

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, January 11, 2023
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: 2488 902 2324 | Password: 2023

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Kinnear*)
3. Chair's Comments (*Kinnear*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
 - A. Minutes of the December 7, 2022, Committee Meeting – Corrections/Approval
5. Approval for Board Member Travel to APTA 2023 – Recommendation (*Meyer*) (5 minutes)
6. Appointment of Board Members & Chairs to P&D and PMER Committees – Recommendation (*Kinnear*) (5 minutes)
7. Award of Contract for Drug and Alcohol Testing and DOT Physicals – Recommendation (*Williams*) (5 minutes)
8. July 2023 Service Revisions: Draft Recommendation – Information (*Otterstrom*) (15 minutes)
9. Board of Directors Draft January 19, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
10. Board Operations Committee Draft February 8, 2023, Meeting Agenda – Information (*Meyer*) (5 minutes)
11. CEO Report (15 minutes)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, February 8, 2023, 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

January 11, 2023

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 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

January 11, 2023

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 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

January 11, 2023

AGENDA ITEM 4A : MINUTES OF THE DECEMBER 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 December 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 December 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*
Pamela Haley, City of Spokane Valley,
Performance Monitoring & External Relations Committee Chair
Lori Kinnear, City of Spokane, *Chair Pro Tem*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

None

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

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, Ms. Haley seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Grover stated this is his final Board Operations Committee meeting as Chair. He thanked everyone for serving STA throughout the year and stated he is looking forward to the Board meeting next week.

4. COMMITTEE ACTION

A. November 9, 2022, Committee Minutes

Mr. French moved to approve the November 9, 2022, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on November 30, 2022.

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

Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations Committee meeting on November 30, 2022.

6. 2023 BOARD AND COMMITTEE MEETING CALENDAR

Ms. Infalt presented the 2023 Board and Committee meeting calendar.

Mr. French moved to recommend the Board authorize, by motion, the 2023 Board and Committee meeting calendar as presented, Ms. Haley seconded, and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA DECEMBER 15, 2022

Ms. Meyer proposed a revision to the agenda to move the Executive Session agenda item ahead of the Election of 2023 Board Chair and Presentation of Gavel agenda item.

Mr. French moved to approve the Board of Directors agenda as revised, Ms. Haley seconded, and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JANUARY 11, 2023

No actions were taken.

9. CEO REPORT

Ms. Meyer shared details regarding the November voter approved Sales Tax information, the 2022 Board and Committee attendance report, the 2nd Retention Plan payment for STA employees, and the Annual Public Transportation Improvement Conference with the Committee. The agenda item, Public Transportation Improvement Conference (PTIC) Exception, will be added to December's Board meeting and will be presented by STA's Legal Counsel, Megan Clark.

10. NEW BUSINESS

11. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 1:58 PM.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 11, 2023

AGENDA ITEM 5 : BOARD MEMBER TRAVEL TO 2023 AMERICAN PUBLIC
TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

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 (APTA) has scheduled its 2023 Legislative Conference in Washington, D.C., March 12-14, 2023. In addition to the conference, there will be opportunities for staff and Board members to meet with legislators and Federal Transit Administration (FTA) staff.

Also of interest to Board members is the APTA EXPO TRANSform Conference in Orlando, Florida, which will be held October 8-11, 2023.

STA has budgeted for up to eight Board members to attend APTA conferences in the 2023 year at an approximate cost of \$3,000 each.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2023.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

January 11, 2023

AGENDA ITEM 6 : APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2023

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 2023 STA Board Chair

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

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

The proposed list of 2023 committee appointments is attached.

RECOMMENDATION TO COMMITTEE: Recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Al French, Spokane County, as Chair of the Planning & Development Committee and Pam Haley, City of Spokane Valley, as Chair of the Performance Monitoring & External Relations Committee for 2023.

2023 DRAFT COMMITTEE MEMBER APPOINTMENTS

Planning & Development (P&D) Committee Members

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

1. **Al French, Spokane County, Chair**, (*chair pro-tempore*)
2. Karen Stratton, City of Spokane
3. Tim Hattenburg, City of Spokane Valley
4. Dan Dunne, Small Cities (Liberty Lake) (*Voting*)
5. Dan Sander, Small Cities (Millwood) (*Ex-Officio*)
6. Chris Grover, Small Cities (Cheney) (*Ex-Officio*)
7. E. Susan Meyer, CEO (*Ex-Officio*)

Performance Monitoring & External Relations (PMER)

Committee meets 1st Wednesday of the month at 1:30

1. **Pam Haley, City of Spokane Valley, Chair**
2. Josh Kerns, Spokane County
3. Zack Zappone, City of Spokane
4. Betsy Wilkerson, City of Spokane
5. Veronica Messing, Small Cities (Airway Heights) (*Ex-Officio*)
6. Don Kennedy, Small Cities (Medical Lake) (*Ex-Officio*)
7. Rhonda Bowers, (*non-voting labor representative*)
8. E. Susan Meyer, CEO (*Ex-Officio*)

Board Operations Committee Members

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

1. **Lori Kinnear, City of Spokane, (Chair)**
2. Al French, Spokane County, (P&D Chair) (*Chair pro-tempore*)
3. Pam Haley, City of Spokane Valley, (*PMER Chair*)
4. Dan Dunne, Small Cities (Liberty Lake)
5. E. Susan Meyer, CEO (*Ex-Officio*)

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 11, 2023

AGENDA ITEM 7 : AWARD OF CONTRACT FOR DRUG AND ALCOHOL TESTING AND DOT PHYSICALS – RECOMMENDATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Nancy Williams, Chief Human Resources Officer
Jeff Smith, Senior Human Resources Specialist

SUMMARY: The current Drug and Alcohol Testing, DOT Physicals, and Occupational Medicine Services contract with MultiCare expired on December 31, 2022, and cannot be extended or renewed. The purpose of a new contract is to provide DOT and non-DOT drug and alcohol testing, DOT physical examinations and recertifications, and occupational medicine services necessary to manage and reduce the risk of injury for STA employees. (To cover any drug and alcohol testing and DOT physicals that occur between January 1, 2023, and the execution of this contract, a blanket purchase order has been issued.) Drug and alcohol services are required for compliance with 49 CFR Part 40 and STA's Drug and Alcohol Program and Policy.

RFP 2022-10715 was issued on October 18, 2022, for Drug and Alcohol Testing, DOT Physicals, and Occupational Medicine Services. One responsive proposal was received from DGT Enterprises LLC, dba Spokane Testing Solutions, however, this firm did not propose on Part 3, Occupational Medicine Services. (No award will be made for Part 3 at this time; however, a second blanket purchase order will be issued to cover any of these costs until a contract is secured.)

On November 17, 2022, the evaluation committee met to review the responsive proposal and evaluated based on the following criteria: (1) Price, (2) Qualifications, Experience, and References, (3) Project Organization, Staffing Plan, and Management Plan, (4) Technical Approach and Workplan, and (5) Compliance with Technical Requirements. Based on these criteria, Spokane Testing Solutions received an average score of 95.6 among the five evaluation committee members.

The total estimated five-year cost of services is projected to be between \$539,982 and \$703,040 (excluding sales tax). The previous five-year contract was issued for an estimated \$171,445 with a final cost spending of \$144,973. This increase in cost is a result of increased prices, employee turnover, and overall company-wide growth.

RECOMMENDATION TO COMMITTEE: By motion, recommend the Board approve the Award of Contract for Drug and Alcohol Testing and DOT Physicals to Spokane Testing Solutions.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

January 11, 2023

AGENDA ITEM 8 : JULY 2023 SERVICE REVISIONS: DRAFT RECOMMENDATION –
INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Lukas Yanni, Principal Transit Planner

SUMMARY: Board-adopted plans anticipate the implementation of the City Line and other service improvements in July 2023. Staff have drafted a set of recommended service revisions in the pursuit of these improvements, but at a more modest growth rate than originally planned.

BACKGROUND: In May 2021 the STA Board of Directors approved a package of major service revisions that was planned to take effect May 2022 with the launch of the City Line and other key service improvements identified in the *STA Moving Forward* plan. Later the same year, the Board identified and approved additional service improvements to support regional growth as part of a package of Near-Term Improvements (Resolution No. 790-21). These improvements were envisioned to be implemented over several years beginning in 2022.

In October 2021 the CEO reported to the board on disruptions to the supply chain for City Line station shelters that resulted in shifting the project launch date to July 2023. Instead of shifting all service improvements to this new date, staff planned for a phased implementation of the approved May 2022 Service Revisions and Near-Term Investments with the first tranche representing an approximate 3.6% growth in service going into effect August 2022. A second and final phase was contemplated for July 2023 and identified in the board-approved 2023-2028 Transit Development Plan.

Throughout 2022, STA's services have been impacted by staffing challenges. These are not unique to STA or the transit industry and have been reported to the STA Board of Directors in multiple instances beginning in March 2022. Service growth requires more operators and STA continues to recruit and grow the workforce. However, as a mitigating tactic in response to ongoing disruptions in the labor market, STA now proposes to present and seek approval on recommended service revisions that align service growth relative to projected workforce availability. Additionally, staff are proposing revisions to respond to customer feedback and ridership changes that have been received or observed since the service revisions and Near-Term Investments were approved in 2021.

The July 2023 Service Revisions: Draft Recommendation report will be posted online no later than January 11 at <https://www.spokanetransit.com/projects/july-2023-service-revisions/>. Staff will review the draft revisions recommended in the report during the January 11 Committee meeting.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 11, 2023

AGENDA ITEM 9 : BOARD OF DIRECTORS MEETING AGENDA JANUARY 19, 2023 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for January 19, 2023, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

Spokane Transit Authority
1230 West Boone Avenue
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(509) 325-6000

BOARD MEETING

Thursday, January 19, 2023
1:30 – 3:00 p.m.

Via Webex Video Conference

Optional Virtual Link: insert link here

Password: Board Members: 2023 Guests: 0123

Call in Number:: 1-408-418-9388 Event #:

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Recognition of Steve Williams, Retirement (*Brandon Rapez-Betty*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the December 15, 2022, Board Meeting – Corrections/Approval
 - B. Approval of the December 2022 Vouchers (*Monique Liard*)
 - C. Approval of Travel for Board Members to attend 2023 APTA Conferences (*E. Susan Meyer*)
 - D. Award of Contract for Drug and Alcohol Testing and Department of Transportation (DOT) Physicals (*Nancy Williams*)
6. Board Action – Committee Recommendations: *5 minutes*

Board Operations

 - A. Confirmation of Board Chair’s Appointment of Board Members and Chairs to the Planning & Development and the Performance Monitoring and External Relations Committees for 2023 (*Lori Kinnear*)

Note: Item 6A requires a majority vote of 5
7. Board Action – Other: *5 minutes*
 - A. Confirmation of Board Members Appointed to Board Operations Committee for 2023 (*Lori Kinnear*) (*if needed*)
8. Board Report: *10 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
9. Board Operations Committee: *15 minutes*
 - A. Chair Report (*Lori Kinnear*)
 - i. July 2023 Service Revisions: Draft Recommendation (*Karl Otterstrom*)

10. Planning & Development Committee: *No January meeting*
11. Performance Monitoring & External Relations Committee: *No January meeting*
12. CEO Report: *15 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. December 2022 Sales Tax Revenue (*Monique Liard*)
 - C. November 2022 Financial Results Summary (*Monique Liard*)
14. New Business: *5 minutes*
15. Board Members' Expressions: *5 minutes*
16. Executive Session (*Etter McMahon*): (*none*)
17. Adjourn

Cable 5 Broadcast Dates and Times of January 20, 2022, Board Meeting:

Saturday, January 21, 2023	4:00 p.m.
Monday, January 23, 2023	10:00 a.m.
Tuesday, January 24, 2023	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	February 1, 2023, 10:00 a.m.
Performance Monitoring & External Relations	February 1, 2023, 1:30 p.m.
Board Operations	February 8, 2023, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, February 17, 2023, 1:30 p.m.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 11, 2023

AGENDA ITEM 10 : BOARD OPERATIONS COMMITTEE DRAFT FEBRUARY 8, 2023, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for February 8, 2023, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
1230 West Boone Avenue
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BOARD OPERATIONS COMMITTEE MEETING

Wednesday, February 8, 2023
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: Click here to join the meeting

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DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Kinnear*)
3. Chair's Comments (*Kinnear*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the January 11, 2023, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (*10 minutes*)
 - A. TBD, Planning & Development
 - B. TBD, Performance Monitoring & External Relations
6. Board of Directors Draft February 16, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
7. Board Operations Committee Draft March 8, 2023, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
8. CEO Report (*15 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, March 8, 2023, at 1:30 p.m. via WebEx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

January 11, 2023

AGENDA ITEM 11 : 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

January 11, 2023

AGENDA ITEM 12 : 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.