

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 8, 2020 Meeting
Spokane Transit Northside Conference Room

MEMBERS PRESENT

Chris Grover, Small Cities Representative (Cheney),
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley
Lori Kinnear, City of Spokane, *Performance Monitoring
& External Relations Committee Chair, Ex-officio*
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*
Roger Watkins, *Chief Operations Officer*
Nancy Williams, *Director of Human Resources & Labor
Relations*
Dan Wells, *Deputy Director of Capital Development*

MEMBERS ABSENT

Al French, Spokane County, *Chair*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Mr. Grover, Acting Chair, said he is excited for STA as the year 2020 begins.

4. COMMITTEE ACTION/DISCUSSION

a. December 11, 2019 Committee Minutes

Ms. Haley moved to approve the December 11, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

a. Planning & Development (P&D)

b. Performance Monitoring & External Relations (PMER)

No reports. The P&D and PMER committees did not meet in January.

6. CENTRAL CITY LINE: CONSTRUCTION MANAGEMENT & ADMINISTRATION TASK ORDER AUTHORIZATION

Mr. Otterstrom presented information on the Construction Management (CM) scope of work and budget considerations for the Central City Line (CCL) core construction contract. Staff prepared an Independent Cost Estimate of the value of the task order for CM services at approximately \$5.46 million without a central project office. Staff requested and received a proposal from Coffman Engineers, STA's on-call engineering firm, to provide full-time CM services. Coffman Engineers is willing to negotiate a final scope of work, including a central project office, not to exceed \$5.5 million. Staff is seeking Board authority for the Chief Executive Officer (CEO) to negotiate and execute a task order for the CCL construction management and administration activities with Coffman Engineers under an existing, Board-approved, engineering services contract (#2017-10019).

Ms. Haley moved to recommend the Board authorize the CEO to negotiate and award a task order with Coffman Engineers under existing contract #2017-10019 for an amount not to exceed \$5.5 million for construction management, administration, inspection, and related services, and forward to the Board consent agenda. Mr. Grover seconded the motion and the motion passed unanimously.

7. JEFFERSON LOT COOPERATIVE PARK AND RIDE AGREEMENT

The agenda item was deferred to the February 12, 2020, Board Operations Committee meeting. The agreement is under review at the Washington State Department of Transportation's Assistant Attorney General's office.

8. APPROVAL FOR BOARD MEMBER TRAVEL TO 2020 APTA MEETINGS

As part of Board development, STA budgeted eight Board member trips to attend 2020 American Public Transportation Association (APTA) Conferences. The first is the 2020 Legislative Conference in Washington, D.C. and second is the APTA EXPO in Anaheim, California. There will be opportunities to meet with legislators and Federal Transit Administration staff.

Ms. Haley moved to approve and forward to the Board consent agenda travel for up to eight board members to attend APTA conferences in 2020. Mr. Grover seconded the motion and the motion passed unanimously.

9. APPOINTMENT OF CHAIRS & BOARD MEMBERS TO P&D AND PMER COMMITTEES FOR 2020

The Board Chair appoints Board members to chair and serve on the Planning & Development Committee and the Performance Monitoring & External Relations Committee, subject to confirmation by the STA Board. Mr. French submitted the following appointments:

Planning & Development (P&D) Committee

1. Chair – Chris Grover, Small Cities (*Cheney*)
2. Candace Mumm, City of Spokane
3. Karen Stratton, City of Spokane
4. Pamela Haley, City of Spokane Valley
5. Kevin Freeman, Small Cities (*Millwood*) (*Ex-Officio*)
6. E. Susan Meyer (*Ex-Officio*)

Performance Monitoring & External Relations (PMER) Committee

1. Chair – Lori Kinnear, City of Spokane
2. Josh Kerns, Spokane County
3. Kate Burke, City of Spokane
4. Tim Hattenburg, City of Spokane Valley
5. Veronica Messing, Small Cities (*Airway Heights*) (*Ex-Officio*)
6. Mike Kennedy, Small Cities (*Liberty Lake*) (*Ex-Officio*)
7. Rhonda Bowers (*non-voting labor representative*)
8. E. Susan Meyer (*Ex-Officio*)

Ms. Haley moved to forward to the Board consent agenda for confirmation the above-referenced Chair and Board member appointments to the Planning & Development and Performance Monitoring & External Relations committees for 2020. Mr. Grover seconded the motion and the motion passed unanimously.

10. BOARD OF DIRECTORS AGENDA JANUARY 16, 2020

Agenda item 5.C. Jefferson Lot Cooperative Park & Ride Agreement was removed from the Board consent agenda and will be deferred to the February 20, 2020, meeting.

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

11. CEO REPORT

STA held a well-attended, pre-bid meeting for the Central City Line (CCL) core construction contract. The project is \$18-20 million. STA consultants from Coffman Engineers, Hill International, and Jacobs Engineering also participated. The Invitation for Bid is due on January 30. There are two possible addendums which may move the January 30 date out in order to give the contractors time to prepare comprehensive proposals.

STA is planning a Central City Line Milestone event on January 21, 2020, at 11:15 a.m. The event will be held in the Boone Northwest Garage. "Save The Date" invitations have been sent to Board members and state and local legislators. Details will be announced soon.

12. NEW BUSINESS

None

13. ADJOURN

With no further business to come before the Committee, Acting Chair Grover adjourned the meeting at 2:06 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer