

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the November 8, 2017 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, *Board Operations Committee Chair*
Al French, Spokane County, *Planning & Development Committee Chair*
Amber Waldref, City of Spokane, *Performance Monitoring & External Relations Committee Chair*
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

MEMBERS ABSENT

John Higgins, Small Cities Representative (Medical Lake), *Chair Pro Tempore*

STAFF PRESENT

Emily Arneson, Ombudsman & Accessibility Officer
Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Jan Watson, Clerk of the Board
Nancy Williams, Director of Human Resources

PROVIDING LEGAL COUNSEL

Laura McAloon, Witherspoon Brajcich McPhee PLLC

GUESTS

James McPhee, Witherspoon Brajcich McPhee PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Haley called the meeting to order at 1:35 p.m. Roll call was conducted.

2. APPROVE COMMITTEE AGENDA

Chair Haley moved to approve the agenda, Mr. French seconded and the motion passed unanimously.

EXECUTIVE SESSION

At 1:37 p.m., Chair Haley announced that the Committee would adjourn for an Executive Session for the following purposes:

Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to STA.

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.

Reviewing the performance of a public employee.

The Committee will reconvene in open session at approximately 2:00 p.m. If it becomes necessary to extend the Executive Session, Legal Counsel or a staff member will return to announce the time at which the Board will reconvene.

At 1:42 p.m. Ms. Waldref joined the meeting via conference phone.

At 2:00 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:15 p.m.

At 2:15 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:25 p.m.

At 2:25 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:30 p.m.

At 2:30 p.m., Ms. Warren announced the Board of Directors will reconvene at 2:35 p.m.

At 2:35 p.m., STA staff members were excused from the Executive Session and Ms. Warren announced the Board of Directors will reconvene at 2:50 p.m.

At 2:50 p.m., Ms. McAloon, announced the Board of Directors will reconvene at 3:00 p.m.

At 3:00 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

3. **CHAIR'S COMMENTS**

No comments.

4. **COMMITTEE ACTION/DISCUSSION**

a. **September 13, 2017 Committee Minutes**

No Action/Discussion. Item will move to the December 6, 2017 committee agenda.

5. **COMMITTEE CHAIR REPORTS**

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

No report.

b. **Amber Waldref, Chair, Performance Monitoring & External Relations (PM&ER)**

No report.

6. **CENTRAL CITY LINE PROJECT DEVELOPMENT UPDATE**

Mr. Otterstrom briefed the Committee on recent activity to confirm the planned thirty-three station locations and end of the line at the Upriver Transit Center before going into the design phase of the Central City Line (CCL) project. Staff have received direct feedback from the public and are addressing relatively workable issues at approximately six of the locations. In advance of last month's open house, staff mailed individual letters to all the property owners immediately adjacent to or across the street from proposed station locations in an effort to ensure they are aware of the station locations and have an opportunity to contact us and/or attend the open house. Additionally, 9,000 postcards were mailed to every address within a quarter-mile of the CCL corridor with information about the project and requesting feedback. Staff will follow-up with property owners not heard from who are immediately adjacent to a station location.

Ms. Meyer briefed the Committee on a recent meeting to update Mayor Condon on the CCL project. The Mayor and his executive team outlined several suggestions that would result in significant changes to the project. Chair Haley will respond to the Mayor on behalf of the Board.

6. **BOARD LEADERSHIP TRANSITIONS**

The Committee reviewed a draft of potential 2018 Board Committee members. There are three Committees of the Board: Planning & Development, Performance Monitoring & External Relations, and Board Operations. Board Operations is a composite of the Chair of the Board and the two Committee Chairs along with the Vice Chair/Chair Pro Tempore. Committee appointments occur in January. In the Small Cities rotation three cities have a voting seat and two are ex officio. In 2018, Cheney, Millwood, and Medical Lake are voting members, Liberty Lake and Airway Heights are ex officio. In 2018, the rotation of the Board Chair goes to the Small Cities, with the City of Spokane serving as Chair Pro-Tempore. Millwood is the only Small City with a current Board member. The Chair of the Board is elected in December.

7. **BOARD OF DIRECTORS AGENDA NOVEMBER 16, 2017**

Committee members reviewed the agenda. There were no changes or corrections.

Mr. French moved approval of the agenda, Ms. Waldref seconded, and the motion passed unanimously.

9. **CEO REPORT**

No report.

8. **NEW BUSINESS**

None.

9. **ADJOURN**

With there being no further business to come before the Committee, Chair Haley adjourned the meeting at 3:25 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Director of Finance & Information Services