

**BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the July 7, 2021 Meeting  
Via Webex Video Conference

**MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley, Chair  
Chris Grover, Small Cities Representative (Airway Heights), *Performance Monitoring & External Relations Committee Chair*, Chair Pro Tempore  
Al French, Spokane County, *Planning & Development Committee Chair*  
Karen Stratton, City of Spokane  
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*  
Brandon Rapez-Betty, *Director of Communications & Customer Service*  
Nancy Williams, *Director of Human Resources & Labor Relations*

**MEMBERS ABSENT**

**PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

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

Chair Haley called the meeting to order at 1:32 p.m. and conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

*Mr. Grover moved to approve the agenda as presented. Ms. Stratton seconded the motion and it passed unanimously.*

3. **CHAIR'S COMMENTS**

No comments.

4. **COMMITTEE ACTION/DISCUSSION**

a. **June 9, 2021 Committee Minutes**

*Mr. Grover moved to approve the June 9, 2021, committee meeting minutes as submitted. Ms. Stratton seconded the motion and it passed unanimously.*

5. **COMMITTEE CHAIR REPORTS**

a. **Al French, Chair, Planning & Development (P&D)**

The Committee forwarded to the Board consent agenda a recommendation to approve the 2022-2027 Transit Development Plan. Mr. Otterstrom presented updates on the 2021 FTA Section 5310 Funding Program and Sprague High Performance Transit Planning.

b. **Chris Grover, Chair, Performance Monitoring & External Relations (PMER)**

The Committee forwarded to the Board consent agenda recommendations to approve revisions to the Rules of Conduct and to extend the Community Access Pass pilot program to November 30, 2021. The Washington State Auditor's Office gave an Exit Briefing on STA's 2020 Audit, which contained no findings.

**6. CITY LINE STATIONS 13, 15, 17 – RIVERSIDE AVENUE CONSTRUCTION AWARD OF CONTRACT**

An Invitation for Bid for City Line Stations 13, 15, and 17 was advertised on June 6, 2021. A pre-bid meeting was held on June 15, 2021. STA received three qualifying bids on June 30, 2021.

CONTRACTOR	BID AMOUNT
Cameron-Reilly	\$ 1,185,555.00
Corridor Contractors	\$ 1,316,000.00
Wm. Winkler Co.	\$ 1,102,920.75

All bids are within 10% of the Engineer’s Estimate of \$1,213,441.00, with the low bid by Wm. Winkler Co. being 9% less. The bidding documents were reviewed by staff who have determined that Wm. Winkler Co. is a responsible and responsive bidder. Staff proposed a 20% construction contingency (\$220,584.15) as the engineering plans are still in the review phase with the City of Spokane. Change Orders to the construction contract are expected as the City comments on the plans and requires changes to the design. With the construction contract and reserved construction contingency, the project is expected to be within the \$1,475,500.00 forecast for this phase of work within the approved City Line project budget.

*Mr. Grover moved to recommend the Board approve an Award of Contract for City Line Stations 13, 15, 17 – Riverside Avenue Project to Wm. Winkler Co. for \$1,102,920.75, including applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget. Ms. Stratton seconded the motion and it passed unanimously.*

**7. CITY LINE TEMPORARY CONSTRUCTION EASEMENTS**

Mr. Otterstrom presented information on two temporary construction easements (TCE) necessary for City Line construction. The TCE for parcel no. 35094.3610 located at 2417 E. Mission Avenue, a private residence, will be provided in exchange for the cost of mitigation work to address the property owner’s security and lighting concerns. The TCE for parcel no. 35093.3010 located at 1905 E. Mission Avenue, a gas station/convenience store, is required to relocate an existing freestanding sign to the east side of the station. The estimated cost of the easement is \$1,000, not to exceed \$2,500.

*Mr. Grover moved to recommend the Board approve the acquisition of a Temporary Construction Easement on parcel no. 35094.3610, located west of the intersection of Mission Avenue and Cook Street between Robyne Keithley and Spokane Transit Authority, and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority. Mr. French seconded the motion and it passed unanimously.*

*Mr. Grover moved to recommend the Board approve the acquisition of a Temporary Construction Easement on parcel no. 35093.3010, located at the intersection of Mission Avenue and Napa Street, between GS Bains Two, LLC. and Spokane Transit Authority for an amount not to exceed \$2,500, and authorize the CEO to execute all documents required for acquisition of the easement on behalf of Spokane Transit Authority. Mr. French seconded the motion and it passed unanimously.*

**8. HIGH PERFORMANCE TRANSIT AMENITIES INSTALLATION AWARD OF CONTRACT**

High Performance Transit (HPT) station amenities will be installed in multiple locations and throughout multiple corridors over the next several years. STA issued an Invitation to Bid on May 16, 2021, for a contract that includes amenities installation at HPT stations for the following projects/corridors: City Line, STA Plaza, Monroe-Regal Line, Moran Station, and, as a bid option, the Cheney Line.

STA received the following single bid on June 29, 2021.

CONTRACTOR	BASE BID AMOUNT	OPTIONAL BID AMOUNT
Wesslen Construction	\$ 6,460,293.00	\$ 839,844.00
<i>Independent Cost Estimate</i>	<i>\$ 5,124,117.86</i>	<i>\$ 219,375.00</i>

Because STA received a single bid, federal rules require STA to perform a price analysis and to assess whether there was adequate competition. STA staff reviewed the bidding process and believe there was adequate competition. Staff evaluated the bidding documents and determined Wesslen Construction is a responsible and responsive bidder. Staff does not recommend awarding the optional bid item for the Cheney Line work, which will be procured at a later date through a separate competitive process. Mr. Otterstrom requested an Award of Contract to Wesslen Construction for the total base bid amount of \$6,460,293.00, plus a 20% construction contingency of \$1,292,059.00.

***Mr. Grover moved to recommend the Board approve an Award of Contract for the HPT Amenities Installation project to Wesslen Construction for \$6,460,293, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget. Mr. French seconded the motion and it passed unanimously.***

**9. BOARD MEMBER ATTENDANCE**

The committee reviewed Board member attendance at this year's Board and Committee meetings through June 2021. Ms. Meyer said this year's attendance is great.

**10. BOARD OF DIRECTORS AGENDA JULY 15, 2021**

The agenda was amended to add Approval of Revisions to STA's Rules of Conduct to the Board consent agenda and an Executive Session.

***Mr. Grover moved to approve the Board of Directors agenda as amended. Mr. French seconded the motion and it passed unanimously.***

**11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 8, 2021**

Information only. No changes.

**12. CEO REPORT**

Spokane Police Chief Meidl requested that two of the nine parking spaces in the STA Plaza garage designated for officers working at the downtown precinct be assigned to COPS volunteers who will be staffing the precinct. Ms. Meyer agreed to the request on a temporary basis through the end of this year. If Chief Meidl wants changes after that time, STA will revisit the Interlocal Agreement with the City of Spokane.

STA received a copy of the Stadium Predevelopment Application submitted by Spokane Public Schools to the City of Spokane. Project construction is anticipated to begin this fall. Ms. Meyer sent a letter to Stephanie Curran, Spokane Public Facilities District (SPFD), and Mark Richard, Downtown Spokane Partnership (DSP), to request a discussion about the future of the Shuttle Park program. STA, SPFD, and DSP partner in the program that provides parking for commuters at the arena with shuttle service to and from the downtown STA Plaza. The program frees up parking for downtown customers and visitors. Pre-pandemic, 500 to 600 commuters a month participated in the program. Additionally, STA would like to share ideas about how transit service can benefit events at the Podium, the Stadium, the Arena, and the Civic Theatre. There is an opportunity to consider infrastructure elements that support transit service to and from events at the venues.

STA is still under the Transportation Security Administration (TSA) requirement to wear a mask when in a vehicle or station facility. A mask is not required outdoors. This federal requirement is in effect through September 13, unless rescinded by TSA prior to that date.

At the request of Avista Utilities, STA provided residents free transportation on paratransit vehicles to cooling centers during last week's record heat wave and rolling blackouts. Avista contracted with STA to pay the fares. The program was heavily promoted on various media platforms Tuesday through Friday last week. STA estimates seven residents used the service.

STA's Free Rides to Vaccines program ended on July 5, 2021. Customers who received their first ride and vaccination are still eligible for a free ride for the second dose of the Moderna or Pfizer vaccine.

**13. NEW BUSINESS**

None.

**14. ADJOURN**

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:21 p.m.

Respectfully submitted,

Kathleen Roberson  
Executive Assistant to the Chief Financial Officer