

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 12, 2022, Meeting
Via Webex Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Airway Heights), Chair
Al French, Spokane County, *Planning & Development Committee Chair*
Karen Stratton, City of Spokane
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

STAFF PRESENT

Monique Liard, *Chief Financial Officer*
Brandon Rapez-Betty, *Chief Operations Officer & Interim Director of Communications & Customer Service*
Karl Otterstrom, *Director of Planning & Development*
Nancy Williams, *Director of Human Resources & Labor Relations*
Emily Arneson, *Ombudsman & Accessibility Officer*
Dana Infalt, *Clerk of the Authority*
Amie Blain, *Executive Assistant to the Chief Financial Officer*

MEMBERS ABSENT

None

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 1:32 p.m., and Ms. Infalt conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair Grover thanked the P&D and PMER chairs for accepting their roles as Committee Chairs.

4. COMMITTEE ACTION/DISCUSSION

a. December 8, 2021, Committee Minutes

Mr. French moved to approve the December 8, 2021, committee meeting minutes as submitted, Ms. Stratton seconded and the motion passed unanimously.

b. Consolidated 2022 Bus Stop & Route Facilities Project

Mr. Otterstrom provided a summary of the project. In early 2021, the STA Board approved changes that support STA Moving Forward and the City Line project. The project includes new bus stops and improvements, which must meet ADA compliance. Mr. Otterstrom explained the areas for the proposed stops and improvements, and he presented related capital projects. The total projected cost is \$1.8 million.

Mr. French moved to approve the general scope of work and authorize staff to release the Invitation for Bid (IFB) for the Consolidated 2022 Bus Stop & Route Facilities Project, Ms. Stratton seconded and the motion passed unanimously.

5. FARE POLICY REVISIONS: OUTREACH AND ACTION

Ms. Liard presented this project that will provide customers with new online fare management and contactless payment tools. The primary goal is to increase the customer value STA provides, reduce financial barriers, address fare inequities, and increase access to public transit. This will also allow for an update to the fare policy, keeping it separate from the fare tables and making it easier to update through periodic reviews. New discount programs are being introduced, as well as fare capping. No base fares are changing. However, a review under

Title VI of the Civil Rights Act of 1964 is needed. The Title VI analysis determines whether changes result in disparate impacts to minorities or disproportionate burden to low-income populations. None were found in and of the proposed fare policy revisions. A copy of the full analysis was included in the agenda packet. Key findings resulting from the public outreach indicated concerns expressed over the potential elimination of cash payment options, information access barriers, gaps in vendor locations, and a name change from Two-Hour Pass to One Ride. Concerns will be addressed through education and the implementation phase. Ms. Stratton asked if cash payment options will remain available. Ms. Liard confirmed, and she included additional cash options would be available through retail locations and ticket machines. Mr. French asked if an impact on total projected annual revenue had been determined. Ms. Liard explained it was included in the budget, and the review included impacts of fare capping primarily, utilization of passes under the current structure, and lack of utilization of the full monthly pass. She added that it will be a fairly neutral impact as an increase in ridership is expected to offset fare revenues. Mr. French supports the new fare structure, and he believes it will be more user friendly and equitable for the monthly passholders. Ms. Stratton is also supportive of the fare policy revisions.

Ms. Stratton moved to recommend that the Board of Directors adopt by resolution the revised FTA Fare Policy as presented, Mr. French seconded and the motion passed unanimously.

6. CITY LINE HIGH PERFORMANCE TRANSIT AMENITIES: BROWNE'S ADDITION REVISED AGREEMENT

Mr. Otterstrom presented and explained that Browne's Addition has expressed an interest in incorporating historic elements into their City Line shelters within their neighborhood. This began in 2018, and the Board approved a formal request in 2021, for a custom shelter design. Due to the neighborhood's limited financial resources, they tabled final execution of the agreement. The original terms state the Browne's Addition Neighborhood Steering Committee (BANC) would contribute 20% of initial design costs up to \$13,673, or final net costs, whichever is less. Due to the limited financial resources and to prevent the gifting of public funds, the proposal allows an "in-kind" contribution via marketing value exchange, not to exceed the amount of \$13,673. Mr. French asked about the other neighborhoods and whether this option would be available for them. Mr. Otterstrom replied and advised that this has been a challenge with Browne's Addition, and the marketing value in lieu of the cash contribution seemed to be the only alternative that met policy requirements and was easily accessible for the neighborhood. In 2018, all of the neighborhoods were contacted regarding the shelters, and Browne's Addition was the only neighborhood that responded. Ms. Meyer explained that they decided they needed to utilize their funds to help with work relating to supporting homelessness within their neighborhood. They had expressed interest in the bus stop shelter design change for many years. This is a solution that will serve to obtain their commitment for support for City Line and service once they receive the shelter. Mr. French explained that this could set a precedence and other neighborhoods will want the same accommodation. Ms. Stratton explained that Browne's Addition was the only neighborhood who expressed interest, and she is supportive of this revised agreement. Mr. French suggested incorporating language in the agreement that recognizes the historic character of the neighborhood, and that this agreement would be based upon its historic nature.

Mr. French moved to recommend that the Board approve a motion to authorize revisions to the terms of the authorization previously approved by the Board on March 21, 2021, to allow "in-kind" contributions by the Browne's Addition Neighborhood Steering Committee, in recognition of their Historic Register designation and the historical character of the neighborhood for the City of Spokane, to meet their financial obligation with a maximum value of \$13,673, and authorize the CEO to execute any agreements necessary, Ms. Stratton seconded. Chair Grover asked Legal Counsel if the motion was acceptable as stated. Ms. McAloon confirmed. Chair Grover called for the vote and the motion passed unanimously.

7. TEMPORARY STAFFING SERVICES AWARD OF CONTRACT

Ms. Williams provided information regarding the request for a contract for temporary personnel working on a temporary basis for STA who are employed by a staffing agency. Five proposals were received and reviewed by the evaluation committee.

Ms. Stratton moved to recommend the Board authorize the CEO to award a five-year contract to each of the top three proposers, Provisional Services, Inc., Humanix Corporation, and Infojini, Inc. for a projected total cost of \$1,170,000, Mr. French seconded and the motion passed unanimously.

8. APPROVAL FOR BOARD MEMBER TRAVEL TO 2022 APTA MEETINGS

Ms. Meyer explained these meetings are budgeted annually by STA for Board development. The trainings offered by APTA, American Public Transportation Association, have been found to be meaningful and useful for Board members and staff. The Legislative Conference and CEO Seminar is in Washington DC, where elected officials, staff, and FTA leadership are also in attendance. This provides an opportunity to discuss the City Line and FTA's \$53 million investment in it. The Transform Conference will be held in Seattle this year.

Ms. Stratton moved to recommend the Board of Directors approve travel for up to eight Board members to attend APTA conferences in 2022, and forward to the Board consent agenda, Mr. French seconded and the motion passed unanimously.

9. APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO THE PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2022

Mr. French thanked Chair Grover for the opportunity to serve as Chair of P&D another year. Chair Grover thanked everyone for their service on the STA committees.

Mr. French moved to recommend the Board confirm the Board Chair's appointments of members and chairs to the Planning & Development and Performance Monitoring & External Relations Committees for 2022, Ms. Stratton seconded and the motion passed unanimously.

10. BOARD OF DIRECTORS AGENDA JANUARY 20, 2022

There were no changes or corrections.

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

11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 9, 2022

There were no changes or corrections.

12. CEO REPORT

Ms. Meyer informed the committee that Mr. Rapez-Betty was selected as the new Chief Operations Officer. He is continuing in his previous role while taking on this new role until it can be filled. Ms. Meyer further explained additional position openings within STA. STA staff held its kickoff meeting for the Strategic Planning project led by Ms. Liard, and included STA's consultants, Nelson Nygaard and Desautel Hege – DH, and Kevin Desmond with Sam Schwartz Engineering. Kevin served as the previous CEO with TransLink in Vancouver in British Columbia. Prior to that, Kevin served as the CEO of King County Metro for 12 years. Kevin's experience on the consulting team will be invaluable. The Legislative Session began, and updates will be provided. STA is working to understand OSHA's vaccine mandates, which apply to private organizations. Ms. Meyer is working with Ms. Williams in Human Resources, to review STA's policies. An order for COVID tests is pending.

13. NEW BUSINESS

There was no new business.

14. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:46 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer