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

NOTICE OF BOARD MEETING

NOTICE IS HEREBY GIVEN by the Board of Directors of the Spokane Transit Authority of Spokane County, Washington, that the Board will hold a meeting at 1:30 p.m. on Thursday, January 19, 2017, in the Spokane Transit Boardroom, 1230 West Boone Avenue, Spokane, Washington.

NOTICE IS FURTHER GIVEN that business to be discussed and/or action taken shall be in accordance with the attached agenda, which is also on file at the STA Administrative Offices.

THE MEETING SHALL BE OPEN TO THE PUBLIC.

BY ORDER OF THE STA BOARD OF DIRECTORS.

DATED this 19th day of January, 2017.

Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority

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

BOARD MEETING

Thursday, January 19, 2017 at 1:30 p.m.
Spokane Transit Authority Boardroom
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call

2. Approve Board Agenda *(Pam Haley)*

3. Public Expressions

4. Recognitions and Presentations: *5 minutes*
   A. Don Reimer, Vehicle Maintenance & Facilities Manager – Retirement *(Steve Blaska)*

5. Board Action - Consent Agenda: *5 minutes*
   A. Minutes of the December 15, 2016 Board Meeting – Corrections/Approval
   B. December 2016 Vouchers *(Lynda Warren)*
   C. Approval for Board Member Travel to 2017 APTA Meetings *(E. Susan Meyer)*

6. Board Action – Committee Recommendations: *None (no meetings)*

7. Board Action – Other: *60 minutes*
   A. Election of 2017 Board Chair Pro Tempore *(Pam Haley)*
   B. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2017 *(Pam Haley)*
   C. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2017 *(Pam Haley)*
   D. Confirmation of Appointment of Board Members to Board Operations Committee for 2017 *(Pam Haley)*
   E. Approval for Travel for Management & Administrative Position Candidates – Resolution *(E. Susan Meyer)*

   Note: Items 7. A, B & D require a majority of 5 votes

8. Board Operations Committee: *No meeting*

9. Planning & Development Committee: *No meeting*

10. Performance Monitoring & External Relations Committee: *No meeting*

11. CEO Report – *10 minutes*

12. Board Information – *no action or discussion*
    A. Committee Minutes
    B. November 2016 Financial Results Summary *(Lynda Warren)*
    C. December 2016 Sales Tax Summary *(Lynda Warren)*

13. New Business

14. Board Members' Expressions: *5 minutes*

15. Executive Session *(Workland Witherspoon) - None*

16. Adjourn

Cable 5 Broadcast Dates and Times of January 19, 2017 Board Meeting:

Saturday, January 21, 2017	4:00 p.m.
Monday, January 23, 2017	10:00 a.m.
Tuesday, January 24, 2017	8:00 p.m.

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

Planning & Development	February 1, 2017, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	February 1, 2017, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	February 8, 2017, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 16, 2017, 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 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 MEETING OF

January 19, 2017

AGENDA ITEM 2. : APPROVE BOARD AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY:

At this time, the STA Board will review and approve the meeting agenda with any revisions enclosed in the grey folders.

RECOMMENDATION TO BOARD: Approve Board agenda.

FINAL REVIEW FOR BOARD BY:

Division Head ___/___ Chief Executive Officer ___EBM___ Legal Counsel ___LM___

3.

PUBLIC EXPRESSIONS

At this time, the STA Board of Directors will give the public the opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 4.A.: DON REIMER, MANAGER MAINTENANCE AND FACILITIES & GROUNDS – RETIREMENT

REFERRAL COMMITTEE: N/A

SUBMITTED: Steve Blaska, Director of Operations

SUMMARY:

Don Reimer is retiring with over thirty-four years of dedicated service to our community. He began his career with STA as coach operator and quickly moved into positions of greater leadership responsibility in the Fixed Route Transportation Department.

During the critical restructuring of the organization in 2003 a strong, proven leader was needed to become manager of all the organization's maintenance activities – both vehicle and facilities. Don was the clear choice to meet this challenge. His strong foundation in operational requirements coupled with his ability to apply his talent to a new facet of our transit organization has been instrumental in Spokane Transit's current success.

The following are just a few examples of what he has accomplished:

- Established a fiscally sound and sustainable fleet maintenance and replacement program
- Enforced standards for vehicle reliability and cleanliness that consistently receive "excellent" marks from our customers
- Implemented a facility maintenance program that not only retained a high state of repair but also resulted in significant improvements to energy efficiency
- Introduced 28 hybrid battery-electric buses into our fixed route fleet
- Transitioned our paratransit fleet from inefficient van conversion vehicles to a fleet that maximizes customer care and efficient operations
- Tripled the size of our vanpool fleet
- Led the introduction of significant technology enhancements to our fleet – new fareboxes, automatic passenger counters, on board video recordings, automated stop announcements, two radio system upgrades and real time bus location information
- Judiciously managed the most detailed and difficult portion of the Operations Division budget

Don will credit all these accomplishments to his team of professionals. However, even a great team of individuals will not succeed if they do not have an outstanding coach. Don has been an outstanding coach.

There are many ways to measure a successful career…. The lives touched and the lasting standards established by Don Reimer are a testament to his lasting legacy.

Now, after 34+ years, having kept him from his true love of golf, we wish him nothing but aces and many, many sunny days on the back nine during his retirement.

RECOMMENDATION TO BOARD: Recognize Don Reimer for his years of service and dedication to STA.

Division Head SB Chief Executive Officer ASM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 5.A. MINUTES OF THE DECEMBER 15, 2016 BOARD MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

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SUMMARY:

Minutes of the December 15, 2016 Board meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO BOARD: Corrections and/or approval.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer EGM Legal Counsel LMM

Attachment

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

BOARD OF DIRECTORS

Draft Minutes of the December 15, 2016, Meeting
Spokane Transit Boardroom
1229 West Boone Avenue, Spokane, Washington

MEMBERS PRESENT
Al French, Spokane County, *Chair*
Shelly O'Quinn, Spokane County
Amber Waldref, City of Spokane
Candace Mumm, City of Spokane
Ed Pace, City of Spokane Valley
Pamela Haley, City of Spokane Valley
Tom Trulove, Small Cities Representative (Cheney)
Aspen Monteleone, Small Cities Representative (Airway Heights)
Odin Langford, Small Cities Representative (Liberty Lake)
Rhonda Bowers, Labor Representative

MEMBERS ABSENT
John Higgins, Small Cities Representative (Medical Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative (Millwood) *Ex Officio*

STAFF PRESENT
E. Susan Meyer, Chief Executive Officer
Steve Blaska, Director of Operations
Lynda Warren, Director of Finance & Information Services
Karl Otterstrom, Director of Planning
Steve Doolittle, Director of Human Resources
Beth Bousley, Director of Communications & Customer Service
Susan Millbank, Ombudsman & Accessibility Officer

PROVIDING LEGAL COUNSEL
Laura McAloon, Workland Witherspoon PLLC

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1. CALL TO ORDER AND ROLL CALL
   Chair French called the meeting to order at 1:32 p.m. and conducted roll call.

2. APPROVE BOARD AGENDA
   Mr. Langford moved to approve the Board agenda, Mr. Pace seconded and the motion passed unanimously.

3. PUBLIC EXPRESSIONS
   None.

4. RECOGNITIONS AND PRESENTATIONS
   A. Denise Marchioro, Paratransit & Vanpool Manager - Retirement
   Mr. Blaska said Ms. Marchioro is retiring after 27 years of dedicated service to Spokane Transit and the community. Most of her tenure was as Paratransit Manager and she created a department that provides an outstanding level of customer service. STA's quality of Paratransit service is a source of pride for the region and the American Bus Benchmarking Group acknowledged Spokane as a national leader in the Paratransit service provider field. Mr. Blaska added that Ms. Marchioro will leave a legacy that will continue long after she retires.

5. PUBLIC HEARING
   A. STA's Affirmative Action Plans
   Mr. Doolittle said the plans include veterans and individuals with disabilities as new categories.

STA's workforce mirrors that of the community and all hiring and recruitment meets federal guidelines. Human Resources staff meets with workforce diversity groups in order to enhance recruiting efforts. The plan year is from July 1, 2015 to June 30, 2016. Out of 1,137 applicants for positions at STA, 4% of applicants were hired and 3% were promoted. From those hired, 18% were in a minority class; 6% were veterans; and, 4% were individuals with a disability. The federal goal for the last two categories is 7%. It is extremely difficult to find women who are interested and qualified in the maintenance field and there are fewer women who apply for coach or van operator positions.
Ms. Mumm asked what the local goal is.
Mr. Doolittle said he would provide that information at a later time.
He added that consultants Associated Industries and Jackson Lewis assisted with the compilation of the plans.

Mr. French opened the public hearing at 1:45 p.m.
Mr. French asked three times for comments from the public.
Hearing none, he closed the public hearing at 1:46 p.m.

6. BOARD ACTION – CONSENT AGENDA

Mr. Trulove moved to approve the following consent agenda items 6. A through I. Mr. Langford seconded and the motion passed unanimously.

A. Approve the minutes of the November 17, 2016 Board meeting.
B. Approve the following vouchers and payroll for November, 2016:

DESCRIPTION	VOUCHER/ACH NUMBERS		AMOUNT
Accounts Payable Vouchers (November)	Nos. 591661 - 592122	$	6,342,265.91
Workers Comp Vouchers (November)	Nos. 218364 - 218544	$	114,766.40
Payroll 11/11/2016	ACH – 11/11/2016	$	1,505,483.59
Payroll 11/25/2016	ACH – 11/25/2016	$	1,110,064.26
WA State – DOR (Use Tax)	ACH – W0640	$	7,313.65
NOVEMBER TOTAL		**$**	**9,079,893.81**

C. Approve the 2017 Board & Committee meeting calendar.
D. Award a contract to Whitley Fuel LLC for diesel and unleaded fuel and service for five years effective February 1, 2017.
E. Adopt, by resolution, STA's Affirmative Action Plans (women and minorities, veterans, and individuals with disabilities).
F. Approve the Spokane Police Department Interlocal Agreement.
G. Approve the May 2017 Service Revisions.
H. Approve the proposed 2017 Title VI Program of Civil Rights Act Program and Limited English Proficiency Plan Outreach Strategies.
I. Approve the proposed *Connect Spokane* Update Work and Outreach Programs.

7. BOARD ACTION – COMMITTEE RECOMMENDATIONS:

Planning & Development

A. Approval of Capital Improvement Program (CIP) Amendment - Resolution

Ms. Waldref said agenda items 7. A, B and C were presented to the Planning & Development committee and recommended for approval.
Mr. Otterstrom said the public hearing was held last month and the amendment is due to the successful passage of Proposition 1. The proposed amendment reflects the West Plains Transit Center grant, STA Moving Forward projects, the Spokane Falls Community College Transit Station, and adjusts the Fleet Replacement Plan to include the service increases. The total CIP will be $221M.

Ms. Bowers asked about the vehicle acquisition plan for vans.
Mr. Otterstrom said these are paratransit, not vanpool vans.
Ms. Haley asked if a positive vote for this item is the same as voting in favor of the Central City Line (CCL) project.
Mr. Otterstrom said the CCL is not approved for final design and construction and still requires additional funding. A Small Starts grant application will be made in the spring of 2017. The Board will be considering all the phases for approval over the next few years.
Mr. Pace moved to adopt, by resolution, the recommended amendments to the 2017-2022 Capital Improvement Program in the Transit Development Plan. Ms. Waldref seconded and the motion passed unanimously.

B. Final Proposed 2017 Operating & Capital Budgets
Ms. Warren said a presentation was made on the budgets last month at the public hearing. There have been a few updates since then and the budgets now include STA Moving Forward for which there is a 5.9% increase in operating costs in 2017.
There is an increase of 26 full-time positions of which some will be hired in early 2017 and others in mid-2017. The increased costs also include a wage increase of 1.5% for AFSCME 3939, ATU 1598 and management and administration.
The increase in Premera health insurance premiums is 18.05% rather than the 20% previously budgeted.
Ms. Warren said the total operating budget for 2017 is now $69M of which 83% is fixed route and paratransit operating costs. Administration is 13.3% of the budget and 25% of this is the Information Systems Department which includes software licenses.
Ms. O'Quinn asked what the percentage was for administration last year.
Ms. Warren said it was 12.4%.
The operating revenue is budgeted at $7M more than 2016 with a growth in sales tax assumed at 3%, a fare increase in July, federal and state grants, and an interest rate of 1%.
The 2017 Cash and Reserve Analysis shows that revenue is anticipated to be $8M over operating expenses and with capital projects at $13M, the expected decrease in cash is $5M. The estimated end of year cash balance after Board designated reserves is $22M.
A narrated video of the budgets was posted to STA's website in advance of the public hearing.
Staff recommends the Board approve a budget of $95,340,095 for 2017.

Ms. O'Quinn commented that the farebox recovery ratio will decrease to 13% with STA Moving Forward. The policy is to have a farebox recovery of 20%.
Ms. Warren said with the increased fares it will take one to two years to reflect at the farebox.

Ms. Waldref moved to adopt, by resolution, the final proposed 2017 Operating & Capital Budgets. Mr. Pace seconded. Ms. O'Quinn abstained because she did not attend the November Board meeting when the Public Hearing was held. **The motion passed 8 to 0 with one abstention.**

C. Approval of the 2017 Annual Strategic Plan
Ms. Waldref said the plan is a succinct document explaining priorities of the agency in 2017.
Ms. Meyer said the plan is resourced by the budget and introduces the first year of the new STA Moving Forward service and projects including:

- Later Saturday night system-wide for fixed-route and paratransit
- More weekend trips in Airway Heights
- New route in Spokane Valley east of Sullivan on Indiana and Broadway
- Better weekend service on Wellesley
- More mid-day trips and new night & weekend service between Spokane and Liberty Lake (High Performance Transit (HPT) Lite)

- Sunday night service on North Nevada

It is anticipated that the new service will increase ridership by between 50,000 and 120,000 rides.
STA Moving Forward capital projects include the following corridors:

- Central City Line
- Spokane Valley/I-90
- Cheney
- Division
- Sprague
- Monroe-Regal

STA's Comprehensive Plan, Connect Spokane, will be updated to reflect emerging trends in technology. The Plaza renovation will be completed in 2017 and a new Northwest Boone garage will be designed.

Mr. Pace moved to approve the 2017 Annual Strategic Plan as presented. Ms. Waldref seconded and the motion passed unanimously.

Performance Monitoring & External Relations

D. Paratransit Contract Services – Contract Modification and Extension

Mr. Trulove said at the last Board meeting there were questions about the contract with MV Transportation and the item was referred back to the committee for further review.
Mr. Blaska explained that MV had approached STA to negotiate the contract to provide pay increases for the drivers since the employee turnover had precluded them from providing the service STA requires. At the last Board meeting, representatives from ATU 1015 alleged that MV was not paying fair wages in order to enhance company profits at the expense of employees. The confusion appears to have arisen from a Best and Final Offer (BAFO) worksheet showing a van driver wage of $13.14 per hour. This referenced wage represented the planned average van driver wage in the first year of the contract. The average wage is calculated by a simple mean of the lowest driver pay rate and the highest driver pay rate divided by two. Mr. Blaska added that he has explained the details to both Board members and Union representatives who are satisfied with the outcome.
Ms. Waldref thanked the Board Operations Committee for reviewing this issue at their meeting.

Mr. Trulove moved to authorize a contract modification to the change in the per revenue hour rate for Year 5 (2017) to $49.02 and enter into three one-year contract extensions with MV Transportation, Inc. with 2018 at a price of $50.12 per revenue hour, 2019 at a price of $51.25 per revenue hour and 2020 at a price of $52.28 per revenue hour. Ms. Monteleone seconded and the motion passed unanimously.

E. 2017 State Legislative Focus & Priorities

Ms. Millbank said STA's general focus is to monitor and provide information to the Washington State Legislature on proposed legislation. Specific priorities include:

1. Maintain decision making for public transportation by local, elected public officials
2. Preserve current state investments in public transportation:
   (a) Connecting Washington Grant - $15 million for Central City Line
   (b) Regional Mobility grants - West Plains Transit Center - $6.96 million programmed for this biennium
   (c) Special Needs formula grants - $1,382,750 (2017) $1,639,000 (estimated 2018)
   (d) Streamlined Sales and Use Tax Mitigation - $345,600 (estimated 2017-2019 biennium)
3. Encourage adoption of the new STA Regional mobility grant applications: Monroe/Regal HPT $2.32 million; Upriver Transit Center $2.33 million; SFCC Transit Center $3.33 million
4. Support additional state funding for public transportation

Also a concern is possible changes to the Affordable Care Act which may impact STA's customers. State grants received by Spokane Transit include Special Needs and Regional Mobility and these are always under scrutiny.

Ms. Waldref moved to approve the 2017 State Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session. Mr. Trulove seconded.

Ms. Waldref asked how the Regional Mobility grants can be assured.
Mr. Otterstrom said STA has already been granted funding for the West Plains Transit Center and the Monroe-Regal corridor. Other projects are lower on the priority list.

The motion passed unanimously.

8. BOARD ACTION – OTHER: None.

9. BOARD OPERATIONS COMMITTEE:
A. Chair's Report
Mr. French said the Board Operations Committee discussed concerns about the cancellation of the Board Efficiency retreat that was scheduled for December 9. Board members agreed to have the retreat after the new Board convenes in 2017.
The performance of the Chief Executive Officer was also discussed in Executive Session.

10. PLANNING & DEVELOPMENT COMMITTEE:
A. Chair's Report
Ms. Waldref said committee members discussed and approved their work plan for 2017.

11. PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE:
A. Chair's Report
Mr. Trulove said the committee discussed Board consent agenda items and the MV contract issues. He added that this committee will be much busier next year with STA Moving Forward projects and the first meeting will take place on February 1, 2017.

12. CEO REPORT
Ms. Meyer addressed an earlier question from Commissioner O'Quinn about the farebox recovery ratio. Farebox recovery (the percentage of trip costs paid by the customer) is 18% not 13% and it is expected to reach 20% when the second fare increase takes effect.

Ridership
Ms. Meyer reported that fixed route bus ridership in November 2016 increased by 3.6% over November 2015 for a 4.9% decrease year-to-date.

Paratransit ridership increased by 9.85% over November 2015 for a 0.9% increase year-to-date.

Vanpool ridership decreased by 5.8% over November 2015 for an 11.7% decrease year-to-date. There are 7 less vans in service than in November 2015 (88 versus 94).
It should be noted that November 2016 had one more weekday than November 2015.

Non-Capital Revenue

Through October 2016, at $60.7M, non-capital revenue is at 86.5% of budget.

Sales Tax Revenue
November 2016 sales tax revenue (collected on September 2016 retail sales) increased 7.6% over November 2015 for a year-to-date increase of 6.5% over budget.

Operating Expenditures
Through October 2016, at $48.4M, operating expenses are 74.3% of budget.

Holmes School Carolers
Students from Holmes Elementary school came to sing for STA employees. STA partners with the school at the holidays to provide some enjoyable activities for the students.

13. BOARD INFORMATION
- A. Committee Minutes
- B. October 2016 Financial Results Summary
- C. November 2016 Sales Tax Summary
- D. October 2016 Operating Indicators
- E. Planning & Development Committee 2017 Work Program
- F. STA Holiday Service and Office Hours

Ms. O'Quinn and Ms. Monteleone left at 2:38 p.m.

14. EXECUTIVE SESSION

At 2:40 p.m., Mr. French announced that the Board would adjourn for an Executive Session for the following purposes:

1. 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.

2. Discussing, planning or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

3. Reviewing the performance of a public employee.

The STA Board of Directors will reconvene in open session at approximately 3:10 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a member of staff will return to announce the time at which the STA Board will reconvene. Action is anticipated.

At 3:10 p.m., Ms. McAloon announced the Board of Directors will reconvene at 3:25 p.m.
At 3:25 p.m., Ms. McAloon announced the Board of Directors will reconvene at 3:30 p.m.
At 3:30 p.m., the Board of Directors reconvened and Chair French declared the meeting back in public session.

Ms. Waldref acknowledged the excellent work of the agency and its Chief Executive Officer.

Ms. Waldref moved to approve a new five year contract for the CEO, adding $5,000 to the base salary and including the current car allowance of $4,800 in the base salary. Any increases in salary during the contract will be based on the Consumer Price Index. Mr. Pace seconded the motion.

Mr. French said he appreciates the outstanding efforts made by Ms. Meyer and staff on behalf of the community and he welcomes the new contract.
The motion passed unanimously.

Ms. Meyer said she is privileged to lead the agency and appreciates her Executive Team and all the employees. She added that she values the Board's vote of confidence and looks forward to the next five years.

15. NEW BUSINESS

A. Election of 2017 Chair and Presentation of Gavel

Mr. French said he is honored to have served as Chair this year and said the City of Spokane Valley is next in the rotation for 2017.
Mr. Pace nominated Ms. Haley for the position of Board Chair in 2017. Ms. Waldref seconded and the motion passed unanimously.

16. BOARD MEMBERS' EXPRESSIONS

Mr. Langford thanked Ms. Meyer for her service to the agency.
Mr. Pace spoke on behalf of Spokane Valley constituents who would like bus service to the CHAS clinic on Indiana Avenue as soon as possible. He would like to see a reconciliation of bus ridership data and over time, passengers paying the full cost of service.
Ms. Mumm said she attended a successful meeting at the Corbin Senior Center recently and added that the participants depend heavily on STA's services.

A. Presentation of Commendation to Al French – Outgoing Board Chair

Ms. Haley presented a plaque to Mr. French commending him for his leadership as Chair in 2016.

Mr. Trulove said it is a pleasure to serve on the STA Board and wished all a Happy Holiday Season.
Ms. Waldref thanked Mr. Trulove for his leadership in chairing the Performance Monitoring & External Relations committee. She also thanked Mr. French for his leadership and persistence, and congratulated Ms. Haley on her appointment as Chair.
Mr. French said the year has been a good one, culminating in a successful ballot measure. He thanked the community for its faith in Spokane Transit and staff for assisting the Board in an outstanding manner.

17. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 3:41 p.m.

Respectfully submitted,

Jan Watson
Executive Assistant to the CEO
& Clerk of the Authority

A video of the Board meeting may be viewed on STA's website www.spokanetransit.com the week after the meeting.

Cable 5 Broadcast Dates and Times of December 15, 2016 Board Meeting:

Saturday, December 17, 2016	4:00 p.m.
Monday, December 19, 2016	10:00 a.m.
Tuesday, December 20, 2016	8:00 p.m.

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

Planning & Development	February 1, 2017, 10:00 a.m. (Southside) 1230 West Boone
Performance Monitoring & External Relations	February 1, 2017, 1:30 p.m. (Southside) 1230 West Boone
Board Operations	January 11, 2017, 1:30 p.m. (Northside) 1230 West Boone

NOTE: Planning & Development and Performance Monitoring & External Relations Committees will not meet in January

Next Board Meeting: Thursday, January 19, 2017, 1:30 p.m., STA Boardroom, 1230 West Boone Avenue, Spokane, Washington.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 5.B. DECEMBER 2016 VOUCHERS - MOTION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: The following warrants and ACH transfers for the period of December 1 through 31, 2016 have been audited and processed for payment by the Finance Department in accordance with RCW 42.24.080 and are hereby recommended for STA Board approval. Supporting invoices are in the Finance Department for review.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (December)	Nos. 592123 - 592509	$ 3,578,625.64
Workers Comp Vouchers (December)	Nos. 218545 - 218630	$ 54,954.23
Payroll 12/09/2016	ACH – 12/09/2016	$ 1,615,114.06
Payroll 12/23/2016	ACH – 12/23/2016	$ 1,102,937.59
WA State – DOR (Use Tax)	ACH – W0640	$ 6,046.95
First American Title Insurance Co.	ACH	$ 1,125,646.69
DECEMBER TOTAL		**$ 7,483,325.16**

Certified:

Tammy Johnston
Budget and Accounting Manager

Lynn Holmes
Financial Services Manager

This certifies that the above vouchers have been audited and certified as required by RCW 42.24.080

Lynda Warren
Director of Finance & Information Services
(Auditing Officer)

RECOMMENDATION TO BOARD: Approve claims as listed above.

FINAL REVIEW FOR BOARD BY:

Division Head LLW Chief Executive Officer [signature] Legal Counsel [signature]

Spokane Transit Authority
Vouchers - December 2016

Check Date	Check #	Payee	Reference	Amount
12/01/16	592123	Amazon.Com LLC	1054	818.18
12/01/16	592124	American Planning Assoc	1061	288.00
12/01/16	592125	Aronson Security Group	1070	10,442.27
12/01/16	592126	Appleway Chevrolet Inc	1068	452.26
12/01/16	592127	Avista Corporation	1081	326.12
12/01/16	592128	B & H Foto & Electronics Corp	1082	1,405.25
12/01/16	592129	Battery Systems Inc	1089	349.47
12/01/16	592130	Kimberlee Betts LLC	1961	2,000.00
12/01/16	592131	The Braun Corporation	1117	187.46
12/01/16	592132	Brown Bearing	1022	422.84
12/01/16	592133	Bullock Trane Service Agency Inc	1662	396.76
12/01/16	592134	Camp Chevrolet	1024	182.07
12/01/16	592135	Canon Financial Services Inc	1154	220.67
12/01/16	592136	Carquest Auto Parts	1025	1,930.20
12/01/16	592137	Consolidated Electrical Distributors	1133	2,931.17
12/01/16	592138	City of Spokane	1601	90.68
12/01/16	592139	Compunet Inc	1166	8,863.18
12/01/16	592140	Cooperative Supply Inc	1026	32,402.38
12/01/16	592141	Washington State Dept of Corrections	1708	333.97
12/01/16	592142	Cummins Inc	1027	10,415.57
12/01/16	592143	Jeff Demers	1996	248.64
12/01/16	592144	El Jay Oil Co Inc	1003	2,521.84
12/01/16	592145	Electrical Service Products Inc	1230	1,767.55
12/01/16	592146	Fastenal Company	1249	1,932.06
12/01/16	592147	FedEx	1808	112.57
12/01/16	592148	First Data Merchant Services Corporation	1257	3,833.17
12/01/16	592149	Fleet-Net Corporation	1260	1,331.58
12/01/16	592150	Gillig LLC	1279	213,974.81
12/01/16	592151	Diamond Auto Glass Inc	1308	3,872.18
12/01/16	592152	W.W. Grainger Inc	1285	2,103.86
12/01/16	592153	Graybar Electric Co Inc	1287	1,797.59
12/01/16	592154	H & H Business Systems	1298	1,322.42
12/01/16	592155	Humanix Corp	1329	751.17
12/01/16	592156	Intermountain Materials Testing	1855	804.10
12/01/16	592157	Konecranes Inc	1367	1,119.61
12/01/16	592158	Les Schwab Tire Centers of Washington Inc	1393	359.49
12/01/16	592159	Life Ins Co of N America	1397	13,319.27
12/01/16	592160	LPM Supply Inc	1382	2,655.93
12/01/16	592161	M & L Supply Co Inc	1413	328.56
12/01/16	592162	Maintenance Solutions	1418	639.19
12/01/16	592163	Mohawk Manufacturing & Supply Co	1011	481.20
12/01/16	592164	Motion Auto Supply Inc	1012	36.83
12/01/16	592165	Black Realty Management Inc	1658	12,179.77
12/01/16	592166	Genuine Parts Company	1014	2,140.07
12/01/16	592167	NAPA Auto Parts Inc	1014	5,800.60
12/01/16	592168	National Color Graphics Inc	1455	1,959.78
12/01/16	592170	The Aftermarket Parts Company LLC	1015	1,687.40
12/01/16	592171	Office Depot Inc	1483	56.12
12/01/16	592172	Perfection Tire #5 Inc	1504	5,277.33
12/01/16	592173	Professional Finishes	1526	8,563.75
12/01/16	592174	Provantage LLC	1527	120.63
12/01/16	592175	Jonathan Rutherford	1910	263.64
12/01/16	592176	Vanessa Bogensberger	1582	137.69
12/01/16	592177	Six Robblees Inc	1017	602.15
12/01/16	592178	Spokane House of Hose Inc	1605	399.00
12/01/16	592179	The Spokesman Review	1616	4,121.25
12/01/16	592180	Standard Digital Print Co Inc	1623	1,035.37
12/01/16	592181	Jensen Tools + Supply	1625	305.98
12/01/16	592182	Staples Advantage	1627	86.08
12/01/16	592183	Summit Rehabilitation Associates PLLC	1638	540.00
12/01/16	592184	Terminal Supply Inc	1648	2,987.24
12/01/16	592185	Trapeze Software Group	1669	147,773.70
12/01/16	592186	USSC Acquisition Corp	1676	863.11

Check Date	Check #	Payee	Reference	Amount
12/01/16	592187	Washington State	1713	334.25
12/01/16	592188	Wells Fargo Financial Leasing Inc	1735	937.03
12/01/16	592189	XO Holdings	1757	925.15
12/08/16	592190	Kaski Inc	1836	11,841.64
12/08/16	592191	US Bank National Association	1698	15,506.02
12/08/16	592192	Walt's Mailing Service	1976	1,232.10
12/09/16	592193	AFSCME	1328	349.97
12/09/16	592194	Altro Transflor	1988	257.77
12/09/16	592195	APS Inc	1841	521.76
12/09/16	592196	Amalg Transit Union #1015	1055	19,494.52
12/09/16	592197	Amalg Transit Union #1598	1056	570.63
12/09/16	592198	Appleway Chevrolet Inc	1068	452.26
12/09/16	592199	B & H Foto & Electronics Corp	1082	84.25
12/09/16	592200	Battery Systems Inc	1089	1,576.15
12/09/16	592201	Blanchard Auto Electric	1109	504.46
12/09/16	592202	The Braun Corporation	1117	68.32
12/09/16	592203	Daniel H Brunner Trustee	1124	4,085.31
12/09/16	592204	California Department of Child Support Services	1130	118.61
12/09/16	592205	Camp Chevrolet	1024	41.37
12/09/16	592206	Carquest Auto Parts	1025	3,164.43
12/09/16	592207	QWEST Corporation	1148	263.94
12/09/16	592208	QWEST Corporation	1148	125.22
12/09/16	592209	CH2M Hill Inc	1131	2,156.32
12/09/16	592210	Child Support Enforcement Agency	1825	392.30
12/09/16	592211	City of Spokane Valley	1614	25,510.76
12/09/16	592212	Comcast Holdings Corporation	1170	106.15
12/09/16	592213	Cooperative Supply Inc	1026	48,221.13
12/09/16	592214	CCGS Holdings Corp	1511	1,805.87
12/09/16	592215	Cummins Inc	1027	14,668.19
12/09/16	592216	DR Scott Construction LLC	1966	1,415.51
12/09/16	592217	Department of Social and Health Services	1210	3,785.78
12/09/16	592218	Employee Advisory Council	1236	494.50
12/09/16	592219	El Jay Oil Co Inc	1003	2,462.06
12/09/16	592220	Employment Security Department	1237	262.55
12/09/16	592221	FedEx	1808	205.16
12/09/16	592222	Galls LLC	1271	2,184.19
12/09/16	592223	Gard Communications Inc	1272	520.00
12/09/16	592224	The General Store	1956	119.57
12/09/16	592225	Gillig LLC	1279	20,140.88
12/09/16	592226	W.W. Grainger Inc	1285	148.42
12/09/16	592227	H & H Business Systems	1298	1,705.38
12/09/16	592228	H W Lochner Inc	1405	19,513.76
12/09/16	592229	Hogan Mfg Inc	1008	104.80
12/09/16	592230	Humanix Corp	1329	4,763.16
12/09/16	592231	IBI Group	1336	2,173.70
12/09/16	592232	Kirk's Automotive Inc	1007	112.50
12/09/16	592233	Les Schwab Tire Centers of Washington Inc	1393	2,334.75
12/09/16	592234	Mohawk Manufacturing & Supply Co	1011	1,365.49
12/09/16	592235	Genuine Parts Company	1014	848.83
12/09/16	592236	NAPA Auto Parts Inc	1014	2,308.57
12/09/16	592237	The Aftermarket Parts Company LLC	1015	1,505.00
12/09/16	592238	Newark element14	1463	48.79
12/09/16	592239	Office Depot Inc	1483	322.84
12/09/16	592240	Oil Re-Refining Co Inc	1486	2,917.51
12/09/16	592241	State Farm Insurance Ad Services - Bill Pay Unit	900	601.01
12/09/16	592242	Paratransit Inc	1501	43,428.11
12/09/16	592243	Power Machine Service Inc	1519	2,310.09
12/09/16	592244	Premera Blue Cross	1521	367,825.33
12/09/16	592245	Pure Filtration Products Inc	1531	200.99
12/09/16	592246	S T A - Well	1557	353.00
12/09/16	592247	SBA Towers II LLC	1569	1,986.47
12/09/16	592248	Schetky Northwest Sales Inc	1570	570.91
12/09/16	592249	Six Robblees Inc	1017	2,083.66
12/09/16	592250	Spokane County Treasurer	1603	1,300.25
12/09/16	592251	Staples Advantage	1627	420.98

Check Date	Check #	Payee	Reference	Amount
12/09/16	592252	State of Arizona	1770	494.25
12/09/16	592253	TransitNews.net	1664	599.94
12/09/16	592254	United Way of Spokane County	1684	343.00
12/09/16	592255	American Federation of State County 2 WA Council	1705	1,730.73
12/09/16	592256	Walker Construction Inc	1913	599,736.51
12/09/16	592257	Western States Construction Inc	1977	1,182.85
12/12/16	592258	Todd Griffith	1294	850.00
12/12/16	592259	Spokane County Dept of Building & Planning	1603	721.26
12/12/16	592260	Washington State Department of Transportation	1709	500.00
12/13/16	592261	Brasco International Inc	1116	5,295.00
12/15/16	592262	Inland Welding Supply Inc	1032	562.77
12/15/16	592263	Moline Inc	1042	466.42
12/15/16	592264	Amazon.Com LLC	1054	109.76
12/15/16	592265	American Public Transportation Association	1060	931.50
12/15/16	592266	Architectural Hardware	1989	620.68
12/15/16	592267	Appleway Chevrolet Inc	1068	1,106.32
12/15/16	592268	Avista Corporation	1081	48,639.14
12/15/16	592269	Association of Washington Cities	1076	500.00
12/15/16	592270	B & H Foto & Electronics Corp	1082	4,437.78
12/15/16	592271	Banner Furnace & Fuel Inc	1123	14,224.00
12/15/16	592272	Battery Systems Inc	1089	3,302.19
12/15/16	592273	Kimberlee Betts LLC	1961	3,000.00
12/15/16	592274	Blanchard Auto Electric	1109	1,107.18
12/15/16	592275	FBM Holdings LLC	1127	496.76
12/15/16	592276	FBM Holdings LLC	1127	466.32
12/15/16	592277	Brown Bearing	1022	422.84
12/15/16	592278	Camp Chevrolet	1024	59.98
12/15/16	592279	Carquest Auto Parts	1025	1,944.94
12/15/16	592280	Cascade Centers Inc	1142	1,483.68
12/15/16	592281	QWEST Corporation	1148	25.81
12/15/16	592282	City of Cheney - Utility	1158	260.94
12/15/16	592283	City of Spokane	1601	2,000.00
12/15/16	592284	City of Spokane	1601	7,241.63
12/15/16	592285	City of Spokane	1601	6,433.09
12/15/16	592286	Idaho Truck Specialties LLC	1161	425.56
12/15/16	592287	Consolidated Irrigation	1177	21.00
12/15/16	592288	WA State Consolidated Technology Services	1712	143.06
12/15/16	592289	Continental Door Company	1986	7,002.45
12/15/16	592290	Cooperative Supply Inc	1026	66,415.04
12/15/16	592291	Michael Hugh Maycumber	1179	2,010.95
12/15/16	592292	Cummins Inc	1027	11,029.86
12/15/16	592293	Curved Glass Inc	1028	975.00
12/15/16	592294	Desautel Hege	1839	26,135.81
12/15/16	592295	Electronic Data Magnetics Inc	1225	1,093.96
12/15/16	592296	Electronic Data Magnetics Inc	1225	29,848.01
12/15/16	592297	Galls LLC	1271	768.75
12/15/16	592298	Gillig LLC	1279	14,363.03
12/15/16	592299	W.W. Grainger Inc	1285	2,278.37
12/15/16	592300	H & H Business Systems	1298	755.22
12/15/16	592301	Hogan Mfg Inc	1008	680.48
12/15/16	592302	Home Depot Credit Services	1318	1,749.40
12/15/16	592303	Home Depot Credit Services	1318	49.32
12/15/16	592304	Humanix Corp	1329	1,545.52
12/15/16	592305	Oil Price Information Service LLC	1346	119.57
12/15/16	592306	Intermountain Materials Testing	1855	881.82
12/15/16	592307	Liberty Lake Sewer and Water District	1396	90.82
12/15/16	592308	Loomis Armored US LLC	1408	5,073.85
12/15/16	592309	Modern Electric Water Co Inc	1439	2,155.03
12/15/16	592310	Mohawk Manufacturing & Supply Co	1011	1,263.64
12/15/16	592311	Motion Auto Supply Inc	1012	79.43
12/15/16	592312	MV Public Transportation Inc	1452	308,234.32
12/15/16	592313	Genuine Parts Company	1014	622.35
12/15/16	592314	NAPA Auto Parts Inc	1014	2,387.12
12/15/16	592315	The Aftermarket Parts Company LLC	1015	650.95
12/15/16	592316	Northwest Vital Records Center Inc	1476	498.56
12/15/16	592317	Occupational Medicine Associates PS	1482	5,647.00
12/15/16	592318	Office Depot Inc	1483	674.35
12/15/16	592319	David K Ruck	1866	28,482.21
12/15/16	592320	Purchase Power	1513	1,078.97
12/15/16	592321	Brandon Rapez-Betty	1537	169.64
12/15/16	592322	Safety Kleen Systems Inc	1564	860.01

Check Date	Check #	Payee	Reference	Amount
12/15/16	592323	Schetky Northwest Sales Inc	1570	205.62
12/15/16	592324	Securitas Security Svcs	1574	23,730.69
12/15/16	592325	SHRM	1555	199.00
12/15/16	592326	Six Robblees Inc	1017	230.05
12/15/16	592327	Spokane Public Facilities District	1941	5,050.00
12/15/16	592328	Spokane County Sheriff	1603	300.00
12/15/16	592329	Spokane Pump Inc	1609	885.25
12/15/16	592330	The Spokesman Review	1616	2,427.00
12/15/16	592331	Stanley Convergent Security Solutions	1624	763.27
12/15/16	592332	Staples Advantage	1627	2,769.02
12/15/16	592333	Angela Stephens	1185	11.48
12/15/16	592334	Studio Cascade	1854	1,719.96
12/15/16	592335	Summit Law Group PLLC	1637	7,314.46
12/15/16	592336	Summit Rehabilitation Associates PLLC	1638	45.00
12/15/16	592337	Synergema	1819	475.00
12/15/16	592338	Terminal Supply Inc	1648	116.79
12/15/16	592339	Jacqueline Tjards	1656	166.42
12/15/16	592340	American Service Corp	1663	950.00
12/15/16	592341	Tyler Business Forms	1788	79.55
12/15/16	592342	Unbeatablesale.com Inc	1987	527.75
12/15/16	592343	USSC Acquisition Corp	1676	177.73
12/15/16	592344	Robert Vargas	1687	110.00
12/15/16	592345	Washington State	1713	217.00
12/15/16	592346	Walter E Nelson Co	1721	2,211.22
12/15/16	592347	Waste Management Spokane	1702	283.09
12/15/16	592348	Wendle Motors Incorporated	1021	725.19
12/15/16	592349	Western States Construction Inc	1977	60,800.00
12/15/16	592350	Whitworth Water District No 2	1746	21.01
12/15/16	592351	XO Holdings	1757	7,153.36
12/15/16	592352	Concrete Enterprises Inc	1960	23,754.48
12/22/16	592353	Inland Welding Supply Inc	1032	7,113.81
12/22/16	592354	AFSCME	1328	349.97
12/22/16	592355	Amazon.Com LLC	1054	363.11
12/22/16	592356	Amplified Wax	1065	2,027.26
12/22/16	592357	Amalg Transit Union #1015	1055	19,586.37
12/22/16	592358	Amalg Transit Union #1598	1056	570.63
12/22/16	592359	Amalg Transit Union-Cope	1057	465.46
12/22/16	592360	Appleway Chevrolet Inc	1068	1,073.16
12/22/16	592361	Battery Systems Inc	1089	2,692.81
12/22/16	592362	Bixby Machine Tool Supply Inc	1106	169.45
12/22/16	592363	Blanchard Auto Electric	1109	114.81
12/22/16	592364	Daniel H Brunner Trustee	1124	4,085.31
12/22/16	592365	California Department of Child Support Services	1130	118.61
12/22/16	592366	Camp Chevrolet	1024	917.34
12/22/16	592367	CBS Collections Inc	1186	120.09
12/22/16	592368	Consolidated Electrical Distributors	1133	132.72
12/22/16	592369	QWEST Corporation	1148	440.51
12/22/16	592370	Child Support Enforcement Agency	1825	392.30
12/22/16	592371	City of Spokane	1601	2,750.13
12/22/16	592372	Idaho Truck Specialties LLC	1161	7,456.82
12/22/16	592373	Coffman Engineers Inc	1162	3,125.64
12/22/16	592374	Comcast Holdings Corporation	1170	118.51
12/22/16	592375	Compunet Inc	1166	13,165.29
12/22/16	592376	Jason Corcoran	1999	600.00
12/22/16	592377	CCGS Holdings Corp	1511	1,805.97
12/22/16	592378	Cummins Inc	1027	34,906.62
12/22/16	592379	Dell Marketing LP	1204	30,865.94
12/22/16	592380	Department of Social and Health Services	1210	3,702.25
12/22/16	592381	Employee Advisory Council	1236	496.50
12/22/16	592382	El Jay Oil Co Inc	1003	1,673.98
12/22/16	592383	First Data Merchant Services Corporation	1257	4,871.38
12/22/16	592384	Fidelity National Information Services Inc	1258	640.63
12/22/16	592385	Marquette Group LLC	1934	13,800.00
12/22/16	592386	Gillig LLC	1279	7,906.89
12/22/16	592387	W.W. Grainger Inc	1285	6,400.21
12/22/16	592388	Graphic Products Inc	1286	793.63
12/22/16	592389	Graybar Electric Co Inc	1287	552.28
12/22/16	592390	Great Floors LLC	1288	6,547.33
12/22/16	592391	H & H Business Systems	1298	108.59
12/22/16	592392	Haskins Steel Company Inc	1309	831.15
12/22/16	592393	Hogan Mfg Inc	1008	462.54

Check Date	Check #	Payee	Reference	Amount
12/22/16	592394	HRA Veba Trust	1415	17,532.79
12/22/16	592395	Humanix Corp	1329	1,544.80
12/22/16	592396	Kershaw's Inc	1374	642.85
12/22/16	592397	Le Catering	2001	143.02
12/22/16	592398	Michael Boodel	1804	460.00
12/22/16	592399	Peggy McManus	1547	244.91
12/22/16	592400	Mohawk Manufacturing & Supply Co	1011	1,203.80
12/22/16	592401	Motorola Solutions Inc	1448	205,556.51
12/22/16	592402	Genuine Parts Company	1014	569.04
12/22/16	592403	NAPA Auto Parts Inc	1014	625.30
12/22/16	592404	Netmotion Wireless Inc	1461	380.45
12/22/16	592405	The Aftermarket Parts Company LLC	1015	767.92
12/22/16	592406	CSWW Inc	1102	283.18
12/22/16	592407	Tammy Lynne Glidewell	1282	1,431.00
12/22/16	592408	Octava Inc	1868	1,229.80
12/22/16	592409	Office Depot Inc	1483	823.08
12/22/16	592410	Office Max	1484	441.45
12/22/16	592411	Neil R. Johnson	900	8.70
12/22/16	592412	Pacific Power Group LLC	1496	477.92
12/22/16	592413	Power Machine Service Inc	1519	807.42
12/22/16	592414	Pressworks Inc	1522	403.28
12/22/16	592415	Professional Finishes	1526	8,975.94
12/22/16	592416	Provantage LLC	1527	39.29
12/22/16	592417	Provantage LLC	1527	2,849.00
12/22/16	592418	Jonathan Rutherford	1910	384.64
12/22/16	592419	S T A - Well	1557	354.00
12/22/16	592420	Vanessa Bogensberger	1582	236.09
12/22/16	592421	Six Robblees Inc	1017	410.15
12/22/16	592422	Spokane Public Facilities District	1941	5,075.00
12/22/16	592423	Spokane County Treasurer	1603	1,300.25
12/22/16	592424	Staples Advantage	1627	1,716.58
12/22/16	592425	State of Arizona	1770	494.25
12/22/16	592426	The Engraver Inc	1242	146.21
12/22/16	592427	Thermo King Northwest Inc	1650	1,773.42
12/22/16	592428	Trapeze Software Group	1669	80,124.14
12/22/16	592429	TrendSource Inc	1671	2,299.08
12/22/16	592430	United Way of Spokane County	1684	340.00
12/22/16	592431	Verizon Wireless LLC	1686	7,026.82
12/22/16	592432	American Federation of State County 2 WA Council	1705	140.00
12/22/16	592433	American Federation of State County 2 WA Council	1705	1,602.83
12/22/16	592434	Department of Retirement Systems	1209	717.96
12/22/16	592435	Walter E Nelson Co	1721	1,393.97
12/22/16	592436	Wells Fargo Financial Leasing Inc	1735	760.92
12/22/16	592437	Workland & Witherspoon PLLC	1843	9,227.30
12/22/16	592438	Washington State Transit Assoc	1715	25.00
12/29/16	592439	Amazon.Com LLC	1054	55.40
12/29/16	592440	Dennis Anderson	1983	15.00
12/29/16	592441	Argus Integrated Services LLC	1071	3,086.65
12/29/16	592442	Arnett Testing & Distribution of Washington LLC	1073	136.20
12/29/16	592443	Avista Corporation	1081	511.35
12/29/16	592444	Robert J Berg	1099	323.92
12/29/16	592445	Bridgestone Americas Inc	1119	64,319.35
12/29/16	592446	Camp Chevrolet	1024	86.10
12/29/16	592447	Ann Campeau	1151	15.00
12/29/16	592448	Consolidated Electrical Distributors	1133	178.38
12/29/16	592449	City of Medical Lake	1424	78.18
12/29/16	592450	City of Spokane	1601	4.07
12/29/16	592451	City of Spokane	1601	145.00
12/29/16	592452	City of Spokane Valley	1614	260.00
12/29/16	592453	Coffman Engineers Inc	1162	1,046.00
12/29/16	592454	Kathleen M Collins	1163	4,551.75
12/29/16	592455	Comcast Holdings Corporation	1170	465.72
12/29/16	592456	Conseal Containers LLC	1176	346.76
12/29/16	592457	Critical Data Inc	2003	15,220.00
12/29/16	592458	Day Wireless Systems	1202	187.51
12/29/16	592459	Delta Dental of Washington	1726	52,795.68
12/29/16	592460	Delta Dental of Washington	1726	300.36
12/29/16	592461	DeVries Business Records Management Inc	1766	270.00
12/29/16	592462	Esco Institute Ltd	1881	328.34
12/29/16	592463	Fastenal Company	1249	258.64
12/29/16	592464	Fleet-Net Corporation	1260	1,331.58

Check Date	Check #	Payee	Reference	Amount
12/29/16	592465	Victor R Frazier	1264	15.00
12/29/16	592466	Galls LLC	1271	12,811.49
12/29/16	592467	The General Store	1956	102.17
12/29/16	592468	Gillig LLC	1279	34,240.50
12/29/16	592469	Diamond Auto Glass Inc	1308	1,319.16
12/29/16	592470	W.W. Grainger Inc	1285	3,147.31
12/29/16	592471	Graybar Electric Co Inc	1287	649.24
12/29/16	592472	H & H Business Systems	1298	4,533.72
12/29/16	592473	Charles M Hansen	1305	15.00
12/29/16	592474	Home Depot Credit Services	1318	963.08
12/29/16	592475	Charlie Howell	1816	15.00
12/29/16	592476	Humanix Corp	1329	2,049.38
12/29/16	592477	Kershaw's Inc	1374	193.81
12/29/16	592478	Kone Inc	1380	820.69
12/29/16	592479	Lawrence A Lapidus	1386	15.00
12/29/16	592480	Les Schwab Tire Centers of Washington Inc	1393	412.11
12/29/16	592481	Life Ins Co of N America	1397	13,185.46
12/29/16	592482	Motion Auto Supply Inc	1012	126.32
12/29/16	592483	Mouser Electronics Inc	1449	93.35
12/29/16	592484	Black Realty Management Inc	1658	67,418.12
12/29/16	592485	Genuine Parts Company	1014	299.08
12/29/16	592486	Office Depot Inc	1483	3,879.01
12/29/16	592487	Office Max	1484	25.37
12/29/16	592488	OOH Media LLC	1489	413.06
12/29/16	592489	Pacific Power Group LLC	1496	318.95
12/29/16	592490	Frances Anna Papenleur	1500	15.00
12/29/16	592491	Perfection Tire #5 Inc	1504	60.00
12/29/16	592492	Photo ID Central Inc	1509	690.25
12/29/16	592493	Pressworks Inc	1522	222.84
12/29/16	592494	Jeffrey S Sears	1573	122.02
12/29/16	592495	Securitas Security Svcs	1574	13,345.42
12/29/16	592496	Six Robblees Inc	1017	820.43
12/29/16	592497	David Mcwhirk	1593	217.35
12/29/16	592498	Spokane Art Supply Inc	1599	10.86
12/29/16	592499	Spokane County Environmental Services	1603	493.05
12/29/16	592500	Spokane House of Hose Inc	1605	1,037.56
12/29/16	592501	Standard Digital Print Co Inc	1623	2,435.44
12/29/16	592502	Summit Law Group PLLC	1637	7,052.26
12/29/16	592503	Symetra Life Insurance Company	1562	3,566.60
12/29/16	592504	Synergema	1819	6,159.00
12/29/16	592505	Chris Tohm	1657	100.00
12/29/16	592506	US Bank	1678	8,990.57
12/29/16	592507	Walter E Nelson Co	1721	4,271.92
12/29/16	592508	Wells Fargo Financial Leasing Inc	1735	1,783.80
12/30/16	592509	McKinstry Essention LLC	1422	130,736.64
		TOTAL DECEMBER ACCOUNTS PAYABLE		3,578,625.64
12/1/16 - 12/31/16	218545-218630	WORKER'S COMPENSATION WARRANTS	VARIES	54,954.23
		TOTAL DECEMBER WORKER'S COMPENSATION DISBURSEMENTS		54,954.23
12/9/16	722880-722935	PAYROLL AND TAXES PR 25,16	VARIES	1,615,114.06
12/23/16	722936-722988	PAYROLL AND TAXES PR 26,16	VARIES	1,102,937.59
		TOTAL DECEMBER PAYROLL AND TAXES		2,718,051.65
12/27/16	ACH	WA STATE - DOR (USE TAX)	1767	6,046.95
		TOTAL DECEMBER EXCISE TAX DISBURSEMENT		6,046.95
12/22/16	ACH	First American Title Insurance Co	1256	1,125,646.69
		TOTAL ACH DISBURSEMENT		1,125,646.69
		TOTAL DECEMBER DISBURSEMENTS FROM TO1 ACCOUNTS		7,483,325.16
		TOTAL DECEMBER DISBURSEMENTS FROM TO5 TRAVEL ADVANCE ACCOUNT		0.00
		TOTAL DECEMBER DISBURSEMENTS TO1 & TO5 ACCOUNTS		7,483,325.16

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 5. C. APPROVAL FOR BOARD MEMBER TRAVEL TO 2017 APTA MEETINGS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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

The American Public Transportation Association is holding its 2017 Legislative Conference in Washington, D.C., March 12 - 14. There will also be opportunities to meet with legislators. Since the Federal Transit Administration (FTA) Small Starts grant will be submitted shortly after the conference, it would behoove the Board to send members who have been involved in the grant process, and the Board Chair.

Also of interest to Board Members is the APTA Annual Meeting & EXPO in Atlanta, GA, October 8 – 11. The EXPO is held every three years and it is an excellent opportunity for Board members to see new vehicles and technology and meet vendors.

Up to six Board members are budgeted to attend APTA conferences this year at an approximate cost of $3,800 each. In the past, the Chair, Chair Pro Tempore and/or Chairs of each Committee have attended the Legislative Conference and the Annual Meeting.

RECOMMENDATION TO BOARD: Approve travel for up to six Board members to attend APTA conferences in 2017.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer ESM Legal Counsel LM

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 7.A. ELECTION OF 2017 CHAIR PRO TEMPORE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Chair

SUMMARY:

In accordance with the existing STA Bylaws, a Chair Pro Tempore is elected to serve a one-year term beginning in January of each year. A representative from the Small Cities would be next in rotation for STA Board Chair after the City of Spokane Valley. The Small Cities in voting positions in 2017 are Medical Lake, Airway Heights, and Liberty Lake.

The Bylaws also state that this selection requires a majority of five votes.

RECOMMENDATION TO BOARD: By motion, confirm the Board Chair's appointment of the Chair Pro Tempore.

FINAL REVIEW FOR BOARD BY:

Division Head ___ Chief Executive Officer ___ Legal Counsel ___

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 7.B. CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO PLANNING & DEVELOPMENT COMMITTEE AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE FOR 2017

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY:

The Board Chair appoints Board members to serve on STA's Planning & Development and Performance Monitoring & External Relations committees in the coming year, subject to confirmation by the STA Board.

The Chief Executive Officer is an ex-officio, non-voting member of all Board committees.

The functions of each committee and the Board Governing Committee Operating guidelines are attached. The 2016 Board Committee member appointments to the Planning & Development committee and the Performance Monitoring & the Performance Monitoring & External Relations committee are also attached.

A draft proposed list of 2017 committee appointments is attached.

RECOMMENDATION TO BOARD: By motion, confirm the Board Chair's appointments to Planning & Development and Performance Monitoring & External Relations committees for 2017 subject to committee members' acceptance.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer ESM Legal Counsel CM

DRAFT

2017 BOARD COMMITTEE MEMBER APPOINTMENTS

Planning & Development (P&D) Committee Members

Committee meets 1st Wednesday of the month at 10:00 a.m.

1. Al French, Spokane County
2. John Higgins, Small Cities *(Medical Lake)*
3. Candace Mumm, City of Spokane
4. Ed Pace, City of Spokane Valley
5. Kevin Freeman, Small Cities *(Millwood)* (Ex-Officio)
6. E. Susan Meyer *(Ex-Officio)*

Performance Monitoring & External Relations (PM&ER) Committee Members

Committee meets 1st Wednesday of the month at 1:30 p.m.

1. Amber Waldref, City of Spokane
2. Josh Kerns, Spokane County
3. Odin Langford, Small Cities *(Liberty Lake)*
4. Aspen Monteleone, Small Cities *(Airway Heights)*
5. Rhonda Bowers *(non-voting labor representative)*
6. Tom Trulove, Small Cities *(Cheney)* (Ex-Officio)
7. E. Susan Meyer (Ex-Officio)

Board Operations Committee Members

Committee meets 2nd Wednesday of the month at 1:30 p.m.

1. Pamela Haley, City of Spokane Valley, Chair *(Board Chair)*
2. John Higgins, Small Cities *(Medical Lake) (Chair Pro-Tempore)*
3. Al French, Spokane County *(P&D Chair)*
4. Amber Waldref, City of Spokane *(PMER Chair)*
5. E. Susan Meyer (Ex-Officio)

DRAFT

2016 BOARD COMMITTEE MEMBER APPOINTMENTS

Planning & Development (P&D) Committee Members

Committee meets 1st Wednesday of the month at 10:00 a.m.

1. Amber Waldref, City of Spokane, CHAIR
2. Shelly O'Quinn, Spokane County
3. Candace Mumm, City of Spokane
4. Ed Pace, City of Spokane Valley
5. Kevin Freeman, Small Cities *(Millwood)* (Ex-Officio)
6. E. Susan Meyer (Ex-Officio)

Performance Monitoring & External Relations (PM&ER) Committee Members

Committee meets 1st Wednesday of the month at 1:30 p.m.

1. Tom Trulove, Small Cities *(Cheney)* CHAIR
2. Pamela Haley, City of Spokane Valley
3. Odin Langford, Small Cities *(Liberty Lake)*
4. Aspen Monteleone, Small Cities *(Airway Heights)*
5. Rhonda Bowers (non-voting labor representative)
6. John Higgins, Small Cities *(Medical Lake)* (Ex-Officio)
7. E. Susan Meyer (Ex-Officio)

Board Operations Committee Members

Committee meets 2nd Wednesday of the month at 1:30 p.m.

1. Al French, Spokane County, Chair *(Board Chair)*
2. Ed Pace, City of Spokane Valley *(Spokane Valley representative)*
3. Amber Waldref, City of Spokane *(P&D Chair)*
4. Tom Trulove, Small Cities *(Cheney) (PMER Chair)*
5. E. Susan Meyer (Ex-Officio)

Approved at Board Meeting 1/14/16
Revised November 17, 2016

EXHIBIT A
GOVERNING COMMITTEE FUNCTIONAL DESCRIPTIONS

BOARD OPERATIONS COMMITTEE

The Board Operations Committee membership is composed of:

- the Chair of the Board, who shall chair the Board Operations Committee,
- the Chair of the Planning & Development Committee,
- the Chair of the Performance Monitoring & External Relations Committee,
- the Chair Pro Tempore of the Board, and
- the Chief Executive Officer (in an ex-officio capacity).

In any calendar year in which the composition listed above does not include at least one Director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair of the Board shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation.

A quorum for the purpose of conducting business of the Board Operations Committee consists of a majority of the voting members present at any regular or special meeting.

The Board Operations Committee is basically responsible for the effective functioning of the Board of Directors, including Board human resource development, for the maintenance and development of the Board-Chief Executive Officer working relationship, and for the audit function, in this capacity being accountable for:

- Coordinating the functioning of the Board of Directors and the Board's Governing Committees, keeping the Board Governing Mission updated, setting Board member performance standards, and monitoring the performance of the Board as a whole and of individual Board members.
- Resolving conflict if the Planning & Development Committee or Performance Monitoring & External Relations Committee are unable to reach consensus.
- Recommending revisions in Board of Directors policies in the interest of stronger governance and management of STA affairs.
- Matters involving real estate.
- Matters involving Human Resources.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new with senior Board members.
- Ensuring that the Chief Executive Officer employment contract and position description are updated as necessary to reflect changing STA needs, priorities, and circumstances.

- Annually negotiating Chief Executive Officer performance targets and recommending full Board approval, designing the process for annual or semi-annual Board evaluation of Chief Executive Officer progress in achieving these targets, and recommending the Chief Executive Officer's compensation to the Board. ***Note that these are the Chief Executive Officer-specific performance targets, relating to significant Chief Executive Officer commitment of her time to particular high-priority items. They must be in accordance with – and cannot contradict – the overall STA organizational targets that are set through the annual planning and budgeting process, under the oversight of the Board's Planning & Development Committee.***

PLANNING & DEVELOPMENT COMMITTEE

The Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

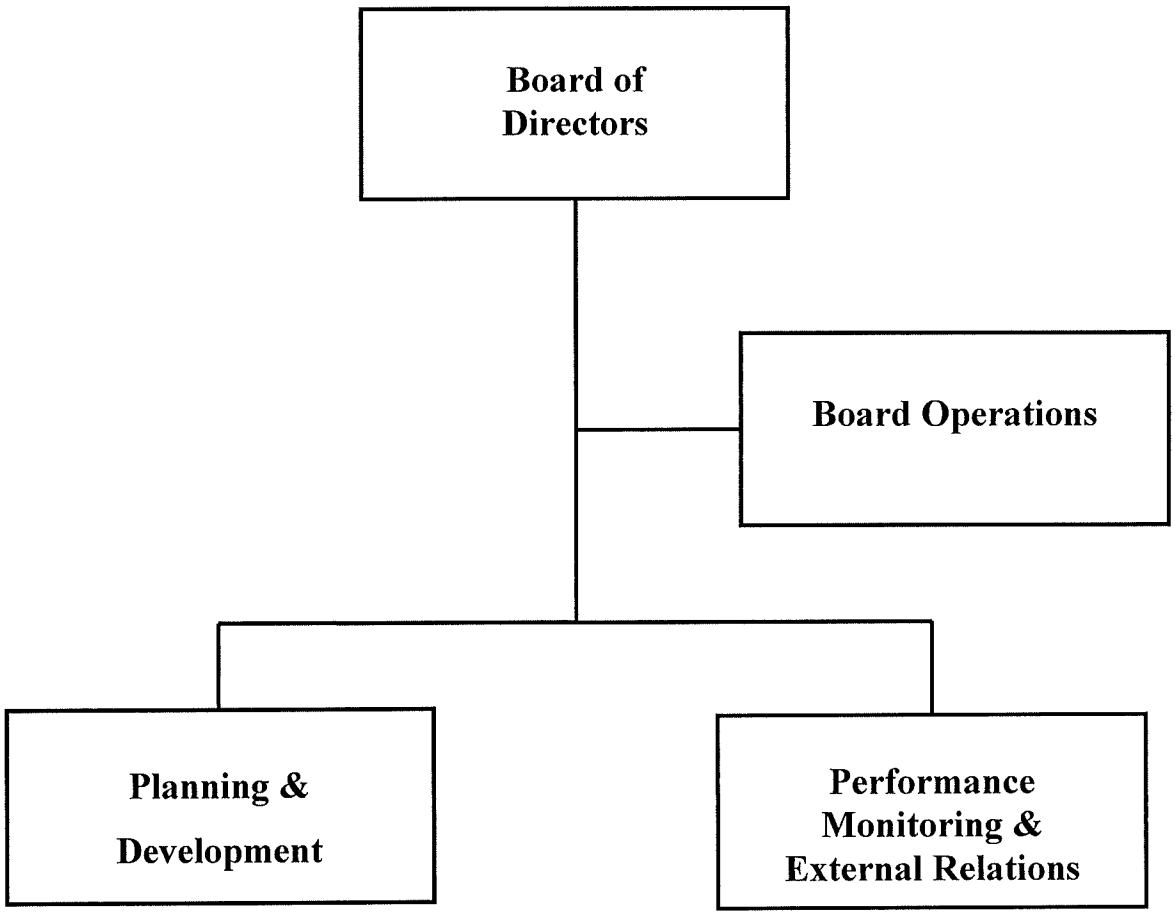
- Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle – with special attention to the Board's role in planning - and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, any Board of Directors-Chief Executive Officer-Executive Team strategic work sessions that are held as part of the annual planning cycle.
- Recommending to the Board of Directors the strategic issues that STA's detailed strategic planning should focus on, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, and other strategic and policy-level planning products that merit Board attention. Note that development of the annual budget is a major operational planning product and, therefore, falls under the Planning & Development Committee.
- Ensuring – as part of the annual operational planning/budget preparation process – that all operational plans include both financial and programmatic performance targets that the Performance Monitoring & External Relations Committee can use in monitoring the operational and financial performance of all STA programs and operating units. ***Note that the Chief Executive Officer also annually reaches agreement with the Board Operations Committee on detailed high-priority Chief Executive Officer-specific performance targets involving the use of her time, within the framework of the overall STA targets established in the planning process.***
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

The Performance Monitoring & External Relations Committee is accountable for overseeing STA operational and financial performance, for updating of STA (non-governing) policies meriting Board attention, and for building a positive STA public image and maintaining relationships with the community at large and key stakeholders, in this capacity:

- Reaching agreement with the Chief Executive Officer on the key elements of an operational and financial reporting process, including the content, format, and frequency of performance reports to Board, and overseeing implementation of the process.
- Designing processes for gathering performance information other than formal reports, such as Board member facility visits.
- Reviewing performance reports in Committee meetings and reporting operational and financial performance to the Board at its regular business meetings.
- Reviewing operational policies meriting the Board's attention (such as policies to govern STA financial management, contracting, and the like), identifying the need for revision, and recommending policy revisions to the full Board.
- Presenting an overall assessment of the past year's operational and financial performance at annual strategic planning work sessions involving the full Board of Directors.
- Providing counsel to the Chief Executive Officer on major internal administrative system upgrades (e.g., a major MIS upgrade) involving significant costs.
- Ensuring that STA's desired image is regularly updated.
- Overseeing the development and implementation of strategies for STA image building, marketing and public relations and for maintaining close, positive relationships with key external stakeholders.
- Overseeing the development and implementation of legislative/governmental relations policies and strategies.
- Recommending to the Board positions on legislative issues.
- Coordinating Board member speaking in appropriate forums on behalf of STA.
- Fashioning strategies and plans intended to enhance external communication.
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

GOVERNING COMMITTEE ORGANIZATION CHART



Adopted by the Board
6/18/15

EXHIBIT A

BOARD GOVERNING COMMITTEE OPERATING GUIDELINES

1. The Board of Directors Chair will appoint the chairs and members of the Planning & Development and Performance Monitoring & External Relations Committees to an annual term.
2. Each Board member should be assigned to one (but only one) of the Governing Committees (Note an exception: that Governing Committee chairs also serve on the Board Operations Committee). This will ensure that each Governing Committee has a "critical mass" of members and will guard against Board members' overextension and the dilution of governance.
3. The Chief Executive Officer is an ex officio, non-voting member of all Board Governing Committees and should whenever feasible attend Committee meetings.
4. Committee action will be taken by a vote of the eligible voting members. A quorum for the purpose of conducting committee business consists of two voting members.
5. Only Directors serve as members of the Board's three Governing Committees.
6. The Board Governing Committees may create advisory sub-committees consisting of non-Directors to assist them in carrying out their responsibilities.
7. It is recommended that, to qualify as a Governing Committee chair, a Board member should have served at least a year as an active member of that Committee (after the Committee structure has been in existence for two years).
8. Board members should make a commitment to attend Committee meetings regularly, be prompt and be prepared.
9. All matters coming to the full Board should go through the appropriate Governing Committee and be introduced by Committee members. No action items should be introduced directly to the full Board, without having come through the appropriate Board Governing Committee, and all reports to the Board should be made by Governing Committee members (with the sole exceptions of the regular Chief Executive Officer report to the Board and when non-board advisory sub-committee members or staff members present special briefings under the aegis of the Governing Committees).
10. Committees should meet far enough in advance of the regular Board meeting that Committee recommendations can be prepared in a full and timely fashion for transmittal to the full Board. Committee meetings should never be held in conjunction with the regular Board meeting since this would lead to ritualistic, rather than substantive, Committee sessions.
11. Whenever a Governing Committee believes that the full Board should be involved in-depth in dealing with an issue, the Committee should take the initiative in recommending to the Board

Operations Committee that a special full Board work session be held as part of the regular Board meeting.

12. Governing Committee chairs and members should be rotated among Committees regularly to ensure that their governing experience is richer and more diverse. It is recommended that Committee chairs and members be rotated annually when feasible, and that no Committee chair or member serve a term of more than 2 consecutive years.
13. The Committees should receive strong staff support, including the preparation of agendas and reports to the Board. The Chief Executive Officer and her Executive Team should work closely together to ensure that the Board's Governing Committees are well staffed. A member of the Chief Executive Officer's Executive Team should be assigned to serve as Chief Staff Liaison to each of the Governing Committees.
14. While the Board Operations Committee should be involved in developing the Board agenda, it should not pre-review or revise the content of Governing Committee reports and recommendations to the full Board. All Board Governing Committees report directly to the full Board.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 7.C. CONFIRMATION OF APPOINTMENT OF CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2017

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY:

The Board Chair appoints the Chairs of STA's Planning & Development and Performance Monitoring & External Relations committees for the coming year, subject to confirmation by the Board.

The Board Chair is Chair of the Board Operations Committee and the Chairs of the Planning & Development and Performance Monitoring & External Relations committees are automatically members of that committee upon appointment as a Committee Chair. An additional member is appointed if all jurisdictions are not represented by the Chair, Chair Pro Tempore and Committee Chairs.

RECOMMENDATION TO BOARD: By motion, confirm the Board Chair's appointed Chairs to the Planning & Development and Performance Monitoring & External Relations committees for 2017.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 7.D. CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE FOR 2017

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY:

The Board Operations Committee is composed of:

Chair of STA Board (also chairs Board Operations Committee)
Chair Pro Tempore
Chair of Planning & Development Committee
Chair of Performance Monitoring & External Relations

The Chief Executive Officer is an ex-officio member.

The functions of the Board Operations committee state that in any calendar year in which the composition listed above does not include at least one Board member appointed by the legislative body of each of the governments or groups of governments appointing members to the Board, the Board Chair shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation.

RECOMMENDATION TO BOARD: By motion, confirm the appointments made by the Board Chair to the Board Operations Committee following the results of Board Action items 7.A & C.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 7.E. APPROVAL FOR TRAVEL FOR CERTAIN MANAGEMENT & ADMINISTRATIVE POSITION CANDIDATES

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: STA Bylaws require Board approval for Board member travel and CEO approval for STA employees. There is no provision for approval for travel and expenses for candidates outside the Spokane area who interview for certain management and administrative positions.

Several positions to be filled in 2017 and beyond are related to the requirements of implementing STA Moving Forward and to filling positions vacated by retiring and separating employees. These positions include Directors and senior Managers and are to be recruited regionally and nationally.

Staff recommends the Board consider adopting the attached resolution and Exhibit A which allows the CEO, at his/her discretion, to approve necessary and reasonable travel expenses for certain Management & Administrative position candidates.

RECOMMENDATION TO BOARD: Adopt a resolution revising the Board adopted travel policy to include a provision which allows the CEO, at his/her discretion, to approve necessary and reasonable travel expenses for certain Management & Administrative position candidates.

FINAL REVIEW FOR BOARD BY:

Division Head ✓ Chief Executive Officer ESM Legal Counsel CM

RESOLUTION NO. ____

A RESOLUTION FOR THE PURPOSE OF ADOPTING A REVISED BOARD POLICY ON OFFICIAL TRAVEL, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO DEVELOP ADMINISTRATIVE PROCEDURES FOR THE IMPLEMENTATION OF SAID POLICY, RESCINDING RESOLUTION NO. ~~263-86~~688-12, AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY

Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (Spokane Transit) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, pursuant to RCW Title 36, Chapter 57A, Public Transportation Benefit Area;

WHEREAS, RCW 42.24.090 authorizes the Spokane Transit Board of Directors (Board) to adopt a positive system of controls for the authorized reimbursement of any expenditures by its officers or employees for transportation, lodging, meals or any other official purpose, and RCW 42.24.115.

WHEREAS, Resolution No. ~~263-86~~688-12, adopted February 15~~27~~, ~~1986~~2012, establishes the current Travel Authorization and Reimbursement Policy for Spokane Transit; and,

WHEREAS, staff have reviewed Resolution No. ~~263-86~~688-12 and related administrative procedures regarding travel expense reimbursements and use of Spokane Transit credit cards for travel expenses and have recommended the adoption of an updated Board policy to reflect ~~changes in federal and state law~~approval of travel for certain Management & Administrative position candidates, provide for administrative adoption and review of appropriate procedures, conform agency policies to current federal and state laws, and to implement improvements and efficiencies in financial procedures, including the use of per diem reimbursements; and

WHEREAS, the Board finds it is in the best interests of Spokane Transit to rescind Resolution ~~263-86~~688-12 and all other Resolutions or policies related thereto, adopt a revised Board policy on official travel and authorize the Chief Executive Officer to implement the policy by appropriate administrative procedures that are in accordance with all applicable state and federal laws as they now exist or may be amended in the future.

NOW, THEREFORE, be it resolved by the Board of Directors of Spokane Transit Authority as follows:

Section 1. The Board hereby adopts the revised Board Policy on Official Travel (Policy) in the form attached hereto as Exhibit A.

Section 2. The Chief Executive Officer is hereby authorized to develop and administer procedures implementing this Policy and to provide for continued compliance of all administrative procedures with this Policy and with any changes in applicable state and federal laws.

Section 3. This resolution shall take effect and be in force upon adoption.

Section 4. All prior resolutions inconsistent with the actions taken herein are repealed effective immediately, including Resolution No. ~~263-86~~688-12.

Adopted by STA at a regular meeting thereof held on the ~~15th~~ 19th day of ~~February~~January, 201~~7~~2.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Jan Watson
Clerk of the Authority

~~Al French~~Pamela Haley
Board Chair

Approved as to form:

Laura McAloon
Attorney for Spokane Transit Authority

EXHIBIT 'A'

POLICY ON OFFICIAL TRAVEL EXPENSES AND REIMBURSEMENT

Adopted by Board of Directors ——————January 19, 2017

OFFICIAL TRAVEL EXPENSES

It is the policy of Spokane Transit Authority (Spokane Transit) to reimburse Spokane Transit appointed officials and employees for necessary and reasonable expenses incurred in the conduct of their business for Spokane Transit. The Chief Executive Officer, at his/her discretion, may **approve** necessary and reasonable travel expenses **for certain** Management and Administrative position candidates. Reimbursement for necessary and reasonable expenses will be made by application and in compliance with this policy and Ch. 42.24 RCW. All persons are to use good judgment and discretion limiting expenses with the best interests of Spokane Transit foremost in mind. Excessive or unnecessary expenses will not be approved or reimbursed. It is expressly prohibited to use Spokane Transit travel funds for personal purposes.

MEALS Eligible meal and related incidental expenses, including related tips and taxes, shall be made on a per diem basis in accordance with the per diem meal schedule then in effect for the State of Washington for in-state travel or the United States General Services Administration for out-of-state travel.

OTHER Eligible expenditures, such as transportation, lodging and other travel related expenditures, shall be reimbursed on an actual expense basis and shall be supported by detailed receipts submitted with the reimbursement request. Customary tips of up to 15% of taxi, limousine and other transporter fare are allowable.

MILEAGE Eligible mileage for the use of personal vehicles on official Spokane Transit business shall be reimbursed based on the IRS mileage rate then in effect. Mileage records shall be maintained and submitted with the reimbursement request.

All travel is constrained by the financial limitations of the latest approved Spokane Transit budget. All travel itineraries shall be approved in advance by the Chief Executive Officer or designee.

This policy shall also apply to travel by other persons not employed by Spokane Transit Authority when such travel is required to be approved by the Board pursuant to Article III, Section 3.1 (7) of its Bylaws. Whenever possible, this policy should be incorporated by express reference into Spokane Transit contracts with outside vendors or consultants, provided the terms of the contract shall govern when a conflict in terms arises.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 12.A. COMMITTEE MINUTES – INFORMATION

- Board Operations Committee
- Planning & Development Committee
- Performance Monitoring & External Relations Committee

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Jan Watson, Executive Assistant to CEO & Clerk of the Authority

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SUMMARY:

Draft minutes of the November 30, 2016 meetings (for December) of the Planning & Development Committee and the Performance Monitoring & External Relations Committee are attached.

Draft minutes of the December 7, 2016 Board Operations Committee meeting are also attached.

RECOMMENDATION TO BOARD: Information only.

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

PLANNING & DEVELOPMENT COMMITTEE
MEETING 10:00 A.M.

Draft Minutes of the November 30, 2016, Meeting
Southside Conference Room

MEMBERS PRESENT
Amber Waldref, City of Spokane*
Candace Mumm, City of Spokane
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT
Ed Pace, City of Spokane Valley
Shelly O'Quinn, Spokane County
Kevin Freeman, Small Cities Representative (Millwood), Ex-Officio

*Chair

STAFF PRESENT
Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Susan Millbank, Ombudsman & Accessibility Officer

Guests
Mike Kunder, Local 3939

1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 10:12 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

Chair Waldref reviewed the highlights of the meeting agenda.

4. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 2, 2016, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the November 2, 2016, Planning & Development Committee meeting minutes. The motion was seconded by Chair Waldref and passed unanimously.

B. APPROVAL OF THE PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

Mr. Otterstrom relayed that the P&D Work program was reviewed at the November 2, 2016 Committee meeting. There being no revisions since that time, **Ms. Mumm moved to recommend approval of the 2017 Planning & Development Committee Work Program and forward to the Board of Directors for information. The motion was seconded by Chair Waldref and passed unanimously.**

5. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

A. BOARD CONSENT AGENDA

1. APPROVAL OF THE TITLE VI OUTREACH STRATEGIES

Mr. Otterstrom explained that STA is seeking to update its Title VI Plan and the outreach component of the plan. Similar to the process for major service changes, staff will seek approval of the outreach plan for the comprehensive plan update. Mr. Otterstrom reviewed the outreach strategies including:

- Website notice
- Email notice and outreach to agencies and organizations that serve and advocate for minority and low income persons.
- Community centers and school district outreach
- P&D and CAC Engagement and Review
- Public hearing

Ms. Mumm recommended revising into the outreach strategies to include "higher education" in the "Community centers and school district outreach" bullet because so many college students use the public transit system. Chair Waldref said that she had added the school district because they seem to have a good pulse on the immigrant and refugee communities in Spokane and are actively working with people with limited English. Discussion ensued regarding STA's efforts to assist people with limited English proficiency (LEP) in accessing the system. Ms. Susan Millbank explained STA's current efforts, challenges and additional proposed efforts as part of the Title VI update. Ms. Millbank said that the languages that STA needs to be most prepared to provide translation services for in the Spokane community are Russian, Vietnamese and Spanish. Ms. Mumm suggested that national flag icons be added to the "translate" option on the STA website. Chair Waldref mentioned that she sees many people from other countries using the system in her neighborhood so they are figuring it out or making community connections that are assisting them. Ms. Meyer thanked the Committee members for their input.

Ms. Mumm moved to recommend approval of the proposed *Connect Spokane* Update Work and Outreach Programs, as amended, and forward to the Board. The motion was seconded by Chair Waldref and passed unanimously.

2. DRAFT COMPREHENSIVE PLAN WORK PROGRAM & OUTREACH PROGRAM

Mr. Otterstrom explained that this is the major update every three years. Minor amendments have occurred during this time. The goal is to have the update completed and adopted by the end of 2017. The update is not expected to be a re-write but will be an improvement to the current plan. High Performance Transit is still expected to be a major component of the plan. The update will primarily utilize STA staff but may incorporate the targeted use of consultants for things like emerging trends. STA will also be collaborating with local partners like Spokane Regional Transportation Council with their update to Horizon 2040. Mr. Otterstrom reviewed the major elements of the update, such as:

- Identifying emerging trends
  - regional/national demographic, behavioral, economic, & development trends
  - new partnership & coordination opportunities
  - updates to Horizon 2040 & other local plans
- Identify Best practices, changing technologies and service models:
  - "first and last mile" connections
  - shared economy
  - autonomous vehicles

- safety systems
- quality assurance
- fare collection
- customer engagement
- regulatory changes
- security

Ms. Mumm recommended that the technology component be called out with added emerging technologies. Mr. Otterstrom agreed that more could be added to the emerging technology list. Next Mr. Otterstrom reviewed the proposed outreach program goals and strategies. Ms. Mumm said that though it is not included in the current list, she believes that STA is going to be a leader in clean air and the electric Central City Line could be used as a "shining star" for Spokane. Ms. Mumm felt it would be important to include the topic of "clean air" in the outreach efforts. Mr. Otterstrom said that staff will include Spokane Regional Clean Air agency in its outreach efforts and will include electric and zero emissions vehicles in the "Best Practices/changing technologies" list. Mr. Otterstrom reviewed the outreach strategies which will be robust but not massive.

Ms. Mumm moved to recommend approval of the Draft Comprehensive Plan and Outreach Program, as amended, and forward to the STA Board of Directors. The motion was seconded by Chair Waldref and passed unanimously.

B. BOARD ACTION AGENDA

1. APPROVAL OF THE CAPITAL IMPROVEMENT PROGRAM AMENDMENT

Mr. Otterstrom noted that the Capital Improvement Program (CIP) amendment has not changed since it was presented to the Board at the November meeting, however it was not reviewed with the Committee because the Proposition 1 ballot measure vote had not occurred to guide the direction of the CIP recommendation. The CIP was shared with the Board Operations Committee the day after the vote and then with the Board in a public hearing the following week. Staff is requesting a motion to amend the Capital Improvement Program as presented in the packet. The current CIP was adopted by the Board in July as part of the Transit Development Plan adoption process. Mr. Otterstrom reminded the Committee that the first year of the adopted CIP becomes the capital budget for the upcoming calendar year. Proposed amendments include:

- Reflects the West Plains Transit Center recently-awarded federal grant
- Includes STA Moving Forward Projects now funded by Proposition 1 as approved by voters
- Reflects project sequencing approved by STA Board in June 2016 as well as estimated program cost presented at the same meeting
- Adds newly identified SFCC Transit Station project to the unfunded projects list
- Adjusts the Fleet Replacement Plan to reflect STA Moving Forward service increases

Positive comments were made about the SFCC Transit Station project's smooth and timely process, as well as the collaboration and leadership that helped make it a success. Ms. Mumm said she hoped that someday the Central City Line could encompass the SFCC site to create a complete "Ed-Med" (education-medical) link. Mr. Otterstrom next reviewed the funding for STA Moving Forward for the six-year time period of 2017-2022 including amendments. The complete outlay for existing 2017 – 2022 CIP plus amendment is $221M. The Draft CIP by programs, years and funding sources was highlighted. A public hearing on the proposed

CIP amendments was held and no public testimony was provided. Mr. Otterstrom mentioned that there was an edit to the Fleet Replacement Plan to accurately reflect the programmed procurement schedule for new coaches and vans. Chair Waldref asked if the coaches will be ready in 2017 for the new service frequency in May. Mr. Blaska said they are here and will be ready to go.

Ms. Mumm moved to recommend the Board adopt, by resolution, the proposed amendments to the 2016 Transit Development Plan. The motion was seconded by Chair Waldref and passed unanimously.

2. APPROVAL OF THE 2017 ANNUAL STRAGEGIC PLAN

Ms. Meyer reported on the Strategic Plan. Chair Waldref complemented Ms. Meyer on the format for the plan and said that she had shared STA's mission, vision and values with the group at the City of Spokane that is working on their strategic plan. Ms. Meyer thanked Chair Waldref and gave credit to staff for their feedback, and particularly Mr. Blaska, for creating the format for the plan. Ms. Meyer explained that the Strategic Plan is informed by STA's vision, mission and organizational priorities. Ms. Meyer reviewed the highlights of the 2017 plan, including:

- Introducing STA Moving Forward Service in 2017
- Increasing Ridership
- STA Moving Forward Capital Projects
- Updating Connect Spokane (Comprehensive Plan)
- Finalize Emergency Operations and Business Continuity Plans
- Maintain Essential Capital Projects
- Other
    - FTA Triennial/Comprehensive Review
    - Staff Transitions Among Long-time, Senior Management Employees

There was discussion regarding Fixed-route ridership, sidewalk improvements and looping in neighborhood councils to the process of Community Development Block Grants (CDBG) for project leverage, clean energy and new technology in solar installation possibilities, timing for considering transit service to areas not currently included in STAMF immediate timeline, and also 2017 staffing to cover STAMF and attrition.

Ms. Mumm moved to recommend approval of the 2017 Annual Strategic Plan, and forward to the STA Board of Directors. The motion was seconded by Chair Waldref and passed unanimously.

3. ADOPTION OF THE 2017 OPERATING & CAPITAL BUDGETS

Ms. Warren stated that in the interest of time and since the members have seen the budgets recently, she would concentrate on just the changes that have been made since it was presented at the public hearing in November. The Committee liked this idea.

2017 vs 2016 Operating Expense change is $ 3,856,180. $1.5M of that is STA Moving Forward. Approximately 90% of expense changes are reflected in items above $100,000. The 2017 Operating budget assumptions were reviewed. Three positions have been added to staffing assumptions since the Board viewed the presentation at the Board meeting. They were originally in the budget for 2018 but due to STAMF needs, staff would like to integrate them in throughout 2017: Procurement Coordinator, Accounting Coordinator, Capital Project Manager. Medical expense/benefits changed slightly in that STA received a lower increase in

Premera premiums than expected (18.05% vs the anticipated 20%), dental increased (5.15% vs the anticipated 5%). A summary of the changes from 2017 proposed to final budget is reflected in the following table.

Summary of Expenditure Changes			
	Operating	**Capital/Fleet Replacement**	**Total**
Proposed Expenditure Budget	**$68,942,140**	**$26,280,892**	**$95,223,032**
Labor	164,751	-0-	164,751
Benefits	(67,463)	-0-	(67,463)
Materials	19,775	-0-	19,775
Total Changes	117,063	-0-	117,063
Final Proposed Expenditure Budget	**$69,059,203**	**$26,280,892**	**$95,340,095**

Ms. Warren reviewed the 2017 Operating Expenses by Division and Object. Ms. Mumm commented on the sound decision made by the Board to change the assumption of sales tax revenue growth to a 3.0% trend. Ms. Warren agreed and said that in fact a one-time $500,000 addition will be made to reflect current economic conditions. The only change to the 2017 revenue from proposed to final proposed budget is a $117,063 draw on cash because expenditures were increased by $117,063.

2017 cash and reserve analysis – STA will receive approximately $8.3M operating revenue over operating expense that will go toward capital activities. There will be a net decrease in cash of $5.2M if all of those capital projects are completed in 2017. That leaves a cash balance of $43M. Board designated reserves (Operating reserve, risk reserve and right of way reserve) totals $20.1M. Total 2017 estimated end of year cash balance after reserves is $22M to use to fund future capital projects. The narrated version of the 2017 Operating & Capital Budgets can be found on the STA website (www.spokanetransit.com).

Ms. Mumm moved to recommend the Board adopt by resolution, the final proposed 2017 Operating and Capital Budgets. The motion was seconded by Chair Waldref and passed unanimously.

C. BOARD DISCUSSION AGENDA

No items being presented this month.

6. REPORTS TO COMMITTEE

No items being presented this month.

7. COMMITTEE INFORMATION

A. CENTRAL CITY LINE UPDATE

As presented in packet.

8. CEO REPORT

Ms. Meyer reported:

- Elaine Chao is President Elect Trump's pick for department of transportation secretary. Ms. Chao was the deputy transportation secretary under the George H. W. Bush from 1989 to 1991 and was the labor secretary under George W. Bush from 2001 – 2009.
- STA's Black Friday ridership number is currently unknown due to a glitch that will hopefully be resolved soon.
- The final updated map of the results of the Proposition 1 ballot measure which ended up with a 55.8% in favor. Almost 100,000 people voted in favor of the ballot measure.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

None.

11. REVIEW OF FEBRUARY 1, 2017, COMMITTEE MEETING DRAFT AGENDA

As presented in packet.

12. NEXT MEETING –WEDNESDAY, FEBRUARY 1, 2017, 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 W BOONE AVENUE

13. ADJOURN

Chair Waldref adjourned the meeting at 11:22 a.m.

Respectfully submitted,

Angie Stephens by AS

Angela Stephens, Executive Assistant

DRAFT

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Draft Minutes of the November 30, 2016, Meeting
Southside Conference Room

MEMBERS PRESENT
Tom Trulove, City of Cheney*
Pamela Haley, City of Spokane Valley
Aspen Monteleone, City of Airway Heights
Rhonda Bowers, Labor Representative
Steve Blaska, Director of Operations
E. Susan Meyer, CEO (Ex-Officio)

MEMBERS ABSENT
Arne Woodard, City of Spokane Valley
Odin Langford, City of Liberty Lake
John Higgins, City of Medical Lake (Ex-Officio)
* Chair

STAFF PRESENT
Beth Bousley, Director of Communication & Customer Service
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance and Information Services
Steve Doolittle, Director of Human Resources
Susan Millbank, Community Ombudsman & Accessibility Officer
Don Reimer, Manager Maintenance and Facilities & Grounds
Allison Mitchell, Contracts Manager

GUESTS
Mike Kunder, 3939 Union Representative
Thomas Leighty, AFSME 1015 Representative

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1. CALL TO ORDER AND ROLL CALL

   Chair Trulove called the meeting to order at 1:31 p.m. Introductions were made.

2. PUBLIC EXPRESSIONS

   None.

3. COMMITTEE CHAIR REPORT

   None.

4. COMMITTEE APPROVAL

   A. Minutes of November 2, 2016 Committee Meeting

   Ms. Haley moved to recommend approval of the November 2, 2016, Committee meeting minutes. The motion was seconded by Ms. Monteleone and passed unanimously.

5. COMMITTEE ACTION

   A. Board Consent Agenda

      1. Award of Contract - Fuel Supply
      2. 2017 Service Revision Phase I – Final Recommendation
      3. STA's Affirmative Action Plan - Resolution
      4. Renewal of Spokane Police Department (SPD) Interlocal Agreement

      Chair Trulove asked if anyone had discussion on the items going to the Board Consent Agenda. None were forthcoming. He stated if the Performance Monitoring and External Relations (PMER) committee didn't need to discuss further, he would accept a motion to forward the Consent Agenda to the full Board.

      Ms. Monteleone made the motion to forward the Board Consent Agenda. The motion was seconded by Ms. Haley and passed unanimously.

   B. Board Discussion Agenda

      1. 2017 State Legislative Focus and Priorities

      Ms. Millbank informed that each year the Board of Directors adopts a State Legislative agenda to guide the CEO during the session as she communicates Spokane Transit (STA) interests and priorities to the legislature. During session, staff watch for and analyze legislation which may pose a threat or offer new opportunities to Spokane Transit.

      Ms. Millbank also advised members that the draft Spokane Transit Focus and Priorities for the 2017 Washington State Legislative Session is attached.

Ms. Millbank reported staff is asking the committee to review and recommend the Board approve the 2017 State Legislative Focus and Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring and External Relations Committee and the Board during the legislative session.

Chair Trulove asked if there were questions or comments. None were forthcoming.

Ms. Haley made a motion to move this item to the Board Agenda. Ms. Monteleone seconded. The item passed unanimously.

2. **Paratransit Contract Services Contract Modification and Extension**

Chair Trulove advised this item was discussed at length at the Board meeting and referred back to PMER for clarification. He stated that Mr. Blaska has provided a complete discussion for the committee and believes it answers the questions raised during the Board meeting.

Mr. Blaska reminded the committee that this item had been approved unanimously in the last committee meeting and was referred back to the committee based on discussion during the Board meeting. He reviewed the slides previously presented as background. Mr. Blaska recapped the impending expiration of the MV contract at the end of 2017. He stated staff must now begin negotiations for previously authorized extensions or begin the process for a new contract.

Mr. Blaska reported that MV approached STA for assistance in order to help meet the tasks being assigned by negotiating a more competitive salary structure. MV asked if STA would reopen the contract for the fifth year to allow them to improve their salary structure. Staff responded that STA would be amenable to considering their request if staff saw favorable treatment in an extension period.

MV's proposal met STA's objectives and puts MV in a better position to meet current projected tasks. It provides STA favorable terms during extension years and avoids the startup costs of a new contract. The proposed third extension year provides a benefit to STA because it extends the life of the Paratransit vehicles from the planned 7 years to 8 years. With that additional one-year extension, STA is timing the replacement of that fleet with the expiration of the contract with the current vendor. Mr. Blaska provided the proposal summary.

Mr. Blaska addressed the questions raised at the Board meeting (included in the packet) which fell into the following four basic concerns:

1. STA's policy
2. Operational and financial logic
3. Is the current contract fulfilling MV's obligations as communicated to STA in the original proposal
4. MV's overall performance

Discussion ensued.

Chair Trulove stated the question before the committee is should the Performance Monitoring and External Relations committee approve sending this enhanced version to the next Board meeting. He also asked if there were any changes or supplements suggested. None were forthcoming.

Ms. Monteleone motioned to move this item forward as it is presented. Ms. Haley seconded the motion and it passed unanimously.

6. REPORTS TO COMMITTEE

A. Draft Comprehensive Plan Work Program & Outreach Program

Mr. Otterstrom provided this report as information only and reported that the Planning and Development Committee reviewed it and made the recommendation to pass it on to the Board. Planning & Development thought the Performance Monitoring and External Relations committee should review the information before it comes before the entire Board throughout the course of next year.

Mr. Otterstrom provided an overview of the item and included attachments. He noted that thoughts or suggestion are welcome. Chair Trulove said a couple Board members had expressed frustration in the past year because they offered ideas they didn't think staff could consider right away. He suggested adding a slide as a template to show how the process works.

7. CEO REPORT

   A. Ms. Meyer advised that she and Mr. Otterstrom met with Ms. Linda Gehrke, the Region 10 Administrator for the Federal Transit Administration. Ms. Gehrke previously worked at Region 10 and had been in Denver since 2012 but when Mr. Krochalis retired, she returned. Ms. Meyer stated that Mr. Krochalis was a long-time supporter of and good council to STA. She said that Ms. Gehrke will receive STA's invitation to come meet with the Board, stating Ms. Gehrke had a lot of good ideas about of Central City Line project in terms of tactical and strategic approaches to be successful with the FTA Grant staff are seeking. Ms. Meyer advised it was a great meeting; Ms. Gehrke's staff had briefed her and she was on board and ready to go.

   B. Ms. Meyer stated the President Elect has named Elain Chao as Secretary of Transportation. Ms. Chao previously served as Transportation Deputy Secretary under George H. W. Bush from 1989 to 1991 and was Labor Secretary under George W. Bush from 2001 to 2009. As an aside, Ms. Meyer advised the articles that Ms. Meyer has read and the people she's talked to have talked about President Elect Trump's strategy for infrastructure funding. She stated STA's interest is just to make sure transit continues to be in the definition of infrastructure.

   C. Ms. Meyer said Karl Otterstrom completed his tally of the vote - 55.8% of voters in favor; 100% of jurisdictions voted yes; 70% of the precincts voted yes.

   D. Spokane Regional Transportation Council (SRTC) is searching for a new Executive Director. Ms. Meyer said Mr. Kevin Wallace has done an extraordinary job and has advanced SRTC. Mr. Wallace will be around to consult and he reports his likely consulting partners will be DOT and STA.

   E. Ms. Meyer told the committee that there are no numbers for Black Friday ridership yet; hoping it is a glitch and not lost permanently.

8. COMMITTEE INFORMATION

   A. October 2016 Financial Results Summary – *as presented.*

   B. November 2016 Sales Tax Revenue Information – *as presented.*

   C. October 2016 Operating Indicators – *as presented.*

   D. January 2017 Service Changes – *as presented.*

   E. 3rd Quarter 2016 Service Planning Input Report – *as presented.*

   F. Communications Update – *as presented.*

   G. STA's Holiday Services & Office Hours – *as presented.*

9. FEBRUARY 1, 2017 COMMITTEE PACKAGE AGENDA REVIEW

   Chair Trulove asked if there were any comments on the draft agenda for the next Committee meeting. None were forthcoming.

10. NEW BUSINESS

    None.

11. COMMITTEE MEMBERS' EXPRESSIONS

    None.

12. ADJOURN

    Chair Trulove adjourned the meeting at 2:32 p.m.

13. NEXT MEETING – WEDNESDAY, FEBRUARY 1, 2017, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Dana Infalt

Dana Infalt, Executive Assistant

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 MEETING OF

January 19, 2017

AGENDA ITEM 12. B. NOVEMBER 2016 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

SUMMARY: Attached are the November 2016 financial results. The emphasis is on what percent of the budget has been received or expended to date compared to where we are in the year. November equates to 92.0% of the year.

Revenue

Overall, revenue is at 95.6% of budget ($67.1M) which is above the expected ($58.2M).

Fares & Other Transit Revenue is below budget at 82.6%.
Sales Tax Revenue is slightly higher than the budget at 97.6%.
Federal & State Grants is higher than the expected budget at 98.4%.
Miscellaneous Revenue is higher than the expected budget at 119.8%.

Operating Expenses

Operating expenses at 83.7% of budget ($53.6M) are 11% below the expected amount of 92.0% ($59.9M).

Fixed Route	83.0% of budget expended
Paratransit	81.0% of budget expended
Vanpool	73.2% of budget expended
Plaza	84.8% of budget expended
Administration	79.6% of budget expended

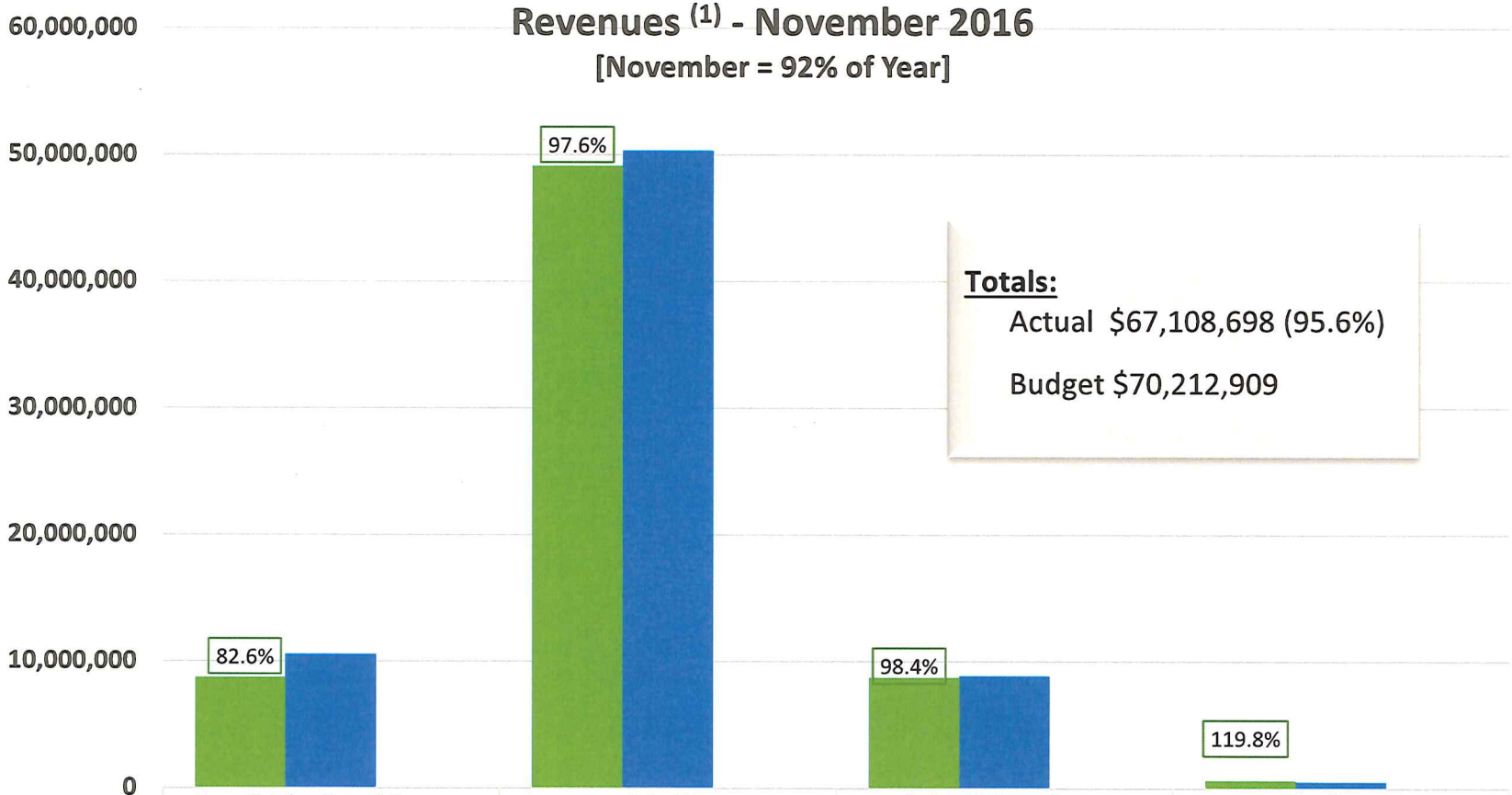
Operating expenses are greatly influenced by timing of payments. For example, only 45.3% ($2.1M) of the fuel budget has been spent to date and we expect that to change significantly as the year goes along.

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

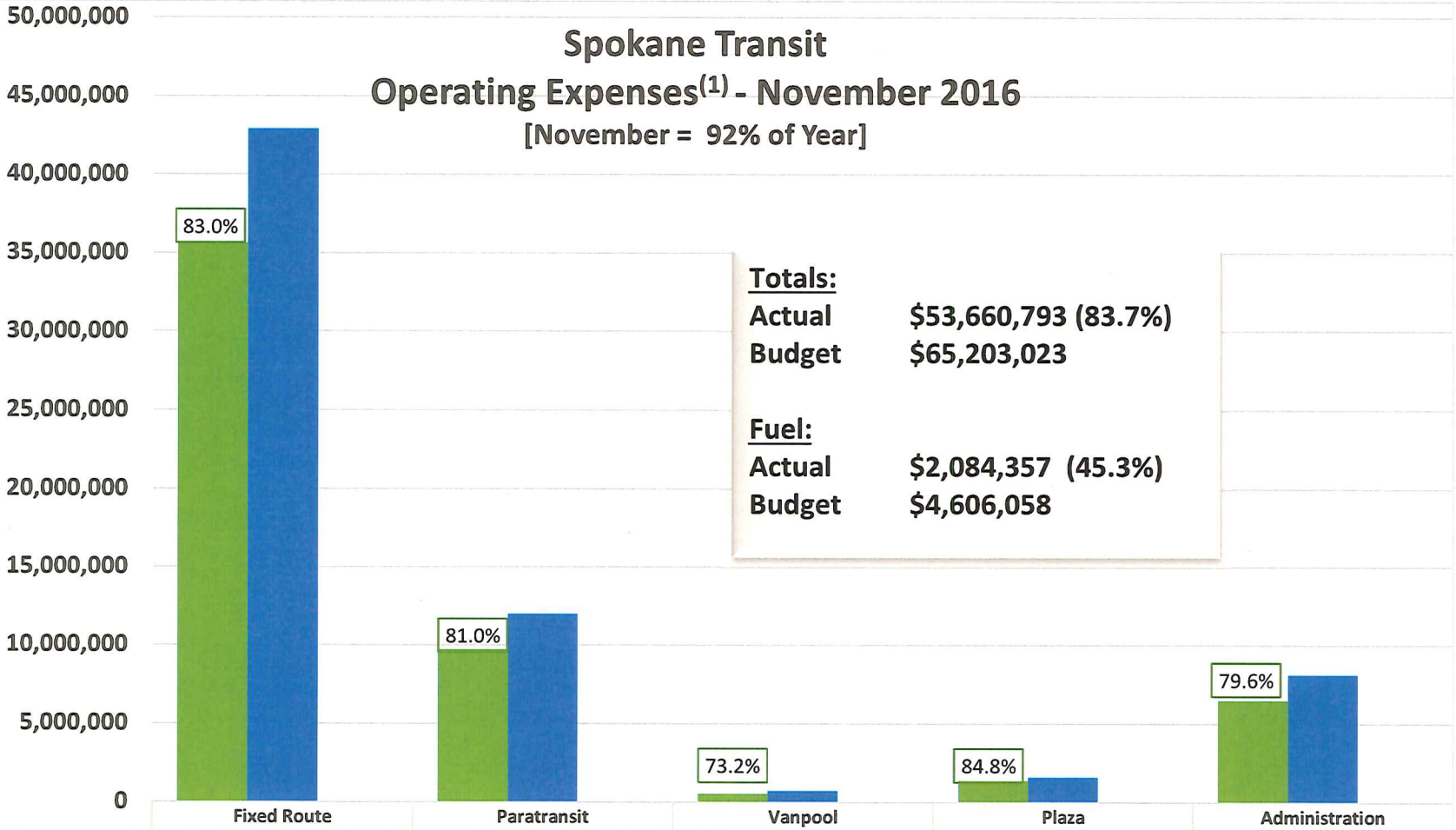
Division Head LLW Chief Executive Officer ESM Legal Counsel

Spokane Transit
Revenues [1] - November 2016
[November = 92% of Year]



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
ACTUAL	8,715,213	49,083,348	8,697,031	613,106
BUDGET	10,545,917	50,315,522	8,839,596	511,874
Percent Used	82.6%	97.6%	98.4%	119.8%

[1] Above amounts exclude grants used for capital projects. Year-to-date November 2016, state capital grant reimbursements total $728,724 and federal capital grant reimbursements total $710,855.



	Fixed Route	Paratransit	Vanpool	Plaza	Administration
ACTUAL	35,565,637	9,688,068	517,849	1,335,760	6,437,511
BUDGET	42,869,489	11,967,034	707,531	1,575,427	8,083,542
Percent Used	83.0%	81.0%	73.2%	84.8%	79.6%

(1) Operating expenses exclude capital expenditures of $9,614,589 and Street/Road cooperative projects of $115,968 year-to-date November 2016.

SPOKANE TRANSIT AUTHORITY

BOARD MEETING OF

January 19, 2017

AGENDA ITEM 12. C. DECEMBER 2016 SALES TAX REVENUE INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance & Information Services
Lynn Holmes, Financial Services Manager
Tammy Johnston, Budget and Accounting Manager

Attached is December 2016 sales tax revenue information.

December sales tax revenue, which represents sales for October 2016, was:

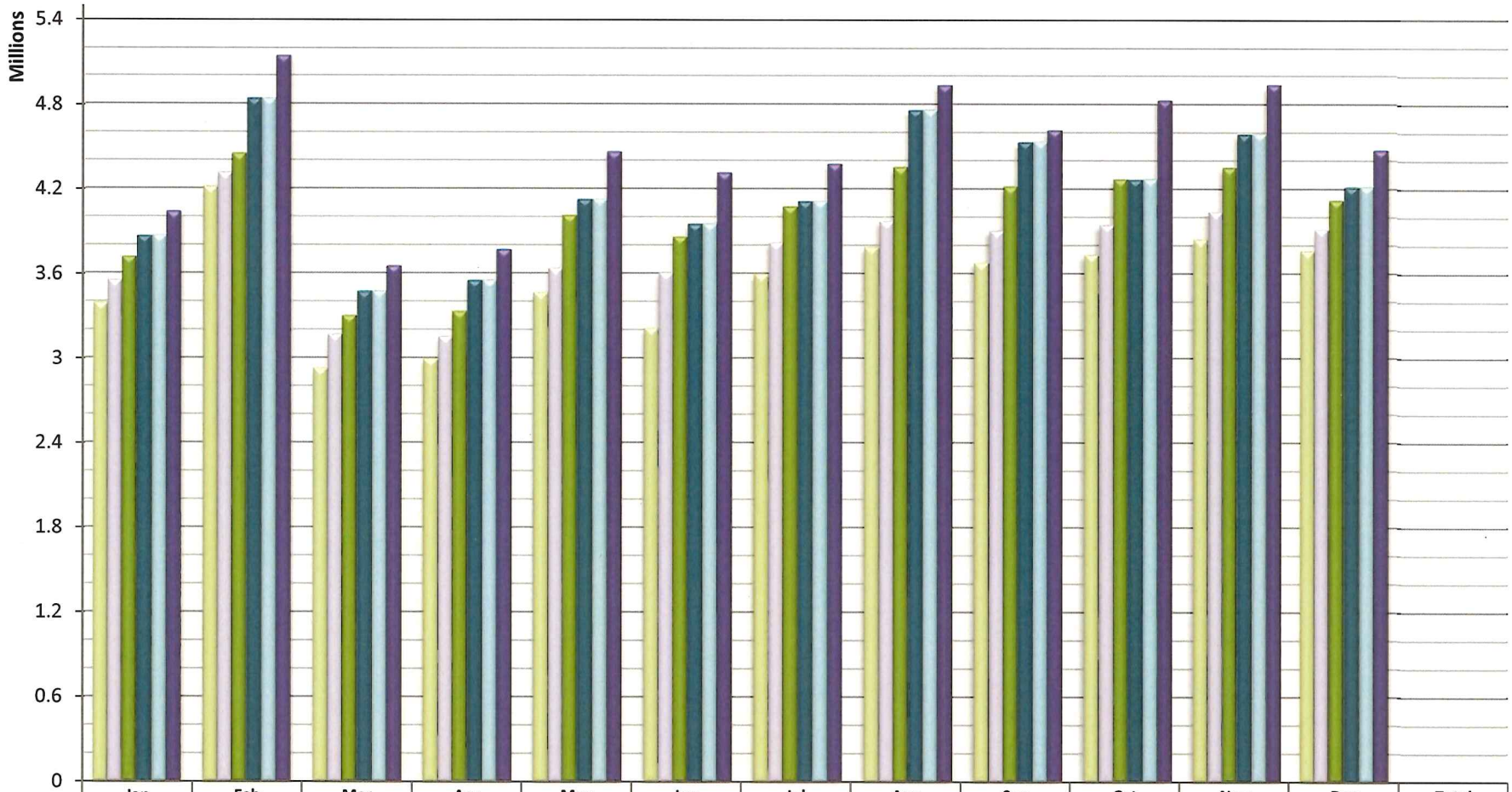
+6.3% over December 2015 actual
+6.5% YTD above budget
+6.6% above YTD actual

RECOMMENDATION TO BOARD: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head LLW Chief Executive Officer [signature] Legal Counsel [signature]

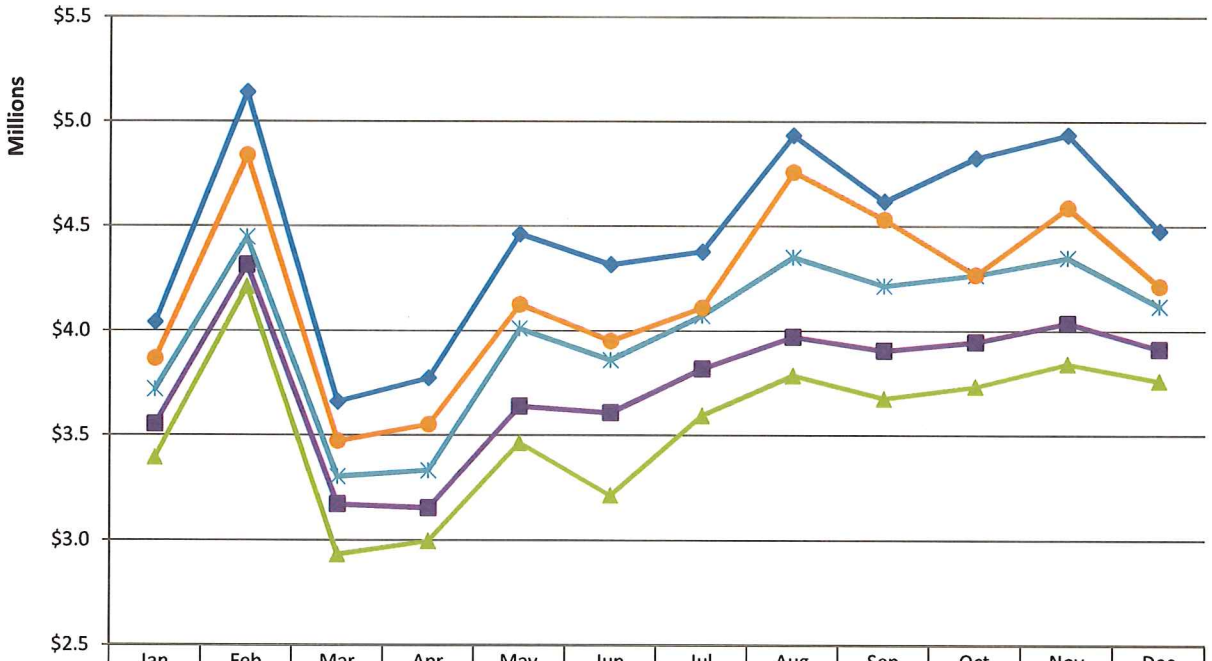
2012 - 2016 SALES TAX RECEIPTS [1]



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2012 Act.	3,393,162	4,210,587	2,931,140	2,995,322	3,464,079	3,214,084	3,595,195	3,786,787	3,677,285	3,733,831	3,842,726	3,761,526	42,605,722
2013 Act.	3,552,629	4,313,315	3,170,287	3,152,776	3,638,110	3,607,445	3,818,364	3,971,379	3,905,284	3,946,531	4,038,362	3,913,617	45,028,101
2014 Act.	3,717,183	4,445,759	3,303,019	3,331,820	4,010,737	3,860,469	4,073,091	4,352,108	4,215,907	4,267,406	4,349,765	4,119,702	48,046,965
2015 Act.	3,865,250	4,835,478	3,471,459	3,550,797	4,124,484	3,949,801	4,109,906	4,756,705	4,530,359	4,265,975	4,587,132	4,211,936	50,259,282
2016 Bud.	3,869,575	4,840,888	3,475,344	3,554,771	4,129,100	3,954,221	4,114,505	4,762,028	4,535,428	4,270,749	4,592,265	4,216,648	50,315,522
2016 Act.	4,040,342	5,138,043	3,659,616	3,772,996	4,462,273	4,315,784	4,378,473	4,933,936	4,618,531	4,826,474	4,936,883	4,477,725	53,561,075
$ Mo. Var.	175,092	302,566	188,156	222,199	337,789	365,983	268,567	177,231	88,172	560,499	349,751	265,789	
% Mo. Var.	4.5%	6.3%	5.4%	6.3%	8.2%	9.3%	6.5%	3.7%	1.9%	13.1%	7.6%	6.3%	
$ YTD Var.	175,092	477,657	665,814	888,013	1,225,801	1,591,784	1,860,351	2,037,582	2,125,754	2,686,253	3,036,004	3,301,794	
% YTD Var.	4.5%	5.5%	5.5%	5.6%	6.2%	6.7%	6.7%	6.2%	5.7%	6.5%	6.6%	6.6%	
% YTD Bud. Var.	4.4%	5.4%	5.4%	5.5%	6.1%	6.6%	6.5%	6.1%	5.6%	6.4%	6.5%	6.5%	

[1] Sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

Sales Tax Revenue History-December 2016(1)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	$3.4	$4.2	$2.9	$3.0	$3.5	$3.2	$3.6	$3.8	$3.7	$3.7	$3.8	$3.8
2013	$3.6	$4.3	$3.2	$3.2	$3.6	$3.6	$3.8	$4.0	$3.9	$3.9	$4.0	$3.9
2014	$3.7	$4.4	$3.3	$3.3	$4.0	$3.9	$4.1	$4.4	$4.2	$4.3	$4.3	$4.1
2015	$3.9	$4.8	$3.5	$3.6	$4.1	$3.9	$4.1	$4.8	$4.5	$4.3	$4.6	$4.2
2016	$4.0	$5.1	$3.7	$3.8	$4.5	$4.3	$4.4	$4.9	$4.6	$4.8	$4.9	$4.5

(1) Sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

Sales Tax Summary (with Mitigation for All Jurisdictions)
December 2016

	YTD 2015	YTD 2016	$ CHANGE	% CHANGE
LIBERTY LAKE	2,611,463	3,106,803	495,340	19.0%
CHENEY	1,156,837	1,362,362	205,525	17.8%
MILLWOOD	$ 432,363	$ 475,008	$ 42,645	9.9%
SPOKANE VALLEY	18,723,838	20,223,013	1,499,176	8.0%
SPOKANE COUNTY	23,181,184	24,910,966	1,729,782	7.5%
PFD	8,881,642	9,497,987	616,345	6.9%
STA	50,259,282	53,561,075	3,301,794	6.6%
SPOKANE	40,518,637	42,586,342	2,067,705	5.1%
AIRWAY HEIGHTS	1,655,155	1,696,784	41,630	2.5%
MEDICAL LAKE	274,143	275,933	1,789	0.7%
ALL	**$ 147,694,543**	**$ 157,696,275**	**$ 10,001,731**	**6.8%**