

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the September 8, 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

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 1:31 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. July 7, 2021 Committee Minutes

Mr. French moved to approve the July 7, 2021, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

The Committee forwarded to the Board consent agenda a recommendation to approve the FTA Section 5310 Funding Awards. Mr. Otterstrom presented reports on a major update to *Connect Spokane* and on Sprague Avenue High Performance Transit Planning.

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

The Committee forwarded to the Board consent agenda recommendations to approve the final contract acceptance for the Boone Elevator Modernization project and to approve the contract renewal for Computer Aided Dispatch/Automatic Vehicle Location System Maintenance and Upgrade Services.

6. STRATEGIC PLANNING SERVICES SCOPE OF WORK

Ms. Liard said staff have developed a scope of work for Strategic Planning Services to assist in developing a multi-year strategic plan that advances urban and regional mobility, integrates public transportation into existing and future development, and addresses emerging technologies, trends, and opportunities with 2035 as the planning horizon year. Development of the plan comes as STA nears completion of the most significant investments within its current ten-year plan, *STA Moving Forward*.

Expected deliverables include:

- Project management
- Design and execution of a comprehensive and proven strategic planning process
- Facilitate the refresh or update of STA's vision, mission, and values
- Conduct research to understand and inventory dynamics which could impact STA, its service delivery, operations, facilities and staffing through 2035
- Organize outreach, scaled for strategic planning, including Board engagement and ownership, along with data gathering
- Develop scenarios for possible futures given research findings and advise on most likely scenario(s) with STA's Board and leadership team
- Develop an actionable strategic plan, including a high-level projected budget for implementation
- Develop recommendations regarding the plan's implementation

Based on preliminary cost estimates and the anticipated level of specific strategic skillset required for this work, the total value of the strategic planning services contract is estimated at \$650,000. The cost of the contract will be locally funded out of the 2022 operating budget.

Mr. Grover moved to approve the general Scope of Work and authorize staff to release a Request for Proposal for Strategic Planning Services. Ms. Stratton seconded and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 16, 2021

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 13, 2021

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

9. CEO REPORT

STA remains under the Transportation Security Administration (TSA) directive requiring face masks for employees and customers in vehicles and facilities through January 18, 2022. STA will continue with virtual Committee and Board meetings through the end of this year. Staff are preparing to update STA meeting rooms with new audio video equipment that will allow quality hybrid in-person and virtual meetings next year when the TSA mask mandate is lifted. The goal is to allow virtual participation at all future Committee and Board meetings. Committee members agreed with this strategy.

10. NEW BUSINESS

Mr. French asked Ms. Stratton for the status of zone changes for the STA City Line. Ms. Stratton will check on the status and contact Mr. French.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 1:52 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Chief Financial Officer