

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, July 7, 2021

1:30 p.m. – 3:00 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: 146 877 2309

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. June 9, 2021, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Chris Grover, Performance Monitoring & External Relations
6. City Line: Stations 13, 15, 17 – Riverside Avenue Construction Award of Contract – Recommendation (*Otterstrom*) (*10 minutes*)
7. City Line: Temporary Construction Easements – Recommendation (*Otterstrom*) (*10 minutes*)
8. High Performance Transit Amenities Installation Award of Contract – Recommendation (*Otterstrom*) (*10 minutes*)
9. Board Member Attendance – Information (*Meyer*) (*5 minutes*)
10. Board of Directors Draft July 15, 2021 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
11. Board Operations Committee Draft September 8, 2021 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
12. CEO Report (*15 minutes*)
13. New Business
14. Adjourn

Next Committee Meeting: Wednesday, September 8, 2021, 1:30 p.m. (*No August Meeting*)
Via Webex Video Conference

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. 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 7, 2021

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, 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 7, 2021

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Committee Chair

SUMMARY

Ms. Haley 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 7, 2021

AGENDA ITEM 4A : MINUTES OF THE JUNE 9, 2021, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

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

SUMMARY

The June 9, 2021, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the June 9, 2021 Meeting
Via Webex Video Conference

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley, Chair
Chris Grover, Small Cities Representative (Airway Heights), *Performance Monitoring & External Relations Committee Chair*, Chair Pro Tempore
Al French, Spokane County, *Planning & Development Committee Chair*
Karen Stratton, City of Spokane
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*
Karl Otterstrom, *Director of Planning & Development*
Brandon Rapez-Betty, *Director of Communications & Customer Service*
Nancy Williams, *Director of Human Resources & Labor Relations*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Haley 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 as presented, Mr. French seconded the motion and it passed unanimously.

3. CHAIR'S COMMENTS

Ms. Haley thanked staff for the opportunity to attend the 2020 State Audit Exit Briefing on June 7, 2021.

4. COMMITTEE ACTION/DISCUSSION

a. May 12, 2021 Committee Minutes

Mr. Grover moved to approve the May 12, 2021, committee meeting minutes as submitted, Ms. Stratton seconded the motion and it passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Al French, Chair, Planning & Development (P&D)

The Committee approved two Scopes of Work: 1) Division Bus Rapid Transit Design and Engineering Services; and 2) City Line Stations 13, 15, 17 – Riverside Avenue Construction. The Committee reviewed the complete draft of the 2022-2027 Transit Development Plan (TDP). A Public Hearing on the TDP will be held at the June 17, 2021, Board of Directors meeting. Mr. Otterstrom presented an update on the I-90 / Valley High Performance Transit Corridor Planning.

b. Chris Grover, Chair, Performance Monitoring & External Relations (PMER)

The Committee approved a Scope of Work for the Diesel Underground Storage Tank Replacement and Grounds Landscaping project. The Committee forwarded to the Board consent agenda recommendations to approve the 2021 Equal Employment Opportunity Program, the Plaza First Floor Restroom Partition Replacement Final Acceptance, and the Plaza High Performance Transit Platforms Phase 2 Construction Final Acceptance. Mr. Rapez-Betty reported on the 2020 Community Perception Survey and Mr. Otterstrom presented the 2020 System Performance Report.

7. STRATEGIC PLANNING WORKSHOP UPDATE

A Strategic Planning Workshop with the Board of Directors is scheduled for June 30, 2021. It will be an opportunity to begin a discussion about how current revenue streams, operating and capital budget savings, and the financial forecast can be leveraged to advance immediate and future priorities for transit in our region.

6. BOARD OF DIRECTORS AGENDA JUNE 17, 2021

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JULY 7, 2021

Mr. Grover moved to approve the draft Board Operations Committee agenda as presented, Ms. Stratton seconded the motion and it passed unanimously.

8. CEO REPORT

The U.S. House Committee on Transportation and Infrastructure is marking up the INVEST in America Act (H.R.7095), the reauthorization bill of the Transportation Act. The INVEST Act is \$548 billion over the next five years with significant new funding for transit by way of competitive grants. The transit focus is on clean vehicles, electrification, and replacement of facilities. The bill currently includes \$2.65 million for Spokane Valley's Bigelow Gulch and Sullivan Road Corridor projects and \$6.75 million for Spokane Airport's Spotted Road project. If the bill passes the House, it will move to the U.S. Senate for consideration.

Ms. McAloon reported Governor Inslee's Open Public Meetings Act and Public Records Act Proclamation remains in effect through June 30, 2021, unless rescinded sooner. Current guidance allows in-person public meetings (in addition to a mandatory remote component) that comply with the capacity and social distancing requirements for each phase of opening. New guidance allows fully vaccinated people to attend an in-person public meeting without wearing a face covering or social distancing. However, it still requires people who are not fully vaccinated to comply with face covering requirements and remain physically distanced. Vaccinated attendees must provide proof of vaccination verified by a health care provider. Guidance for public meetings beginning July 1, 2021, has not been issued.

STA remains under the Transportation Security Administration (TSA) directive requiring masks for employees and customers through September 13.

9. NEW BUSINESS

None

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 1:58 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 7, 2021

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY

Mr. French will review the June 30, 2021 (July meeting), and draft September 1, 2021, 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

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, June 30, 2021 (July)

10:00 a.m. – 11:30 a.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: 146 070 4609

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the June 2, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. 2022-2027 Transit Development Plan: Approve by Resolution (*Otterstrom*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*10 minutes*)
 - A. 2021 FTA Section 5310 Funding Update (*Otterstrom*)
 - B. Sprague High Performance Transit: Planning Update (*Otterstrom*)
6. CEO Report (*15 minutes*)
7. Committee Information
8. September 1, 2021 (**No August Meeting**) Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, September 1, 2021 (**No August Meeting**), 10:00 a.m. via Webex.

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PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, September 1, 2021

10:00 a.m. – 11:30 a.m.

Via Video Conference

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

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+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the June 30, 2021 (July) Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*40 minutes*)
 1. Division BRT: Design and Engineering Services Award of Contract (*Otterstrom*)
 2. FTA Section 5310 Funding Awards Recommendation (*Otterstrom*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*10 minutes*)
 - A. I-90 / Valley High Performance Transit Corridor Planning Update (*Otterstrom*)
 - B. Connect Spokane Major Update: Document Review (*Otterstrom*)
6. CEO Report (*15 minutes*)
7. Committee Information
8. October 6, 2021 Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, October 6, 2021, 10:00 a.m. via Webex.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 7, 2021

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

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Performance Monitoring & External Relations

SUMMARY

Mr. Grover will review the June 30, 2021 (July meeting), and draft September 1, 2021, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Wednesday, June 30, 2021 (July), 1:30 p.m.

Via Video Conference

AGENDA

1. Call to Order and Roll Call
 2. Committee Chair Report (*5 minutes*)
 3. Committee Action (*30 minutes*)
 - A. Minutes of the May 5, 2021, Committee Meeting – *Corrections/Approval*
 - B. Rules of Conduct Update (*Arneson*)
 4. Committee Action (*15 minutes*)
 - A. Board Consent Agenda
 1. Community Access Pass Pilot Program - Three Month Extension (*Rapez-Betty*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
 5. Reports to Committee (*15 minutes*)
 - A. 2020 State Audit Exit Briefing (*Liard*)
 6. CEO Report (*15 minutes*)
 7. Committee Information – *no discussion/staff available for questions*
 - A. May 2021 Operating Indicators (*Meyer*)
 - B. May 2021 Financial Results Summary (*Liard*)
 - C. June 2021 Sales Tax Revenue Information (*Liard*)
 8. September 1, 2021 (*No August Meeting*), Committee Meeting Draft Agenda Review
 9. New Business
 10. Committee Members' Expressions
 11. Adjourn
- Next Committee Meeting: September 1, 2021, 1:30 p.m. via WebEx (*No August Meeting*).

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Wednesday, September 1, 2021, 1:30 p.m.

Via Video Conference

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*15 minutes*)
 - A. Minutes of the June 30, 2021, Committee Meeting – *Corrections/Approval*
 - B. Spokane Police Department Interlocal Agreement Amendment (*Williams*)
4. Committee Action (*10 minutes*)
 - A. Board Consent Agenda
 1. Boone Elevators Modernization – Final Acceptance (*Liard/Charlton*)
 - B. Board Discussion Agenda
 1. (*No items being presented this month*)
5. Reports to Committee (*35 minutes*)
 - A. Summer Youth Pass Pilot Program Update (*Rapez-Betty*)
 - B. 2022 Special Community Events Fare Structure (*Rapez-Betty*)
 - C. 2nd Quarter 2021 Performance Measures – Results (*Meyer*)
6. CEO Report (*15 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. July 2021 Operating Indicators (*Meyer*)
 - B. July 2021 Financial Results Summary (*Liard*)
 - C. August 2021 Sales Tax Revenue Information (*Liard*)
 - D. June 2021 Semi-Annual Financial Reports (*Liard*)
 - E. 2nd Quarter 2021 Service Planning Input Report (*Otterstrom*)
 - F. Wall of Fame (*Williams*)
8. October 6, 2021 Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business
10. Committee Members' Expressions
11. Adjourn

Next Committee Meeting: October 6, 2021, 1:30 p.m. via WebEx.

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SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

July 7, 2021

AGENDA ITEM 6 : CITY LINE: STATIONS 13, 15, 17 – RIVERSIDE AVENUE
CONSTRUCTION AWARD OF CONTRACT – RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Rob Bielaski, Capital Projects Manager

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking committee recommendation to award a public works contract for City Line Stations 13, 15, 17 – Riverside Avenue, a phase of work within the City Line project.

BACKGROUND: Stations 13, 15, and 17 are parts of the City Line project that were removed from the overall City Line design package because design decisions were not able to be made in time for inclusion in the City Line bid package advertised in December 2019. The Planning and Development Committee approved the project scope of work and authorized staff to release an Invitation for Bid on June 2, 2021. The Invitation for Bid was advertised in the Spokesman Review on June 6, 2021. A pre-bid meeting was held on June 15, 2021. Bids were received on June 30, 2021. STA received three (3) qualifying bids as follows:

CONTRACTOR	BID AMOUNT
Cameron-Reilly	\$ 1,185,555.00
Corridor Contractors	\$ 1,316,000.00
Wm. Winkler Co.	\$ 1,102,920.75
<i>Engineer’s Estimate</i>	<i>\$ 1,213,441.00</i>

The three bids were all within 10% of the Engineer’s Estimate, with the low bid by Wm. Winkler Co. being 9% less than the Engineer’s Estimate. The bidding documents were reviewed by staff who have determined that Wm. Winkler Co. is a responsible and responsive bidder.

Staff proposes a 20% construction contingency because the engineering plans are still in the review phase with the City of Spokane. Change Orders to the construction contract are expected as the City comments on the plans and requires changes to the design. With the construction contract and reserved construction contingency the project is expected to be within the \$1,475,500 forecast for this phase of work within the approved City Line project budget.

Staff recommend Award of Contract to Wm. Winkler Co. for the Total Bid Amount of \$1,102,920.75, which includes applicable Washington State sales tax. Staff propose a construction contingency of 20% accommodated within the total project budget.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve an Award of Contract for City Line Stations 13, 15, 17 – Riverside Avenue Project to Wm. Winkler Co. for \$1,102,920.75, including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

July 7, 2021

AGENDA ITEM 7 : CITY LINE: TEMPORARY CONSTRUCTION EASEMENTS –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Don Skillingstad, Capital Projects Manager

SUMMARY: The City Line project requires the acquisition of several temporary construction easements (TCEs) for the construction of station platforms and street improvements. 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 project 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, or will follow 49 CFR Part 24, the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (Uniform Act) and STA's Real Estate 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 2417 E. Mission Avenue, which is just west of the intersection of Mission Avenue and Cook Street, parcel no. 35094.3610 (Station 26A). The property is owned by Robyne Keithley. The current use of the property is residential. The TCE is required to complete mitigation work on the property. Mitigation work includes the removal of an existing walkway from the city sidewalk to the house front porch, installation of a new walkway from the house porch to the driveway and the removal of an unused electrical line. This work was requested by the landowner and agreed to by STA. The easement area is approximately 1,935 sq/ft. **The TCE is being granted at no charge in exchange for the mitigation work.**

The second TCE is located at 1905 E. Mission Avenue, which is at the intersection of Mission Avenue and Napa Street, parcel no. 35093.3010. The property is owned by GS Bains Two, LLC. The current use of the property is the Mission Food Mart gas station/convenience store. The construction of the City Line station (Station 25A) will require the relocation of an existing freestanding sign. The sign will be relocated to the east side of the station and will require a TCE of approximately 210 sq/ft. The need for this TCE is a recent requirement based on discussions with the landowner and lessee of the gas station. HDR, Inc, will be responsible for leading the negotiation and acquisition process. A previous TCE at this location was completed in 2019. The appraised value of a similar piece of land was \$1.84 sq/ft. Considering rising real estate costs, even if the property valuation doubled, the value of the easement would be less than \$1,000. **Staff is requesting approval to move forward with this acquisition with a not to exceed value of \$2,500.**

RECOMMENDATION TO COMMITTEE: Recommend Board approval of the acquisition of a Temporary Construction Easement on parcel no. 35094.3610, located west of the intersection of Mission Avenue and Cook Street between Robyne Keithley and Spokane Transit Authority for no cost and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority.

Recommend Board approval of the acquisition of a Temporary Construction Easement on parcel no. 35093.3010, located at the intersection of Mission Avenue and Napa Street, between GS Bains Two, LLC. and Spokane Transit Authority for an amount not to exceed \$2,500 and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority.

Robyne Keithley
Temporary Construction Easement

Property Fact Sheet

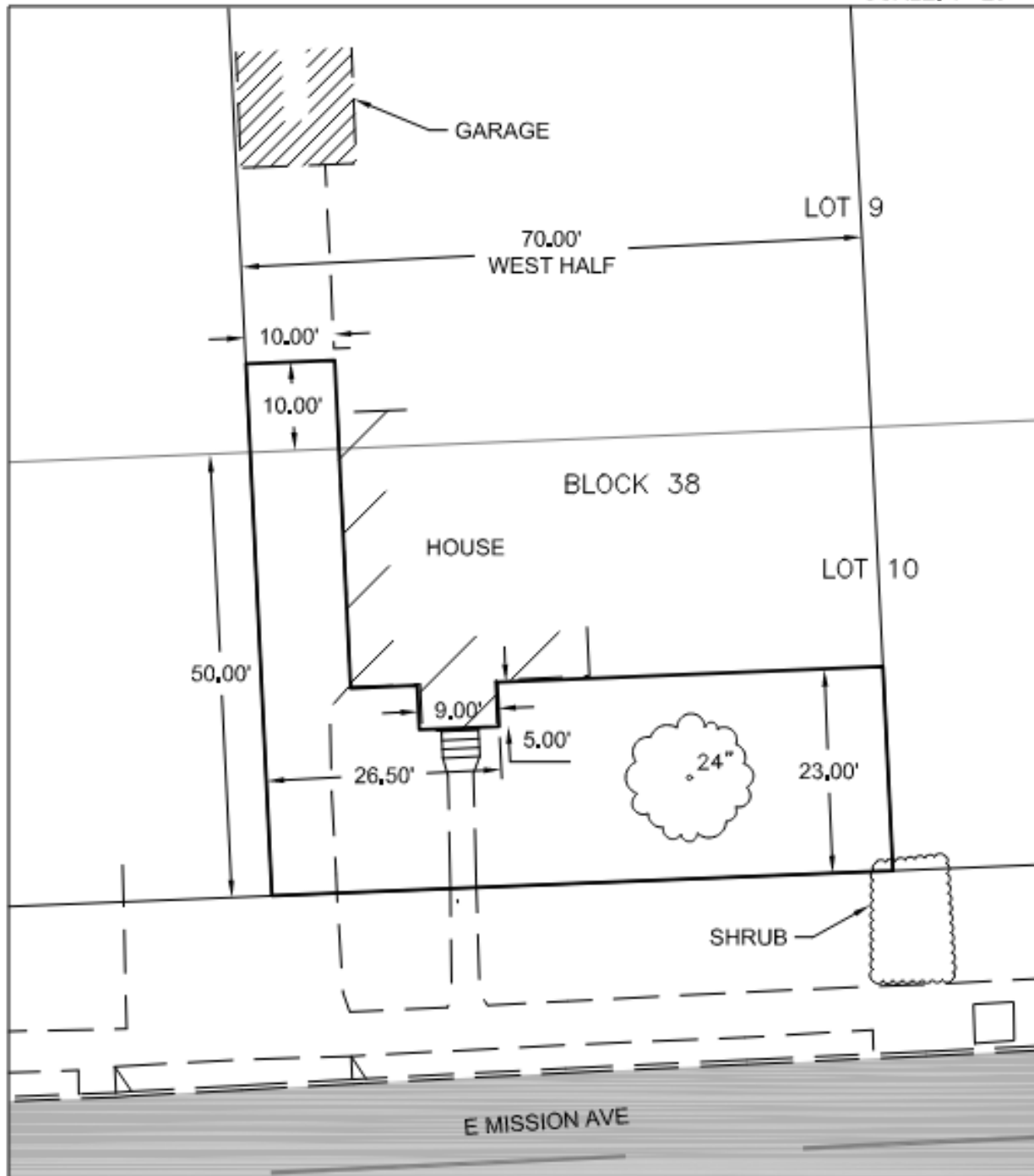
Owner Information	
Property Owner:	Robyne Keithley
Owner Address:	2417 E. Mission Ave. Spokane, WA 99202
Property Information	
Site Address:	2417 E. Mission Ave.
Parcel Number(s):	35094.3610
Property Size:	7,000 SqFt
Temporary Construction Easement	
Easement Size:	1,935 SqFt
Easement Dimensions:	Varies
Appraised Value:	N/A Donation
Total Acquisition Value (rounded)	\$0 (Donation)



KEITHLEY EXHIBIT



SCALE: 1"=20'



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

LOCATION:
 MISSION AND COOK - KEITHLEY TCE

CLIENT:
 SPOKANE TRANSIT AUTHORITY

DATE:
 5/25/2021

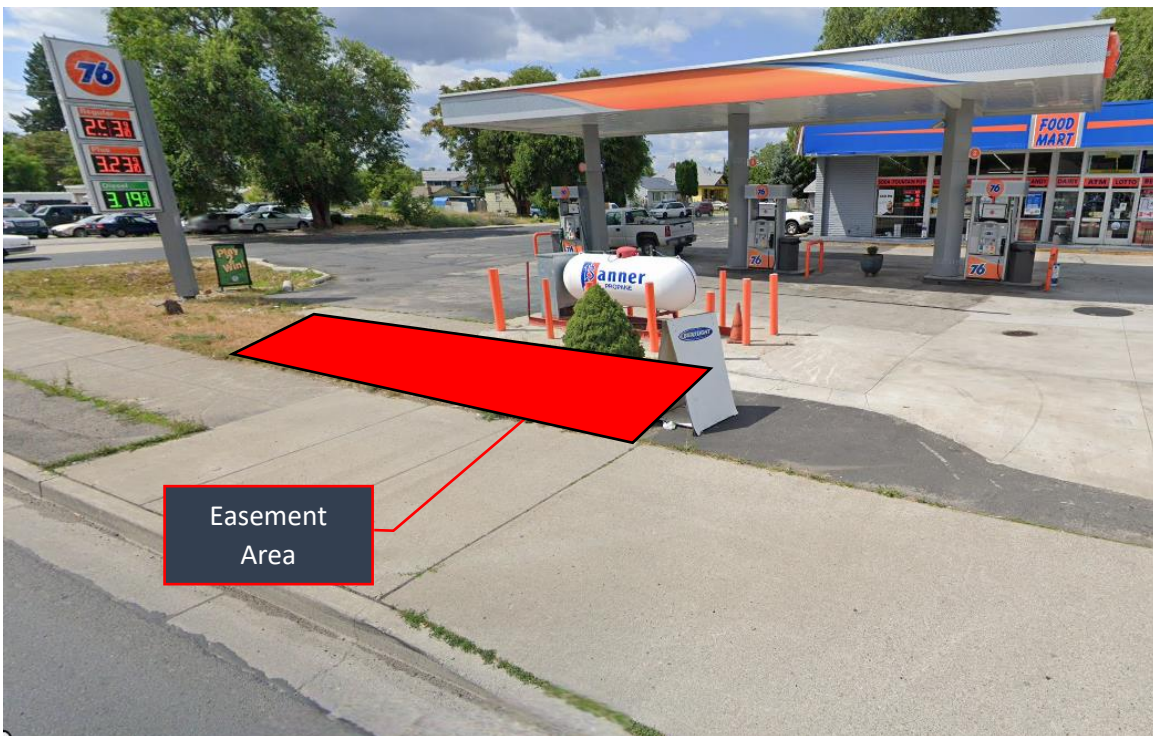
PROJECT NO.
 210989

SHEET NO.
 1 OF 1

GS Bains Two, LLC
Temporary Construction Easement

Property Fact Sheet

Owner Information	
Property Owner:	GS Bains Two, LLC
Owner Address:	1301 S. Havana St. Spokane, WA 99202
Property Information	
Site Address:	1905 E. Mission Ave.
Parcel Number(s):	35093.3010
Property Size:	15,703 SqFt (total)
Temporary Construction Easement	
Easement Size:	Approx. 210 SqFt
Easement Dimensions:	Approx. 10 feet x 21 feet
Appraised Value:	Previous TCE value \$1.84/SqFt
Total Acquisition Value (estimated)	Less than \$1,000



SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

July 7, 2021

AGENDA ITEM 8 : HIGH PERFORMANCE TRANSIT AMENITIES INSTALLATION
AWARD OF CONTRACT – RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Nick Hanson, Capital Projects Manager

SUMMARY: In accordance with Spokane Transit’s procurement policy, staff is seeking committee recommendation to award a public works contract for the HPT Amenities Installation project which includes work for the City Line, STA Plaza, Monroe-Regal Line, Moran Station, and the Cheney Line.

BACKGROUND: STA’s High Performance Transit (HPT) network is a network of corridors that provide all-day, two-way, reliable, and frequent service that is competitive to private automobiles and features improved amenities. Enhanced passenger and stop amenities are a notable component of the plan and include shelters, station markers, light and technology poles, lighting, benches, leaning rails, digital signs, cameras, and fare collection equipment.

The fabrication and procurement of the amenities for HPT stations is being accomplished through a combination of new and existing contracts. Because these amenities will need to be installed in multiple locations and throughout multiple corridors over the next several years, STA has sought and received bids for a contract that includes installation at stations for the following projects/corridors: City Line, STA Plaza, Monroe-Regal Line, Moran Station, and, as a bid option, the Cheney Line.

The Planning and Development Committee approved the project scope of work and authorized staff to release an Invitation for Bid on November 4, 2020. The Invitation for Bid was advertised in the Spokesman Review on May 16, 2021. Onsite, pre-bid meetings were held on May 26, 2021, and June 2, 2021. STA received a single bid on June 29, 2021, in the amounts summarized below. An optional bid item was included for the installation of amenities along the Cheney Line corridor because the design has not been completed. Specific directions and reference drawings were included in the bid package in sufficient detail to facilitate preparation of the bid.

CONTRACTOR	BASE BID AMOUNT	OPTIONAL BID AMOUNT
Wesslen Construction	\$6,460,293.00	\$839,844.00
<i>Independent Cost Estimate</i>	<i>\$5,124,117.86</i>	<i>\$219,375.00</i>

Because STA received a single bid, federal rules require STA to perform a price analysis and to assess whether there was adequate competition. The bid proposal was reviewed by the design consultant, IBI Group, and the City Line Construction Management Consultant, Hill International. Additionally, Hill discussed the bid with Wesslen Construction and has provided a determination that the reasons for the discrepancy between the Independent Cost Estimate (ICE) and the base bid amount are legitimate. The ICE did not consider the lack of sub-contractors available to perform work. Additionally, the ICE did not accurately account for the magnitude of the impact of the current labor market, the schedule risk, and the

need to hire and train new personnel that was assumed by the bidder. The significant discrepancy between the bid option to undertake HPT amenities installation along the Cheney Line is determined to be unjustified. As such, the Cheney Line installation work will be procured at a later date through a separate competitive process.

STA staff have reviewed the bidding process and believe there was adequate competition. The bid was publicly advertised and was available at multiple plan centers and on the STA website. Four (4) general contractors attended a mandatory onsite pre-bid meeting. After the bidding process concluded, STA staff contacted contractors who attended the pre-bid meeting but who did not submit a bid. These contractors stated their reasons for not submitting a bid, which included a lack of staff/resources to meet the contract milestones and competing work. None of the reasons the contractor gave for not bidding the project were issues in STA's control.

Staff evaluated the bidding documents and have determined that Wesslen Construction is a responsible and responsive bidder. Staff recommend Award of Contract to Wesslen Construction for the Total Base Bid Amount of \$6,460,293.00, and not awarding the Optional Bid Item for the Cheney Line work. The total bid amount includes all applicable Washington State sales tax in accordance with Rule 171. Staff propose a construction contingency of 20% which will be accommodated within the total project budget and allocated to each CIP project in accordance with the percentage of the total bid that is associated with the project. With the construction contract and reserved construction contingency the project is expected to be well within the within the approved City Line project budget drawing on \$4.2 million of the project that was forecast for this phase, along with approximately \$2.26 million in previously uncommitted project budget.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve an Award of Contract for the HPT Amenities Installation project to Wesslen Construction for \$6,460,293.00 and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 7, 2021

AGENDA ITEM 9 : BOARD MEMBER ATTENDANCE – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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, 2021 through June 30, 2021 will be presented at the meeting.

RECOMMENDATION TO COMMITTEE: Information only.

STA BOARD MEMBER ATTENDANCE

JANUARY - JUNE 2021

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 7, 2021

AGENDA ITEM 10 : BOARD OF DIRECTORS MEETING AGENDA JULY 15, 2021 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The Board of Directors meeting agenda for July 15, 2021, 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

STA BOARD MEETING

Thursday, July 15, 2021

1:30 – 3:00 p.m.

Via Video Conference

Board Members: [Board Members Join Here](#)

General Public: [Public Attendees Join Here](#)

Audio Conference: 1-408-418-9388; Event #: tbd Password: 2021

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions
4. Recognitions and Presentations – *10 minutes*
 - A. 2nd Quarter Years of Service Awards (*Nancy Williams*)
 - B. 2nd Quarter Employee Recognition (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the Minutes of the June 17, 2021, Board Meeting – Corrections/Approval
 - B. Approval of the June 2021 Vouchers (*Monique Liard*)
 - C. High Performance Transit Amenities Installation: Award of Contract (*Karl Otterstrom*)
 - D. City Line: Temporary Construction Easements (*Karl Otterstrom*)
 - E. City Line: Stations 13, 15, 17 - Riverside Avenue Construction: Award of Contract (*Karl Otterstrom*)
 - F. 2022-2027 Transit Development Plan: Approve by Resolution (*Karl Otterstrom*)
 - G. Community Access Pass Pilot Program: Three Month Extension (*Brandon Rapez-Betty*)
6. Board Operations Committee: *10 minutes*
 - A. Chair Report (*Pamela Haley*)
7. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Al French*)
8. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Chris Grover*)
 - i. 2020 State Audit Exit Briefing (*Monique Liard*)
9. CEO Report: *15 minutes*

10. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2021 Sales Tax Revenue (*Monique Liard*)
 - C. May 2021 Financial Results Summary (*Monique Liard*)
 - D. May 2021 Operating Indicators (*E. Susan Meyer*)
 - E. Sprague High Performance Transit: Planning Update (*Karl Otterstrom*)
 - F. FTA Section 5310 Funding Update Recommendation (*Karl Otterstrom*)
11. New Business
12. Board Members' Expressions
13. Executive Session (*McAloon Law PLLC*): *none*
14. Adjourn

Cable 5 Broadcast Dates and Times of July 15, 2021, Board Meeting:

Saturday, July 17, 2021	4:00 p.m.
Monday, July 19, 2021	10:00 a.m.
Tuesday July 20, 2021	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	September 1, 2021, 10:00 a.m.
Performance Monitoring & External Relations	September 1, 2021, 1:30 p.m.
Board Operations	September 8, 2021, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, September 16, 2021, 1:30 p.m.

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 7, 2021

AGENDA ITEM 11 : BOARD OPERATIONS COMMITTEE DRAFT SEPTEMBER 8, 2021,
MEETING AGENDA – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The draft Board Operations Committee meeting agenda for September 8, 2021, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

BOARD OPERATIONS COMMITTEE MEETING
Wednesday, September 8, 2021
1:30 p.m. – 3:00 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: ###

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. July 7, 2021, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Chris Grover, Performance Monitoring & External Relations
6. Board of Directors Draft September 16, 2021 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
7. Board Operations Committee Draft October 13, 2021 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
8. CEO Report (*15 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, October 13, 2021, 1:30 p.m.
Via Webex Video Conference

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. 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 7, 2021

AGENDA ITEM 12 : 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