

**BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the November 11, 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*  
Dana Infalt, *Clerk of the Authority*  
Monique Liard, *Chief Financial Officer*  
Fred Nelson, *Interim Chief Operations 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

**GUESTS**

Mark Allen, Washington State Department of Transportation  
Larry Larson, Washington State Department of Transportation

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**1. CALL TO ORDER AND ROLL CALL**

Chair French called the meeting to order at 1:31 p.m. and roll call was conducted.

**2. APPROVE COMMITTEE AGENDA**

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

**3. CHAIR'S COMMENTS**

Chair French said the Governor's office held an emergency meeting this morning to discuss a response to the increasing number of COVID-19 cases in the state. Chair French asked Ms. Meyer what impact a second shutdown would have on STA operations. Ms. Meyer responded that STA has continued to provide full service, minus EWU service. If the requirement returns to essential trips only, STA would see a decline in ridership but would continue to provide the same level of service. If ridership was extremely affected downward or there was a lot of illness amongst the coach operators, STA would reduce the level of service under those circumstances. Ridership on paratransit would decline based on the availability of trips or the limitation to essential trips only. Chair French recommended STA anticipate a possible shutdown due to the rapid rise of COVID-19 cases.

*Ms. Haley joined the meeting at 1:33 p.m.*

**4. COMMITTEE ACTION/DISCUSSION**

**a. October 7, 2020 Committee Minutes**

*Mr. Grover moved to approve the October 7, 2020, committee meeting minutes as presented, Chair French seconded and the motion passed unanimously.*

**5. COMMITTEE CHAIR REPORTS**

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

Mr. Grover said the Committee approved the High Performance Transit Amenities Installation Scope of Work. The bid advertisement will be published on December 17, with the intent to start City Line amenities installation during summer 2021. The Committee forwarded to the Board consent agenda recommendations to approve the 2021 Strategic Plan and the *STA Moving Forward 2020* Plan Amendment. The Committee forwarded a recommendation to the Board to approve the City of Spokane Riverside Project Order Agreements. At the December 2, 2020, meeting the Committee will continue a discussion on the Division *Connects* project, finalize the 2021 Planning and Development Committee Work Program, and consider the Final Proposed 2021 Operating and Capital Budgets for Board approval.

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

Mr. Rapez-Betty said the Committee forwarded to the Board consent agenda Final Acceptance of the Plaza Garage Doors Construction, the Plaza Second Floor Restroom Remodel Construction, and the 2019 Transit Enhancement. Mr. Nelson reported on Third Quarter 2020 Performance Measures.

**6. MEDICAL LAKE INTERCHANGE TRANSIT ACCESS – WSDOT AGREEMENT AMENDMENT**

Mr. Otterstrom presented information to amend an existing agreement with the Washington State Department of Transportation (WSDOT) which would increase the maximum contract value from \$1 million to \$1.25 million. The agreement funded the construction of bus-only lanes and a multi-use pathway leading from the Medical Lake Interchange directly into the West Plains Transit Center.

Two significant change orders were necessary for the project, including the need to address issues with underlying soil conditions, as well as unforeseen redesign and excavation work as part of the off-ramp. Additionally, the low bidder for the project was approximately \$60,000 higher than the base estimate and WSDOT discovered it had unintentionally omitted certain costs from the cost estimate in the agreement, including engineering costs, sales tax, and indirect overhead. Mr. Larry Larson, WSDOT Assistant Regional Administrator for Development, explained the circumstances regarding the omitted costs on the original estimate. He estimated the total value of the project at approximately \$1.35 million. Mr. Larson emphasized that WSDOT considered the project to be a great collaboration with the County and STA, as well as other stakeholders like the City of Spokane.

Staff requested Board approval to authorize the CEO to negotiate an amendment to the original agreement to establish a new not-to-exceed contract value of \$1.25 million. Staff will continue analysis and negotiation with WSDOT to bring the overall cost of the project to an amount deemed fair and reasonable for the work performed. Funding for this proposed amendment will be derived from favorable variances in the 2020 Capital Budget.

Mr. Grover said he understands the project and that most projects have unanticipated issues. He has full confidence in the CEO to negotiate and execute an amendment to the agreement with WSDOT.

*Mr. Grover moved to forward to the Board consent agenda a recommendation to approve a motion to authorize the CEO to negotiate and execute an amendment to Agreement No. GCB 3134 with WSDOT, to allow an increase in the contract not-to-exceed value to a maximum \$1.25 million. Ms. Haley seconded the motion and the motion passed unanimously.*

**7. BOARD OF DIRECTORS AGENDA NOVEMBER 19, 2020**

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

**8. CEO REPORT**

Ms. Meyer wished Chair French and Mr. Grover a happy Veteran's Day and thanked them for their military service.

President-elect Biden's Transition Team released the names on their Agency Review Team for the Department of Transportation. Ms. Meyer shared the team member names sent to her by Cardinal Infrastructure. Phillip Washington is the Team Lead. He is the CEO of the Los Angeles County Metropolitan Transportation Authority and previously the CEO of the Denver Regional Transit District and Chair of the American Public Transportation Association (APTA). Ms. Meyer described Mr. Washington as a strong and wise leader and is glad to see him heading the team.

The Senate Appropriations Committee released all twelve Fiscal Year 2021 appropriations bills. The Transportation HUD appropriations bill is about \$75 billion in the Senate; in the House it is \$79 billion. Both the House and the Senate would like to pass an omnibus appropriations package before December 11, 2020, to avoid another continuing resolution. It includes additional funding in transit related packages and there is \$1 billion for the Better Utilizing Investments to Leverage Development (BUILD) Grant.

**9. NEW BUSINESS**

None

**10. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 2:23 p.m.

Respectfully submitted,

Kathleen Roberson  
Executive Assistant to the Chief Financial Officer