

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

## BOARD OPERATIONS COMMITTEE MEETING

**Wednesday, March 9, 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 February 10, 2016 Special Committee meeting - Corrections/Approval
5. Committee Chair reports:
  - a. Amber Waldref, Planning & Development
    - i. STA Moving Forward Ten Year Plan & Funding Discussion
    - ii. Continued Development of Transit Development Plan: Mid-Range Planning Guidance
  - b. Chuck Hafner, Performance Monitoring & External Relations
    - i. Year End 2015 Unaudited Financial Report
    - ii. Year End 2015 Performance Measures
6. Board of Directors Agenda: March 17, 2016 - Review
7. CEO Report
8. New Business
9. Adjourn

Next Committee Meeting: **Wednesday, April 13, 2016 at 1:30 p.m.**

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

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

March 9, 2016

**AGENDA ITEM 2:**           APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**           Al French, 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**

March 9, 2016

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Committee Chair

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**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 MEETING OF**

March 9, 2016

**AGENDA ITEM 4a:** MINUTES OF THE FEBRUARY 10, 2016 SPECIAL COMMITTEE MEETING - CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The February 10, 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 SPECIAL MEETING**  
Draft Meeting Minutes for February 10, 2016  
Northside Conference Room

**MEMBERS PRESENT**

Al French, Spokane County, Board Operations  
Committee Chair  
Amber Waldref, City of Spokane, Planning &  
Development Committee Chair  
Chuck Hafner, City of Spokane Valley, Performance  
Monitoring & External Relations Committee Chair  
and Chair Pro Tempore  
Tom Trulove, City of Cheney, Board Operations  
Committee Member  
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**

None

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

Chair French called the meeting to order at 1:34 p.m. and conducted roll call.

**2. APPROVE COMMITTEE AGENDA**

Committee members reviewed the agenda.

Ms. McAloon said that items can be added to a special meeting agenda, but no action can be taken on those items.

*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 said his expectation for the February 18 Board meeting would be that discussions on the 10-year STA Moving Forward Plan would be concluding and a decision could be made in March. The goal would be to reach a consensus.

**4. COMMITTEE ACTION/DISCUSSION**

**a. January 13, 2016 Committee Minutes**

*Mr. Trulove moved approval of the January 13, 2016 minutes and Mr. Hafner seconded. There was no further discussion and the motion passed unanimously.*

**5. COMMITTEE CHAIR REPORTS**

**a. Amber Waldref, Planning & Development (P&D)**

Ms. Waldref said that the Committee reviewed five project lists based on four funding scenarios. A revised 1/10 of a cent sales tax scenario was introduced which included projects prioritizing grant funding.

Mr. Otterstrom shared new data which showed the regional nature of transit. He said that 96% of all jobs are inside the Public Transportation Benefit Area (PTBA) and 30% of those jobs are within 1.5 miles of the STA Plaza. Less than half of those 30% are filled by City of Spokane residents. Those employers rely on the region to provide the housing and transportation options their employees need.

Ms. Waldref said that Ms. O'Quinn had requested additional analysis information be printed on the presentation slides. Mr. Otterstrom said that for every transit trip originating before 9 a.m. from the City of Spokane Valley, those same transit riders are seen in the rest of the County twice as often as seen in the Valley in the morning. Those riders are using the entire system, not just their local routes.

Ms. Waldref said that Council Member Pace had requested additional data about transit ridership in the City of Spokane Valley and had requested STA Moving Forward projects be grouped by jurisdiction or area.

Mr. Trulove said that some large employers have been identified where improvements in the system could improve ridership to their companies.

Discussions ensued regarding ridership and service.

Mr. Otterstrom said some projects overlap geographically and are not just in one area.

Mr. Blaska said the Committee discussed ballot timing and said it should also be a Board discussion. Board members may support a ballot differently in November 2016 versus November 2017. There are two variables; timing and sales tax amount.

Mr. Hafner said that for the City of Spokane Valley, a conclusion about the projects should happen prior to determining ballot timing.

Ms. Waldref said one of the lessons learned from the April 2015 ballot was to have the next ballot measure during a higher voter turnout election.

Discussion continued regarding prior service reductions, routes that were restructured and future needs.

Ms. Waldref commented that she continues to hear from the community and constituents that had service cuts or reductions.

Mr. French said that some routes that do not appear full, may be serving another sector of the population that would otherwise not be served.

Mr. Otterstrom said that routes that serve the Plaza have a higher performance threshold than other routes in the system.

Mr. Blaska said that the entire system was restructured to accommodate the 10% service reduction. When routes are added, the system will be structured to meet the greatest demands.

Mr. Otterstrom added that out of that restructuring, the system became more efficient. Cheney, Liberty Lake and the City of Spokane Valley benefited from the restructuring. Because recessions are likely to happen in the future, STA will be deliberate in deciding where it will add service.

Mr. French said that he will remind Board members at the February 18 meeting of the discussion and history regarding prior service cuts and route restructuring. He is collecting information regarding future Spokane ballot measures.

Ms. Waldref said that the Transit Development Plan (TDP) was reviewed and feedback was provided.

Mr. Otterstrom said the goal is to have the TDP updated by July.

**b. Chuck Hafner, Performance Monitoring & External Relations (PM&ER)**

Mr. Hafner said the PM&ER Committee approved the Scope of Work for Mobility Training, Volunteer Mobility Mentor Coordination and Services to Conduct ADA Eligibility In-Person Assessments. He offered to assist in the evaluation of proposals.

Mr. Hafner said that the Committee reviewed a Fare Analysis prepared by Ms. Warren and Mr. Blaska. STA's farebox return is 19% currently, with a goal of 20%. The Fare Analysis Public Outreach Plan prepared by Ms. Bousley will need Board approval to satisfy Title VI requirements. (Title VI requirements state that during major service reductions and fare increases, STA will conduct an analysis to verify that no disparate impact to protected classes takes place).

Mr. Trulove commented that it is the revenue generated from a fare increase that is important.

Mr. Blaska said that at the Board meeting on February 18, Ms. Warren will lead a discussion on Fare Analysis and immediately following will be a presentation by Ms. Bousley on the public outreach plan. As stated by Mr. Hafner, this outreach plan needs to be formally adopted by the Board to meet Title VI requirements.

Mr. Hafner said that the preparation for the Fixed Route replacement program summary was reviewed. The analysis was thorough. STA will replace buses every 15 years.

Mr. Blaska said the first bus purchase decision will be presented to the Board in March.

Mr. French asked if Mayor Peterson received all the information he requested regarding fleet replacement.

Mr. Hafner said he had.

Mr. Blaska said that the information was reviewed with Mayor Peterson. The Committee is in alignment with staff's Fleet Replacement Program recommendation.

Mr. Hafner said the Committee also received an update on the High Performance Transit (HPT) Facility Design and Service Communication Standards.

Mr. Otterstrom said the designs have basic standards and the goal is to settle on one design for a kit of parts.

Mr. Hafner said the Special 2016 Community Events Fare Structure for Valleyfest and the 2016 Communications Standards Plan were approved by the Committee and forwarded to the Board consent agenda.

6. **BOARD OF DIRECTORS AGENDA: FEBRUARY 18, 2016 - REVIEW**

Mr. French said that discussions and questions surrounding the current Board alternate process were held at the request of Mayor Freeman at the January Board meeting. The City of Airway Heights had selected Councilmember Jon Snyder as their alternate. Discussion surrounded the question should a Small City be allowed to select an alternate from another jurisdiction other than a Small City. The STA Bylaws may need to be reviewed. Small City representatives should represent the interests of all Small Cities.

Discussion ensued.

Ms. McAloon said that the statute states “the governing body” of a PTBA “shall consist of elected officials”. The STA Bylaws mirror the statute. Over the years, the Board and alternate composition has been amended. When representatives are on the STA Board, the business of STA should come first. Commissioner O’Quinn and Councilmember Pace requested the Board’s consideration of edits to require Small City alternates to be appointed only from other Small Cities. Further discussions with Mayor Freeman were held and the Mayor indicated a desire to convene a meeting of the Small Cities to obtain their input on the current alternate appointment process and consideration of potential changes.

Ms. McAloon said the request came for legal counsel to draft amended language, however Ms. McAloon prefers to have direction from the Small Cities.

Mr. Trulove agreed that a discussion with Small Cities is important, however priorities will differ between Small Cities. Being a member of a regional Board requires a representative to focus differently.

Mr. French discussed the Board dynamic of not all Small City representatives being aligned on issues.

Ms. McAloon offered to draft a memo summarizing the history of the alternate appointment language in the STA Bylaws and the PTBA statute to further facilitate the discussion and receive direction. She had received an inquiry regarding the Bylaws and statute language. Mayor Peterson is currently the alternate for Spokane County which makes a total of three jurisdictions for which he is the alternate.

Ms. Watson stated that Mayor Peterson is currently an alternate for Spokane County, City of Liberty Lake and City of Airway Heights.

Ms. McAloon said Mayor Peterson would only be able to cast one vote if serving as more than one alternate.

Mr. French said that Spokane County passed a resolution on February 9 that stated that alternates had to be County Commissioners not currently serving on that particular Board.

Mr. French suggested under **7A Board Action, adding *Updated Discussion on Alternates*** and said a memo from Ms. McAloon would be helpful.

*Mr. Trulove made a motion to adopt the Board of Directors meeting agenda as amended for February 18, 2016 and Mr. Hafner seconded. There was no further discussion and all voted in favor.*

8. **NEW BUSINESS**

Mr. French asked if the rule making on carbon tax will impact transit agencies. He requested that information be shared at the March Board Operations Committee meeting.

*At 2:40 p.m. Amber Waldref left.*

7. **CEO REPORT**

Ms. Meyer said that from 2005 – 2013 the agreement between STA and the City was for two SPD officers to be dedicated to downtown and housed in the Plaza. From 2014 – 2015 the City/STA agreement acknowledged the relocation of the officers away from the Plaza office to the new precinct on the street level of the Peyton Building (next door to the Plaza) on Riverside. Now that the precinct has moved out of the Peyton Building to the Intermodal Facility, a plan is needed to identify how STA’s funding can be used. Mr. Blaska will meet with the Police Department representatives next week to discuss options for an agreement in 2016.

Mr. Otterstrom said the City of Spokane is applying for a Smart City Grant. STA provided information such as transit investments. This is a \$40M federal grant with an additional \$10M from Paul Allen’s Vulcan Inc., a philanthropic organization. This grant’s purpose is for one city to invest in smart technologies to improve transportation. Kim Zentz, WSU Spokane, has played a major role. In Washington, both Seattle and Spokane are eligible to apply in the midsize city category.

Ms. Meyer said that Peter Rogoff, former Administrator of the Federal Transit Administration (FTA), is now the CEO of Sound Transit in Seattle. Kevin Desmond, former CEO for King County Metro, is now the CEO for TransLink in Vancouver, B.C.

Mr. French said that Rich Krochalis, Regional Administrator of FTA for Region 10, is retiring the end of May.

Ms. Meyer invited Committee members to the annual STA Awards Banquet on Sunday, March 6<sup>th</sup>. Ms. Watson will send the invitation to all Board members.

9. **EXECUTIVE SESSION**

At 2:52 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 3:02 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 3:02 p.m., the STA Board Operations Committee reconvened and Chair French declared the meeting back in public session. No action was taken.

10. **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 3:03 p.m.

Respectfully submitted,



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



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

March 9, 2016

**AGENDA ITEM 5a:**      PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**            Amber Waldref, Planning & Development

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**SUMMARY:** Ms. Waldref will review the March 2, 2016 and April 6, 2016 agendas as part of her report. In particular, Ms. Waldref will review STA Moving Forward Ten Year Plan & Funding Discussion and the Continued Development of 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  
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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 2, 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 February 3, 2016, Committee Meeting – corrections/approval
5. Committee Action (*40 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 (*30 minutes*)
  - A. Continued Development of Transit Development Plan: Mid-Range Planning Guidance – *Karl Otterstrom*
7. Committee Information – *no discussion - staff available for questions*  
(*No items being presented this month*)
8. CEO Report (E. Susan Meyer) (*5 minutes*)
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Review April 6, 2016, Committee Meeting Agenda
12. Adjourn
13. Next Committee Meeting: April 6, 2016, 10:00 a.m. (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA)

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. 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  
PLANNING & DEVELOPMENT COMMITTEE MEETING OF**

March 2, 2016

**AGENDA ITEM \_\_\_\_\_:**           **REVIEW APRIL 6, 2016, DRAFT AGENDA ITEMS – INFORMATION**

**REFERRAL COMMITTEE:**    N/A

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

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**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 April 6, 2016 Committee meeting.

Proposed agenda items include:

- Minutes of the March 2, 2016, Committee meeting – *corrections/approval*
- Federal Transit Administration Section 5310 Project Funding Awards - *Action*
- Draft Transit Development Plan: Finalize Mid-Range Planning Guidance - *Action*
  - Revenue & Expenditure Forecast Assumptions - *Discussion*
  - Major Strategic Initiatives - *Discussion*
  - Review of New Capital Improvement Program Projects - *Discussion*
- STA Moving Forward Plan & Funding Discussion - *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 MEETING OF**

March 9, 2016

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Chuck Hafner, Performance Monitoring & External Relations

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**SUMMARY:** Mr. Hafner will review the March 2, 2016 and April 6, 2016 agendas as part of his report. In particular, Mr. Hafner will review the Year End 2015 Unaudited Financial Report and the Year End 2015 Performance Measures. 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  
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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, March 2, 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 *(5 minutes)*
  - A. Approval of Minutes of the February 3, 2016, Committee meeting – *Corrections/Approval*
5. Committee Action *(15 minutes)*
  - A. Board Consent Agenda
    1. Request to Approve the Budget Amount for the Jefferson Lot Improvement Project *(Otterstrom)*
    2. Award of Contract for Plaza Upgrades *(Otterstrom)*
  - B. Board Discussion Agenda  
*(No items being presented this month.)*
6. Reports to Committee *(45 minutes)*
  - A. Purchase of Nine (9) Fixed Route Replacement Coaches *(Blaska)*
  - B. Year End 2015 Unaudited Financial Report *(Warren)*
  - C. Year End 2015 Performance Measures *(Blaska)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
  - A. February 2016 Sales Tax Revenue Information *(Warren)*
  - B. 2015 State Audit Timeline *(Warren)*
  - C. Year End 2015 Safety & Loss Summary *(Doolittle/Toole)*
  - D. January 2016 Operating Indicators *(Blaska)*
  - E. Communications Update *(Bousley)*
9. April 2016 Committee Packet Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: April 6, 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

March 2, 2016

AGENDA ITEM 9: APRIL 2016 DRAFT COMMITTEE PACKET AGENDA REVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: STA Staff

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**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 April 6, 2016, meeting.

**DRAFT AGENDA**

*Estimated meeting time: 70 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 March 2, 2016, Committee meeting – *Corrections/Approval*
5. Committee Action *(20 minutes)*
  - A. Board Consent Agenda
    1. Award of Contract for Mobility Training/In-Person Assessments *(Blaska/Marchioro)*
    2. 401 ICMA Plan Documents *(Warren)*
    3. 401 & 457 Investment Policy and Committee Charter *(Warren)*
    4. Acceptance of Boone Tenant Improvements Contract & Approval to Pay Retainage *(Otterstrom)*
  - B. Board Discussion Agenda  
*(No items being presented this month.)*
6. Reports to Committee *(20 minutes)*
  - A. 2016 Communications Plan – Report on Progress to Date: Courtesy Campaign *(Bousley)*
  - B. West Plains Transit Center – Update *(Otterstrom)*
7. CEO Report *(10 minutes)*
8. Committee Information – *no discussion/staff available for questions*
  - A. February 2016 Financial Results Summary *(Warren)*
  - B. March 2016 Sales Tax Revenue Information *(Warren)*
  - C. February 2016 Operating Indicators *(Blaska)*
  - D. Communications Update *(Bousley)*
  - E. May 2016 Service Changes *(Otterstrom)*
9. May 2016, Committee Packet Agenda Review
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn

Next Committee Meeting: May 4, 2016, 1:30 p.m.

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

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

March 9, 2016

**AGENDA ITEM 6:** BOARD OF DIRECTORS AGENDA MARCH 17, 2016 – REVIEW  
DRAFT

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** The Board of Directors agenda for the March 17, 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, March 17, 2016 at 1:30 p.m.  
Spokane Transit Authority Boardroom  
1229 West Boone Avenue, Spokane, Washington

## DRAFT AGENDA

*Estimated meeting time: 85 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *None*
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the February 18, 2016 Board Meeting – Corrections/Approval
  - B. February 2016 Vouchers (*Lynda Warren*)
  - C. Award of Contract for Plaza Upgrades (*Karl Otterstrom*)
  - D. Approve the Budget Amount for the Jefferson Lot Improvement Project (*Karl Otterstrom*)
6. Board Action – Committee Recommendations: *40 minutes*

Planning & Development

  - A. STA Moving Forward Ten Year Plan & Funding Discussion (*Waldref/Otterstrom/Warren*)
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
  - A. Chair’s Report (*Al French*)
9. Planning & Development Committee: *5 minutes*
  - A. Chair’s Report (*Amber Waldref*)
10. Performance Monitoring & External Relations Committee: *20 minutes*
  - A. Chair’s Report (*Chuck Hafner*)
    - i. Year End 2015 Unaudited Financial Report
    - ii. Year End 2015 Performance Measures
11. CEO Report – *10 minutes*



12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. February 2016 Sales Tax Summary (*Lynda Warren*)
  - C. 2015 State Audit Timeline (*Lynda Warren*)
  - D. January 2016 Operating Indicators (*Steve Blaska*)
  - E. Purchase of Nine (9) Fixed Route Replacement Coaches (*Steve Blaska*)
  - F. Transit Development Plan: Mid-Range Planning Guidance (*Karl Otterstrom*)
  - G. West Plains Transit Center Update (*Karl Otterstrom*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*K & L Gates*) - *None*
16. Adjourn

Cable 5 Broadcast Dates and Times of March 17, 2016 Board Meeting:

Saturday, March 19, 2016	4:00 p.m.
Monday, March 21, 2016	10:00 a.m.
Tuesday, March 22, 2016	8:00 p.m.

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

Planning & Development	April 6, 2016, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	April 6, 2016, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	April 13, 2016, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, April 21, 2016, 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](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**

March 9, 2016

**AGENDA ITEM 7:** 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 BOARD BY:**

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