

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, January 13, 2016 12:30 p.m.
Spokane Transit Authority, Northside Conference Room
1230 West Boone Avenue, Spokane, Washington

AGENDA

Estimated Meeting Time: 90 Minutes

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Al French*)
3. Chair's Comments (*Al French*)
4. Committee Action/Discussion:
 - a. Minutes of December 9, 2015 Committee meeting - Corrections/Approval
5. Committee Chair reports:
 - a. Al French, Planning & Development – None (*no meeting in January*)
 - b. Amber Waldref, Performance Monitoring & External Relations – None (*no meeting in January*)
6. Election of 2016 Board Chair Pro Tempore – Action (*Al French*)
7. Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2016 – Action (*Al French*)
8. Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2016 – Action (*Al French*)
9. Approval for Board Member Travel to 2016 APTA Legislative Conference & Legislative Meetings (*E. Susan Meyer*)
10. STA *Moving Forward* Implementation Scenarios – Discussion (*Karl Otterstrom*)
11. Board of Directors Agenda: January 14, 2016 (Special Meeting) - Information
12. CEO Report
13. New Business
14. Executive Session (*10 minutes*)
15. Adjourn

Next Committee Meeting: **Wednesday, February 10, 2016 at 12:30 p.m.**

(STA Northside Conference Room, 1230 W. Boone Avenue, Spokane, Washington)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

January 13, 2016

AGENDA ITEM 2: APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Committee Chair

SUMMARY: At this time, the Board Operations Committee will review the meeting agenda with any revisions enclosed in the blue folders.

RECOMMENDATION TO COMMITTEE: Approve agenda.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

January 13, 2016

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Committee Chair

SUMMARY: Mr. French will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

January 13, 2016

AGENDA ITEM 4a: MINUTES OF THE DECEMBER 9, 2015 COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Merilee Robar, Executive Assistant to the Director of Finance &
Information Services

SUMMARY: The December 9, 2015 minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Meeting Minutes for December 9, 2015
Northside Conference Room

MEMBERS PRESENT

Tom Trulove, City of Cheney, Board Operations
Committee Chair
Amber Waldref, City of Spokane, Performance
Monitoring & External Relations Committee Chair
Al French, Spokane County, Planning &
Development Committee Chair & Vice Chair
Chuck Hafner, City of Spokane Valley
E. Susan Meyer, Chief Executive Officer, Ex-officio

STAFF PRESENT

Beth Bousley, Director of Communications & Customer
Service
Karl Otterstrom, Director of Planning
Steve Blaska, Director of Operations
Steve Doolittle, Director of Human Resources
Susan Millbank, Ombudsman & Accessibility Officer
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority
Jacque Tjards, Purchasing Manager
Brandon Rapez-Betty, Sr. Communications Specialist

MEMBERS ABSENT

None

LEGAL COUNSEL

Laura McAloon, Workland & Witherspoon PLLC

GUESTS

Shelly O'Quinn, County Commissioner

1. CALL TO ORDER AND ROLL CALL

Chair Trulove called the meeting to order at 12:32 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Committee members reviewed the agenda.

Mr. Hafner moved approval of the agenda and Mr. French seconded the motion.

Mr. French said that Commissioner O'Quinn would be joining the meeting at approximately 1:00 p.m.

Mr. Trulove said that Commissioner O'Quinn requested to discuss the performance of a public employee in an executive session.

Discussion ensued regarding executive session and a quorum of the Board.

Ms. McAloon said that executive sessions are only allowed for certain reasons under statute RCW 42.30. When Ms. O'Quinn joins the meeting for the executive session, a member of the Board Operations Committee would need to step out of the room so that there would not be a quorum of the Board.

Mr. Trulove said that an executive session to review the performance of a public employee will be held when Ms. O'Quinn arrives. One Board Operations Committee member will step out of the room.

Mr. French volunteered to step out of the room.

Mr. Trulove asked if there was any further discussion on the motion and there was none. All voted in favor of the agenda modification.

3. CHAIR'S COMMENTS

Chair Trulove said that at the December Board meeting there will be no planned decisions or formal motions related to STA Moving Forward. The discussions should consolidate the facts and identify areas where more information is needed. This meeting will prepare the Board for the priorities for the 2016 *Moving Forward* vision.

Mr. Hafner said it is important to get the entire Board involved and have consensus with the plan.

4. COMMITTEE ACTION/DISCUSSION

a. November 11, 2015 Committee Minutes

Mr. French moved approval of the November 11, 2015 minutes and Ms. Waldref seconded. The motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French said the P&D Committee reviewed the STA *Moving Forward* information that will go to the Board for discussion on December 17.

Mr. Otterstrom said that edits to the December 17 presentation were made based on Committee input. At the P&D Committee meeting, Commissioner O’Quinn had asked that projections extend through 2027 versus 2025, showing ten years.

Mr. Hafner asked about the reliability of projections beyond five years.

Ms. Waldref asked how much of the plan can be done if the *Moving Forward* program is split in two segments. Is it possible to do five and ten year scenarios?

Mr. Otterstrom said the Committee had asked about moving everything forward a year.

Mr. Trulove said the shorter time frame was regarding the financial projection. It may be difficult to have an exact dividing line with a capital intensive plan. A bigger project may take five years of the capital portion followed by an operational portion in year six or seven.

Ms. Waldref suggested a review of all projects to determine if there are natural breaks and perhaps only start the capital part on some of the projects in a five year plan.

Mr. Blaska said that the Committee asked about the new revenue projections based on the financial projections. What is the new cost of the *Moving Forward* package? An essential question to the Board will be, is STA going to grow service? Based on total funding and total cost of *Moving Forward*, is there a partial funding or full funding scenario? Does the Board want to add projects to *Moving Forward*?

Mr. French said the percentage of revenue necessary to sustain service and how much revenue the 1/10th, 2/10th and 3/10ths of one percent scenarios produce is different now because the assumptions have been changed. The new financial information will be available to the Board at the December 17 meeting and it will show how the numbers influence *Moving Forward*. By consensus, the Board agreed to use the *Moving Forward* plan as a starting point last month and December’s discussion will focus on how much revenue it will take to implement the plan and if, when, and how much to go out for a ballot measure. All projects are not implemented at once. The Committee wanted to ensure that the Board had all the information it would need to have a discussion.

Ms. Waldref suggested adding a comment that with the new projections, STA can sustain its current level of service for five to six years.

Mr. Otterstrom reviewed the STA *Moving Forward* presentation to be presented to the Board at their December 17 meeting. In October 2015 the Board agreed to new financial assumptions and approach to forecasting revenues and expenditures. In November 2015 Board members agreed by consensus that STA *Moving Forward* should be retained as the appropriate starting point for discussing future service growth. The P&D Committee requested a review of the baseline scenario last month. The starting point for discussion includes 1) new, Board-adopted financial assumptions, 2) the capital costs for fleet replacement beyond 2021, 3) delaying *Moving Forward* for one year, and 4) new grants that replace local capital expenses for Division Street improvements and the Central City Line (CCL). The new Board-adopted financial assumptions include the 2015 projected/2016 budget as a starting point, sales tax revenue based on a 3% trend, operating expense growth of 3.0% starting in 2018, an increase in fares and a six year projection to match the Transit Development Plan (TDP) time period in future presentations only. The Capital Improvement Plan (CIP) approved in October 2015 and the Budget approved in November 2015 are financially sustainable through 2021 based on the current financial forecast.

The estimated funding needed to sustain current service shows that operating revenue exceeds operating expenses in the new assumptions (shown below).

Estimated Expenditures	12/31/2014	Thru 2025	Thru 2027	Notes on changes
Fleet Replacement	\$70.8 M	\$70.8M	\$89.6M	
Capital (Standard) (Local)*	\$21.1 M	\$30.5M	\$30.5M	\$30.5M (CIP Update and an added year of expenditures)
Amount Needed to Maintain Current Service Operations	\$24.9M	\$(61.0)M	\$(76.6)M	Operating revenue exceeds operating expenses in new assumptions during the time period
Estimated Amount Needed to Sustain Service	\$116.8M	\$40.3M	\$46.4M	

Mr. Blaska said the capital plan is required to support current operations. During the previous assumption, STA had a \$116M requirement to sustain service. Under these new assumptions, STA has a \$40.3M requirement to sustain service.

Mr. Otterstrom said the cost to implement the STA *Moving Forward* Plan through 2025 or 2027 is less than the original projection in December 31, 2014 (shown below). The expense forecast reduced the cost particularly through 2025 due to the shorter horizon.

Ms. Waldref asked about the large increase from 2025 to 2027.

Mr. Otterstrom said that adding two more years (from 2025 to 2027) without additional revenue is the reason for the large increase which is primarily in operations, not capital.

Estimated Expenditures	12/31/2014	Thru 2025	Thru 2027	Notes on changes
MF Capital Expenses (Local)*	\$59.7M	\$47.3M	\$47.3M	Grants \$13.7M & cost escalation of 3%
Additional Fleet*	\$14.0M	\$14.5M	\$14.5M	Cost escalation of 3%
Unscoped Capital Projects (Local)*	\$ 5.0M	\$ 5.0M	\$ 5.0M	
MF Operating Expense (net of farebox)	\$79.0M	\$58.5M	\$85.5M	Revised board-adopted assumptions for operating cost escalation
Amount Needed for Moving Forward	\$157.7M	\$125.3M	\$152.3M	

Mr. Otterstrom said that the amount of additional funding needed to sustain and grow service both in 2025 and 2027 are below \$200M (shown below).

	12/31/2014	Thru 2025	Thru 2027
Sustain Current Service Levels	\$116.8M	\$ 40.3M	\$46.4M
Moving Forward	\$157.7M	\$125.3M	\$152.3M
Amount Needed	\$274.5M	\$165.6M	\$198.7M

Mr. Otterstrom reviewed the new estimated sales tax revenue through 2025 and 2027 (shown below). A baseline is shown with a November 2016 ballot measure with sales tax collection beginning in June 2017. In 2027 the amount collected is approximately \$100M greater with each tenth. The amount collected in 2027 for the two-tenths is greater than the amount needed to fund STA *Moving Forward*. STA *Moving Forward* can be implemented under the same time horizon.

Additional Levy Rate	Additional Sales Tax Revenue (in millions)	
	Thru 2025	Thru 2027
0.001	\$83.4	\$106.3
0.002	\$166.9	\$212.6
0.003	\$250.3	\$318.9

Ms. Waldref asked what can be accomplished by 2025.

Mr. Otterstrom said *Moving Forward* is delayed one year. The last project implemented was in 2024 and that is moved to 2025. The plan itself went to 2025 and the difference between 2025 and 2027 was the service hours cost. Everything is built out by 2025.

Mr. Otterstrom said the primary Board discussion question will be:

1) Does the Board want to seek additional sales tax funding to expand and improve transit service?

The secondary discussion questions are:

1) Does the Board want to identify one or more target timeframes for seeking public approval; and,

2) Does the Board want to determine the rate of a sales tax levy?

Discussion of other possible sales tax collection scenarios ensued.

Mr. Blaska said the annual revenue generated by the collection of one tenth of a cent is less than the annual revenue generated by the collection of two tenths of a cent at the same time, so things are not done as quickly.

Mr. Otterstrom said that the Board can direct staff to create other scenarios.

Mr. French said that the P&D Committee did not want to make a recommendation to the Board at this time, because it may force members to make a decision they are not comfortable with.

Mr. Blaska said information from Board members has been very helpful to create information for the next decision. There are many options.

Mr. Hafner would like the entire Board to be in agreement on STA's direction.

At 1:20 p.m., Mr. French left the meeting.

At 1:20 p.m., Ms. O'Quinn joined the meeting for an executive session.

EXECUTIVE SESSION

At 1:21 p.m., Ms. McAloon 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 1:31 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they 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 1:31 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 1:46 p.m.

At 1:46 p.m., the STA Board Operations Committee reconvened and Chair Trulove declared the meeting back in public session. Ms. O'Quinn left the meeting. No action was taken.

At 1:47 p.m. Mr. French re-joined the meeting

5. COMMITTEE CHAIR REPORTS - Continued

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

Ms. Waldref said Ms. Warren reviewed the suggested timeline for the fare discussion with the public. The Board will receive the information. Due to Title VI requirements, the process is lengthy because it is necessary to reach out to all groups. It is important that fare changes do not disadvantage any group.

Ms. Waldref said the Award of Contract for the Plaza Elevator Renovation will be forwarded to the Board consent agenda. The request is to allow extra authority to the CEO to award the contract which may occur in between scheduled Board meetings. This will allow the elevator work to be complete prior to beginning the plaza renovation.

Ms. Waldref said a few minor changes were made to the 2016 performance measures which includes a minor change to ridership and these will be forwarded to the Board consent agenda.

Mr. Blaska said the ridership changes were approved in the strategic plan and cost per mile for maintenance has decreased.

Ms. Waldref said the Committee discussed the 2016 Legislative priorities. The Legislative session is short and items of interest will be monitored. She commented that jurisdictional information is being shared more than in the past. This item will be for Board discussion and action.

Ms. Millbank commented that she has received some information from other jurisdictions.

Mr. French said that the County is finalizing its priorities.

Ms. Waldref said the Fleet Replacement Program analysis has been very detailed. The first part was to review types of vehicles, second was types of contracts and the third part was delivery timelines. Mr. Blaska presented four scenarios. The recommendation was to continue with the 15 year cycle.

Mr. Hafner said he supports staff on their recommendation.

Mr. Blaska said the Committee has received all of the information so that an informed decision can be made. The information can be re-addressed at the February Committee meeting before the Award of Contract occurs at the March meeting. Part of the reorganizational structure of the Committee & Board meetings included educational material at the Committee level, not at the Board meetings.

Discussion ensued.

Ms. Waldref said she will summarize the presentation for the Board at the December 17 meeting and further discussion will continue at the February PM&ER Committee meeting.

6. PROPOSED 2016 BOARD & COMMITTEE CALENDAR – ACTION

Mr. Hafner made a motion to approve the 2016 Board & Committee meeting calendar and forward to the Board consent agenda. Mr. French seconded. No further discussion. The motion passed unanimously.

7. AWARD OF CONTRACT FOR GENERAL COUNSEL LEGAL SERVICES

Ms. Tjards said that Staff recommends the Board Operations committee review the results from the Evaluation Committee and recommend to the Board an award of contract to Workland Witherspoon PLLC for General Counsel Legal Services for a five-year period commencing January 1, 2016. She reviewed the process and timeline. Responsive proposals were received from four responsible firms 1) Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C., 2) Evans, Craven & Lackie, P.S., 3) Kutak Rock LLP, and 4) Workland Witherspoon PLLC. Proposals were reviewed and based on the following criteria:

1. Qualifications and experience of key personnel – 30 points
2. Qualifications and experience of firm – 20 points
3. Understanding and Quality of Proposed Services – 20 points
4. Proposed Cost – 20 points and 5) References – 10 points

The evaluation committee consisted of three voting STA Board members, six voting STA staff members and STA's Chief Executive Officer who was a non-voting member.

Mr. French asked how the six staff members were chosen.

Ms. Tjards answered saying that those six staff members use general counsel services the most often.

Ms. Tjards said that all four firms received initial evaluations. Three of the four firms were interviewed. One firm, Evans, Craven & Lackie, P.S. was not considered to be within competitive range and therefore was not advanced to the interview phase of the evaluation process.

Mr. Trulove said the firm that was eliminated did not have the experience to be competitive.

Ms. Tjards said the three firms were asked to give a presentation on the background and expertise of their respective firms as it relates to STA's general counsel needs. The Committee asked predetermined questions.

Mr. Hafner asked if the questions were the same to all firms.

Ms. Tjards said the questions were the same.

Mr. French asked how the questions were developed.

Ms. Tjards said that a list of the questions used in 2010 was distributed to the evaluation committee. Discussion on basic questions and topics were held during the initial evaluation meeting of the evaluation committee. Committee members were asked if they had additional questions.

Mr. French asked if the list of questions was shared with the applicants prior to their interviews.

Ms. Tjards answered no, the questions were not shared. The evaluation committee had the final list of questions immediately prior to the interviews. All questions were compiled onto one list.

Mr. Trulove said the questions were placed in front of committee members on the table.

Ms. Tjards said that each evaluation committee member had a packet for each firm which included the list of all questions for note taking.

Ms. Tjards said that the final average points were:

1. Kutak Rock LLP – 74.75
2. Etter McMahon, P.C. – 84.67 and,
3. Workland Witherspoon PLLC – 92.39 points.

The results in 2010 were compared. The process was the same in 2010 with two firms being interviewed. K & L Gates earned 89.57 average points and was awarded the contract.

In summary, Ms. Tjards said that staff recommends the Board Operations Committee review results from the Evaluation Committee and recommend to the Board an award of contract to Workland Witherspoon PLLC for General Counsel Services for a five-year period commencing January 1, 2016.

Mr. Trulove said the committee had good discussion. All candidates were qualified.

Mr. French asked if the applicants had been made aware of the committee recommendation.

Ms. Tjards said she had notified all applicants yesterday, December 8, 2015, by phone.

Mr. French asked if any applicants had filed an appeal.

Ms. Tjards said no.

Mr. French asked if any of the applicants indicated an intent to question the results.

Ms. Tjards answered no.

Mr. Trulove said Ms. Tjards put together an extremely professional Request for Proposal (RFP) process.

Ms. Meyer said it is the same process used for all RFP's.

Mr. French reviewed STA's history with general counsel adding that an in-house attorney was under contract between 2000 and 2003. Ms. McAloon has been involved with STA since 1998.

Mr. Trulove said the general services contract is a standard contract with an "out" clause.

Ms. Tjards commented that it is an "as needed" contract.

Mr. Hafner made a motion to recommend to the Board an award of contract to Workland Witherspoon PLLC for General Counsel Legal Services for a five-year period commencing January 1, 2016 and Mr. French seconded. No further discussion. The motion passed unanimously.

At 2:17 p.m. Amber Waldref left the meeting.

8. BOARD OF DIRECTORS AGENDA: DECEMBER 17, 2015

Ms. Meyer said that the new STA Board Chair is elected at the December meeting and Committee appointments to the STA Board are made in January. At that time, the Board Chair then appoints the two Committee Chairs and Committee members to the Planning & Development and Performance Monitoring & External Relations Committees. If a jurisdiction is not represented on the Board Operations Committee, an additional person from that jurisdiction will be appointed.

Ms. McAloon said that the County is the next in rotation to be in the position for Board Chair. As per the Bylaws, in any year, the rotation of the office of the Chair may be altered with the approval of six voting members of the Board.

Mr. French moved approval of the December 17, 2015 revised agenda and Mr. Hafner seconded. The motion passed unanimously.

9. CEO REPORT

None.

10. NEW BUSINESS

None.

EXECUTIVE SESSION

At 2:25 p.m., Ms. McAloon announced that the STA Board Operations Committee would adjourn for an Executive Session for the following purpose:

2. Reviewing the performance of a public employee.

The STA Board Operations Committee will reconvene in open session at approximately 2:40 p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they 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 2:40 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 2:50 p.m.

At 2:50 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 2:55 p.m.
At 2:55 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 3:00 p.m.
At 3:00 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 3:05 p.m.
At 3:05 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 3:10 p.m.
At 3:10 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 3:15 p.m.
At 3:15 p.m., Mr. French announced the STA Board Operations Committee will reconvene at 3:17 p.m.
At 3:17 p.m., the STA Board Operations Committee reconvened and Chair Trulove declared the meeting back in public session. No action was taken.

10. **ADJOURN**

Chair Trulove moved to adjourn the meeting and all agreed by consensus. With there being no further business to come before the Committee, Chair Trulove adjourned the meeting at 3:18 p.m.

Respectfully submitted,



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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

January 13, 2016

AGENDA ITEM 6: ELECTION OF 2016 CHAIR PRO TEMPORE - ACTION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair

SUMMARY:

In accordance with the existing STA Bylaws, a Chair Pro Tempore is elected to serve a one-year term beginning in January of each year. A representative from the City of Spokane Valley would be next in rotation for STA Board Chair after the County of Spokane.

The Bylaws also state that this selection requires a majority of five votes.

RECOMMENDATION TO COMMITTEE: Elect the Chair Pro Tempore for 2016 from the representatives of the City of Spokane Valley.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

**SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF**

January 13, 2016

AGENDA ITEM: 7: CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO
PLANNING & DEVELOPMENT AND PERFORMANCE
MONITORING & EXTERNAL RELATIONS COMMITTEES FOR
2016

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair

SUMMARY:

The Board Chair appoints Board members to serve on STA's Planning & Development and Performance Monitoring & External Relations committees in the coming year, subject to confirmation by the STA Board.

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

The functions of each committee and the Board Governing Committee Operating guidelines are attached. The 2015 Board Committee member appointments to the Planning & Development committee and the Performance Monitoring & the Performance Monitoring & External Relations committee are also attached for review and discussion.

RECOMMENDATION TO COMMITTEE: The Board Chair should appoint Board members to the Planning & Development and Performance Monitoring & External Relations committees for 2016 and forward to the Board agenda for confirmation.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

EXHIBIT A
GOVERNING COMMITTEE FUNCTIONAL DESCRIPTIONS

BOARD OPERATIONS COMMITTEE

The Board Operations Committee membership is composed of:

- the Chair of the Board, who shall chair the Board Operations Committee,
- the Chair of the Planning & Development Committee,
- the Chair of the Performance Monitoring & External Relations Committee,
- the Chair Pro Tempore of the Board, and
- the Chief Executive Officer (in an ex-officio capacity).

In any calendar year in which the composition listed above does not include at least one Director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair of the Board shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation.

A quorum for the purpose of conducting business of the Board Operations Committee consists of a majority of the voting members present at any regular or special meeting.

The Board Operations Committee is basically responsible for the effective functioning of the Board of Directors, including Board human resource development, for the maintenance and development of the Board-Chief Executive Officer working relationship, and for the audit function, in this capacity being accountable for:

- Coordinating the functioning of the Board of Directors and the Board's Governing Committees, keeping the Board Governing Mission updated, setting Board member performance standards, and monitoring the performance of the Board as a whole and of individual Board members.
- Resolving conflict if the Planning & Development Committee or Performance Monitoring & External Relations Committee are unable to reach consensus.
- Recommending revisions in Board of Directors policies in the interest of stronger governance and management of STA affairs.
- Matters involving real estate.
- Matters involving Human Resources.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new with senior Board members.
- Ensuring that the Chief Executive Officer employment contract and position description are updated as necessary to reflect changing STA needs, priorities, and circumstances.

- Annually negotiating Chief Executive Officer performance targets and recommending full Board approval, designing the process for annual or semi-annual Board evaluation of Chief Executive Officer progress in achieving these targets, and recommending the Chief Executive Officer's compensation to the Board. *Note that these are the Chief Executive Officer-specific performance targets, relating to significant Chief Executive Officer commitment of her time to particular high-priority items. They must be in accordance with – and cannot contradict – the overall STA organizational targets that are set through the annual planning and budgeting process, under the oversight of the Board's Planning & Development Committee.*

PLANNING & DEVELOPMENT COMMITTEE

The Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

- Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle – with special attention to the Board's role in planning - and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, any Board of Directors-Chief Executive Officer-Executive Team strategic work sessions that are held as part of the annual planning cycle.
- Recommending to the Board of Directors the strategic issues that STA's detailed strategic planning should focus on, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, and other strategic and policy-level planning products that merit Board attention. Note that development of the annual budget is a major operational planning product and, therefore, falls under the Planning & Development Committee.
- Ensuring – as part of the annual operational planning/budget preparation process – that all operational plans include both financial and programmatic performance targets that the Performance Monitoring & External Relations Committee can use in monitoring the operational and financial performance of all STA programs and operating units. *Note that the Chief Executive Officer also annually reaches agreement with the Board Operations Committee on detailed high-priority Chief Executive Officer-specific performance targets involving the use of her time, within the framework of the overall STA targets established in the planning process.*
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

The Performance Monitoring & External Relations Committee is accountable for overseeing STA operational and financial performance, for updating of STA (non-governing) policies meriting Board attention, and for building a positive STA public image and maintaining relationships with the community at large and key stakeholders, in this capacity:

- Reaching agreement with the Chief Executive Officer on the key elements of an operational and financial reporting process, including the content, format, and frequency of performance reports to Board, and overseeing implementation of the process.
- Designing processes for gathering performance information other than formal reports, such as Board member facility visits.
- Reviewing performance reports in Committee meetings and reporting operational and financial performance to the Board at its regular business meetings.
- Reviewing operational policies meriting the Board's attention (such as policies to govern STA financial management, contracting, and the like), identifying the need for revision, and recommending policy revisions to the full Board.
- Presenting an overall assessment of the past year's operational and financial performance at annual strategic planning work sessions involving the full Board of Directors.
- Providing counsel to the Chief Executive Officer on major internal administrative system upgrades (e.g., a major MIS upgrade) involving significant costs.
- Ensuring that STA's desired image is regularly updated.
- Overseeing the development and implementation of strategies for STA image building, marketing and public relations and for maintaining close, positive relationships with key external stakeholders.
- Overseeing the development and implementation of legislative/governmental relations policies and strategies.
- Recommending to the Board positions on legislative issues.
- Coordinating Board member speaking in appropriate forums on behalf of STA.
- Fashioning strategies and plans intended to enhance external communication.
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

GOVERNING COMMITTEE ORGANIZATION CHART

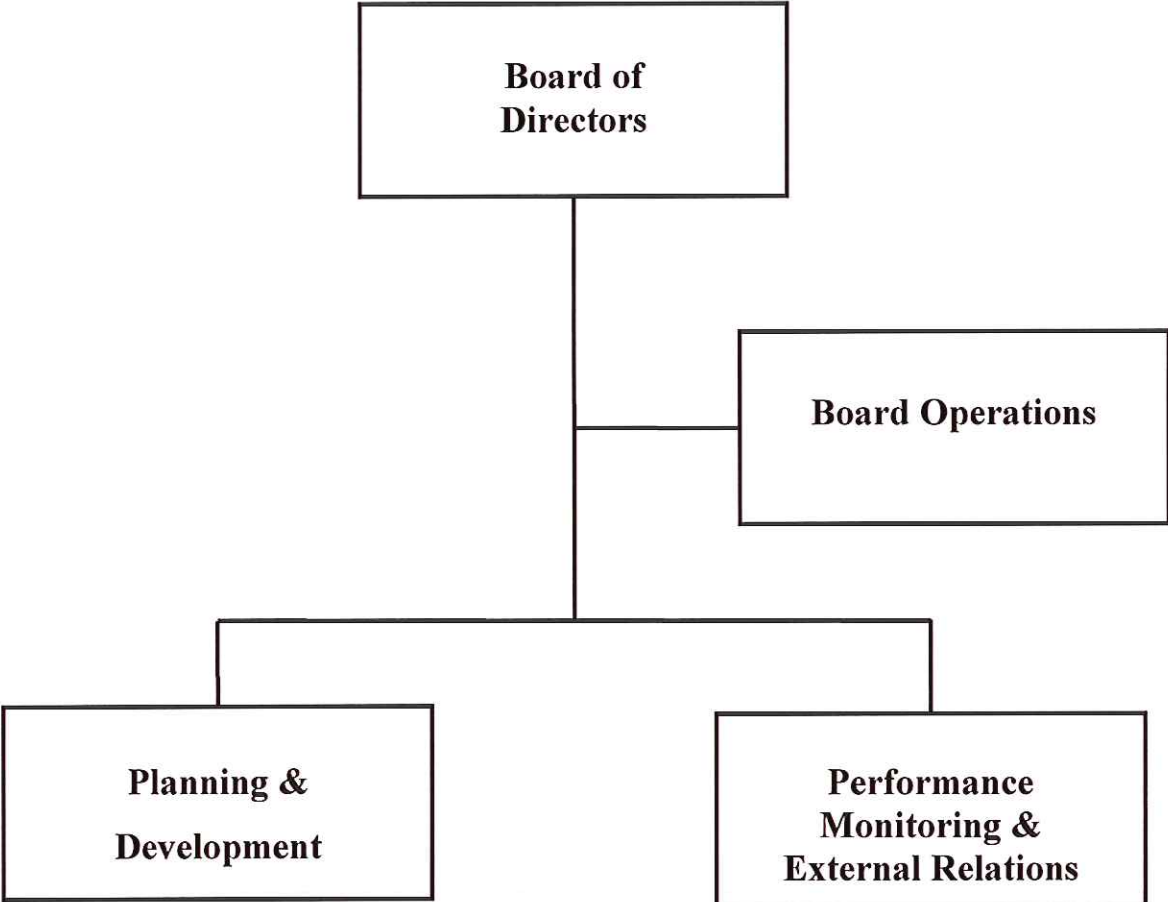


EXHIBIT A

BOARD GOVERNING COMMITTEE OPERATING GUIDELINES

1. The Board of Directors Chair will appoint the chairs and members of the Planning & Development and Performance Monitoring & External Relations Committees to an annual term.
2. Each Board member should be assigned to one (but only one) of the Governing Committees (Note an exception: that Governing Committee chairs also serve on the Board Operations Committee). This will ensure that each Governing Committee has a "critical mass" of members and will guard against Board members' overextension and the dilution of governance.
3. The Chief Executive Officer is an ex officio, non-voting member of all Board Governing Committees and should whenever feasible attend Committee meetings.
4. Committee action will be taken by a vote of the eligible voting members. A quorum for the purpose of conducting committee business consists of two voting members.
5. Only Directors serve as members of the Board's three Governing Committees.
6. The Board Governing Committees may create advisory sub-committees consisting of non-Directors to assist them in carrying out their responsibilities.
7. It is recommended that, to qualify as a Governing Committee chair, a Board member should have served at least a year as an active member of that Committee (after the Committee structure has been in existence for two years).
8. Board members should make a commitment to attend Committee meetings regularly, be prompt and be prepared.
9. All matters coming to the full Board should go through the appropriate Governing Committee and be introduced by Committee members. No action items should be introduced directly to the full Board, without having come through the appropriate Board Governing Committee, and all reports to the Board should be made by Governing Committee members (with the sole exceptions of the regular Chief Executive Officer report to the Board and when non-board advisory sub-committee members or staff members present special briefings under the aegis of the Governing Committees).
10. Committees should meet far enough in advance of the regular Board meeting that Committee recommendations can be prepared in a full and timely fashion for transmittal to the full Board. Committee meetings should never be held in conjunction with the regular Board meeting since this would lead to ritualistic, rather than substantive, Committee sessions.
11. Whenever a Governing Committee believes that the full Board should be involved in-depth in dealing with an issue, the Committee should take the initiative in recommending to the Board

Operations Committee that a special full Board work session be held as part of the regular Board meeting.

12. Governing Committee chairs and members should be rotated among Committees regularly to ensure that their governing experience is richer and more diverse. It is recommended that Committee chairs and members be rotated annually when feasible, and that no Committee chair or member serve a term of more than 2 consecutive years.
13. The Committees should receive strong staff support, including the preparation of agendas and reports to the Board. The Chief Executive Officer and her Executive Team should work closely together to ensure that the Board's Governing Committees are well staffed. A member of the Chief Executive Officer's Executive Team should be assigned to serve as Chief Staff Liaison to each of the Governing Committees.
14. While the Board Operations Committee should be involved in developing the Board agenda, it should not pre-review or revise the content of Governing Committee reports and recommendations to the full Board. All Board Governing Committees report directly to the full Board.

2015 BOARD COMMITTEE MEMBER APPOINTMENTS

Planning and Development (P&D) Committee Members

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

1. Al French, Spokane County, CHAIR
2. Shelly O'Quinn, Spokane County
3. Candace Mumm, City of Spokane
4. Ed Pace, City of Spokane Valley
5. Kevin Freeman, Small Cities (*Millwood*) (Ex-Officio)
6. E. Susan Meyer (Ex-Officio)

Performance Monitoring and External Relations (PM&ER) Committee Members

Committee meets 1st Wednesday of the month at 1:30 p.m.

1. Amber Waldref, City of Spokane, CHAIR
2. Chuck Hafner, City of Spokane Valley
3. Steve Peterson, Small Cities (*Liberty Lake*)
4. Steve Lawrence, Small Cities (*Airway Heights*)
5. Rhonda Bowers (non-voting labor representative)
6. John Higgins, Small Cities (*Medical Lake*) (Ex-Officio)
7. E. Susan Meyer (Ex-Officio)

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

January 13, 2016

AGENDA ITEM 8: CONFIRMATION OF APPOINTMENT OF CHAIRS TO
PLANNING & DEVELOPMENT AND PERFORMANCE
MONITORING & EXTERNAL RELATIONS COMMITTEES
FOR 2016

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair

SUMMARY:

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

The Board Chair is Chair of the Board Operations Committee and the Chairs of the Planning & Development and Performance Monitoring & External Relations committees are automatically members of that committee upon appointment as a Committee Chair.

RECOMMENDATION TO COMMITTEE:

By motion, confirm the Board Chair's appointed Chairs to the Planning & Development and Performance Monitoring & External Relations committees for 2016 and concurrent appointment to the Board Operations Committee and forward to the Board agenda.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF
January 13, 2016

AGENDA ITEM 9: APPROVAL FOR BOARD MEMBER TRAVEL TO 2016 APTA
LEGISLATIVE CONFERENCE & LEGISLATIVE MEETINGS

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 is holding its 2016 Legislative Conference in Washington, D.C., March 13 – 15. There will also be opportunities to meet with legislators.

Up to two Board members are budgeted to attend this conference and the approximate cost is \$3,600 each. It has been STA's practice for the Chair and/or Chair Pro Tempore to attend.

RECOMMENDATION TO COMMITTEE: Recommend approval for travel for up to two Board members to Washington, D.C. to meet with legislators and attend the APTA Legislative Conference and forward to the Board consent agenda.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

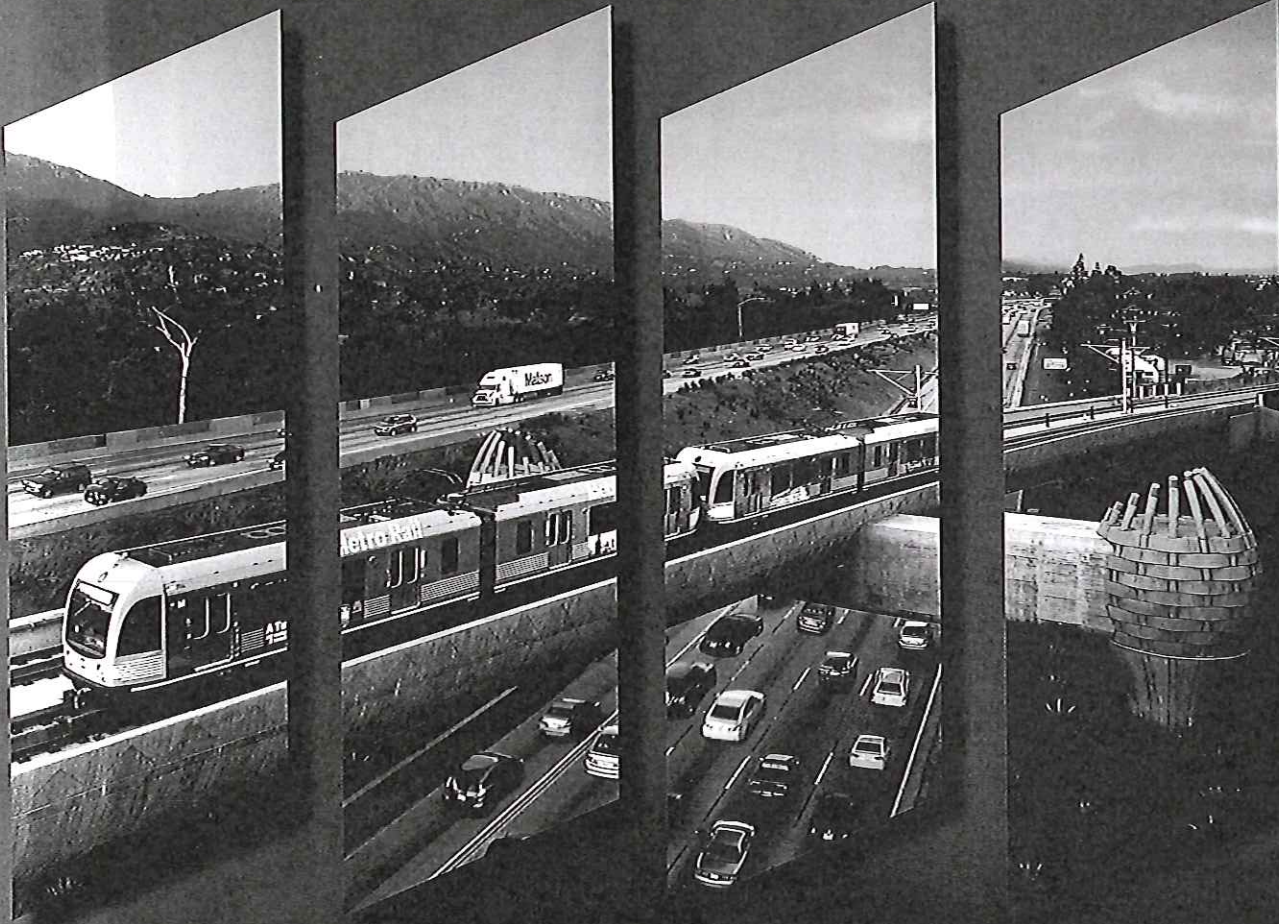
FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

2016 APTA Conference Schedule



INSIDE: Discover APTA's 2016 Professional Development,
Networking and Business Development Opportunities

January

Transit CEOs Seminar

JANUARY 30 – FEBRUARY 2
THE B HOTEL | ORLANDO, FL

This unique executive forum focuses on emerging trends and best practices. Topics include how new technologies may transform public transportation, workforce development and diversity inclusion, labor relations, the CEO's employment contract, building partnerships and community with the private sector, managing board ethics, and other management and policy topics. For deputy CEOs, a separate leadership track of study is offered.

WHO SHOULD ATTEND: chief executives of public transportation systems and their deputies – senior executives who wish to move to a CEO position

CONTACTS: Registration/hotel, Heather Rachels at (202) 496-4838 or hrachels@apta.com; Educational sessions, Lynne Morsen at (202) 496-4853 or lmorsen@apta.com

#APTAcceos16

March

Legislative Conference

MARCH 13–15
JW MARRIOTT | WASHINGTON, DC

The Legislative Conference educates members on important federal legislation and policy initiatives; provides members with the opportunity to shape future industry positions and federal transportation policy; provides direction on the industry's legislative strategy and advocacy efforts with the U.S. Congress and Administration executives; and offers sessions with key members of Congress, Hill staff, Administration officials, and Washington opinion makers.

WHO SHOULD ATTEND: CEOs, board members, government affairs and communications professionals, policymakers, transit operators, consultants, manufacturers and suppliers, local coalition members, and state association leaders

CONTACT: Registration, Kwakuita Spence at (202) 496-4845 or kspence@apta.com; Program, Brian Tynan at (202) 496-4897 or btynan@apta.com

#APTALeg16

April

Fare Collection & Revenue Management Summit

APRIL 11–13
TOWN AND COUNTRY HOTEL & CONVENTION CENTER
SAN DIEGO, CA

The Fare Collection & Revenue Management Summit addresses a wide array of topics targeted at public transportation personnel involved in the collection and protection of transit fares and revenues. Comprehensive sessions and discussions will appeal to and benefit all attendees, from novice participants, to seasoned veterans, engineers, operations personnel, revenue management personnel, policy staff, implementation marketers, and ultimate decision-makers. The program includes innovations and updates in the areas of fare systems (technology, management, and maintenance), revenue management policy, system procurement, implementation, theft, and fraud.

WHO SHOULD ATTEND: public transit officials and supplier/consultant personnel engaged in the technology, design, equipment, procurement, operation, maintenance, and security of fare collection systems

CONTACT: Beverly Hill at (202) 496-4315 or bhill@apta.com

#APTArevenue16

TransITech Conference

APRIL 11–13
TOWN AND COUNTRY HOTEL & CONVENTION CENTER
SAN DIEGO, CA

TransITech will feature multiple sessions covering all aspects of transit technology to provide a comprehensive overview of transit technology for today and tomorrow. Sessions will range from emerging technology to transit ITS applications and cyber-security technology and applications.

WHO SHOULD ATTEND: public transportation information technology professionals, chief information officers, operations managers and staff, software developers, and all who benefit from modern public transportation information technologies

CONTACTS: Lou Sanders at (202) 496-4886 or lsanders@apta.com; or DeeNaye Williams at (202) 496-4899 or dwilliams@apta.com

#APTATransITech16

February

Legal Affairs Seminar

FEBRUARY 21–23
ELDORADO HOTEL | SANTA FE, NM

Provides up-to-date information on regulatory/legislative developments, industry-related litigation, and other legal issues affecting the transit industry.

WHO SHOULD ATTEND: attorneys representing all APTA members

CONTACT: Jim LaRusch at (202) 496-4808 or jlarusch@apta.com

#APTALegal16

Marketing & Communications Workshop

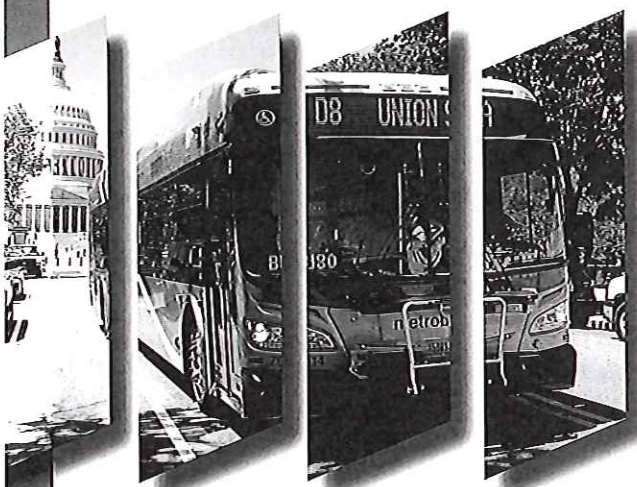
FEBRUARY 28 – MARCH 2
RENAISSANCE PHOENIX DOWNTOWN | PHOENIX, AZ

This intensive and interactive workshop focuses on all aspects of public transportation marketing and communications, including media relations, customer service, social media, ridership initiatives, and best practices.

WHO SHOULD ATTEND: all public transportation personnel involved in marketing, communications, media relations, advertising, social media, planning, research, service development, and customer service

CONTACT: Jack Gonzalez at (202) 496-4824 or jgonzalez@apta.com

#APTAMarketing16



April (continued)

Public Transportation & Universities Conference

APRIL 16-19
AMWAY GRAND PLAZA HOTEL | GRAND RAPIDS, MI

This biennial conference delves deep into the unique transportation needs of university communities and the populations they serve. The program covers topics such as universal access, land use development, and much more.

WHO SHOULD ATTEND: university/community transportation professionals, university officials, faculty and students, planners, and businesses supporting these services

CONTACT: Pamela Boswell at (202) 496-4803 or pboswell@apta.com

#APTUniversity16

Transit Board Members & Board Support Seminar

APRIL 30 - MAY 3
HILTON PALACIO DEL RIO | SAN ANTONIO, TX

Remember: The seminar is in April/May this year!

Policymakers and staff come together for professional development sessions focusing on best practices in governance and creating policy for public transportation systems. The educational content includes succession planning and regional legislative issues, as well as fiduciary responsibilities, advocacy, safety, mobility management, funding, and financing. A separate leadership development track is offered for members who support transit boards of directors/commissioners.

WHO SHOULD ATTEND: board members/commissioners, and support staff to boards of public transportation systems

CONTACTS: Registration/hotel, Heather Rachels at (202) 496-4838 or hrachels@apta.com; Educational sessions, Cheryl Pyatt at (202) 496-4875 or cpyatt@apta.com

#APTAtbm16

May

International Bus Rodeo

MAY 13-17
OMNI CHARLOTTE | CHARLOTTE, NC

The International Bus Rodeo is a unique learning opportunity for operators and maintenance teams to engage with other transit agency professionals up close and personal. The Rodeo is a competition of driving skills and maintenance disciplines; it is a training and networking opportunity for all attendees. As part of the Bus & Paratransit Conference, there are multiple training sessions for operators, maintenance teams, and supervisors.

Send your champions to be challenged at the 2016 International Bus Rodeo.

WHO SHOULD ATTEND: bus operators, maintenance teams, and their supervisors

CONTACT: Saahir Brewington at (202) 496-4834 or sbrewington@apta.com

#APTAbus16

May (continued)

Bus & Paratransit Conference

MAY 15-18
WESTIN HOTEL & CHARLOTTE CONVENTION CENTER
CHARLOTTE, NC

This technical, educational program covers operations and maintenance, accessibility and paratransit, integrated mobility and transformative technology, first- and last-mile transportation, safety and security, planning and sustainability, funding and finance, capital programs, procurement, and workforce development. Participate in Maintenance Monday and Bus Rapid Transit (BRT) Tuesday, National Transit Institute training courses, Bus Display, Products & Services Showcase, and technical tours.

WHO SHOULD ATTEND: bus and paratransit system employees and managers, board members, contractors, suppliers, manufacturers, and consultants

CONTACTS: Registration, Kwakuita Spence at (202) 496-4845 or kspence@apta.com; Showcase, Heather Rachels at (202) 496-4838 or hrachels@apta.com; Educational sessions, Lynne Morsen at (202) 496-4883 or lmorsen@apta.com

#APTAbus16

June

Risk Management Seminar

JUNE 12-15
HILTON ALBANY | ALBANY, NY

This is the only Risk Management seminar specifically for professionals and practitioners involved with Transit Risk Management. The seminar includes sessions on issues that transit claims and risk managers face on a daily basis. Topics chosen in the past have included: reducing at-risk passenger behaviors related to violence and dangerous acts, insurance market analysis, ADA/legal updates, mitigating pedestrian accidents, understanding primary and excess liability insurance policies, practical elements of mediating a lawsuit, and realizing tangible savings from vehicle video systems. Plus, every seminar features both a Risk Management 101 training class and a risk management round table to discuss the tough and vexing issues in the profession.

WHO SHOULD ATTEND: risk managers, claims/safety/security officers, policymakers, insurance brokers, and suppliers of products and services in the risk management industry

CONTACT: Bill Grizard at (202) 496-4878 or wgrizard@apta.com

#APTArisk16

International Rail Rodeo

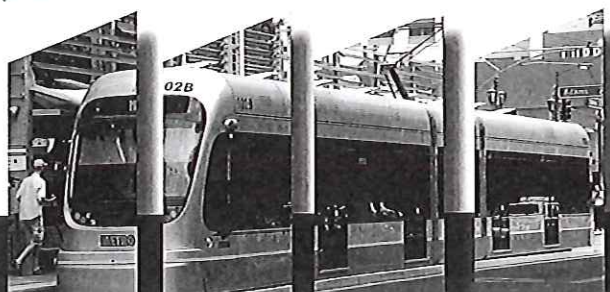
JUNE 15-19
SHERATON GRAND PHOENIX | PHOENIX, AZ

The 2016 International Rail Rodeo will test the skills of both operators and maintainers as they vie for top honors. Valley Metro has created a unique experience for the contestants of this year's Rodeo. Send your best team of operators and maintainers to learn, network, and experience the International Rail Rodeo.

WHO SHOULD ATTEND: rail operator and maintainer teams, and their supervisors

CONTACT: Saahir Brewington at (202) 496-4834 or sbrewington@apta.com

#APTArail16



For more
WWW

June (continued)

Rail Conference

JUNE 19-22
SHERATON GRAND PHOENIX | PHOENIX, AZ

For all rail modes – urban, commuter, high-speed, and intercity – this technical conference features sessions on technology, operations, maintenance, safety & security, planning, finance, capital projects, workforce development, and more. Experience the latest industry advances at the Products & Services Showcase and join the technical tours.

WHO SHOULD ATTEND: rail agency staff, mid-level and executive management, board members, government agency staff, suppliers, consultants, and contractors

CONTACTS: Registration, Kwakuita Spence at (202) 496-4845 or kspence@apta.com; Showcase, Marcus Eng at (202) 496-4874 or meng@apta.com; Educational sessions, Lynne Morsen at (202) 496-4883 or lmorsen@apta.com

#APTArail16

July

Sustainability & Public Transportation Workshop

JULY 24-26
WESTIN AUSTIN DOWNTOWN | AUSTIN, TX

The Sustainability & Public Transportation Workshop is the premier forum for sustainability leaders and newcomers in the transit industry to advance public transportation's role in sustainability. Attendees have the opportunity to interact with cutting-edge speakers and learn from their peers in breakout sessions and round-table discussions about realizing environmentally- economically- and socially-responsible practices and developments.

WHO SHOULD ATTEND: general managers and senior staff likely to implement sustainability in transit agencies, suppliers, consultants, others supportive of public transportation's role in sustainability

CONTACT: Mark Teschauer at (202) 496-4873 or mteschauer@apta.com

#APTAsustainability16

Multimodal Operations Planning Workshop

JULY 31- AUGUST 3
HYATT REGENCY CALGARY | CALGARY, AB

This workshop is dedicated to promoting and advancing the work of North America's professional public transportation planners and schedulers. Sessions will provide attendees with the latest practices in scheduling, facilities planning, technological advances, designing routes, and bus rapid transit. Technical tours of the Calgary area will offer insight into connecting the various modes of transportation used throughout the host city. This is an information sharing opportunity for both established professionals and individuals who are new to the field.

WHO SHOULD ATTEND: planners and schedulers

CONTACTS: Jeff Hiott at (202) 496-4881 or jhiott@apta.com; or DeeNaye Williams at (202) 496-4899 or dwilliams@apta.com

#APTAmultimodal16

For more information
visit www.apta.com

August

State Public Transportation Partnerships/Transit Midwest Conference

AUGUST 14-16
WESTIN CROWN CENTER | KANSAS CITY, MO

The State Public Transportation Partnerships/Transit Midwest Conference is a joint conference of FTA Region 7 state associations, APTA, CTAA, and AASHTO. This conference emphasizes best practices and programs of state public transit associations and state DOTs, as well as federal, state, and local partnerships for public transportation.

Attendees will hear about FTA's "Rides to Wellness Initiative" – a program focused on strengthening the connection between the transportation and healthcare industries.

WHO SHOULD ATTEND: state transit association leaders, state department of transportation officials, transit system representatives, state DOT program managers, and FTA staff interested in the role states play in supporting and promoting public transportation

CONTACTS: Zach Smith at (202) 496-4807 or zsmith@apta.com; or Rich Weaver at (202) 496-4809 or rweaver@apta.com

September

Annual Meeting

SEPTEMBER 11-14
JW MARRIOTT LOS ANGELES L.A. LIVE | LOS ANGELES, CA

Remember: The Annual Meeting is in September this year!

APTA's Annual Meeting is the flagship event for public transportation professionals to engage in workshops, join tours, and network with colleagues. Keynote speakers and educational sessions explore hot topics, including transformative technology, community building, innovative funding and finance, safety, workforce development, worldwide mega projects, and more.

WHO SHOULD ATTEND: public transportation agency and business leaders and staff, board members, representatives of governmental agencies, manufacturers, suppliers, and consultants

CONTACTS: Registration, Kwakuita Spence at (202) 496-4845 or kspence@apta.com; Showcase, Anitha Atkins at (202) 496-4839 or aatkins@apta.com; Educational sessions, Lynne Morsen at (202) 496-4883 or lmorsen@apta.com

#APTAAnnual16



Schedule at a Glance

January

Transit CEOs Seminar
JANUARY 30 – FEBRUARY 2
ORLANDO, FL

February

Legal Affairs Seminar
FEBRUARY 21–23
SANTA FE, NM

Marketing & Communications Workshop

FEBRUARY 28 – MARCH 2
PHOENIX, AZ

March

Legislative Conference
MARCH 13–15
WASHINGTON, DC

April

Fare Collection & Revenue Management Summit
APRIL 11–13
SAN DIEGO, CA

TransITech Conference

APRIL 11–13
SAN DIEGO, CA

April (continued)

Public Transportation & Universities Conference
APRIL 16–19
GRAND RAPIDS, MI

Transit Board Members & Board Support Seminar

APRIL 30 – MAY 3
SAN ANTONIO, TX

May

International Bus Rodeo
MAY 13–17
CHARLOTTE, NC

Bus & Paratransit Conference

MAY 15–18
CHARLOTTE, NC

June

Risk Management Seminar
JUNE 12–15
ALBANY, NY

International Rail Rodeo

JUNE 15–19
PHOENIX, AZ

June (continued)

Rail Conference
JUNE 19–22
PHOENIX, AZ

July

Sustainability & Public Transportation Workshop

JULY 24–26
AUSTIN, TX

Multimodal Operations Planning Workshop

JULY 31 – AUGUST 3
CALGARY, AB

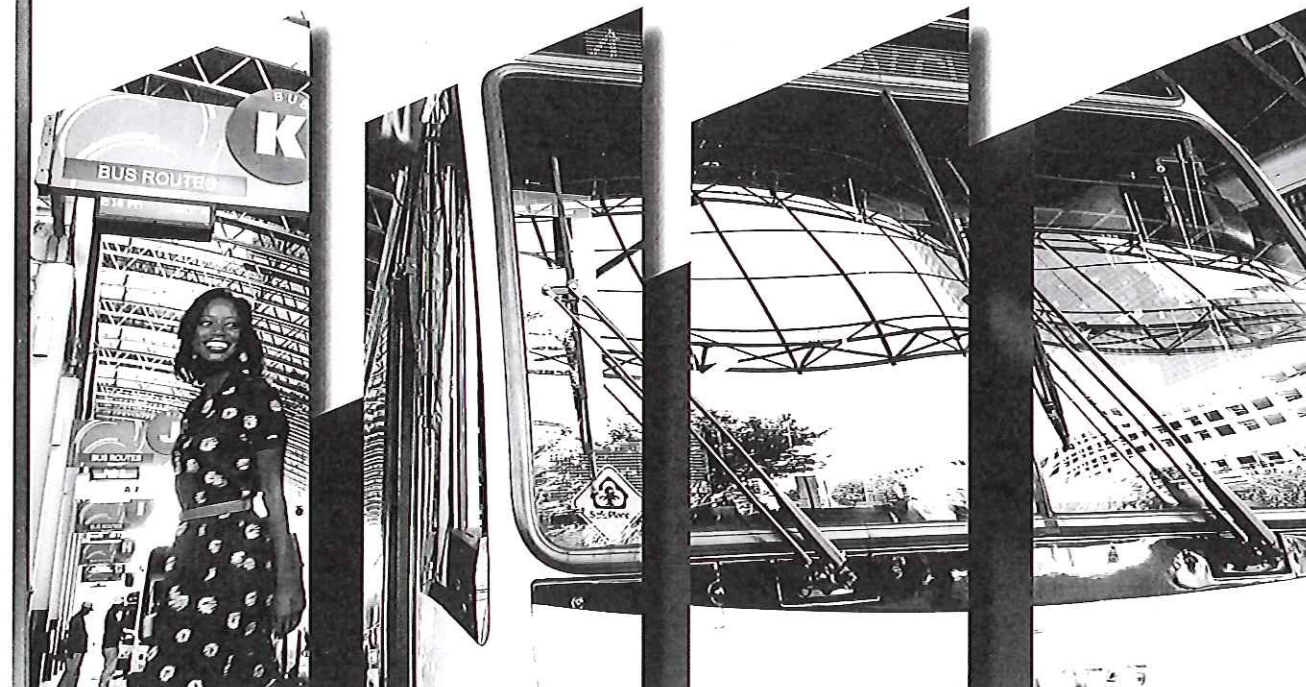
August

State Public Transportation Partnerships/Transit Midwest Conference

AUGUST 14–16
KANSAS CITY, MO

September

Annual Meeting
SEPTEMBER 11–14
LOS ANGELES, CA



SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING OF

January 13, 2016

AGENDA ITEM **10**: STA MOVING FORWARD IMPLEMENTATION SCENARIOS - DISCUSSION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY:

The purpose of this item is to review materials and prepare for the discussion by the full Board in January regarding preliminary alternative funding scenarios for implementing STA Moving Forward.

During the last quarter of 2015, the STA Board of Directors reached agreement or general consensus on important decisions that relate to expanding and improving transit service:

- **October:** The Board agreed to new financial assumptions and an approach to forecasting revenues and expenditures that fully fund the Capital Improvement Program and current levels of service through 2021.
- **November:** The Board members agreed by consensus that *STA Moving Forward Plan* should be retained as the appropriate starting point for discussing future service growth.
- **December:** A majority of Board members agreed through discussion that staff should prepare scenarios that implement part or all of STA Moving Forward assuming ballots in either Fall 2016 or Fall 2017 and some Board members requested a scenario that provided additional funding beyond STA Moving Forward.
 - Complete option (funded at 2/10 of a cent sales tax increase)
 - Complemented option (funded at 3/10 of a cent sales tax increase)
 - Constrained option (funded at 1/10 of a cent sales tax increase)

The Board requested preliminary alternatives by the January Board meeting. In order to better communicate each alternative, staff has identified key objectives, or building blocks, that STA Moving Forward addresses. These building blocks are as follows:

- Connect the community with essential services
- Improve travel flow by connecting jobs and workers
- Partner in advancing regional economic development

For discussion purposes, both at the Committee and at the Board meeting, staff will present on the three preliminary alternatives as requested. Based on the stated desire of some Board members to seek public input as soon as possible, staff will also suggest a timeline for public outreach and Board actions that could meet this desire, if shared by the Board at large. No action on these items is anticipated in January.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR COMMITTEE BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING OF

January 13, 2016

AGENDA ITEM 11: BOARD OF DIRECTORS AGENDA JANUARY 14, 2016 (SPECIAL MEETING) – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY: The Board of Directors agenda for the January 14, 2016 special meeting is attached for the committee's information.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

SPECIAL BOARD MEETING

Thursday, January 14, 2016 at 10:00 a.m.
Spokane Transit Authority Boardroom
1229 West Boone Avenue, Spokane, Washington

AGENDA

Estimated meeting time: 100 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda *(Al French)*
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Marsha Stamp, Coach Operator – Retirement *(Steve Blaska)*
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the December 17, 2015 Board Meeting – Corrections/Approval
 - B. December 2015 Vouchers *(Lynda Warren)*
 - C. Approval for Board Member Travel to 2016 APTA Legislative Conference & Legislative Meetings *(Al French/E. Susan Meyer)*
6. Board Action – Committee Recommendations: *30 minutes*
Board Operations Committee
 - A. Election of 2016 Board Chair Pro Tempore *(Al French)*
(majority of 5 votes required)
 - B. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2016 *(Al French)*
 - C. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2016 *(Al French)*
 - D. Confirmation of Appointment of Board Members to Board Operations Committee for 2016 *(Al French)*
7. Board Action – Other: *None*
8. Board Operations Committee: *30 minutes*
 - A. Chair's Report *(Al French)*
 - i. STA *Moving Forward* Implementation Scenarios - Discussion
9. Planning & Development Committee: *No meeting*

10. Performance Monitoring & External Relations Committee: *No meeting*
11. CEO Report – *10 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2015 Financial Results Summary (*Lynda Warren*)
 - C. December 2015 Sales Tax Summary (*Lynda Warren*)
13. New Business
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Workland Witherspoon*) – *15 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of January 14, 2016 Special Board Meeting:

Saturday, January 16, 2016	4:00 p.m.
Monday, January 18, 2016	10:00 a.m.
Tuesday, January 19, 2016	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	February 3, 2016, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	February 3, 2016, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	February 10, 2016, 12:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 18, 2016, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

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 day 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 OF

January 13, 2016

AGENDA ITEM 12: CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

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

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

14.

EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purpose of:

1. Reviewing the performance of a public employee.

The STA Board Operations Committee will reconvene in open session at approximately ___ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they 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.

Estimated time - 10 minutes