

**BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the February 12, 2020 Meeting  
Spokane Transit Northside Conference Room

**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*  
Lori Kinnear, City of Spokane, *Performance Monitoring  
& External Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

**STAFF PRESENT**

Steve Blaska, *Chief Operations Officer*  
Dana Infalt, *Clerk of the Authority*  
Monique Liard, *Chief Financial Officer*  
Karl Otterstrom, *Director of Planning & Development*  
Dan Wells, *Deputy Director of Capital Development*

**MEMBERS ABSENT**

**PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair French called the meeting to order at 1:30 p.m. and conducted roll call.

**2. APPROVE COMMITTEE AGENDA**

The Executive Session, item number ten, was removed from the agenda.

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

**3. CHAIR'S COMMENTS**

Chair French thanked committee members for agreeing to serve on the Board Operations Committee for 2020 and their continued dedication to STA. He said the event held on January 21, 2020, when the Federal Transit Administration awarded \$53.425M to the STA City Line project was a great celebration and gave kudos to staff for their work.

**4. COMMITTEE ACTION/DISCUSSION**

**a. January 8, 2020 Committee Minutes**

*Mr. Grover moved to approve the January 8, 2020, committee meeting minutes as submitted, Ms. Haley seconded and the motion passed unanimously.*

**5. COMMITTEE CHAIR REPORTS**

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

The Committee reviewed the 2020 Committee Work Program that was approved in December 2019, and received updates on City Line Construction Contracting, the 2020 Draft Title VI Program, the 2020 Transit Development Plan, the Downtown Spokane Plan Development, and the Cheney High Performance Transit Line Public Outreach Plan. There will be a Public Hearing at the February 20, 2020, Board Meeting to receive feedback on the 2020 Draft Title VI Program.

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

The Committee forwarded the 2020 Performance Measures and the I-90/Valley Corridor Award of Contract for Design and Engineering Services to the Board consent agenda. The Committee received a report on the Preliminary Proposal for 2021-2022 Service Revisions, as well as Legislative Report.

**6. JEFFERSON LOT COOPERATIVE PARK AND RIDE AGREEMENT**

The Jefferson Lot is a park and ride facility under the I-90 Viaduct between Jefferson and Walnut streets with approximately 400 parking stalls. STA has the opportunity to enter into a no-fee cooperative agreement with the Washington State Department of Transportation (WSDOT) for the continued use of the Jefferson Lot Park and Ride to provide transit services. The term of the agreement is 20-years, with one 10-year renewal. Board authorization is required to enable the CEO to sign the final agreement.

*Mr. Grover moved to recommend the Board authorize the CEO to execute the Jefferson Park and Ride Cooperative Agreement with the Washington State Department of Transportation and forward to the Board consent agenda. Ms. Haley seconded the motion and the motion passed unanimously.*

**6.1. CENTRAL CITY LINE AWARD OF CONTRACT – CORE CONSTRUCTION**

STA Board Resolution 774-19, adopted 7/25/19, approved the full Central City Line (City Line) project budget of \$92.231 million, which includes a combination of federal Small Starts funding and state, local and federal CMAQ funds. The Planning and Development Committee approved the City Line Core Construction scope of work authorizing the release of an Invitation for Bid (IFB). The IFB was released on December 23, 2019, and two bids were received on February 7, 2020. Both bids were lower than the final engineer's estimate of \$20,265,084. Staff reviewed each bid package and determined the bids were responsive and included all of the required information. Staff performed a responsibility review of the lowest bidder, Cameron-Reilly, LLC, and determined the company is responsible, has all of the required licensing, is registered with the appropriate local and state agencies, and is not debarred from working on a public works projects. Staff requested an award of contract to Cameron-Reilly, LLC, in the amount of \$12,300,000 before applicable sales tax and Board authorization for a contingency budget of 30%, in the amount of \$3,690,000, for a total contract budget up to \$15,990,000, before applicable sales tax.

*Mr. Grover moved to recommend the Board approve an award of contract for the Central City Line Core Construction contract with Cameron-Reilly, LLC, in the amount of \$12,300,000 plus any applicable sales tax, and authorize the allowance for 30% in contingency funding in the amount of \$3,690,000 be assigned to the contract budget. Ms. Haley seconded the motion and the motion passed unanimously.*

**7. BOARD OF DIRECTORS AGENDA FEBRUARY 20, 2020**

Item 6.E., Central City Line Award of Contract, moved to Board Action – Committee Recommendations. Item 8.A., Nonprofit Discount Pass Update, moved to Reports to Board – Information. There will be no Executive Session.

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

**8. CEO REPORT**

A King County Superior Court Judge denied a Motion for Summary Judgement and granted the State's motion regarding Initiative 976 (I-976) on all but two issues. The court will allow discovery on the two remaining issues, which are the Contract Impairment claim and the Kelley Blue Book Privileges and Immunities claim. The injunction currently in place against I-976 will continue to be in effect while additional discovery is completed on the two remaining issues.

STA contracted with K&A, an executive search firm, to conduct a search for STA's permanent Chief Operations Officer.

**9. NEW BUSINESS**

Ms. Kinnear said there was a discussion about providing a Summer Youth Transit Pass Program in 2020 at a committee meeting with Spokane Parks and Libraries. Discussions are ongoing about funding for the program and the scope of days of service. Ms. Meyer said the program was a Universal Transit Access Pass (UTAP) program with the City of Spokane and STA. STA can provide data regarding rides taken in 2019.

Ms. Kinnear and Mr. Otterstrom met with representatives from the Browne's Addition Neighborhood Council regarding the City Line shelter design in Browne's Addition. The Neighborhood Council will assign members to a task force to talk about the art elements that Spokane Arts is helping with for the station. The Council will create a committee to review STA's standard shelter design and may present suggestions for modifications to the STA Board. Mr. Otterstrom will attend the next Neighborhood Council meeting.

The Spokane Regional Transportation Council hosted a Community Workshop regarding U.S. Route 195 to discuss a new traffic study involving the highway corridor, including the junction of I-90 and Highway 195. Mr. Otterstrom and Ms. Meyer represented STA and provided information about STA services.

Mr. French will not be able to attend the March 19, 2020, Board meeting. Ms. Haley will chair the meeting.

**10. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 2:38 p.m.

Respectfully submitted,

Kathleen Roberson  
Executive Assistant to the Chief Financial Officer