

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the July 8, 2020 Meeting
Via Webex Video Conference

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
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 Rapez-Betty, *Director of Communications & Customer Service*
Nancy Williams, *Director of Human Resources & Labor Relations*

MEMBERS ABSENT

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 asked what the response has been from passengers since STA reinstated fare collection on July 1. Ms. Meyer said compliance has been good. It is too soon to indicate any ridership change. Per the Governor's Proclamation mandating face coverings in public places, STA is declining service to anyone who is not wearing a face covering. STA is providing face coverings while the supply lasts and has handed out approximately 20,000 face coverings to date.

4. COMMITTEE ACTION/DISCUSSION

a. June 10, 2020 Committee Minutes

Mr. Grover moved to approve the June 10, 2020, committee meeting minutes as submitted, Mr. French seconded and the motion passed unanimously.

Ms. Haley joined the meeting at 1:32 p.m.

5. COMMITTEE CHAIR REPORTS

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

The Committee recommended the Board authorize the CEO to negotiate and execute a contract with Future Systems, Inc. for High Performance Transit (HPT) Amenities Fabrication. The Committee recommended the Board award Section 5310 funding for five project applications and authorize the CEO to adjust project funding (if available) as necessary to ensure all costs are included for projects. Mr. Otterstrom presented the Committee with an update on *Connect Spokane*, STA's Comprehensive Plan.

b. Performance Monitoring & External Relations (PMER)

Mr. Blaska reported the Committee forwarded to the Board consent agenda two recommendations to award contracts: 1) TRISTAR of Long Beach, California for third party workers' compensation claims administration services; and, 2) Nanonation, Inc. for a digital signage content management system. The Committee forwarded a recommendation to the Board to approve a Vanpool Fare Change. Because it is fare related, it requires the approval of a super majority of the Board. The Committee forwarded a recommendation to the Board to approve a 12-month pilot Nonprofit Discount Program. The Committee received reports on the 2019 State Audit and 2020 Van Grant Recipients. Summaries of both items will be given at the July 16 Board meeting.

6. BOARD MEMBER ATTENDANCE

The committee reviewed Board member attendance at Board and Committee meetings through June 2020. Ms. Meyer said this year's attendance is great. Mr. French said that STA has a very good Board this year as reflected by the consistent attendance.

7. CITY LINE TEMPORARY CONSTRUCTION EASEMENTS

Mr. Otterstrom presented information on two temporary construction easements (TCE) necessary for City Line construction. An appraisal determined the property value of each easement and funding is provided by the City Line project budget. STA has been in contact with the property owners regarding the easements, and both are willing partners.

Mr. Grover moved to forward to the Board consent agenda a recommendation to approve the acquisition of a Temporary Construction Easement on parcel no. 35152.0404 at the southeast corner of Mission Avenue and Regal Street between Barber Engineering Company and Spokane Transit Authority for a price not to exceed \$1,800, and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority. Ms. Haley seconded the motion and the motion passed unanimously.

Mr. Grover moved to forward to the Board consent agenda a recommendation to approve a Temporary Construction Easement on parcel no. 35173.3201 along Spokane Falls Boulevard between Washington State University and Spokane Transit Authority for \$19,400, and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority. Ms. Haley seconded the motion and the motion passed unanimously.

8. FOUR LAKES STATION – WSDOT AIRSPACE LEASE AGREEMENT

Mr. Otterstrom presented information regarding a requirement of the Washington State Department of Transportation (WSDOT) for an airspace lease at the Four Lakes Station in Cheney. WSDOT is preparing a draft lease agreement for review by the CEO and Legal Counsel. The project cannot be advertised for construction until the lease and associated general permit is finalized.

Mr. Grover moved to forward to the Board consent agenda a recommendation to authorize the CEO to negotiate and execute an airspace lease agreement with WSDOT for the Four Lakes Station in a form reviewed and approved by Legal Counsel. Ms. Haley seconded the motion and the motion passed unanimously.

9. BATTERY ELECTRIC BUS CHARGING INFRASTRUCTURE AWARD OF CONTRACT

Mr. Blaska said STA is seeking proposals from qualified firms for Final Design Provision of Equipment, Installation, and Implementation Services for Battery Electric Bus Charging Infrastructure. The project is defined as a Public Works project and the State of Washington requires proposers to have a current contractor's registration at the time of proposal submittal. The project is drawing interest from a number of firms outside of Washington State and contractor registration is expected to be delayed due to a COVID-related backlog at the State of Washington Department of Labor and Industries. Staff extended the proposal due date to July 31, 2020,

in order to encourage open competition from qualified proposers. The extension of the due date along with no Committee or Board of Directors meetings in August significantly reduces the amount of time needed for a vendor to purchase the equipment required and have it installed and ready for testing the pilot battery electric buses. A September Award of Contract would adversely impact the project schedule. Staff requests the Board authorize the CEO to negotiate and execute a contract with the successful proposer.

Ms. Haley left the meeting at 1:58 p.m.

Mr. Grover moved to forward to the Board consent agenda a recommendation to authorize the CEO to negotiate and execute a contract with the Proposer recommended by the STA Evaluation Committee for a contract at a price not to exceed the budgeted amount of \$9.7M. If negotiations are not successful with the top-ranked Proposer, staff will cease negotiations and begin negotiations with the second-ranked Proposer. Mr. French seconded the motion and the motion passed unanimously.

10. BOARD OF DIRECTORS AGENDA JULY 16, 2020

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

11. CEO REPORT

Ms. Meyer reminded members that Committee and Board meetings will not be held in August.

Ms. Meyer said in addition to distributing face coverings on board a bus or van, STA is also providing them at the Plaza.

Plexiglas shields are installed on 19 buses and installation continues for the fleet. The shield allows the driver to close it around him or her when passengers are boarding and paying at the farebox. The driver can then swing the shield open, which prevents anyone from the back of the bus getting near the driver from the rear.

12. NEW BUSINESS

None

13. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:01 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Chief Financial Officer