

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the December 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

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, Ms. Stratton seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

Ms. Haley asked Mr. Otterstrom to present information regarding near term investment opportunities for STA. The Committee reviewed and discussed two lists of prospective projects (Package A and Package B) for consideration by the Board at the December 16, 2021, Board meeting. Both packages include the purchase of ten additional battery electric buses. A final evaluation report will be included in the December Board Packet. Staff will request the Board select and approve a package of near-term investments for implementation.

4. COMMITTEE ACTION/DISCUSSION

a. October 13, 2021 Committee Minutes

Mr. French moved to approve the October 13, 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 finalized the 2022 P&D Committee Work Program. The Committee forwarded the Sprague High Performance Transit Corridor Development Plan to the Board consent agenda and a recommendation that the Board adopt the Final Proposed 2022 Operating and Capital Budgets. Mr. Otterstrom presented updates on draft revisions to Connect Spokane and the I-90/Valley High Performance Transit Corridor Planning.

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

The Committee forwarded the Diesel and Unleaded Gasoline Award of Contract to the Board consent agenda and a recommendation that the Board approve the Draft 2022 State Legislative Priorities. Mr. Rapez-Betty presented a Fare Policy Public Outreach update.

6. STRATEGIC PLANNING SERVICES AWARD OF CONTRACT

Spokane Transit is seeking qualified assistance in developing a multi-year strategic plan. After careful consideration of all submissions, consultant interviews, and evaluation criteria, the STA evaluation committee determined Nelson\Nygaard Consulting to be the most qualified firm to provide Strategic Planning services. Based on the cost estimates provided by Nelson\Nygaard Consulting, the total value of the strategic planning services contract is \$526,873. The cost of the contract will be locally funded out of STA's 2022 operating budget.

Mr. Grover moved to recommend the Board authorize the CEO to award a contract to Nelson\Nygaard Consulting for Strategic Planning services in the amount of \$526,873, Mr. French seconded and the motion passed unanimously.

7. 2021 FTA 5310 PROGRAM OF PROJECTS BUDGET REVISION

The STA Board approved the use of \$658,828 in federal funds and \$24,672 in STA local funds for the 2021 Section 5310 Call for Projects. The federal funding sources included the FY 2021 annual apportionment and funds returned from prior federal 5310 grant funds apportioned before FY 2020. However, the availability for the prior-year federal funds has lapsed and cannot be used on a current year project. Staff proposed substituting funds by increasing the 2021 local funding amount by \$96,974 and applying the prior year federal funds to an approved FY 2020 project. This changes the federal funds in FY 2021 to \$561,854 and the STA local funds to \$121,646. The overall effect of this proposed action is cost neutral and the total award amount remains \$683,500.

Mr. Grover moved to recommend the STA Board make available an additional \$96,974 in STA local funds to the previously approved 2021 5310 funding awards to maintain the cumulative federal and STA local fund award amount of \$683,500, Mr. French seconded and the motion passed unanimously.

8. 2022 BOARD AND COMMITTEE MEETING CALENDAR

The Committee reviewed the 2022 Board and Committee Meeting Schedule noting exceptions to traditional meeting dates in September and December. The Board and Committees do not meet in August. The Board Operations Committee will meet on January 12, and the Board of Directors on January 20. The P&D and PMER Committees do not meet in January. In addition to the regular Board meetings, Strategic Planning & Budget workshops for the Board of Directors are scheduled in March, May, and July.

Mr. Grover moved to recommend the Board approve the 2022 Board and Committee meeting calendar, Ms. Stratton seconded and the motion passed unanimously.

9. BOARD OF DIRECTORS AGENDA DECEMBER 16, 2021

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JANUARY 12, 2022

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

11. CEO REPORT

The Board Operations Committee is the only committee that meets in January. Mayor Grover will be chair of the committee and Mr. French and Ms. Stratton will attend as committee members. New committee members will be appointed at the January Board of Directors meeting and will attend the remaining meetings in 2022.

Ms. Meyer, Ms. Haley, Mr. Otterstrom, and Ms. Wilkerson met with a representative from the Browne's Addition Neighborhood Council (Council) regarding the City Line station located in Browne's Addition. At its March 18, 2021 meeting, the STA Board approved a customized shelter top for the Browne's Addition Neighborhood provided the Council pay 20 percent of the cost to design a revision to the standard City Line shelter top. The Council has requested the design cost be waived. STA staff will continue discussions with the Council and will submit a recommendation to the Board of Directors for consideration in January or February. Ms. Stratton said she will see if the City of Spokane can help with funds for the Council.

12. NEW BUSINESS

None.

13. EXECUTIVE SESSION

At 2:44 p.m., Chair Haley announced the Committee would adjourn for an Executive Session for the purpose of reviewing the performance of a public employee and would reconvene in open session at approximately 2:59 p.m.

At 2:59 p.m., Ms. McAloon announced the Committee would reconvene at 3:04 p.m.

At 3:04 p.m., Ms. McAloon announced the Committee would reconvene at 3:09 p.m.

At 3:09 p.m., the Committee reconvened and Chair Haley declared the meeting back in public session. No action was taken.

14. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:09 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer