

Spokane Transit Authority  
1230 West Boone Avenue  
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## **BOARD OPERATIONS COMMITTEE MEETING**

Meeting Minutes for June 8, 2016  
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 Committee Chair*  
Ed Pace, City of Spokane Valley, *Board Operations Committee Member*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **MEMBERS ABSENT**

None

### **STAFF PRESENT**

Karl Otterstrom, Director of Planning  
Steve Blaska, Director of Operations  
Lynda Warren, Director of Finance & Information Services  
Beth Bousley, Director of Communications & Customer Service  
Steve Doolittle, Director of Human Resources  
Susan Millbank, Ombudsman & Accessibility Officer  
Jan Watson, Executive Assistant to the CEO & Clerk of the Authority

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Workland Witherspoon PLLC

### **GUESTS**

Eva Marquette, FreshVue

#### **1. CALL TO ORDER AND ROLL CALL**

Chair French called the meeting to order at 1:34 p.m. and conducted roll call.

#### **2. APPROVE COMMITTEE AGENDA**

Committee members reviewed the agenda.

Mr. Trulove made a motion to approve the agenda.

Mr. French requested an *executive session to review the performance of a public employee* be added to the agenda.

Mr. Trulove agreed with the request.

Mr. Pace seconded the motion.

*There was no further discussion. All Committee members approved the amended agenda and the motion passed unanimously.*

#### **3. CHAIR'S COMMENTS**

None.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. May 11, 2016 Special Committee Minutes**

*Mr. Trulove moved approval of the May 11, 2016 special committee minutes and Ms. Waldref seconded. Mr. Pace abstained from voting. There was no further discussion and the motion passed.*

#### **5. COMMITTEE CHAIR REPORTS**

##### **a. Amber Waldref, Planning & Development (P&D)**

###### **i. Resolution to Amend STA Moving Forward**

Ms. Waldref said an amendment to the STA Moving Forward (STAMF) Plan includes updates to the dates and the sequencing of the projects.

Mr. Otterstrom said that Appendix A has been superseded by Appendix B. Previous information will be included, just noting where updates have occurred. The amendments will be recommended to the Board for adoption.

Ms. Waldref said the Committee agreed to forward the item to the Board by a 2-1 vote. Commissioner O'Quinn voted no. Council Members Mumm and Waldref voted in favor because the Board had already approved the item by resolution in April 2016.

Mr. Otterstrom said that Commissioner O'Quinn voted no because she requested that the item be forwarded to the full Board for discussion. He said it will be a Planning & Development Committee Recommendation for Board Action at the June 16 Board meeting.

**ii. New Service & Policy Considerations**

Ms. Waldref said the Committee only had a brief conversation regarding New Service and Policy Considerations due to time constraints. Mayor Peterson had handed out a list of items to be considered for transit planning at the May 19 Board meeting and Chair French had directed that discussion to be held at the P&D Committee.

Mr. French said that there is a structure in place to handle new service requests and that is at the P&D Committee meetings. The Committee reviews the requests and then seeks Board approval. The STAMF plan and the 2016 Transit Development (TDP) have been well vetted and studied and he would not support a last minute request. It is not the adopted policy nor is it in the best interest of STA. He does not see an urgency in new requests.

Ms. Waldref said there was a misunderstanding regarding starting a conversation versus taking action.

Mr. French said he would clarify his action at the June 16 Board meeting.

Ms. Waldref said that some of the projects mentioned by Ms. O'Quinn are either currently on a list or have already been discussed and reviewed. For example, the Spokane Neighborhood Action Program (SNAP) housing project that does not have transit service today will require infrastructure improvements. In the past six months, stakeholders have attended STA public meetings in support of new service in Peaceful Valley, Latah Valley and Northwood, to name a few. Staff collects and analyzes all of the requests. It is important that the STA Board understands the process.

Mr. Trulove agreed that it is important to review and educate regarding these processes.

Mr. French said decisions are made in the best interest of the agency and the community.

Mr. Otterstrom reviewed the materials to be shared at the Board meeting. Those include, the May Board Input received from Mayor Peterson categorized by staff to potentially be included into either the Comprehensive Plan or the Service Implementation Plan, Memo 1.01 Long List of Conceptual Projects and Memo 1.05: Phase I Public Outreach and Feedback Summary, Resolution 697-12 which directs staff to conduct further analysis and public outreach as a part of STAMF and lastly, quarterly public feedback on routes tracked by the Planning Department. Many of the feedback items are addressed in STAMF. STA plans are continually being updated. Service adjustments occur every four months based on feedback.

**iii. Federal Transit Administration (FTA) Section 5310 Project Funding Awards**

STA is the designated recipient for federal funds from the Enhanced Mobility of Seniors and Individuals with Disabilities program, known as 5310. The goal is to improve mobility of these groups by removing barriers to transportation services and expanding the transportation options available.

Ms. Waldref said that more applications were received than dollars available for the FTA Section 5310 Funding Awards. Two guests spoke during the public comment portion and that helped the Committee make a decision. Funding was awarded to all that applied except for the Coleman Sidewalk in the City of Spokane Valley. That project will not occur until 2018, therefore they will have an opportunity to reapply next year. Frontier Behavioral Health had difficulty with the Care Cars application and the funds requested were clarified during the meeting.

Mr. French asked about the dollars requested by the Spokane Regional Health District (SRHD) for a Coordinated Transportation Feasibility Study.

Ms. Millbank said that SRHD is affiliated with certain apartment buildings. SRHD has requested dollars to do a study regarding residents' accessibility to food, which will include existing transportation options.

**b. Tom Trulove, Chair, Performance Monitoring & External Relations (PM&ER)**

**i. Approval of Scope of Work for Cheney High Performance Transit (HPT)**

Mr. Trulove said that the Scope of Work (SOW) for Cheney HPT includes engineering etc. on the entire corridor if the November 2016 ballot measure passes. If the ballot measure fails, then only the Four Lakes portion would be completed because funds are available for that portion. Mayor Peterson was unwilling to approve the SOW for the Cheney HPT, and would only approve the Four Lakes project. Agreement could not be reached and it was suggested that the item be placed on the Board agenda for discussion.

Mr. French said that an item can come to the Board Operations Committee in addition to the Board agenda if no decision can be made at either the P&D or PM&ER Committees.

**Mr. Trulove made a motion to approve the Scope of Work for Cheney High Performance (HPT). Ms. Waldref seconded the motion.**

The motion was clarified.

Mr. Otterstrom said that the Board will see this item twice; the Scope of Work and the Award of Contract. Only the funds available would be spent on the project.

Mr. French said that this SOW approach to contracting is a common practice because of better pricing.

Mr. Pace asked for clarification regarding Mayor Peterson's stand.

Mr. Trulove said that by approving the SOW for the entire corridor, Mayor Peterson felt he would be endorsing the ballot measure.

***There were no other comments regarding the motion, all voted in favor of the motion and the motion passed unanimously with a 4-0 vote.***

Mr. Trulove said that Mayor Peterson also suggested a transit facility at the airport. It was suggested that this item be brought up at the P&D Committee.

Discussion ensued.

**ii. Draft Recommendation Fare (Tariff) Policy – (Public Hearing at the June 16, 2016 Board Meeting)**

Mr. Trulove said that Mayor Peterson is in favor of increasing fares but suggested simplifying the student fare. He suggested reducing the cost of the regular fare by 25% for students. Discussion ensued regarding students and the Universal Transit Access Pass (UTAP) programs.

Mr. Blaska said that first there will be a short Fare presentation followed by a public hearing. Later during the Board meeting will be an opportunity for the Board to discuss the item with a full presentation. Staff will be seeking the Board's direction on the Draft Recommendation. Staff's final recommendation will go to the June 29 PM&ER meeting followed by Board action on July 21.

**Other Items:**

Mr. Trulove said that Ms. Bousley made a presentation on the public education strategy for the November 2016 ballot measure. Mayor Peterson suggested inserting information on the ballot piece that the Board vote was not unanimous.

Mr. Trulove said that the Committee received its first quarterly report from the Citizen Advisory Committee.

**6. ESTABLISHMENT OF AN EMPLOYEE WELLNESS PROGRAM - RESOLUTION**

Mr. Doolittle said that STA wishes to establish an employee wellness program (EWP) with the goal of investing in STA's employees' health and wellbeing to include such items as tobacco prevention & cessation, physical activity and healthy eating. Up to this point, without a formal program, the human resources department has provided only educational material to all employees. The recommendation to the Board Operations Committee is to implement the EWP program, to be administered by the Director of Human Resources at an annual cost established in the adopted budget not to exceed \$15,000.00 annually and forward to the Board consent agenda.

Ms. Waldref asked if it is a program that requires approval.

Ms. McAloon said it is an employee benefit and requires approval. The resolution includes the annual spending limit.

***Mr. Pace made a motion to implement the EWP program as presented and Ms. Waldref seconded. There was no discussion on the motion and all voted in favor. The motion passed unanimously.***

**7. BOARD WORKSHOP JUNE 29, 2016**

Mr. French said that the one-on-one meetings with Board members, STA staff and Ms. Marquette should be concluded by June 29. There will be a short workshop on June 16<sup>th</sup> at 1:00 p.m. to include ground rules.

Ms. Marquette said that the one-on-one meetings have been powerful and productive. It has been a valuable use of time.

Mr. French suggested reminders to those Board members that have not scheduled meetings.

**8. BOARD OF DIRECTORS AGENDA: JUNE 16, 2016**

Discussion ensued regarding the Approval of Scope of Work for Cheney High Performance Transit (HPT) currently placed as Item 8A Board Action – Other.

Ms. McAloon said the item could be included in the consent agenda as it is day-to-day business of the agency to release a SOW.

Mr. French suggested moving the Cheney HPT SOW to the consent agenda, Item 6D, because it was approved by the Board Operations Committee.

***Mr. Trulove moved to approve the Board agenda as amended. Mr. Pace seconded and the motion passed unanimously.***

**ADDITIONAL AGENDA ITEM**

**EXECUTIVE SESSION**

At 2:22 p.m., Mr. French announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purpose:

1. Reviewing the performance of a public employee.

The STA Board Operations Committee will reconvene in open session at approximately 2:32 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 2:32 p.m., Ms. Waldref announced the STA Board Operations Committee will reconvene at 2:37 p.m.

At 2:37 p.m., the STA Board Operations Committee reconvened and Chair French declared the meeting back in public session. No action was taken.

**9. CEO REPORT**

Ms. Meyer said that the application for federal funds for the Central City Line (CCL) has a deadline this year of September 2016, which means it would need Board approval in July. STA could defer application until 2017 for FY 2019 and still meet all construction deadlines in STA Moving Forward.

The Committee agreed that the application should wait until 2017 which would be after the November 2016 ballot measure.

Ms. Meyer said that a national cell phone company is interested in leasing the Plaza Rotunda space. The Board Operations Committee recommends lease approvals to the Board.

Ms. Warren said that that particular company has appeal because there would be no major infrastructure work involved. Currently, the other available space is for a food vendor.

**10. NEW BUSINESS**

None.

**11. 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 2:46 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant to the Director of Finance & Information Services