

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, October 13, 2021

1:30 p.m. – 3:00 p.m.

Via Webex Video Conference

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

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

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2494 592 4443

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. September 8, 2021, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Chris Grover, Performance Monitoring & External Relations
6. Board of Directors Draft October 21, 2021 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
7. Board Operations Committee Draft November 10, 2021 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
8. CEO Report (*15 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, November 10, 2021, 1:30 p.m.
Via Webex Video Conference

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on 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. 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

October 13, 2021

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, 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

October 13, 2021

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Committee Chair

SUMMARY

Ms. Haley will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

October 13, 2021

AGENDA ITEM 4A : MINUTES OF THE SEPTEMBER 8, 2021, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SUMMARY

The September 8, 2021, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the September 8, 2021 Meeting
Via Webex Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, Chair
Chris Grover, Small Cities Representative (Airway Heights), *Performance Monitoring & External Relations Committee Chair*, Chair Pro Tempore
Al French, Spokane County, *Planning & Development Committee Chair*
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications & Customer Service*
Nancy Williams, *Director of Human Resources & Labor Relations*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Haley called the meeting to order at 1:31 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. July 7, 2021 Committee Minutes

Mr. French moved to approve the July 7, 2021, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The Committee forwarded to the Board consent agenda a recommendation to approve the FTA Section 5310 Funding Awards. Mr. Otterstrom presented reports on a major update to *Connect Spokane* and on Sprague Avenue High Performance Transit Planning.

b. Chris Grover, Chair, Performance Monitoring & External Relations (PMER)

The Committee forwarded to the Board consent agenda recommendations to approve the final contract acceptance for the Boone Elevator Modernization project and to approve the contract renewal for Computer Aided Dispatch/Automatic Vehicle Location System Maintenance and Upgrade Services.

6. STRATEGIC PLANNING SERVICES SCOPE OF WORK

Ms. Liard said staff have developed a scope of work for Strategic Planning Services to assist in developing a multi-year strategic plan that advances urban and regional mobility, integrates public transportation into existing and future development, and addresses emerging technologies, trends, and opportunities with 2035 as the planning horizon year. Development of the plan comes as STA nears completion of the most significant investments within its current ten-year plan, *STA Moving Forward*.

Expected deliverables include:

- Project management
- Design and execution of a comprehensive and proven strategic planning process
- Facilitate the refresh or update of STA's vision, mission, and values
- Conduct research to understand and inventory dynamics which could impact STA, its service delivery, operations, facilities and staffing through 2035
- Organize outreach, scaled for strategic planning, including Board engagement and ownership, along with data gathering
- Develop scenarios for possible futures given research findings and advise on most likely scenario(s) with STA's Board and leadership team
- Develop an actionable strategic plan, including a high-level projected budget for implementation
- Develop recommendations regarding the plan's implementation

Based on preliminary cost estimates and the anticipated level of specific strategic skillset required for this work, the total value of the strategic planning services contract is estimated at \$650,000. The cost of the contract will be locally funded out of the 2022 operating budget.

Mr. Grover moved to approve the general Scope of Work and authorize staff to release a Request for Proposal for Strategic Planning Services. Ms. Stratton seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 16, 2021

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 13, 2021

Mr. Grover moved to approve the draft Board Operations Committee agenda as presented, Ms. Stratton seconded and the motion passed unanimously.

9. CEO REPORT

STA remains under the Transportation Security Administration (TSA) directive requiring face masks for employees and customers in vehicles and facilities through January 18, 2022. STA will continue with virtual Committee and Board meetings through the end of this year. Staff are preparing to update STA meeting rooms with new audio video equipment that will allow quality hybrid in-person and virtual meetings next year when the TSA mask mandate is lifted. The goal is to allow virtual participation at all future Committee and Board meetings. Committee members agreed with this strategy.


10. NEW BUSINESS

Mr. French asked Ms. Stratton for the status of zone changes for the STA City Line. Ms. Stratton will check on the status and contact Mr. French.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 1:52 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

October 13, 2021

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY

Mr. French will review the October 6, 2021, and draft November 3, 2021, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, October 6, 2021

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: Click here to join the meeting

General Public: Click here to view the meeting

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2491 333 5443

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*2 minutes*)
 - A. Minutes of the September 1, 2021 Committee Meeting -- *Corrections/Approval*
4. City Line Project Update (*Meyer*) (*10 minutes*)
5. Committee Action
 - A. Board Consent Agenda (*20 minutes*)
 1. Division Bus Rapid Transit: Design and Engineering Services Award of Contract (*Otterstrom*)
 2. Passenger Information Digital Displays: Award of Contract (*Otterstrom*)
 3. High Performance Transit: Amenities Fabrication – Contract Amendment (*Otterstrom*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
6. Reports to Committee (*25 minutes*)
 - A. Draft 2022 Action Plan (*Meyer/Otterstrom*)
 - B. Draft 2022 Operating and Capital Budgets (*Liard*)
7. CEO Report (*15 minutes*)
8. Committee Information
9. November 3, 2021 Committee Meeting Draft Agenda Review (*5 minutes*)
10. New Business (*3 minutes*)
11. Committee Members' Expressions (*5 minutes*)
12. Adjourn

Next Committee Meeting: Wednesday, November 3, 2021, 10:00 a.m. via Webex.

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PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, November 3, 2021

10:00 a.m. – 11:30 a.m.

Via Video Conference

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

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

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the October 6, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. Draft 2022 Action Plan: Recommendation (*Otterstrom*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*40 minutes*)
 - A. Proposed Draft 2022 Operating and Capital Budgets (*Liard*)
(*Public Hearing at the November Board meeting*)
 - B. Sprague High Performance Transit: Draft Corridor Development Plan (*Otterstrom*)
(*Public Hearing at the November Board meeting*)
 - C. Connect Spokane Update (*Otterstrom*)
 - D. Draft 2022 Planning and Development Committee Work Program (*Otterstrom*)
 - E. I-90 / Valley High Performance Transit: Corridor Planning Update (*Otterstrom*)
6. CEO Report (*15 minutes*)
7. Committee Information
8. December 1, 2021 Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, December 1, 2021, 10:00 a.m. via Webex.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

October 13, 2021

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Performance Monitoring & External Relations

SUMMARY

Mr. Grover will review the October 6, 2021, and draft November 3, 2021, committee meeting agendas as part of his 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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Wednesday, October 6, 2021, 1:30 p.m.

Via Video Conference

Committee Members: Click here to join the meeting

General Public: Click here to view the meeting

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

+1-408-418-9388 | Access Code: 2498 974 3276 | Password: 2021

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*20 minutes*)
 - A. Minutes of the September 1, 2021, Committee Meeting – *Corrections/Approval*
 - B. Citizen Advisory Committee: New Member Nomination Approval (*Brandon Rapez-Betty*)
 - C. Diesel and Unleaded Gasoline Invitation for Bids – Scope of Work Approval (*Monique Liard*)
 - D. Temporary Staffing Services - Scope of Work Approval (*Nancy Williams*)
4. City Line Project Update (*E. Susan Meyer*) (*10 minutes*)
5. Committee Action (*5 minutes*)
 - A. Board Consent Agenda
 1. Fleck Service Center Energy Savings: Contract Final Acceptance (*Monique Liard*)
 2. Community Access Pass Pilot Program Approval (*Brandon Rapez-Betty*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
6. Reports to Committee (*20 minutes*)
 - A. Summer Youth Pass Pilot Program Update (*Brandon Rapez-Betty*)
7. CEO Report (*15 minutes*)
8. Committee Information – *no discussion/staff available for questions*
 - A. August 2021 Operating Indicators (*E. Susan Meyer*)
 - B. August 2021 Financial Results Summary (*Monique Liard*)
 - C. September 2021 Sales Tax Revenue Information (*Monique Liard*)
 - D. Second Quarter Performance Measures (*E. Susan Meyer*)
9. November 3, 2021, Committee Meeting Draft Agenda Review
10. New Business
11. Committee Members' Expressions
12. Adjourn

Next Committee Meeting: November 3, 2021, 1:30 p.m. via WebEx.

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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, November 3, 2021, 1:30 p.m.

Via Video Conference

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the October 6, 2021, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
 1. Boone North Energy Savings McKinstry/DES (*Karl Otterstrom*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
5. Reports to Committee (*20 minutes*)
 - A. Fare Policy Revisions: Preliminary Proposal and Public Outreach (*Monique Liard/Karl Otterstrom*)
 - B. Third Quarter Performance Measures (*E. Susan Meyer*)
6. CEO Report (*15 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. September 2021 Operating Indicators (*E. Susan Meyer*)
 - B. September 2021 Financial Results Summary (*Monique Liard*)
 - C. October 2021 Sales Tax Revenue Information (*Monique Liard*)
 - D. Third Quarter 2021 Service Planning Input Report (*Karl Otterstrom*)
 - E. STA Moving Forward Quarterly Project Delivery Report (*Karl Otterstrom*)
 - F. STA's 2021 Holiday Service and Office Hours (*Dana Infalt*)
8. December 1, 2021, Committee Meeting Draft Agenda Review
9. New Business
10. Committee Members' Expressions
11. Adjourn

Next Committee Meeting: December 1, 2021, 1:30 p.m. via WebEx.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

October 13, 2021

AGENDA ITEM 6 : BOARD OF DIRECTORS MEETING AGENDA OCTOBER 21, 2021
– CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The Board of Directors meeting agenda for October 21, 2021, 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, October 21, 2021
1:30 – 3:00 p.m.

Via Webex Video Conference

Board Members: Board Members Join *Here*
General Public: Public Attendees Join *Here*
Audio Conference: 1-408-418-9388; Event #: 2492 266 5818 Password: 2021

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions
4. Recognitions and Presentations – *10 minutes*
 - A. Third Quarter Years of Service (*Nancy Williams*)
 - B. Third Quarter Employee Recognition (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the Minutes of the September 16, 2021, Board Meeting – Corrections/Approval
 - B. Approval of the September 2021 Vouchers (*Monique Liard*)
 - C. Division Bus Rapid Transit: Design and Engineering Services: Award of Contract (*Karl Otterstrom*)
 - D. Passenger Information Digital Displays: Award of Contract (*Karl Otterstrom*)
 - E. High Performance Transit: Amenities Fabrication - Contract Amendment (*Karl Otterstrom*)
 - F. Fleck Service Center Energy Savings: Contract Final Acceptance (*Monique Liard*)
 - G. Community Access Pass Pilot Program Approval (*Brandon Rapez-Betty*)
6. Reports to Board: *20 minutes*
 - A. Strategic Planning Update: Review Near Term Investments Evaluation Criteria & Scoring (*Karl Otterstrom/Monique Liard*)
7. Board Action – Other: *None*
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Pamela Haley*)
9. Planning & Development Committee: *30 minutes*
 - A. Chair Report (*Al French*)
 - i. Draft 2022 Action Plan (*Karl Otterstrom*)
 - ii. Draft 2022 Operating and Capital Budgets (*Monique Liard*)

10. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Chris Grover*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. September 2021 Sales Tax Revenue (*Monique Liard*)
 - C. August 2021 Financial Results Summary (*Monique Liard*)
 - D. August 2021 Operating Indicators (*E. Susan Meyer*)
 - E. Second Quarter Performance Measures (*E. Susan Meyer*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*): *None*
16. Adjourn

Cable 5 Broadcast Dates and Times of October 21, 2021, Board Meeting:

Saturday, October 23, 2021	4:00 p.m.
Monday, October 25, 2021	10:00 a.m.
Tuesday October 26, 2021	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	November 3, 2021, 10:00 a.m.
Performance Monitoring & External Relations	November 3, 2021, 1:30 p.m.
Board Operations	November 10, 2021, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, November 18, 2021, 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

October 13, 2021

AGENDA ITEM 7 : BOARD OPERATIONS COMMITTEE DRAFT NOVEMBER 10, 2021, MEETING AGENDA – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The draft Board Operations Committee meeting agenda for November 10, 2021, 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, November 10, 2021
1:30 p.m. – 3:00 p.m.
Via Webex Video Conference

Committee Members: Click here to join the meeting
General Public: Click here to view the meeting
Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: ###

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. October 13, 2021, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Chris Grover, Performance Monitoring & External Relations
6. Board of Directors Draft November 18, 2021 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
7. Board Operations Committee Draft December 8, 2021 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
8. CEO Report (*15 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, December 8, 2021, 1:30 p.m.
Via Webex Video Conference

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

October 13, 2021

AGENDA ITEM 8 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

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

RECOMMENDATION TO COMMITTEE: N/A