

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the December 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

Emily Arneson, *Ombudsman & Accessibility 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

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

3. CHAIR'S COMMENTS

Mr. French commented that we are living in interesting times and hopes that everyone stays safe.

4. COMMITTEE ACTION/DISCUSSION

a. November 11, 2020 Committee Minutes

Ms. Haley moved to approve the November 11, 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)

Mr. Grover said the Committee finalized the 2021 P&D Committee Work Program. The Committee forwarded the City of Spokane Riverside Project Order Agreement to the Board consent agenda and a recommendation that the Board approve the Final Proposed 2021 Operating and Capital Budgets. Mr. Otterstrom presented an update on the DivisionConnects project. The next Committee meeting is scheduled for February 3, 2021.

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

Mr. Rapez-Betty said the Committee approved three new members to the Citizen Advisory Committee: Dan Brown, Linda Carroll, and Chris Fortensky. Their backgrounds include involvement in local community groups and extensive knowledge of STA's transit system. The Committee forwarded the 2021 Performance Measures to the Board consent agenda and a recommendation that the Board approve the 2021 Spokane Police Department Agreement renewal, as well as the 2021 State Legislative Priorities. Mr. Rapez-Betty presented a summary of the current STA Public Awareness Marketing Campaign – Community Essentials. The campaign spotlights how STA employees are caring for our transit system during the global pandemic.

6. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

The Federal Transit Administration (FTA) established a new requirement that all public transportation systems that receive financial assistance from the FTA develop and implement an Agency Safety Plan (ASP). The ASP documents processes used to identify and mitigate hazards posed to the public, employees, and property. Spokane Transit's ASP was vetted through the FTA Public Transportation Agency Safety Plan Technical Assistance Center to ensure all requirements were addressed in the Plan. The ASP is signed by the Chief Executive Officer, approved by STA Board, and reviewed annually. Mr. Grover commented that the Spokane Transit ASP was very detailed and well written.

Mr. Grover moved to forward to the Board consent agenda a recommendation to approve the Spokane Transit Public Transportation Agency Safety Plan. Ms. Haley seconded the motion and the motion passed unanimously.

7. 2021 BOARD AND COMMITTEE MEETING CALENDAR

The Committee reviewed the 2021 Board and Committee Meeting Schedule noting exceptions to traditional meeting dates for April, July, and August. The Board Operations Committee will meet on January 13, and the Board of Directors on January 21. The P&D and PMER Committees do not meet in January. The Board of Directors Strategic Planning and Budget Workshop will be held on June 30, 2021.

Mr. Grover moved to forward to the Board consent agenda a recommendation to approve the 2021 Board and Committee Meeting Calendar as presented. The motion was seconded by Ms. Haley and the motion passed unanimously.

8. BOARD OF DIRECTORS DRAFT DECEMBER 17, 2020 AGENDA

Committee members reviewed the agenda and amended the length of the Executive Session to ten minutes.

Mr. Grover moved to approve the December 17, 2020, Board of Directors agenda as amended, Ms. Haley seconded and the motion passed unanimously.

9. BOARD OPERATIONS COMMITTEE DRAFT JANUARY 13, 2021 AGENDA

No discussion.

10. CEO REPORT

November 2020 sales tax revenue, collected on September retail sales, was 4% above November 2019 (\$300,000). Sales tax revenue year-to-date is 1.7% above the 2020 budget (\$1.3 million).

Staff are developing contingency plans should COVID-19 affect a large number of employees. Currently, administrative staff are teleworking either full- or part-time. Staff who are involved in operating or maintaining vehicles are working on-site. Staff are reviewing options for bus service if full service is not viable because of staffing. Service Level 1 is full service, Level 2 does not include commuter service, and Level 3 is Saturday service. The intent is to develop a service option in between Level 2 and 3.

The Spokane Regional Transportation Council (SRTC) will meet on December 11, to discuss the process to extend an invitation to the two local tribes to join the SRTC. The executive director of the SRTC has resigned effective December 28, 2020. A search committee, including Mr. French and Ms. Meyer, will begin the process of recruiting for a new executive director. The intent is to extend an invitation for an interim executive director and then begin a search for the permanent executive director.

STA expects the first City Line battery electric bus to be delivered next week. It is the first of ten 60' battery electric buses that STA has purchased. There will be a public announcement and Board members will be invited to see and ride the bus once it arrives.

Chair French lost the online connection to the Committee meeting at 1:52 p.m. Ms. Haley, Chair Pro Tempore, chaired the meeting for the remaining time.

11. NEW BUSINESS

None.

12. EXECUTIVE SESSION

Cancelled.

13. ADJOURN

With no further business to come before the Committee, Ms. Haley adjourned the meeting at 1:57 p.m.

Respectfully submitted,

Kathleen Roberson
Executive Assistant to the Chief Financial Officer