

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

**BOARD OPERATIONS COMMITTEE MEETING**  
**Wednesday, March 11, 2020, 1:30 p.m.**

Spokane Transit Authority, Northside Conference Room  
1230 West Boone Avenue, Spokane, Washington

**AGENDA**

*Estimated Meeting Time: 65 Minutes*

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair's Comments (*French*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
  - A. February 12, 2020, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair reports: (*20 minutes*)
  - A. Chris Grover, Planning & Development
  - B. Lori Kinnear, Performance Monitoring & External Relations
6. City Line Temporary Construction Easements & Right of Way Acquisition – Recommendation (*10 minutes*) (*Otterstrom*)
7. Board of Directors Draft March 19, 2020, Meeting Agenda – Corrections/Approval (*5 minutes*)
8. CEO Report (*10 minutes*)
9. New Business
10. Executive Session (*10 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, April 8, 2020, 1:30 p.m.  
(STA Northside Conference Rooms, 1230 West Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend.

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

March 11, 2020

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Committee Chair

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**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**

March 11, 2020

**AGENDA ITEM 3 :** BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Al French, Committee Chair

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**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**

March 11, 2020

**AGENDA ITEM 4A :** MINUTES OF THE FEBRUARY 12, 2020, COMMITTEE MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Kathleen Roberson  
Executive Assistant to the Chief Financial Officer

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**SUMMARY**

The February 12, 2020, meeting minutes are attached for your information, correction and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and / or approval.

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the February 12, 2020 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Al French, Spokane County, *Chair*  
Pamela Haley, City of Spokane Valley, *Chair Pro Tempore*  
Chris Grover, Small Cities Representative (Cheney),  
*Planning & Development Committee Chair*  
Lori Kinnear, City of Spokane, *Performance Monitoring  
& External Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **STAFF PRESENT**

Steve Blaska, *Chief Operations Officer*  
Dana Infalt, *Clerk of the Authority*  
Monique Liard, *Chief Financial Officer*  
Karl Otterstrom, *Director of Planning & Development*  
Dan Wells, *Deputy Director of Capital Development*

### **MEMBERS ABSENT**

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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#### **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**

The Executive Session, item number ten, was removed from the agenda.

*Mr. Grover moved to approve the agenda as amended, Ms. Haley seconded and the motion passed unanimously.*

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

Chair French thanked committee members for agreeing to serve on the Board Operations Committee for 2020 and their continued dedication to STA. He said the event held on January 21, 2020, when the Federal Transit Administration awarded \$53.425M to the STA City Line project was a great celebration and gave kudos to staff for their work.

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

##### **a. January 8, 2020 Committee Minutes**

*Mr. Grover moved to approve the January 8, 2020, committee meeting minutes as submitted, Ms. Haley seconded and the motion passed unanimously.*

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

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

The Committee reviewed the 2020 Committee Work Program that was approved in December 2019, and received updates on City Line Construction Contracting, the 2020 Draft Title VI Program, the 2020 Transit Development Plan, the Downtown Spokane Plan Development, and the Cheney High Performance Transit Line Public Outreach Plan. There will be a Public Hearing at the February 20, 2020, Board Meeting to receive feedback on the 2020 Draft Title VI Program.

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

The Committee forwarded the 2020 Performance Measures and the I-90/Valley Corridor Award of Contract for Design and Engineering Services to the Board consent agenda. The Committee received a report on the Preliminary Proposal for 2021-2022 Service Revisions, as well as Legislative Report.

**6. JEFFERSON LOT COOPERATIVE PARK AND RIDE AGREEMENT**

The Jefferson Lot is a park and ride facility under the I-90 Viaduct between Jefferson and Walnut streets with approximately 400 parking stalls. STA has the opportunity to enter into a no-fee cooperative agreement with the Washington State Department of Transportation (WSDOT) for the continued use of the Jefferson Lot Park and Ride to provide transit services. The term of the agreement is 20-years, with one 10-year renewal. Board authorization is required to enable the CEO to sign the final agreement.

*Mr. Grover moved to recommend the Board authorize the CEO to execute the Jefferson Park and Ride Cooperative Agreement with the Washington State Department of Transportation and forward to the Board consent agenda. Ms. Haley seconded the motion and the motion passed unanimously.*

**6.1. CENTRAL CITY LINE AWARD OF CONTRACT – CORE CONSTRUCTION**

STA Board Resolution 774-19, adopted 7/25/19, approved the full Central City Line (City Line) project budget of \$92.231 million, which includes a combination of federal Small Starts funding and state, local and federal CMAQ funds. The Planning and Development Committee approved the City Line Core Construction scope of work authorizing the release of an Invitation for Bid (IFB). The IFB was released on December 23, 2019, and two bids were received on February 7, 2020. Both bids were lower than the final engineer's estimate of \$20,265,084. Staff reviewed each bid package and determined the bids were responsive and included all of the required information. Staff performed a responsibility review of the lowest bidder, Cameron-Reilly, LLC, and determined the company is responsible, has all of the required licensing, is registered with the appropriate local and state agencies, and is not debarred from working on a public works projects. Staff requested an award of contract to Cameron-Reilly, LLC, in the amount of \$12,300,000 before applicable sales tax and Board authorization for a contingency budget of 30%, in the amount of \$3,690,000, for a total contract budget up to \$15,990,000, before applicable sales tax.

*Mr. Grover moved to recommend the Board approve an award of contract for the Central City Line Core Construction contract with Cameron-Reilly, LLC, in the amount of \$12,300,000 plus any applicable sales tax, and authorize the allowance for 30% in contingency funding in the amount of \$3,690,000 be assigned to the contract budget. Ms. Haley seconded the motion and the motion passed unanimously.*

**7. BOARD OF DIRECTORS AGENDA FEBRUARY 20, 2020**

Item 6.E., Central City Line Award of Contract, moved to Board Action – Committee Recommendations. Item 8.A., Nonprofit Discount Pass Update, moved to Reports to Board – Information. There will be no Executive Session.

*Mr. Grover moved to approve the Board agenda as amended, Ms. Haley seconded and the motion passed unanimously.*

**8. CEO REPORT**

A King County Superior Court Judge denied a Motion for Summary Judgement and granted the State's motion regarding Initiative 976 (I-976) on all but two issues. The court will allow discovery on the two remaining issues, which are the Contract Impairment claim and the Kelley Blue Book Privileges and Immunities claim. The injunction currently in place against I-976 will continue to be in effect while additional discovery is completed on the two remaining issues.

STA contracted with K&A, an executive search firm, to conduct a search for STA's permanent Chief Operations Officer.

**9. NEW BUSINESS**

Ms. Kinnear said there was a discussion about providing a Summer Youth Transit Pass Program in 2020 at a committee meeting with Spokane Parks and Libraries. Discussions are ongoing about funding for the program and the scope of days of service. Ms. Meyer said the program was a Universal Transit Access Pass (UTAP) program with the City of Spokane and STA. STA can provide data regarding rides taken in 2019.

Ms. Kinnear and Mr. Otterstrom met with representatives from the Browne's Addition Neighborhood Council regarding the City Line shelter design in Browne's Addition. The Neighborhood Council will assign members to a task force to talk about the art elements that Spokane Arts is helping with for the station. The Council will create a committee to review STA's standard shelter design and may present suggestions for modifications to the STA Board. Mr. Otterstrom will attend the next Neighborhood Council meeting.

The Spokane Regional Transportation Council hosted a Community Workshop regarding U.S. Route 195 to discuss a new traffic study involving the highway corridor, including the junction of I-90 and Highway 195. Mr. Otterstrom and Ms. Meyer represented STA and provided information about STA services.

Mr. French will not be able to attend the March 19, 2020, Board meeting. Ms. Haley will chair the meeting.

**10. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 2:38 p.m.

Respectfully submitted,



Kathleen Roberson  
Executive Assistant to the Chief Financial Officer

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

March 11, 2020

**AGENDA ITEM 5A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Chris Grover, Chair, Planning & Development

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**SUMMARY**

Mr. Grover will review the March 4, 2020, and April 1, 2020, committee meeting agendas as part of his report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information & discussion.

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_



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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 4, 2020, 10:00 a.m.  
Spokane Transit Southside Conference Room

### AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*10 minutes*)
  - A. Minutes of the February 5, 2020 Committee Meeting -- *Corrections/Approval*
  - B. High Performance Transit: Approval of Scope of Work For Amenities Fabrication – (*Otterstrom/Wells/Hanson*)
5. Committee Action
  - A. Board Consent Agenda (*10 minutes*)
    1. Adopt 2020 Draft Title VI Program – (*Otterstrom/Howell*)
    2. City Line: Award of Contract of Communications Provider(s) – (*Otterstrom/Hanson*)
6. Reports to Committee (*45 minutes*)
  - A. 2020 Transit Development Plan: Develop Mid-Range Planning Guidance – (*Otterstrom/Tresidder*)
  - B. Spokane Transit Authority Alternate Fuel Strategy -- (*Blaska*)
  - C. Draft SRTC 2020-2021 Unified Planning Work Program (UPWP) – (*Otterstrom/Tresidder*)
  - D. Connect Spokane: Major Update Scope of Work – (*Otterstrom/Tresidder*)
  - E. Division Street Corridor Study Update – (*Otterstrom/Tresidder*)
  - F. Cheney Line Infrastructure and Alignment Plan – (*Otterstrom/Hanson*)
7. Committee Information  
(*No information included this month.*)
8. Review April 1, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, April 1, 2020 at 10:00 a.m.  
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 1, 2020, 10:00 a.m.  
Spokane Transit Southside Conference Room

### DRAFT AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
  - A. Minutes of the March 4, 2020 Committee Meeting -- *Corrections/Approval*
5. Committee Action
  - A. Board Consent Agenda (*40 minutes*)
    1. 2020 Transit Development Plan: Finalize Mid-range Planning Guidance – (*Otterstrom/Tresidder*)
    2. City Line: Approve Construction Communications Plan – (*Otterstrom/Tresidder*)
    3. Mobility On Demand: Proposed Project Implementation Plan and Performance Measures – (*Otterstrom/Tresidder*)
    4. Cheney Line Infrastructure and Alignment Plan -- (*Hanson/Weinand*)
    5. City Line: Operations and Maintenance Agreement -- (*Otterstrom/Wells*)
  - B. Board Discussion Agenda  
(*No items being presented this month.*)
6. Reports to Committee (*30 minutes*)
  - A. 2020 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions – (*Otterstrom/Liard*)
  - B. 2020 Transit Development Plan: Major Activities (2021-2026) – (*Otterstrom/Tresidder*)
  - C. FTA Section 5310 Funding Call For Projects Timeline – (*Otterstrom/Howell*)
7. Committee Information  
(*No information included this month.*)
8. Review May 6, 2020 Committee Meeting Agenda
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, May 6, 2020 at 10:00 a.m.  
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, WA)

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

March 11, 2020

**AGENDA ITEM 5B :** PERFORMANCE MONITORING & EXTERNAL RELATIONS  
COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Lori Kinnear, Chair, Performance Monitoring & External Relations

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**SUMMARY**

Ms. Kinnear will review the March 4, 2020, and April 1, 2020, committee meeting agendas as part of her report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information and discussion.

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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## PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, March 4, 2020, 1:30 p.m.  
Spokane Transit Southside Conference Room

### AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. **Committee Action** (*15 minutes*)
  - A. Minutes of the February 5, 2020, Committee Meeting – *Corrections/Approval*
  - B. Scope of Work for Monroe-Regal Line Phase II (*Otterstrom*)
  - C. Recommendation to Appoint New Member to the Citizen Advisory Committee (*Rapez-Betty*)
5. **Committee Action**
  - A. Board Consent Agenda (*10 minutes*)
    1. Amended 2020 Spokane Police Department (SPD) Interlocal Agreement (*Williams*)
  - B. Board Discussion Agenda
    1. (*no items being presented this month*)
6. **Reports to Committee** (*50 minutes*)
  - A. Paratransit Ridership Analysis (*Blaska*)
  - B. Year End 2019 Performance Measures (*Blaska*)
  - C. Spokane Transit Authority Alternate Fuel Strategy (*Blaska*)
  - D. Capital Improvement Program (CIP) Adjustment – Battery Electric Bus (BEB) Charging Infrastructure (*Blaska*)
  - E. Year End 2019 Unaudited Financial Report (*Liard*)
  - F. 2019 Community Perception Survey Results (*Rapez-Betty*)
  - G. Legislative Report (*Rapez-Betty*)
7. Committee Information – *no discussion/staff available for questions*
  - A. January 2020 Operating Indicators (*Blaska*)
  - B. January 2020 Financial Results Summary (*Liard*)
  - C. February 2020 Sales Tax Revenue Information (*Liard*)
8. April 1, 2020, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: April 1, 2020, 1:30 p.m.  
(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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## PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 1, 2020, 1:30 p.m.  
Spokane Transit Southside Conference Room

### DRAFT AGENDA

*Estimated meeting time: 60 minutes*

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
  - A. Minutes of the March 4, 2020, Committee Meeting – *Corrections/Approval*
5. **Committee Action**
  - A. Board Consent Agenda (*20 minutes*)
    1. Spokane Falls Station Acceptance (*Otterstrom*)
    2. Spokane Community College Transit Center Acceptance (*Otterstrom*)
    3. Security and Staffing Services at Spokane Falls Community Station Interlocal Agreement (*Williams*)
    4. Security and Staffing Services at Spokane Community College Transit Center Interlocal Agreement (*Williams*)
  - B. Board Discussion Agenda
    1. (*no items being presented this month*)
6. **Reports to Committee** (*20 minutes*)
  - A. Fixed Route 2019 Passenger Survey Results (*Rapez-Betty*)
  - B. Legislative Report (*Rapez-Betty*)
7. Committee Information – *no discussion/staff available for questions*
  - A. February 2020 Operating Indicators (*Blaska*)
  - B. February 2020 Financial Results Summary (*Liard*)
  - C. March 2020 Sales Tax Revenue Information (*Liard*)
  - D. May 2020 Service Change Summary (*Otterstrom*)
8. May 6, 2020, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: May 6, 2020, 1:30 p.m.

(STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington)

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## SPOKANE TRANSIT AUTHORITY

### BOARD OPERATIONS COMMITTEE MEETING

March 11, 2020

**AGENDA ITEM 6 :** CITY LINE TEMPORARY CONSTRUCTION EASEMENTS AND RIGHT OF WAY ACQUISITION – RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development  
Dan Wells, Deputy Director of Capital Development

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**SUMMARY:** The City Line project will require the acquisition of several small slivers of parcels and temporary construction easements (TCEs) for the construction of station platforms and street improvement projects. STA has been in contact with all of the property owners regarding these acquisitions and easements, and all are willing partners.

On May 16, 2019, the STA Board of Directors approved Resolution 770-19, which established the public use and necessity of acquiring all parcels and easements for the Central City Line and expressed the Board's intent to take all steps necessary to complete such acquisitions. Attached are three (3) temporary construction easements (TCEs) and one (1) property acquisition for Committee consideration and recommendation.

The first TCE is located at the northwest corner of the intersection of Cincinnati Street and Sharp Avenue near the Gonzaga University campus, site of a future roundabout to be constructed by the project. The property is owned by The Corporation of Gonzaga University, parcel no. 35171.0213. The current use of the property is single family residential. In order to construct the future roundabout at this location, an easement of approximately 1,300 square feet is necessary. The easement area consists of a small grass strip, driveway and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$3,300. Gonzaga believed the offer to be low and responded with a counteroffer of \$4,092.61. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$4,092.61.**

The second TCE is located at the southwest corner of Cincinnati Street and Sharp Avenue near the Gonzaga University campus. The property is owned by The Corporation of Gonzaga University, parcel no. 35171.2401. The current use of the property is single family residential. In order to construct the future roundabout at this location, an easement of approximately 1,150 square feet is necessary. The easement area consists of a small grass strip and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$3,500. Gonzaga believed the offer to be low and responded with a counteroffer of \$3,620.37. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$3,620.37.**

The third TCE is located at the northeast corner of Cincinnati Street and Desmet Avenue on the Gonzaga University campus at the Boone Avenue Retail Center (BARC). The property is owned by The Corporation of Gonzaga University, parcel no. 35171.2219. The current use of the property is commercial/parking garage. In order to construct future street improvements, drainage facilities and stations at this location, an easement of approximately 7,798 square feet is necessary. The easement area consists of a grass swale,

landscape area, and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$18,307.54. Gonzaga believed the offer to be low and responded with a counteroffer of \$24,548.04. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$24,548.04.**

The property acquisition is of real estate located at the northeast corner of Cincinnati Street and Desmet Avenue on the Gonzaga University campus at the Boone Avenue Retail Center. The property is owned by The Corporation of Gonzaga University, parcel no. 35171.2219. The current use of the property is commercial/parking garage. In order to construct the future street improvements, drainage facilities, and stations at this location, the acquisition of approximately 1,802 square feet is necessary. The acquisition area consists of a grass swale, landscape area, and sidewalk. The property value was determined by an appraisal. STA presented Gonzaga with an offer of \$54,292.00. Gonzaga believed the offer to be low and responded with a counteroffer of \$68,366.30. The offer provided by Gonzaga is higher than STA's appraised value; however, the amount is within the range of values used by STA's appraiser as comparables. **STA and Gonzaga agreed to the value of \$68,366.30.**

Funding for the easements and property acquisition will be provided by the City Line project budget. Staff request the Board Operations Committee's consideration and recommendation that the STA Board authorize the CEO to execute all documents necessary to acquire the TCEs and property acquisition for the amount offered and accepted by the property owner.

**RECOMMENDATION TO COMMITTEE:** Four (4) separate recommendations are provided.

Recommend Board approval of the Temporary Construction Easement on parcel no. 35171.0213 at the northwest corner of Cincinnati Street and Sharp Avenue between The Corporation of Gonzaga University and the Spokane Transit Authority for \$4,092.61, and authorize the CEO to execute the easement on behalf of Spokane Transit Authority.

Recommend Board approval of the Temporary Construction Easement on parcel no. 35171.2401 at the southwest corner of Cincinnati Street and Sharp Avenue between The Corporation of Gonzaga University and Spokane Transit Authority for \$3,620.37, and authorize the CEO to execute the easement on behalf of Spokane Transit Authority.

Recommend Board approval of the Temporary Construction Easement on parcel no. 35171.2219 at the northeast corner of Cincinnati Street and Desmet Avenue between The Corporation of Gonzaga University and Spokane Transit Authority for \$24,548.04, and authorize the CEO to execute the easement on behalf of Spokane Transit Authority.

Recommend Board approval of the property acquisition of 1,802 square feet of parcel no. 35171.2219 at the northeast corner of Cincinnati Street and Desmet Avenue between The Corporation of Gonzaga University and Spokane Transit Authority for \$68,366.30, and authorize the CEO to execute the acquisition on behalf of Spokane Transit Authority.

**COMMITTEE ACTION:**

**RECOMMENDATION TO THE BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

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

March 11, 2020

**AGENDA ITEM** 7 : BOARD OF DIRECTORS MEETING AGENDA MARCH 19, 2020 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, CEO

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**SUMMARY**

The Board of Directors meeting agenda for March 19, 2020, is attached for your information, correction and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and / or approval

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_



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(509) 325-6000

## BOARD MEETING

Thursday, March 19, 2020, at 1:30 p.m.  
Spokane Transit Authority Boardroom  
1230 West Boone Avenue, Spokane, Washington

### DRAFT AGENDA

*Estimated meeting time: 90 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
  - A. Kenneth Caton Retirement – Facilities & Grounds (*Steve Blaska*)
  - B. Robert Niehenke Retirement – Vehicle Maintenance (*Steve Blaska*)
  - C. Katherine Barnes Retirement – Trainer (*Nancy Williams*)
5. Public Hearing: *15 minutes*
  - A. Cheney Line Infrastructure and Alignment Plan (*Karl Otterstrom*)  
Comments should be addressed to Karl Otterstrom, Director of Planning and Development  
[kotterstrom@spokanetransit.com](mailto:kotterstrom@spokanetransit.com)
6. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the February 20, 2020, Board Meeting – Corrections/Approval
  - B. January 2020 Vouchers (*Monique Liard*)
  - C. Approval of Amended 2020 Interlocal Agreement with Spokane Police Department (*Nancy Williams*)
  - D. Approval of 2020 Title VI Program (*Karl Otterstrom*)
  - E. Award of Contract: City Line Communications Provider (*Karl Otterstrom*)
  - F. Approval of City Line Temporary Construction Easements & Right of Way Acquisition (*Karl Otterstrom*)
7. Board Action – Committee Recommendations: (*None*)
8. Board Action – Other: (*None*)
9. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Al French*)
10. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Chris Grover*)
11. Performance Monitoring & External Relations Committee: *20 minutes*
  - A. Chair Report (*Lori Kinnear*)
    - i. Year End 2019 Performance Measures (*Steve Blaska*)
    - ii. Year End 2019 Unaudited Financial Report (*Monique Liard*)
    - iii. 2019 Community Perception Survey Results (*Brandon Ropez-Betty*)

12. CEO Report: *10 minutes*
13. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. February 2020 Sales Tax Revenue (*Monique Liard*)
  - C. January 2020 Financial Results Summary (*Monique Liard*)
  - D. January 2020 Operating Indicators (*Steve Blaska*)
  - E. Paratransit Ridership Analysis (*Steve Blaska*)
  - F. STA Alternate Fuel Strategy (*Steve Blaska*)
  - G. Capital Improvement Program Adjustment-Battery Electric Bus Charging Infrastructure (*Steve Blaska*)
  - H. 2020 Transit Development Plan: Develop Mid-Range Planning Guidance (*Karl Otterstrom*)
  - I. Draft SRTC 2020-2021 Unified Planning Work Program (UPWP) (*Karl Otterstrom*)
  - J. Connect Spokane: Major Update Scope of Work (*Karl Otterstrom*)
  - K. Division Street Corridor Study Update (*Karl Otterstrom*)
14. Executive Session (*McAloon Law PLLC*) - *15 minutes*
15. New Business: *5 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of March 19, 2020, Board Meeting:

Saturday, March 21, 2020	4:00 p.m.
Monday, March 23, 2020	10:00 a.m.
Tuesday, March 24, 2020	8:00 p.m.

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

Planning & Development	April 1, 2020, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	April 1, 2020, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	April 8, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting:

Thursday, April 16, 2020, 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](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the week 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](http://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**

March 11, 2020

**AGENDA ITEM 8 :** CEO REPORT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**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 COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

# 10

## EXECUTIVE SESSION

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

Considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. (RCW 42.30.110(1)(b))

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 the 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.

Estimated time - 10 minutes