

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, November 9, 2022
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2499 613 6102 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
 - A. Minutes of the ~~October 12, 2022~~, September 7, 2022, Committee Meeting – Corrections/Approval
 - B. Additional Funding Request for Double-Decker Buses (*Rapez-Betty*)
 - C. Additional Funding Request for Paratransit Vans (*Rapez-Betty*)
5. Committee Action/Discussion (15 minutes)
 - A. Board Consent Agenda
 - i. Downtown Layover Lease Agreement Approval (*Otterstrom*)
 - ii. Project Office Lease Agreement Approval (*Otterstrom*)
6. Committee Chair Reports (20 minutes)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
7. Board of Directors Draft November 17, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
8. Board Operations Committee Draft December 7, 2022, Meeting Agenda – Information (*Meyer*) (5 minutes)
9. CEO Report (15 minutes)
10. New Business
11. Adjourn
12. Next Committee Meeting: Wednesday, December 7, 2022, at 1:30 p.m. via WebEx

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY: At this time, the Board Operations Committee will review the meeting agenda.

RECOMMENDATION TO COMMITTEE: Approve agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 4A : MINUTES OF THE SEPTEMBER 7, 2022, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Amie Blain, Executive Assistant to the Chief Financial Officer

SUMMARY: The September 7, 2022, meeting minutes are attached for your information and correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the September 7, 2022, Meeting
Via Webex Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Airway Heights), *Chair*
Al French, Spokane County, *Planning &
Development Committee Chair*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley,
*Performance Monitoring & External
Relations Committee Chair*
Lori Kinnear, City of Spokane, *Chair Pro Tem*

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson,
Van Wert & Oreskovich, P.C.

STAFF ABSENT

None

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Mr. French moved to approve the agenda as presented, Chair Grover seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Grover mentioned he enjoyed last week's WSTA Conference, and he shared the positive feedback he received regarding STA.

4. COMMITTEE ACTION

a. July 13, 2022, Committee Minutes

Mr. French moved to approve the July 13, 2022, Committee meeting minutes as submitted, Chair Grover seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom shared that the 5310 project updates, Title IV outreach efforts, and DivisionConnects Phase 2 updates were presented during the committee meeting.

b. Pam Haley, Chair, Performance Monitoring & External Relations (PMER)

Mr. Rapez-Betty shared that the On-Call Architectural and Engineering Consulting Services contract award, 2021 Fixed Route System Performance Report, 2nd Quarter 2022 Performance Measures, and Fare Collection System Update were presented during the committee meeting.

6. STRATEGIC PLANNING WORKSHOP UPDATE

Ms. Meyer noted the next Board Workshop will occur the same day as the next Board Meeting on September 15, from 11:30 a.m. to 1:15 p.m. The meeting will be in-person with a virtual option. The meeting purpose is to provide the Board with an update on STA's strategic planning efforts since the previous Board Workshop in July, request the Board to finalize the Vision Statement, and find concurrence on draft strategic plan goals and sample strategies. Chair Grover asked about the process and how it has been progressing. Ms. Meyer shared that STA has conducted listening sessions with riders and community organizations, such as the ARC of Spokane. The information gathered from those listening sessions will be included in the report at the Board Workshop next week. Ms. Meyer and Ms. Liard shared that STA has received almost 850 responses to the community survey, and a summary of those responses will also be shared at next week's meeting.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 15, 2022

Mr. French moved to approve the Board of Directors agenda as presented, Chair Grover seconded, and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 12, 2022

There were no questions or comments.

9. CEO REPORT

Ms. Meyer shared updates for the State Public Transportation Conference held at the Davenport Grand Hotel. STA staff hosted multiple sessions and provided tours of the Plaza, City Line, and Division Line. FTA Administrator Nuria Fernandez attended the event. The bus service for Spokane Public Schools successfully launched yesterday for the first day of school. The Spokane Public School District is providing students with zero fare summer passes for the month of September, to bridge the time between the current zero fare pass program and the Connect zero fare card program beginning October 1. Ms. Meyer presented the service changes initiated on Sunday, August 28. Subway has renewed its lease at the Plaza, with an opening date of October 1. The Rotunda and former Pizza Rita space is available. STA has an immediate opening for a Fixed Route Senior Manager position. The APTA TRANSform Conference is taking place October 9-13, and Board

members are invited to attend. The amendment to the Interlocal Agreement between STA and the Spokane Police Department will be presented to the Board in October. Chair Grover thanked Ms. Meyer and her team for their efforts, and he stated he is looking forward to the APTA conference in Seattle.

10. NEW BUSINESS

Ms. Kinnear joined the meeting at 1:45 p.m.

Ms. Kinnear stated that the City of Spokane will be voting on a camping ordinance that may impact the Plaza. The City is actively recruiting to fill the fifty vacant police officer positions.

11. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 1:50 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 4B : ADDITIONAL FUNDING REQUEST FOR DOUBLE-DECKER BUSES

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Staff is seeking board approval to procure double-decker buses at an overall price over the current budgeted amount of \$8.24 million. Budgeted purchases in excess of 10% of a project budget require board authorization.

BACKGROUND: The *STA Moving Forward Plan*, as approved by the STA Board in 2014, and amended in 2016, called for a complement of improvements to service, infrastructure, and vehicles to service between Spokane and Cheney as part of a strategy to invest in High Performance Transit (HPT) corridors. The enhanced buses for the Cheney corridor were reflected in the 2017-2022 Capital Improvement Program as seven double-decker buses that would be put in service in 2022, and replace 60' articulated coaches that would have reached their useful life.

In May 2020, the STA Board of Directors approved the Cheney Line Infrastructure and Alignment Plan (Cheney Line plan) which provides more details as to the implementation of HPT service in the Cheney corridor. This included an evaluation that recommended the use of double-decker buses on Routes 6 and 66, the primary services in the Cheney corridor.

The approved 2023-2028 Capital Investment Program (CIP) includes the replacement of seven 60' articulated coaches with higher capacity double-decker buses (DDB), under CIP Project #533 with a project budget of \$8.24 million, based on cost estimates developed in 2018, for delivery in 2022. Funding for the project includes \$3.19 million in WSDOT Regional Mobility Grant funding awarded to the "Cheney HPT Corridor Improvements & Vehicle Acquisition project" and \$2.95 million in federal transit funds awarded to STA for the acquisition of double-decker buses.

A recent quote proposal from Alexander Dennis, Inc. to procure the DDBs in 2025, off the Washington State Department of Enterprise Services (DES) contract indicated the total cost would be approximately \$0.8M higher than the previously estimated price in the 2022-2027 CIP as shown in the table below.

Description	Unit Price	Total Price (x7)
Approved CIP #533 Budget		\$8,240,000
Base price (rounded)	\$1,158,410	\$8,108,870
Configurables and Contingency (10%)	\$115,841	810,900
Testing/Training/Publications		<u>110,000</u>
Revised Project Budget	\$1,274,251	\$9,029,770
Requested Authority		(\$789,770)

The price difference between the estimate reflected CIP project budget and the new price can primarily be explained by the 10% contingency (\$810,900) to account for some unknown costs in a number of the configurables (e.g., Traffic Signal Control System, A-Pillar Cameras, Monitors, and the INIT Fare System).

Subject to Board approval of the purchase order, the increased project budget will be reflected in the CIP developed next year for the period of 2024-2029, with an expectation of project expenditures in 2025.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize an increase of \$789,770 in CIP Project 533 establishing a new budget total of \$9,029,770 for the purchase of seven double-decker buses from Alexander Dennis, Inc. in 2025.

Bringing a new dimension
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SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 4C : ADDITIONAL FUNDING REQUEST FOR PARATRANSIT VANS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Staff is seeking Board approval for:

- 1) A capital project budgetary increase for CIP #485 to accommodate the expected amounts required to procure paratransit vans at an overall price in excess of the current budgeted amount of \$1,338,793, and
- 2) Authority to procure 7 paratransit vans, originally slated for 2023, in 2022 in the amount of \$882,000 under CIP #487.

Budgeted purchases in excess of 10% of a project budget require board authorization.

BACKGROUND: In September 2021, STA issued a Purchase Order (PO) to Northwest Bus Sales, leveraging the Washington State Department of Enterprise Services (DES) master contract, for the procurement of fifteen (15) StarCraft Allstar Shuttle Buses as part of its fleet replacement cycle as part of CIP #485 – 2022 Paratransit Fleet Replacement. The total cost for this purchase was \$1,275,041.

The original PO had an estimated delivery window of Spring 2022; however, due to supply chain issues and lack of availability of the necessary components to build the vans, Northwest Bus Sales notified STA that the delivery window would need to be extended with a new estimated delivery of late 2022 to early 2023.

In June 2022, STA was notified of a pending price increase to DES master contract 06719 for all body on chassis (BOC) vehicles. DES received justification for the price increase from the BOC maker, Forest River, asking for a 71.32% increase in the contract pricing. DES reviewed the documentation and after an in-depth analysis determined there was sufficient justification for a 50.07% increase. The increase went into effect on July 1, 2022. To help offset the increase and to be a collaborative partner, Northwest Bus Sales applied a credit of roughly \$2,000 per van. After the credit, the overall result was a 48.23% increase to STA's original PO and a new total of \$1,890,000, as depicted in the following table.

Description	Unit Price	Total Price (x15)
Approved CIP #485 Budget – 2022 van replacement		\$1,338,793
Base price (rounded)	\$126,000	\$1,890,000
Revised Project Budget		\$1,890,000
Requested Authority		\$ 551,207

In September 2022, Northwest Bus Sales notified STA of the opportunity to purchase seven (7) additional StarCraft Allstar Shuttle Buses currently in Forest River's production line. These additional vehicles would deliver in late 2022 to early 2023 along with the fifteen (15) vehicles currently on order and would be at the same cost of \$126,000 each. With a shortage of chassis and the ensuing delays in producing BOC vehicles, staff recommend securing these additional vehicles, at this time, to ensure STA is able to partially meet the timely replacement of its paratransit van fleet under CIP #487 – 2023 Paratransit Fleet Replacement. These proposed changes are outlined in the table below.

Description	Unit Price	Total Price
Approved CIP #487 Budget – 2023 van replacement (x15 vans)		\$1,236,345
Base price (rounded) – 7 vans	\$126,000	<u>\$ 882,000</u>
Remaining Budget		\$ 354,345
Vans to be purchased in 2023 (x8 vans)	\$126,000	<u>\$1,008,000</u>
Forecasted Project Shortfall		(\$ 653,655)
Revised Project Budget in 2023		\$1,890,000

The increased project budget for CIP #487 – 2023 Paratransit Fleet Replacement has been reflected in STA's proposed 2023 operating and capital budget.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, an increase to the overall project budget for CIP #485 of \$551,207 for a revised total of \$1,890,000. Further, recommend the Board authorize staff to acquire seven paratransit vans from Northwest Bus Sales for an amount not to exceed \$882,000 for delivery in late 2022 or early 2023 under CIP #487.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 5Ai : DOWNTOWN LAYOVER LEASE AGREEMENT APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer
Tara Limon, Associate Transit Planner

SUMMARY: Spokane Transit is seeking to lease a portion of the ground floor of the former Greyhound bus station at 1125 W. Sprague Avenue, along with access to nearby private restrooms, from Cowles Real Estate Company for purposes of providing layover facilities for coaches and operators assigned to Route 25 Division. Provision of this layover facility is in alignment with the *STA Moving Forward* plan. Board approval is required to grant CEO authority to enter into a lease agreement of real property.

BACKGROUND: Route 25 Division is one of STA's busiest routes, and historically has faced chronic reliability issues, due in part to the fact that all layover activity occurred at its northern terminal at Hastings Park and Ride. Layover is considered scheduled times in which the bus stages for its next trip, helps ensure the operator has opportunities to eat and use the restroom, and improves the schedule adherence of subsequent trips. Without layover in downtown, delays experienced in the inbound (or southbound) direction would carry over into the outbound trip. It also impacted operators, as the schedule limited opportunities for restroom breaks.

One of the projects of the *STA Moving Forward* plan was to "Improve reliability for bus service on Division and Sprague." The *STA Moving Forward* project also included funding for downtown layover, as curb space constraints at the Plaza don't allow layover to be accommodated during most days and times. Based on the approval of funding for *STA Moving Forward*, STA investigated several sites for layover for Route 25 Division, including both on-street and off-street options. The route is typically assigned larger, 60-foot coaches and runs every 15 minutes for most of the day, making for a larger, more active layover. Despite the best efforts of staff, a permanent layover facility was not secured in 2017.

In September 2017, STA revised schedules, increasing the number of buses assigned to operate Route 25 Division to provide sufficient time for a downtown layover. Given the lack of a permanent solution, STA repurposed a longstanding layover location on Second Avenue at Lincoln Street for Route 25 Division. While the use of an existing layover minimized impacts to on-street parking, the frequency of use and size of vehicle increased instances of concerns both from nearby businesses and City of Spokane Street Operations Department. After several years, an additional investigative effort was undertaken. Consequently, and with support from the Street Operations Department, layover was shifted to Adams Street between Sprague and First Avenue in June 2021.

Like the earlier interim layover location, operational concerns with the Adams Street layover have surfaced, including impacts to the nearby KHQ building's parking and loading dock. STA once again explored options, and earlier this year, reached out to the Cowles Real Estate Company about potential use of the former Greyhound Station at 1125 W. Sprague Avenue (Spokane County Parcel No. 35192.0301). In the recent past, the facility was primarily used for staging vehicles for daily newspaper delivery. With their new publishing plant located in Spokane Valley, the former Greyhound Station has become more available. The Cowles Real Estate Company expressed a willingness to explore options to allow use of the facility, primarily the covered drive lanes that were used for many decades as the loading zones for intercity buses.

Through a positive negotiations process, Cowles Real Estate Company has agreed to lease, through a site license agreement, a portion of the covered drive lanes of the former bus station. The site license would also provide STA with access to private restrooms maintained by the Company in the former publishing plant between Madison and Monroe Street north of Sprague Avenue. The annual lease as proposed, is \$7,300 and provides either party to terminate with appropriate notice. Subject to Board approval, STA expects to execute the agreement in November and begin using the layover shortly thereafter.

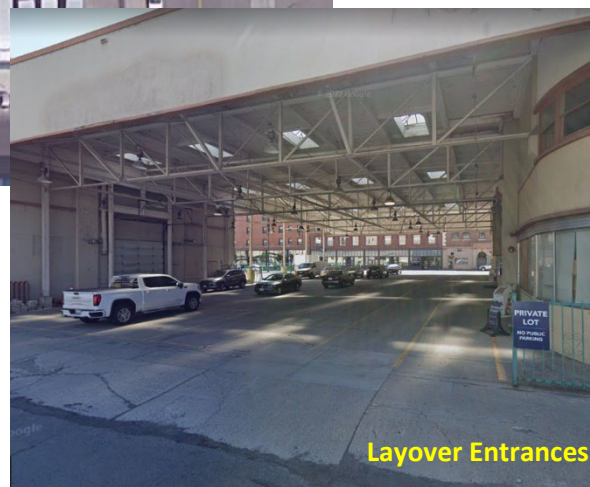
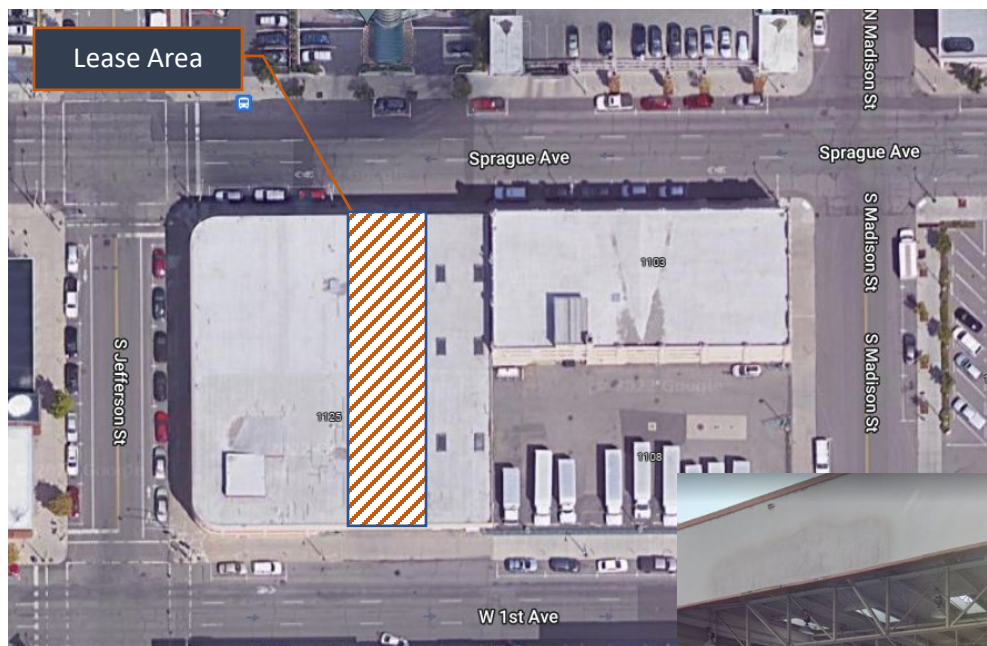
RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to enter into a downtown layover site license agreement with Cowles Real Estate Company for up to \$7,300 annually.

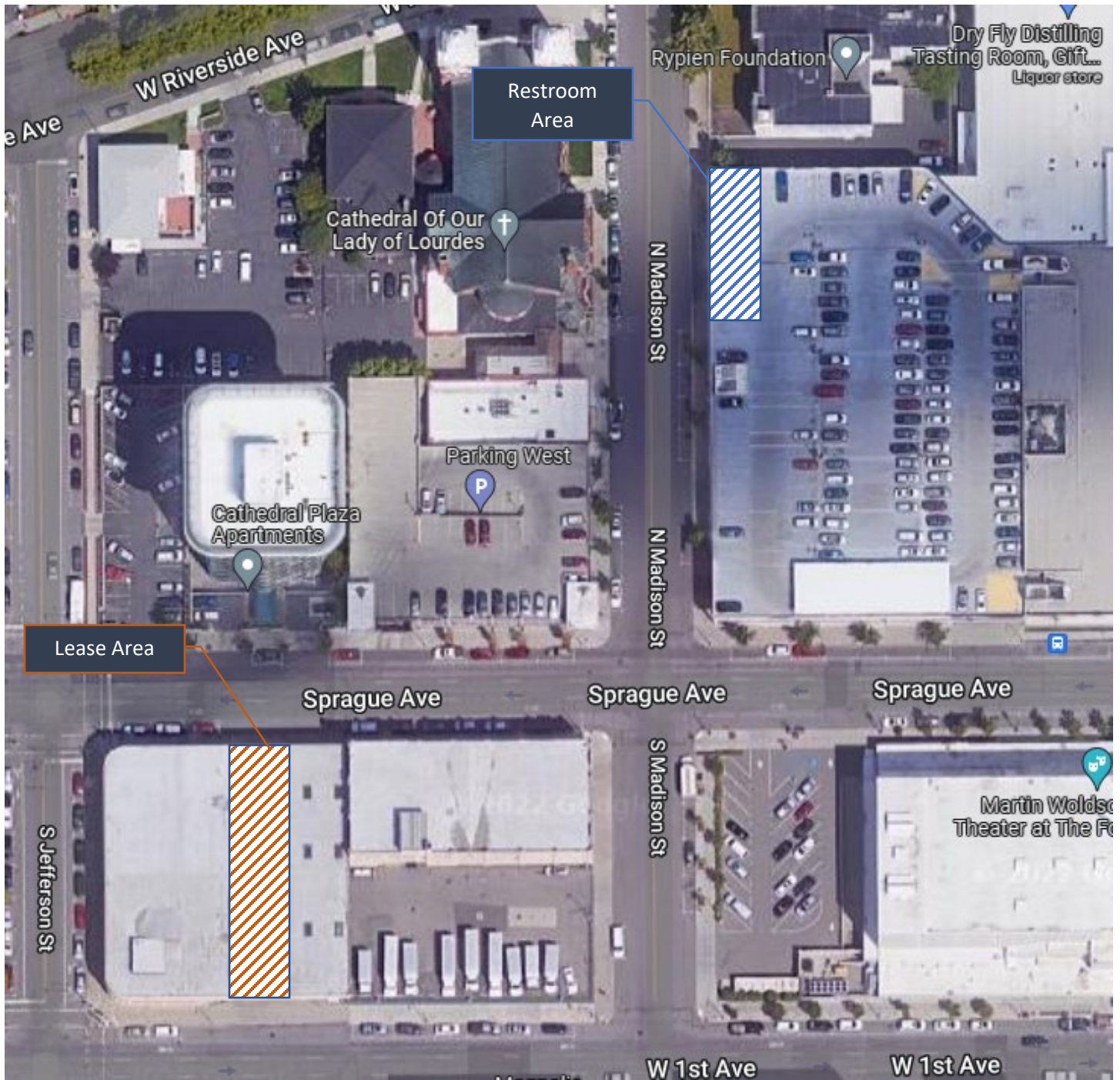
Downtown Spokane Layover Lease of Property

Property Fact Sheet

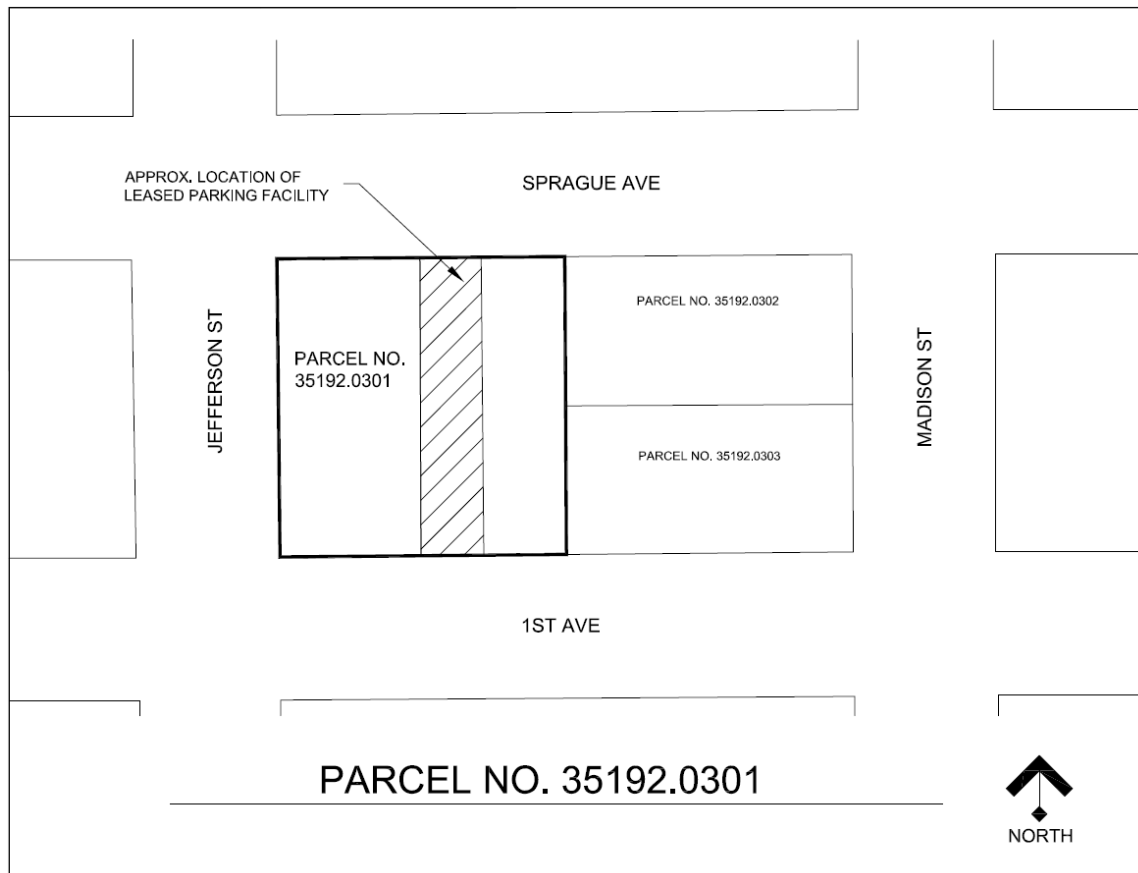
Owner Information	
Property Owner:	Cowles Real Estate Company
Owner Address:	999 West Riverside Avenue Spokane WA, 99201
Property Information	
Site Address:	1125 West Sprague Avenue Spokane WA 99201
Parcel Number(s):	35192.0301
Property Size:	23,250 sq. ft. (total)
Property Lease	
Lease Area:	3,900 Sq. Ft.
Lease Dimensions:	25 ft. wide by 156 ft. in length
Annual Lease Cost	
\$7,300	

Note, an off-site restroom is available for operators at all hours located at the Madison entrance of parcel number 35183.1017.





Lease Location:



Restroom Location:



SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 5Aii : PROJECT OFFICE LEASE AGREEMENT APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Dan Wells, Deputy Director of Capital Development

SUMMARY: STA is seeking to negotiate and execute a lease to continue the City Line Project office beyond December 31, 2022, for a term of one year.

BACKGROUND: In February 2020, STA executed Task Order #27 with Coffman Engineering (Prime) and Hill International (Sub-Consultant) for Construction Administration and Construction Management for the City Line project. As part of Task Order #27, Hill International was tasked with procuring a project office that was centrally located for the project and could be shared with STA and STA's contractors and eventually executed and held the lease.

In coordination with STA, Hill International procured a project office in the University District at the Schade Tower, located at 528 East Spokane Falls Boulevard with NAI Black. The project office consists of approximately 5,303 square feet and accommodates STA's and Hill International's project management teams and the lease costs approximately \$6,500.00 per month. The lease is scheduled to expire on December 31, 2022.

As civil construction is substantially complete, and only a few amenities remain to be installed in early 2023, the need for the project office has lessened. However, as the project isn't scheduled for revenue service launch until July 2023 and implementation and closeout activities remain, STA desires to continue the lease directly with NAI Black until December 31, 2023. Staff have negotiated a new monthly cost of approximately \$6,808.00 per month, pending final negotiation, which represents a 4.7% increase over the current lease amount. The approximate annual lease cost is \$81,696.00 at a rate of \$15.40 per square foot. Additionally, Staff have proposed a 3% increase for three optional renewal periods should the need for the project office remain.

The cost for the one-year lease has been included in the City Line project's financial forecast.

Staff recommend that the STA Board of Directors approve the project office lease agreement for an amount of approximately \$6,800.00 per month, pending final negotiation with the property manager, for the period January 1 to December 31, 2023.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve the Project Office Lease Agreement for a one-year term, plus three, one-year options.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 6A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the November 2, 2022, and Draft November 30, 2022, committee meeting agendas as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 2, 2022
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2493 352 9798 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the October 5, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. 2023 Action Plan Approval *(Otterstrom)*
 - B. Board Discussion Agenda – *none*
5. Reports to Committee *(30 minutes)*
 - A. Proposed Draft 2023 Operating and Capital Budgets *(Liard)*
 - B. Draft 2023 Planning & Development Committee Work Program *(Otterstrom)*
 - C. Five Mile Mobility Hub Study Overview *(Otterstrom)*
 - D. South Logan Transit Oriented Development Plan Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information *(10 minutes)*
 - A. Federal Transit Administration Section 5310 Funding Call for Projects Update *(Otterstrom)*
8. Review November 30, 2022 (December), Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, November 30, 2022 (**December**), at 10:00 a.m. via Webex

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 30, 2022 (December)
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the November 2, 2022, Committee Meeting -- *Corrections/Approval*
 - B. 2023 Planning and Development Committee Work Program Approval (Otterstrom)
4. Committee Action (30 minutes)
 - A. Board Consent Agenda
 1. Federal Transit Administration Section 5310 Funding Recommendation (Otterstrom)
 2. Division Street Bus Rapid Transit Steering Committee Charter Approval (Otterstrom)
 3. State Buses and Bus Facilities Grant Application Approval (Otterstrom)
 - B. Board Discussion Agenda
 1. Final Proposed 2023 Operating and Capital Budgets (Liard)
(Adoption at December Board meeting)
5. Reports to Committee
6. CEO Report (E. Susan Meyer) (15 minutes)
7. Committee Information
8. Review February 1, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, February 1, 2023, at 10:00 a.m. via Webex
(No January Meeting)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 6B : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pamela Haley, Chair, Performance Monitoring & External Relations

SUMMARY: At this time, the Committee Chair will review the November 2, 2022, and Draft November 30, 2022, committee meeting agendas as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

November 2, 2022
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [NOVEMBER COMMITTEE MEMBER LINK](#)

General Public: [NOVEMBER GUEST & ATTENDEE LINK](#)

Audio Conference: Call the number below and enter the access code.
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AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(15 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the October 5, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(30 minutes)*
 - A. Board Consent Agenda
 1. Passenger Shelter Award of Contract *(Otterstrom)*
 2. Approval of 2021-2023 Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services *(Williams)*
 3. Workers' Compensation Legal Services Award of Contract *(Williams)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee
 - A. Third Quarter 2022 Performance Measures *(Rapez-Betty)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. September 2022 Operating Indicators *(Rapez-Betty)*
 - B. September 2022 Financial Results Summary *(Liard)*
 - C. October 2022 Sales Tax Revenue *(Liard)*
 - D. Third Quarter 2022 Service Planning Input Report *(Otterstrom)*
 - E. STA's Holiday Services & Office Hours *(Infalt)*
8. Review November 30, 2022, Committee Meeting Agenda (December meeting)
9. New Business
10. Committee Members' Expressions *(15 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, November 30, 2022 **(December meeting)**, at 1:30 p.m. via WebEx

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

November 30, 2022 (December Meeting)

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(15 minutes)*
3. Committee Action *(15 minutes)*
 1. Minutes of the November 2, 2022, Committee Meeting -- *Corrections/Approval*
 2. Cheney Line Corridor Improvements Scope of Work *(Otterstrom)*
 3. Recommendation to Appoint New Member to the Citizen Advisory Committee *(Rapez-Betty)*
4. Committee Action *(30 minutes)*
 - A. Board Consent Agenda
 1. 2023 Performance Measures *(Rapez-Betty)*
 - B. Board Discussion Agenda
 1. Draft 2023 State Legislative Priorities *(Rapez-Betty)*
5. Reports to Committee *(none)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. October 2022 Operating Indicators *(Rapez-Betty)*
 - B. STA Outreach Update *(Rapez-Betty)*
 - C. October 2022 Financial Results Summary *(Liard)*
 - D. November 2022 Sales Tax Revenue *(Liard)*
 - E. *January 2023 Service Changes (Otterstrom)*
8. Review February 1, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(15 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, February 1, 2022, at 1:30 p.m. via WebEx

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 7 : BOARD OF DIRECTORS MEETING AGENDA NOVEMBER 17, 2022 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for November 17, 2022, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

BOARD MEETING

Thursday, November 17, 2022

1:30 – 3:00 p.m.

STA Boardroom

1230 W Boone Avenue, Spokane, WA

with a Webex Video Conference Option

WebEx Video Conference Joining Option:

Board Members: [November Board Member Link](#)

General Public: [November Guest Link](#)

Audio Conference: 1-408-418-9388; Event #: tbd Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Public Hearing: *30 minutes*
 - A. Connect 2035 – Phase 1 Draft Strategic Plan - (Monique Liard)
Comments may be addressed to Kathleen Weinand at kweinand@spokanetransit.com
(Action at the December Board meeting)
 - B. Proposed Draft 2023 Operating and Capital Budgets (Monique Liard)
Comments may be addressed to budget@spokanetransit.com (Action at the December Board meeting) <https://vimeo.com/761568254/59fbefcbb3>
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the October 20, 2022, Board Workshop – Corrections/Approval
 - B. Minutes of the October 20, 2022, Board Meeting – Corrections/Approval
 - C. October 2022 Vouchers (*Monique Liard*)
 - D. 2023 Action Plan Approval (*Karl Otterstrom*)
 - E. Downtown Layover Lease Agreement Approval (*Karl Otterstrom*)
 - F. Project Office Lease Agreement Approval (*Karl Otterstrom*)
 - G. Passenger Shelter Award of Contract (*Karl Otterstrom*)
 - H. Workers' Compensation Legal Services Award of Contract (*Nancy Williams*)
 - I. 2021-2023 Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services: Approval (*Nancy Williams*)
6. Board Report – *10 Minutes*
 - A. City Line Project Update (*Karl Otterstrom*)
7. Board Action - Other: *20 minutes*
 - A. **Additional Funding Request for Double-Decker Buses (*Brandon Rapez-Betty*)**
 - B. **Additional Funding Request for Paratransit Vans (*Brandon Rapez-Betty*)**
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)

STA Board Meeting Agenda

November 17, 2022

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10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. 3rd Quarter 2022 Performance Measures-Results (*Brandon Rapez-Betty*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. September 2022 Financial Results Summary (*Monique Liard*)
 - C. October 2022 Sales Tax Revenue (*Monique Liard*)
 - D. September 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Draft 2022 Planning & Development Committee Work Program (*Karl Otterstrom*)
 - F. Five Mile Mobility Hub Study Overview (*Karl Otterstrom*)
 - G. Federal Transit Administration Section 5310 Funding Call for Projects Update (*Karl Otterstrom*)
 - H. South Logan Transit Oriented Development Plan Update (*Karl Otterstrom*)
 - I. Third Quarter 2022 Service Planning Input Report (*Karl Otterstrom*)
 - J. STA's Holiday Services & Office Hours (*Dana Infalt*)
13. New Business: (*none*)
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Etter, M^cMahon, Lamberson, Van Wert & Oreskovich, P.C.*): (*20 minutes*)
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
16. Adjourn

Cable 5 Broadcast Dates and Times of November 17, 2022, Board Meeting:

Saturday, November 22, 2022	4:00 p.m.
Monday, November 24, 2022	10:00 a.m.
Tuesday, November 24, 2022	8:00 p.m.

Next Committee Meetings (Virtual via WebEx) Wednesday:

Planning & Development	November 30, 2022, 10:00 a.m.
Performance Monitoring & External Relations	November 30, 2022, 1:30 p.m.
Board Operations	December 7, 2022, 1:30 p.m.

Next Board Meeting (In Person w/Hybrid Option):

Thursday, December 15, 2022, 1:30 p.m.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 8 : BOARD OPERATIONS COMMITTEE DRAFT DECEMBER 7, 2022, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for December 7, 2022, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, December 7, 2022
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: Click here to join the meeting

General Public: Click here to join the meeting

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xxxx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
 - A. Minutes of the November 9, 2022, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (15 minutes)
 - A. Board Consent Agenda
 - i. FTA Section 5310 Funding Recommendation (*Otterstrom*)
6. Committee Chair Reports (20 minutes)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
7. Board of Directors Draft December 15, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
8. Board Operations Committee Draft January 11, 2023, Meeting Agenda – Information (*Meyer*) (5 minutes)
9. CEO Report (15 minutes)
10. New Business
11. Adjourn
12. Next Committee Meeting: Wednesday, January 11, 2023, at 1:30 p.m. via WebEx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 9 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 10: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Board Operations.

RECOMMENDATION TO COMMITTEE: Information only.