBRUARY 16, 2017 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY: The Board of Directors agenda for the February 16, 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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(509) 325-6000

BOARD MEETING

Thursday, February 16, 2017 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

DRAFT AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pam Haley*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
 - A. Fourth Quarter 2016 Years of Service Awards (*Steve Doolittle*)
 - B. Fourth Quarter 2016 Employee Recognition Awards (*Steve Doolittle*)
 - C. Pam Tonhofer, Fixed Route Supervisor – Retirement (*Steve Blaska*)
5. Public Hearing: *20 minutes*
 - A. Title VI Draft Report (*Karl Otterstrom*)
(*Action at March 16, 2017 Board meeting*)

Comments on 5.A should be addressed to Karl Otterstrom, STA's Director of Planning:
kotterstrom@spokanetransit.com

6. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the January 19, 2017 Board Meeting – Corrections/Approval
 - B. January 2017 Vouchers (*Lynda Warren*)
 - D. 2017 Communications Plan Overview (*Beth Bousley*)
7. Board Action – Committee Recommendations: *None*
8. Board Action – Other: *10 minutes*
 - A. 2017 Performance Measures (*Waldref/Blaska*)
9. Board Operations Committee: *5 minutes*
 - A. Chair's Report (*Pam Haley*)
10. Planning & Development Committee: *5 minutes*
 - A. Chair's Report (*Al French*)

11. Performance Monitoring & External Relations Committee: *15 minutes*
 - A. Chair's Report (*Amber Waldref*)
 - i. September 2017 Service Revisions – Preliminary Proposal
12. CEO Report – *10 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. January 2017 Sales Tax Summary (*Lynda Warren*)
 - D. December 2016 Operating Indicators (*Steve Blaska*)
14. New Business
15. Board Members' Expressions
16. Executive Session (*Workland Witherspoon*) *None*
17. Adjourn

Cable 5 Broadcast Dates and Times of February 16, 2017 Board Meeting:

Saturday, February 18, 2017	4:00 p.m.
Monday, February 20, 2017	10:00 a.m.
Tuesday, February 21, 2017	8:00 p.m.

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

Planning & Development	March 1, 2017, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	March 1, 2017, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	March 8, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, March 16, 2017, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

February 8, 2017

AGENDA ITEM 8: 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 _____