

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the May 8, 2019 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Candace Mumm, City of Spokane, *Chair*  
Al French, Spokane County, *Chair Pro Tempore*  
Chris Grover, Small Cities Representative (Cheney),  
*Planning & Development Committee Chair*  
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*  
Karl Otterstrom, *Director of Planning & Development*  
Brandon Rapez-Betty, *Director of Communications &  
Customer Service*  
Lynda Warren, *Director of Finance & Information Services*  
Roger Watkins, *Chief Operations Officer*  
Nancy Williams, *Director of Human Resources*

### **MEMBERS ABSENT**

Pamela Haley, City of Spokane Valley

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair Mumm called the meeting to order at 1:31 p.m. and conducted roll call.

#### **2. APPROVE COMMITTEE AGENDA**

*Mr. French moved to approve the agenda, Mr. Grover seconded and the motion passed unanimously.*

#### **3. CHAIR'S COMMENTS**

Ms. Mumm, Mr. French, and Ms. Meyer had an excellent pre-meeting with Urban Engineers, the Program Management Oversight Consultant (PMOC) assigned by the Federal Transit Administration to the Central City Line. She thanked Ms. Meyer for arranging the meeting.

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. April 10, 2019 Committee Minutes**

*Mr. French moved to approve the April 10, 2019, committee meeting minutes as submitted, Mr. Grover seconded and the motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

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

Mr. Otterstrom reported on minor updates to *Connect Spokane* that do not change the scope or direction of the plan. The Committee forwarded the updated plan to the Board consent agenda. The Committee received reports on the 2019 Transit Development Plan regarding proposed 2020-2022 Service Improvements, 2020-2025 Capital Improvement Plan, and Revenue and Expenditure Forecast Assumptions. Sherry (Little) Lloyd, Cardinal Infrastructure, reported on the Readiness Review for the Central City Line. The Committee discussed Shared Mobility Concepts, which include bikes, scooters, on-demand services, etc., and how mobility hubs can connect multi modes of transportation throughout the city. Preliminary information was shared about transit signal priority technology and possible use on Sprague Avenue at Napa and Helena streets.

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

Ms. Williams presented information on an Award of Contract for Security Services. Securitas North America was recommended for a five-year period. The Committee forwarded a recommendation for contract approval to the Board consent agenda. Sherry (Little) Lloyd, Cardinal Infrastructure, briefed the Committee on next

steps for the Central City Line. Mr. Otterstrom presented a System Performance Report, as well as a Moran Station Project and Budget update. Mr. Watkins reported on the First Quarter 2019 Performance Measures and the 2019 Van Grant awards.

Ms. Kinnear attended the University District Gateway Bridge Opening Celebration where she met a senior Gonzaga Engineering student whose project was to streamline traffic through a small box that he created. He indicated it would also work for emergency vehicles and buses. She invited him to give a presentation at the next City of Spokane Infrastructure Committee meeting.

**6. RESOLUTION FOR CENTRAL CITY LINE REAL ESTATE ACQUISITION**

Mr. Otterstrom presented information regarding four parcels where the right-of-way needs to be adjusted for the Central City Line. A sliver of each parcel will be purchased by STA and then dedicated to the City of Spokane as public right-of-way. Two parcels are located on the Gonzaga University campus, one parcel is in front of Avista Corporation near the Centennial Trail, and one parcel is owned by the National Association of Letter Carriers on Mission Avenue. In addition, there are a number of locations where temporary construction easements will be needed to accommodate site work and utility relocation activities. Ms. Kinnear asked if any of the easements were downtown. Mr. Otterstrom said that several are downtown and STA has been coordinating with property owners to keep them aware of the impact. Staff requested a recommendation to the Board to adopt a resolution confirming the necessity of the property acquisitions, and the Board's intent to exercise its powers of eminent domain when, and if, necessary to acquire all property interests necessary for the construction of the Central City Line.

*Mr. French moved to recommend the Board adopt a resolution providing for the acquisition of real property for the Central City Line. Mr. Grover seconded and the motion passed unanimously.*

**7. BOARD GOVERNING COMMITTEE OPERATING GUIDELINES**

As requested at the April Board Operations Committee meeting, Ms. McAloon drafted revisions to the Board Governing Committee Operating Guidelines to provide for the appointment of alternates to serve on the Board's governing committees. Ms. Mumm said the intent is for Board members to have more flexibility within their jurisdiction on who can serve as their alternate. Currently, provision number two of the guidelines states that no Director shall serve on both the P&D and PMER committees. That provision limits the number of Directors that would be available to attend a committee meeting unless that provision is amended. Ms. Mumm requested that Ms. McAloon draft additional revisions to the guidelines for review and discussion at the June Board Operations Committee meeting.

**8. BOARD OF DIRECTORS AGENDA MAY 16, 2019**

The agenda was amended to delete item 6.A., and to move item 6.B. to the Board consent agenda.

*Mr. French moved to approve the Board agenda for May 16, 2019, as amended, Mr. Grover seconded and the motion passed unanimously.*

**9. CEO REPORT**

On May 2 & 3, 2019, Urban Engineers, the Project Management Oversight Consultant (PMOC) assigned by the Federal Transit Administration (FTA), conducted a Risk Assessment Workshop for the Central City Line. The PMOC liked the project and the STA team and gave good feedback on the project. They provided input regarding the schedule and how it could be improved. They asked for additional documents and reports including information about the bus procurement, real estate acquisition timelines, third party agreements, and the City of Spokane's project on Riverside Avenue. Once they receive the additional information, they will complete the Risk Assessment and forward their report to the FTA.

At the invitation of Cardinal Infrastructure, Ms. Meyer is traveling to Washington, D.C. the week of May 13, to participate on a panel discussing Value Capture, Transit Oriented Development, and Public Transportation Projects. While in D.C., Ms. Meyer will meet with staff from the offices of Senator Cantwell, Senator Murray, and Congresswoman McMorris Rodgers, as well as the FTA's Associate Administrator for Congressional Affairs.

The University District Public Development Authority (UDPDA) is discussing bylaw changes that will reduce the size of the UDPDA Board to seven members. A seat on the Board would have a financial implication whereby the member entity would contribute a portion of its sales and property use tax within the boundaries of the University District to the UDPDA. The Board currently has twenty-four members, which makes it the largest Public Development Authority (PDA) Board in the state. Brandon Rapez-Betty is an at-large member on the Board.

Ms. Meyer prepared a letter to Scott Simmons, Director of Public Works for the City of Spokane, communicating the Board's decision at the May meeting regarding the East Sprague Avenue bus stops for Phase I and Phase II.

The agreement with the City of Spokane for the Summer Youth Pass Program has been signed and forwarded to the City.

Staff is negotiating with a vendor for ticket vending machines. The first four machines will be located on East Sprague Avenue at Napa and Helena streets.

#### **10. NEW BUSINESS**

STA needs to lease space to store and stage items such as shelters, markers, trash and recycle bins, bike racks, ticket vending machines, signage, vehicles, replacement parts, etc. Current Boone facilities lack the capacity to store such a large volume of items prior to deployment. In addition, a location is needed that would provide contractors access to retrieve the owner-provided components needed to complete the projects. Staff requested a recommendation to the Board to grant authority to the CEO to lease space for this purpose.

***Mr. French recommended the Board authorize the CEO to enter into a lease for a warehouse storage facility (with lay-down yard if applicable) up to an initial first-year maximum of \$60,000 per year. Mr. Grover seconded and the motion passed unanimously.***

#### **11. ADJOURN**

With no further business to come before the Committee, Chair Mumm adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Kathleen Roberson  
Executive Assistant to the Director of Finance & Information Services