

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the September 9, 2020 Meeting
Via Webex Video Conference

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
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*
Fred Nelson, *Interim Chief Operations 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

Lori Kinnear, City of Spokane, *Performance Monitoring & External Relations Committee Chair*

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

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

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

3. CHAIR'S COMMENTS

Mr. French asked if the American Public Transportation Association (APTA) annual conference is cancelled or being held virtually. Ms. Meyer will follow-up and send information to Board members.

4. COMMITTEE ACTION/DISCUSSION

a. July 8, 2020 Committee Minutes

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

5. COMMITTEE CHAIR REPORTS

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

The Committee reviewed the 2021-2026 Transit Development Plan (TDP) that includes the Service Improvement Program and the Capital Improvement Program. The Committee recommended the Board approve the TDP at the September 17, 2020, Board Meeting subject to satisfactory completion of the public comment period and public hearing. The Committee received reports on *STA Moving Forward 2020 Plan Amendments*, the *Division Connects Study*, the *I-90/Valley High Performance Transit Corridor Project*, and the *2021-2023 Regional Mobility Grant submission*. The Board will hold a public hearing on *STA Moving Forward 2020 Plan Amendments* at the October 15, 2020 meeting.

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

Mr. Blaska reported the Committee forwarded to the Board consent agenda Final Acceptance of the Paint Booth and Plaza Controls Contract, the Scope of Work and Award of Contract for Uniforms and Accessories, and an Extension of the Plaza Power Washing Contract. The Committee reviewed and recommended approval of the 2021 Special Community Events Fare Structure. Based on the Resolution signed by the Board last year, this item may not need approval at the Board meeting; it will be presented as a report. The Committee received reports on the Community Access Pass (CAP) pilot program and the Community Essentials Marketing Campaign for Public Awareness.

6. CITY LINE PROPERTY ACQUISITION

Mr. Otterstrom presented information on a property acquisition and a temporary construction easement (TCE) necessary for City Line construction. An appraisal determined the property value and funding is provided by the City Line project budget. The parcels are owned by Avista Corporation who has agreed to a total purchase price of \$38,200 for both parcels. Mr. Otterstrom noted the parcel number on the property acquisition should be corrected to 35093.2104.

Ms. Haley moved to forward to the Board consent agenda a recommendation to approve the acquisition of property, which is a portion of parcel no. 35093.2104, currently owned by Avista Corporation for a price of \$34,871, and authorize the CEO to execute all required documents on behalf of Spokane Transit Authority. Mr. Grover seconded the motion and the motion passed unanimously.

Ms. Haley moved to forward to the Board consent agenda a recommendation to approve a temporary construction easement on parcels no. 35093.2104 and 35093.2105 along Mission Avenue, between Avista Corporation and Spokane Transit Authority for a price of \$3,329, and authorize the CEO to execute all required documents on behalf of Spokane Transit Authority. Mr. Grover seconded the motion and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA SEPTEMBER 17, 2020

Ms. Meyer noted there will be an Executive Session immediately following the Call to Order and Roll Call. There were no changes or corrections to the agenda.

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

9. CEO REPORT

Ms. Meyer said APTA is holding a virtual meeting October 21 – 22, 2020. Topics will include long term impacts of COVID-19, bringing riders back, putting equity in the forefront, the changing landscape of cities, policing in a new era, and more. Staff will send meeting dates to Board members to check their availability and will forward the official program as soon as it is available.

8. NEW BUSINESS

None.

9. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 1:50 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Chief Financial Officer