

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the March 11, 2020 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

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

STAFF PRESENT

Emily Arneson, *Ombudsman & Accessibility Officer*
Steve Blaska, *Chief Operations Officer*
Dana Infalt, *Clerk of the Authority*
Monique Liard, *Chief Financial Officer*
Karl Otterstrom, *Director of Planning & Development*
Brandon Ropez-Betty, *Director of Communications &
Customer Service*
Nancy Williams, *Director of Human Resources & Labor
Relations*

MEMBERS ABSENT

Pamela Haley, City of Spokane Valley, Chair Pro
Tempore
Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Mr. French will not be at the March 19, Board Meeting. Ms. Haley will chair the meeting.

4. COMMITTEE ACTION/DISCUSSION

a. February 12, 2020 Committee Minutes

Mr. Grover moved to approve the February 12, 2020, committee meeting minutes as submitted, Mr. French seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Chris Grover, Chair, Planning & Development (P&D)

The Committee approved the general scope of work for High Performance Transit Amenities Fabrication and authorized staff to release a Request for Proposal. The Committee forwarded to the Board consent agenda recommendations to adopt the 2020 Title VI Program and approve an Award of Contract to Zayo for the City Line Communications Provider. The Committee discussed 2020 Transit Development Plan Mid-Range Planning Guidance that will go to the Board in April, and the Cheney Line Infrastructure and Alignment Plan. A Public Hearing regarding the Cheney Line will be held at the March Board Meeting.

b. Lori Kinnear, Chair, Performance Monitoring & External Relations (PMER)

Mr. Blaska reported the Committee approved the Scope of Work for the Monroe-Regal Line Phase II and appointed Caleb McDougall as a new member to the STA Citizen Advisory Committee. The Committee forwarded to the Board consent agenda a recommendation to approve an amended 2020 Spokane Police Department Interlocal Agreement. The Committee received reports on 2019 Year End Performance Measures, the 2019 Year End Unaudited Financial Report, and the 2019 Community Perception Survey Results; highlights will be presented at the March Board meeting.

6. CITY LINE TEMPORARY CONSTRUCTION EASEMENTS AND RIGHT OF WAY ACQUISITION

Mr. Otterstrom presented information on three temporary construction easements and one right of way property acquisition needed for the City Line. The properties are located near Gonzaga University and owned by The Corporation of Gonzaga University. The amount agreed to for each property is within the range of values used by STA's appraiser as comparable. Funding will be provided by the City Line project budget. Staff requested the Committee recommend the STA Board authorize the CEO to execute all documents necessary to acquire the temporary construction easements and right of way property acquisition for the amounts agreed to by STA and the property owner.

Parcel Information	Acquisition Amount
Temporary Construction Easement, Parcel # 35171.0213	\$ 4,092.61
Temporary Construction Easement, Parcel # 35171.2401	\$ 3,620.37
Temporary Construction Easement, Parcel # 35171.2219	\$ 24,548.04
Right of Way Acquisition, Parcel # 35171.2219	\$ 68,366.30

Mr. Grover moved to recommend the STA Board of Directors authorize the CEO to execute on behalf of Spokane Transit, all documents necessary to acquire the temporary construction easements and right of way property acquisition as listed above, in the amounts agreed to by STA and the property owner, and forward to the Board consent agenda. Mr. French seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA MARCH 19, 2020

Mr. Grover moved to approve the Board agenda as submitted, Mr. French seconded and the motion passed unanimously.

8. CEO REPORT

Today the World Health Organization declared the coronavirus (COVID-19) a pandemic. Mayor Woodward is holding a press conference at 3:00 p.m. today to announce the City of Spokane's plans regarding COVID-19. Mr. Ropez-Betty will attend the conference.

STA is operating at full service in fixed route bus and paratransit services. Employees have been provided with hand sanitizer wipes and gloves for their work places on the buses and vans. N95 face masks are in stock pending direction from the Spokane Regional Health District, Centers for Disease Control and Prevention, and the Washington Department of Health regarding transit service drivers wearing face masks. Ms. Meyer initiated the STA Incident Command Team; Mr. Blaska is the commander. The team meets daily. STA's focus has been cleaning and disinfecting the vehicles every day and all day long in the Plaza. STA cancelled all staff travel planned through April 30, and the annual Safety Awards Banquet will be rescheduled to later in the year.

The Washington State House and Senate Conference Committee is meeting on the transportation budget today. Both budgets have funding for the City Line.

STA submitted a Letter of Intent to the Washington State Department of Commerce for an Electrification of Transportation Systems Grant regarding electrification charging at the Moran Station. A group of organizations, including STA, have been meeting to determine if there is a project to collaborate on and submit a Letter of Intent.

Mr. Otterstrom and Mr. Blaska are working with Amazon regarding service to the new West Plains Fulfillment Center. The facility plans to open on May 3, and expects to be fully staffed with approximately 3,000 to 3,500 employees by July. Amazon is interested in fixed route service, pass programs, and vanpool.

9. NEW BUSINESS

None

10. EXECUTIVE SESSION

At 2:00 p.m., Chair French announced the Committee would adjourn for an Executive Session for the purposes of:

1. 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.
2. Discussing, planning, or adopting the strategy or position to be taken by the STA Board of Directors during the course of ongoing collective bargaining.

The Committee will reconvene in open session at approximately 2:10 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 Committee will reconvene.

At 2:10 p.m., Ms. McAloon announced the Committee would reconvene at 2:15 p.m.

At 2:15 p.m., the Committee reconvened and Chair French declared the meeting back in public session. No action was taken.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:15 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Chief Financial Officer