

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, July 8, 2020, 1:30 p.m.

Via Webex Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 146 238 0570

AGENDA

Estimated Meeting Time: 70 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. June 10, 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. Board Attendance – Information (*5 minutes*) (*French*)
7. City Line Temporary Construction Easements – Recommendation (*5 minutes*) (*Otterstrom*)
8. Four Lakes Station – WSDOT Air Space Lease Agreement – Recommendation (*5 minutes*) (*Otterstrom*)
9. Battery Electric Bus Charging Infrastructure Award of Contract – Recommendation (*10 minutes*) (*Blaska*)
10. Board of Directors Draft July 16, 2020, Meeting Agenda – Corrections/Approval (*5 minutes*) (*Meyer*)
11. CEO Report (*10 minutes*)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, September 9, 2020, 1:30 p.m. **(Note: No Meeting in August)**
(STA Northside Conference Rooms, 1230 West Boone Avenue, Spokane, WA)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

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.

RECOMMENDATION TO COMMITTEE: Approve agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

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.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

AGENDA ITEM 4A : MINUTES OF THE JUNE 10, 2020, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY

The June 10, 2020, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the June 10, 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 Ms. Infalt noted the attendees for the record.

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 complimented STA for doing a great job responding to the events of the past few weekends and being able to maintain service throughout these challenging times. Kudos to staff.

4. COMMITTEE ACTION/DISCUSSION

a. March 11, 2020 Committee Minutes

Mr. Grover moved to approve the March 11, 2020, committee meeting minutes as submitted, Mr. French seconded and the motion passed unanimously.

5. RESPONSE TO COVID-19 CONDITIONS, DRAFT AGENDA FOR JULY 1, 2020 BOARD WORKSHOP

Ms. Liard presented information on STA's preliminary assumptions in response to COVID-19 and its impact on revenue. The pandemic will likely have a drastic negative impact on sales tax and fare revenue, with an estimated combined and cumulative revenue loss between \$78.3 million and \$126.3 million for the 2021-2026 forecast period compared to the 2019 Small Starts scenario.

Ms. Haley joined the meeting at 1:41 p.m.

The Committee affirmed STA's economic recovery assessment and core assumptions as follows:

- Ensure Financial Resilience
- Maintain Service Quality & State of Good Repair
- Deliver *STA Moving Forward*
- Uphold commitment to deliver City Line on-time and within budget

There were no changes to the proposed agenda for the Board of Directors Workshop scheduled for July 1, 2020.

6. CITY LINE TEMPORARY CONSTRUCTION EASEMENT ACQUISITION RATIFICATION

Mr. Otterstrom presented information on the purchase of a temporary construction easement from Gonzaga University acquired in April 2020. Board approval for the acquisition was inadvertently omitted from the property acquisitions approved by the Board at its March meeting. In consultation with STA legal counsel and the Board Chair, the CEO approved the easement, subject to subsequent Board ratification.

Mr. Grover moved to recommend the Board ratify the Temporary Construction Easement previously acquired on parcel no. 35171.2504 at the southeast corner of Cincinnati Street and Sharp Avenue between The Corporation of Gonzaga University and the Spokane Transit Authority for \$4,200, and forward to the Board consent agenda. Ms. Haley seconded and the motion passed unanimously.

7. CIP PROJECT BUDGETARY CHANGE APPROVAL

Ms. Liard presented information on three Capital Improvement Program (CIP) projects that have budget increases greater than 10% and require Board approval. The aggregate increase of the three projects is \$675,923, or 1% of the 2020 approved capital budget of \$63.4 million.

Mr. Grover moved to recommend the Board approve budgetary changes for three CIP projects: 1) Four Lakes Station for an increase of \$589,500; 2) 2020 Vanpool Replacement for an increase of \$52,788; and, 3) Phone System replacement for an increase of \$33,635 in accordance with Resolution No. 702-13, and forward to the Board consent agenda. Ms. Haley seconded and the motion passed unanimously.

8. BOARD OF DIRECTORS AGENDA JUNE 18, 2020

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

9. CEO REPORT

Ridership has started to increase as more people return to work in Phase 2. STA will add back Commuter Express Service beginning Monday, June 15, which is about an 11% service increase. At the low point, ridership on fixed route was down 70%. Currently, ridership is down about 50% from pre-COVID numbers.

The Department of Labor & Industries (L&I) has put transit operators in the moderate risk category for virus transmission and are required to wear a M5, KN95, or N95 facemask, with limited exceptions for health reasons. Because of this requirement, the 20,000 cloth face coverings received from the Federal Transit Administration and the Emergency Coordination Center cannot be used by STA's coach and van operators. STA requires that passengers wear face coverings and will share the supply with passengers to encourage compliance.

STA is testing Plexiglas barriers in the buses between the driver and passengers. If the barriers are effective, STA will be able to outfit the entire fleet within about nine weeks. Mr. French said the County purchasing department has negotiated incredible prices for personal protective equipment, including masks, gloves, sanitizer, and Plexiglas. He encouraged STA to contact Tony Hall in the purchasing department to take advantage of the special pricing. Mr. Blaska will follow-up.

On July 1, STA will resume fare collection for all services: fixed route, paratransit, and vanpool and front door boarding on fixed route buses. Committee members concurred with the decision.

STA worked with the Spokane Police Department (SPD) during the recent Sunday protests to close the Plaza and limit bus service inside the exclusion zone set by the SPD. STA will continue to work with the SPD to comply with their directives and still provide service to customers traveling to a peaceful demonstration.

Service to the Amazon Fulfillment Center began May 21. STA is working with Amazon to form vanpool groups and establish a pass program (UTAP) in the future.

Ms. Meyer, Mr. French, and a representative from Cardinal Infrastructure participated on telephone calls to provide updates to Congresswoman Cathy McMorris Rodgers and the staff in the offices of Senators Patty Murray and Maria Cantwell. They were encouraging and appreciated our support for the \$23.4 million CARES funding that is providing a partial bridge for this year's revenue loss.

10. NEW BUSINESS

Mr. Grover said he was impressed with how STA has responded throughout these uncertain times. He is impressed with staff and Ms. Meyer for what the team has done.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:16 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Planning & Development

SUMMARY

Mr. Grover will review the July 1, 2020, and September 2, 2020, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

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

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 1, 2020, 10:00 a.m.

Via Video Conference

Committee Members: Click here to join the meeting

General Public: Click here to join the meeting

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 146 881 7878

AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the March 4, 2020 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. High Performance Transit (HPT) Amenity Fabrication – Award of Contract -- (*Otterstrom/Hanson*)
 2. FTA Section 5310 Funding Awards Recommendation – (*Otterstrom/Howell*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*20 minutes*)
 - A. Connect Spokane Update – (*Otterstrom/Tresidder*)
6. CEO Report
7. Committee Information
(*No information included this month.*)
8. Review September 2, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, September 2, 2020, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington **(NO AUGUST MEETING)**

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SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 2, 2020, 10:00 a.m.

Spokane Transit Southside Conference Room

DRAFT AGENDA

Estimated meeting time: 80 minutes

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*10 minutes*)
 - A. Minutes of the July 1, 2020 Committee Meeting -- *Corrections/Approval*
 - B. High Performance Transit (HPT) Amenities Provision and Installation Scope of Work -- (*Otterstrom/Hanson*)
4. Committee Action
 - A. Board Consent Agenda
(*No items being presented this month.*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*40 minutes*)
 - A. DivisionConnects Study: Draft Alternative Cross-Sections – (*Otterstrom/Tresidder*)
 - B. Draft 2020 Transit Development Plan Adoption: (Public Hearing)
 1. 2021-2026 Capital Improvement Program
 2. 2021-2023 Service Improvement Plan
 - C. I-90 / Valley High Performance Transit (HPT) Project Overview
 - D. Shared Mobility Concepts
6. CEO Report (*10 minutes*)
7. Committee Information
(*No information included this month.*)
8. Review September 30, 2020 Committee Meeting Agenda
9. New Business (*10 minutes*)
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, October 7, 2020, 10:00 a.m., STA Southside Conference Room, 1230 West Boone Avenue, Spokane, Washington

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

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

REFERRAL COMMITTEE: N/A

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

SUMMARY

Ms. Kinnear will review the July 1, 2020, and September 2, 2020, committee meeting agendas as part of her report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
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PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 1, 2020, 1:30 p.m.

Via Video Conference

Committee Members: Click here to join the meeting

General Public: Click here to view the meeting

Audio Conference: Call the number below and enter the access code
+1-408-418-9388 | Access Code: 146 945 1984

AGENDA

Estimated meeting time: 60 minutes

1. Call to Order and Roll Call
2. Committee Chair Report
3. Committee Action
 - A. Minutes of the March 4, Committee Meeting – *Corrections/Approval*
4. **Committee Action**
 - A. Board Consent Agenda (10 minutes)
 1. Award of Contract for Third Party Workers' Compensation Claims Administration Services (*Williams*)
 2. Award of Contract for Content Management System for Digital Signage (*Rapez-Betty*)
 - B. Board Discussion/Action Agenda (30 minutes)
 1. Vanpool Fare Change (*Blaska*)
 2. Nonprofit Discount Program (*Blaska*)
5. **Reports to Committee** (15 minutes)
 - A. 2019 State Audit Exit Briefing (*Liard*)
 - B. System Performance Report (*Otterstrom*)
 - C. 2020 Van Grant Recipients (*Blaska*)
6. CEO Report (5 minutes)
7. Committee Information – *no discussion/staff available for questions*
 - A. May 2020 Operating Indicators (*Blaska*)
 - B. May 2020 Financial Results Summary (*Liard*)
 - C. June 2020 Sales Tax Revenue Information (*Liard*)
8. September 2, 2020, Committee Packet Draft Agenda Review
9. New Business
10. Committee Members' Expressions
11. Adjourn
12. Next Committee Meeting: September 2, 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, September 2, 2020, 1:30 p.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 July 1, Committee Meeting – *Corrections/Approval*
5. **Committee Action**
 - A. Board Consent Agenda (*60 minutes*)
 1. Spokane Community Colleges Transit Center Construction Acceptance (*Otterstrom*)
 2. Moran Station Park and Ride Construction Acceptance (*Otterstrom*)
 3. Monroe-Regal Phase I Project Acceptance (*Otterstrom*)
 4. Spokane Falls Station Construction Acceptance (*Otterstrom*)
 5. Acceptance of Paint Booth and Plaza Controls Contract (*Otterstrom*)
 6. Request for Approval of 2021 Special Community Events Fare Structure (*Rapez-Betty*)
 7. Security and Staffing Services at Spokane Community College Interlocal Agreement (*Williams*)
 - B. Board Discussion Agenda
 1. (*no items being presented this month*)
6. **Reports to Committee** (*None*)
7. CEO Report
8. Committee Information – *no discussion/staff available for questions*
 - A. July 2020 Operating Indicators (*Blaska*)
 - B. July 2020 Financial Results Summary (*Liard*)
 - C. August 2020 Sales Tax Revenue Information (*Liard*)
 - D. June 2020 Semi-Annual Financial Reports (*Liard*)
 - E. 2nd Quarter 2020 Service Planning Input Report (*Otterstrom*)
8. September 30, 2020, Committee Packet Draft Agenda Review
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: September 30, 2020 (October meeting), 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

July 8, 2020

AGENDA ITEM 6 : BOARD ATTENDANCE – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair

SUMMARY

Board member attendance is tracked at both Board and Committee meetings. Per the STA Bylaws, a Board member is considered present if an alternate attends or if the member attends via telephone. The attendance records from January 1, 2020 through June 30, 2020 will be reviewed at the meeting.

RECOMMENDATION TO COMMITTEE: Information only.

STA BOARD MEMBER ATTENDANCE

JANUARY - JUNE 2020

	JANUARY	FEBRUARY	MARCH	APRIL VIA WEBEX	APRIL SPECIAL MTG VIA WEBEX	MAY VIA WEBEX	JUNE VIA WEBEX
Board Meeting							
Commissioner Al French / County - Chair	Present	Present	Absent	Present	Present	Present	Present
Council Member Pamela Haley / Spokane Valley	Present	Present	Present	Present	Present	Present	Present
Council Member Lori Kinnear / City	Present	Present	Present (Alternate)	Present	Present	Present	Present
Commissioner Josh Kerns / County	Present	Present	Present	Present	Present	Present	Present
Council Member Candace Mumm / City	Present (Alternate)	Present	Present	Present	Present	Present	Present
Council Member Tim Hattenburg / Spokane Valley	Present	Present	Present	Present	Present	Present	Present
Mayor Chris Grover / Cheney	Present	Present	Present	Present	Present	Present	Present (Alternate)
Council Member Karen Stratton / City	Present	Present	Present	Present (Alternate)	Present	Present	Present
Council Member Kate Burke / City	Present	Present	Present (Phone)	Present	Present	Present	Absent
Mayor Kevin Freeman / Millwood (Ex-Officio)	Present	Present	Absent	Present	Present	Present	Present
Council Member Veronica Messing / Airway Heights (Ex-Officio)	Present	Present	Present (Alternate)	Present	Present	Absent	Present
Council Member Mike Kennedy / Liberty Lake (Ex-Officio)	Present	Present	Absent	Present	Present	Absent	Absent
Rhonda Bowers / Labor (Non-Voting)	Present	Present	Present	Present	Present	Present	Present
Planning & Development Committee							
Mayor Chris Grover - Chair	No Meeting	Absent	Present	No Meeting	N/A	No Meeting	No Meeting
Council Member Candace Mumm	No Meeting	Present	Present	No Meeting	N/A	No Meeting	No Meeting
Council Member Karen Stratton	No Meeting	Absent	Present	No Meeting	N/A	No Meeting	No Meeting
Council Member Pamela Haley	No Meeting	Present	Present	No Meeting	N/A	No Meeting	No Meeting
Mayor Kevin Freeman (Ex-Officio)	No Meeting	Present	Absent	No Meeting	N/A	No Meeting	No Meeting
Performance Monitoring & External Relations Committee							
Council Member Lori Kinnear - Chair	No Meeting	Present	Present	No Meeting	N/A	No Meeting	No Meeting
Commissioner Josh Kerns	No Meeting	Present	Present	No Meeting	N/A	No Meeting	No Meeting
Council Member Kate Burke	No Meeting	Present	Absent	No Meeting	N/A	No Meeting	No Meeting
Council Member Tim Hattenburg	No Meeting	Present	Present	No Meeting	N/A	No Meeting	No Meeting
Council Member Veronica Messing (Ex-Officio)	No Meeting	Present	Absent	No Meeting	N/A	No Meeting	No Meeting
Council Member Mike Kennedy (Ex-Officio)	No Meeting	Present	Absent	No Meeting	N/A	No Meeting	No Meeting
Rhonda Bowers, Labor (Non-Voting)	No Meeting	Present	Present	No Meeting	N/A	No Meeting	No Meeting
Board Operations Committee							
Commissioner Al French - Chair	Absent	Present	Present	No Meeting	N/A	No Meeting	Present
Council Member Pamela Haley	Present	Present	Absent	No Meeting	N/A	No Meeting	Present
Mayor Chris Grover	Present	Present	Present	No Meeting	N/A	No Meeting	Present
Council Member Lori Kinnear	Present	Present	Absent	No Meeting	N/A	No Meeting	Absent

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

AGENDA ITEM 7 : CITY LINE TEMPORARY CONSTRUCTION EASEMENTS –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Dan Wells, Deputy Director of Capital Development
Don Skillingstad, Capital Projects Manager

SUMMARY: Staff is seeking board approval of the acquisition of two temporary construction easements (TCE) necessary for City Line construction.

BACKGROUND: The City Line project requires the acquisition of several small slivers of parcels and temporary construction easements (TCEs) for the construction of station platforms and street improvement projects. 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 City Line and expressed the Board’s intent to take all steps necessary to complete such acquisitions. All real estate acquisitions, including the two easements described below, have followed 49 CFR Part 24, the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs (Uniform Act) and STA’s Real Property Acquisition Manual, and have been facilitated by HDR Inc., STA’s right of way agent for the City Line project.

The first TCE is located at the southeast corner of the intersection of Regal Street and Mission Avenue, parcel no. 35152.0404, located at 2904 E. Mission Avenue. The property is owned by Barber Engineering Company (Barber), an industrial engineering and manufacturing company. The current use of the property is light industrial. The TCE is required to relocate sewer facilities out of the station area and so an easement of approximately 1,500 (15’ x 100’) square feet is necessary. The easement area consists of sidewalk and storage yard along Mission Avenue. The property value was determined by an appraisal. Funding for the easement is provided by the City Line project budget. **STA will present Barber with an offer of \$1,800. If the offer is accepted by Barber, staff is requesting authority to acquire the easement for a price not to exceed \$1,800.**

The second TCE is located along the north side of Spokane Falls Boulevard in the University District, directly east of the Pharmaceutical & Biomedical Sciences building, parcel no. 35173.3201. The property is owned by Washington State University (WSU). The current use of the property is institutional and the site of numerous educational buildings and open space. The TCE is required to construct a realigned Spokane Falls Boulevard and so an easement of approximately 4,763 square feet is necessary. The easement area consists of sidewalk and lawn. The property value was determined by an appraisal. Funding for the easement is provided by the City Line project budget. **STA and WSU agreed to the purchase price of \$19,400.**

STA has been in contact with both property owners regarding these easements, and both are willing partners.

RECOMMENDATION TO COMMITTEE: Recommend Board approval of 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.

Recommend Board approval of 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.

Barber Engineering Company Temporary Construction Easement

Property Fact Sheet

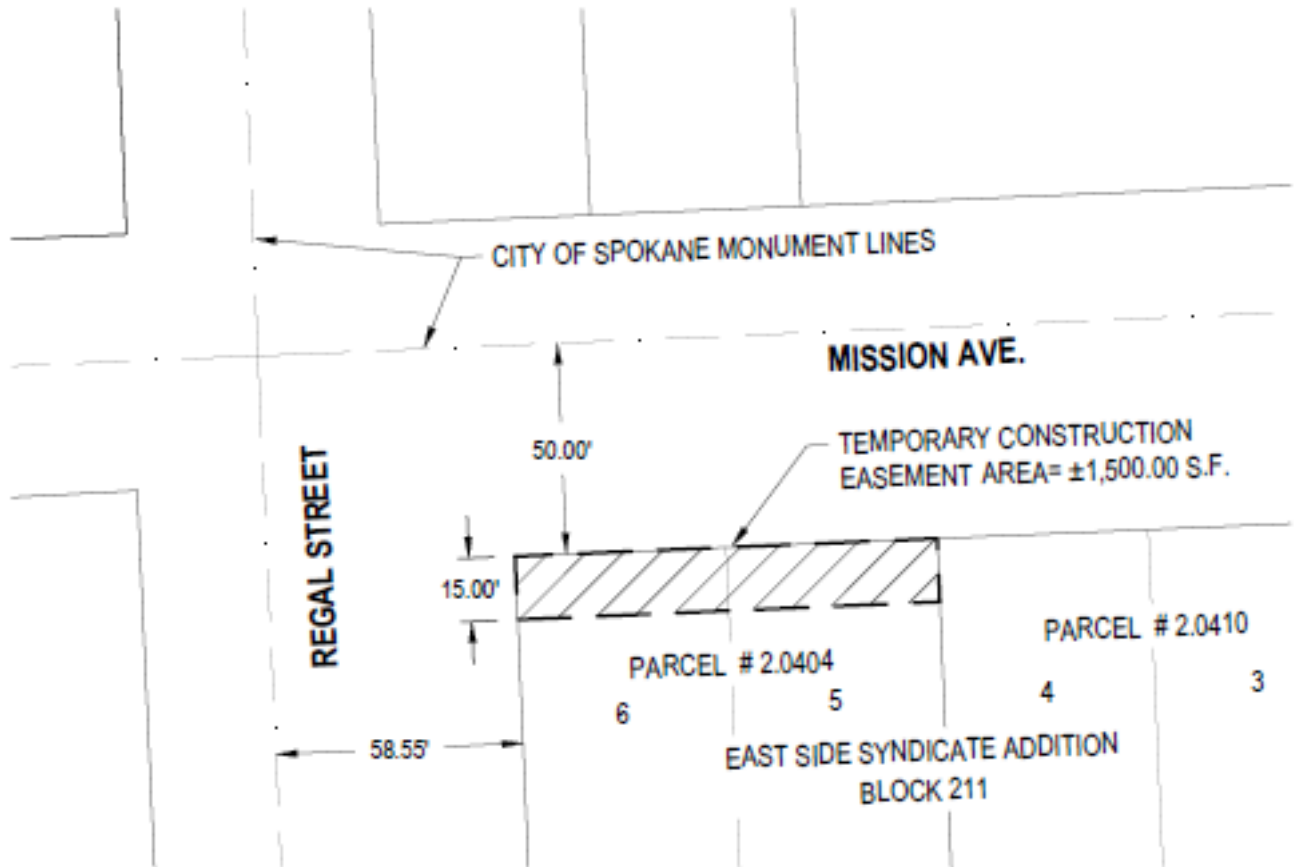
Owner Information	
Property Owner:	Barber Engineering Company
Owner Address:	1404 N. Regal St. Spokane, WA 99202
Property Information	
Site Address:	2904 E. Mission Avenue
Parcel Number(s):	35152.0404
Property Size:	12,500 SqFt (total)
Temporary Construction Easement	
Easement Size:	1,500 SqFt
Easement Dimensions:	15' x 100'
Appraised Value:	\$1,800 (\$1.20/SqFt)
Total Acquisition Value (rounded)	\$1,800



TEMPORARY CONSTRUCTION EASEMENT
 NW 1/4 S.15, 25N, R43E
 SPOKANE COUNTY, WA



SCALE: 1"=50'



5/26/2020



10 N. Post Street, Suite 500
 Spokane, WA 99201
 ph 509.328.2994
 www.coffman.com

LOCATION: E. MISSION AVE & N. REGAL ST. SPOKANE, WA	PROJECT NO. 200760
CLIENT: SPOKANE TRANSIT AUTHORITY	DATE: 05/20/2020
	SHEET NO: 2 OF 2

Washington State University Temporary Construction Easement

Property Fact Sheet

Owner Information	
Property Owner:	Washington State University
Owner Address:	P.O. Box 641045 Pullman, WA 99164
Property Information	
Site Address:	205 E. Spokane Falls Blvd.
Parcel Number(s):	35173.3201
Property Size:	17.1 Ac.(total)
Temporary Construction Easement	
Easement Size:	4,763 SqFt
Easement Dimensions:	Varies
Appraised Value:	\$19,400 (\$4.07/SqFt)
Total Acquisition Value (rounded)	\$19,400

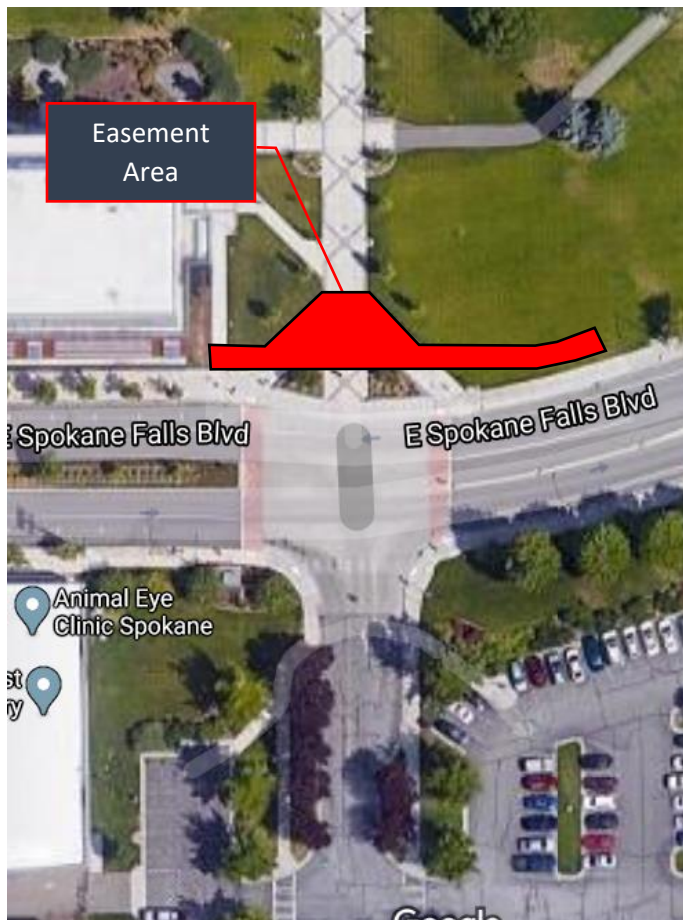
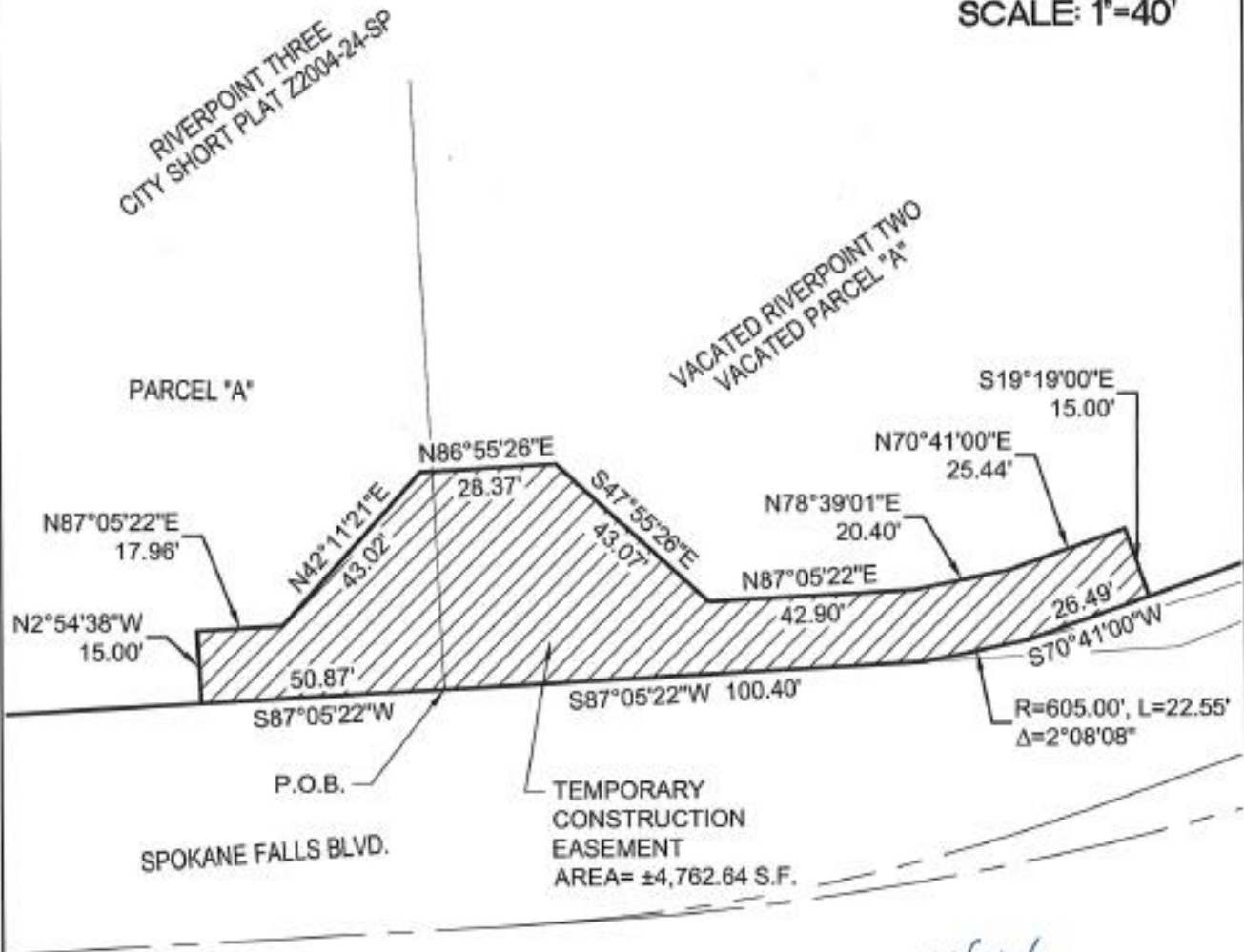


Exhibit B

TEMPORARY CONSTRUCTION EASEMENT EXHIBIT
SW 1/4 S. 17, 25N, R43E



SCALE: 1"=40'



4/16/2020



<p>COFFMAN ENGINEERS 10 N. Post Street Suite 500 Spokane, Washington 99201 509 328 2994 Fax 509 328 2999</p>	PROJECT:	CENTRAL CITY LINE TEMP. CONSTRUCTION EASEMENT	BY:	JEI/RNA	SHEET NO.
	LOCATION:	SPOKANE FALLS BLVD. AND SHERMAN STREET	DATE:	04/16/2020	2 OF 2
	CLIENT:	JACOBS	CHECKED:	DJA	JOB NO.
			DATE:	04/16/2020	171483

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

AGENDA ITEM 8 : FOUR LAKES STATION – WSDOT AIR SPACE LEASE AGREEMENT – RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Dan Wells, Deputy Director of Capital Development
Nick Hanson, Capital Projects Manager

SUMMARY: An element of the Cheney High Performance Transit (HPT) Line investment within the *STA Moving Forward* plan, the Four Lakes Station project will replace two existing bus stops with HPT stops in the Four Lakes Community on State Route 904 between 1st Avenue and Medical Lake Four Lakes Road. In general, the work includes the construction of two bus stop platforms with select HPT amenities, sidewalk, pullout lanes, a median, roadway re-channelization, pedestrian crossing, and roadway lighting. All work will be done within right-of-way owned and operated by the Washington State Department of Transportation (WSDOT). The design team is in the process of finalizing the construction documents with construction currently scheduled for this summer.

In accordance with WSDOT’s Right of Way Manual, Traffic Manual and Transit Stop Permit Application, any transit stop facility exceeding 1,000 square feet in size within the state highway right-of-way, will require a WSDOT air space lease. The transit facility footprint is defined as structures such as standing pads, shelter pads and any sidewalks or pathways that are integral to the transit stop. Our current estimate for the transit facility is approximately 4,000 square feet and, as such, it will require an air space lease. Additionally, in accordance with WSDOT guidance, the project cannot be advertised for construction until this lease and associated general permit has been finalized.

WSDOT is in the process of preparing a draft lease using the most current plans. Based on initial discussions, they anticipate a maximum yearly lease fee not to exceed \$1,000. Once drafted, the lease will be sent to WSDOT headquarters and the Attorney General’s office for review and finalization. STA staff, CEO, and Legal Counsel will review and provide comment prior to execution of the lease.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the CEO to negotiate and execute an Air Space Lease Agreement with WSDOT for the Four Lakes Station for an annual fee not exceeding \$1,000.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

AGENDA ITEM 9 : BATTERY ELECTRIC BUS CHARGING INFRASTRUCTURE
AWARD OF CONTRACT – RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Steve Blaska, Chief Operations Officer
Ralph Wilder, Senior Maintenance Manager

SUMMARY: In accordance with Spokane Transit’s (STA) Moving Forward Battery Electric Bus purchases for Monroe-Regal and City Line service, STA is seeking proposals from qualified firms for Final Design Provision of Equipment, Installation, and Implementation Services for Battery Electric Bus Charging Infrastructure.

The RFP for this project was advertised and released on June 8, 2020, to vendors that had expressed interest in the project as well as local Plan Centers and Disadvantaged Business Enterprise (DBE) firms. A pre-proposal teleconference was held on June 16, 2020, with participants representing sixteen companies. The original proposal due date was set for June 29, 2020, however STA received multiple requests for several weeks’ extension. This project is defined as a Public Works project and as such, the State of Washington requires proposers to have a current contractor’s registration at the time of proposal submittal. The nature of this project is drawing interest from a number of firms outside of Washington State and Contractor registration is expected to be delayed due to COVID-related backlog at the State of Washington Department of Labor and Industries. Staff has extended the proposal due date to July 31, 2020, in order to encourage open competition from qualified proposers.

The pilot bus for the City Line service is scheduled to begin production in September, with delivery in mid to late December. The extension of the due date for the charging infrastructure 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 by the Board of Directors would adversely impact the project schedule.

Based on attendance of the pre-proposal meeting and questions received, competitive proposals are expected. The proposals will be reviewed by a STA Evaluation Committee and ranked according to weighted evaluation criteria. Interviews with the top ranked firms may also be held. STA will negotiate with the top ranked firm or team. If STA is not successful, negotiations would then begin with the second-highest ranked firm and so on until a fair and reasonable price and contract terms can be agreed upon.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize the CEO to negotiate and execute a contract with the Proposer recommended by the 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.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 8, 2020

AGENDA ITEM 10 : BOARD OF DIRECTORS MEETING AGENDA JULY 16, 2020 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, CEO

SUMMARY

The Board of Directors meeting agenda for July 16, 2020, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

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

BOARD MEETING

Thursday, July 16, 2020, at 1:30 p.m.
Spokane Transit Authority
Via Video Conference

DRAFT AGENDA

Estimated meeting time: 75 minutes

1. Call to Order and Roll Call
2. Approve Board Agenda (*Al French*)
3. Recognitions and Presentations: *10 minutes*
 - A. 2nd Quarter Employee Recognition (*Nancy Williams*)
 - B. 2nd Quarter Years of Service Award (*Nancy Williams*)
4. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the June 18, 2020, Board Meeting – Corrections/Approval
 - B. June 2020 Vouchers (*Monique Liard*)
 - C. 3rd Party Workers' Compensation Claims Administration Services Award of Contract (*Nancy Williams*)
 - D. Content Management System for Digital Signage Award of Contract (*Brandon Rapez-Betty*)
 - E. Battery Electric Charging Infrastructure Award of Contract (*Steve Blaska*)
 - F. High Performance Transit Amenity Fabrication Award of Contract (*Karl Otterstrom*)
 - G. FTA Section 5310 Funding Awards Recommendation (*Karl Otterstrom*)
 - H. City Line: Temporary Construction Easements (*Karl Otterstrom*)
 - I. Four Lakes Station – WSDOT Air Space Lease (*Karl Otterstrom*)
5. Board Action – Other: *10 minutes*
 - A. Nonprofit Discount Pass Program (*Steve Blaska*)
 - B. Vanpool Fare Change (*Steve Blaska*)

Note: Item 5.B requires a majority of 5 votes
6. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
7. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
8. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Lori Kinnear*)
 - i. 2019 State Audit Exit Briefing
 - ii. Van Grant Recipients Award
9. CEO Report: *10 minutes*

10. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2020 Sales Tax Revenue (*Monique Liard*)
 - C. May 2020 Financial Results Summary (*Monique Liard*)
 - D. May 2020 Operating Indicators (*Steve Blaska*)
 - E. System Performance Report (*Karl Otterstrom*)
 - F. Connect Spokane Update (*Karl Otterstrom*)
11. Executive Session (*McAloon Law PLLC*): 15 minutes
12. New Business
13. Board Members' Expressions
14. Adjourn

Cable 5 Broadcast Dates and Times of July 16, 2020, Board Meeting (if available):

Saturday, July 20, 2020	4:00 p.m.
Monday, July 22, 2020	10:00 a.m.
Tuesday, July 23, 2020	8:00 p.m.

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

Planning & Development	Sept. 2, 2020, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	Sept. 2, 2020, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	Sept. 9, 2020, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting:

Thursday, September 17, 2020, 1:30 p.m., STA Boardroom, 1229 West Boone Avenue, Spokane, Washington.

***There are no Committee or Board meetings in August.**

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 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. 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

July 8, 2020

AGENDA ITEM 11 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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