

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, December 8, 2021

1:30 p.m. – 3:00 p.m.

Via Webex Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2480 498 0567

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. October 13, 2021, Committee Meeting Minutes – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
 - A. Al French, Planning & Development
 - B. Chris Grover, Performance Monitoring & External Relations
6. Strategic Planning Services Award of Contract – Recommendation (*Otterstrom / Liard*) (*10 minutes*)
7. 2021 FTA 5310 Program of Projects Budget Revision – Recommendation (*Otterstrom*) (*10 minutes*)
8. 2022 Board and Committee Meeting Calendar – Recommendation (*Infalt*) (*5 minutes*)
9. Board of Directors Draft December 16, 2021 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
10. Board Operations Committee Draft January 12, 2022 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
11. CEO Report (*15 minutes*)
12. New Business
13. Executive Session (*15 minutes*)
14. Adjourn

Next Committee Meeting: Wednesday, January 12, 2022, 1:30 p.m.
Via Webex Video Conference

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Committee Chair

SUMMARY

At this time, the Board Operations Committee will review the meeting agenda.

RECOMMENDATION TO COMMITTEE: Approve agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 3: BOARD OPERATIONS COMMITTEE CHAIR'S REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Pamela Haley, Committee Chair

SUMMARY

Ms. Haley will take this opportunity to discuss topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 4A : MINUTES OF THE OCTOBER 13, 2021, COMMITTEE MEETING -
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SUMMARY

The October 13, 2021, meeting minutes are attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval.

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the October 13, 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*
Nancy Williams, *Director of Human Resources & Labor Relations*

MEMBERS ABSENT

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Haley 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 as presented, Mr. French seconded and the motion passed unanimously.

3. CHAIR'S COMMENTS

No comments.

4. COMMITTEE ACTION/DISCUSSION

a. September 8, 2021 Committee Minutes

Mr. Grover moved to approve the September 8, 2021, committee meeting minutes as submitted, Mr. French seconded and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French said the Committee discussed the City Line schedule change. He felt the conversation went extremely well and that media coverage regarding the schedule change also went well. Ms. Liard presented the Draft 2022 Operating and Capital Budgets.

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

Mr. Grover said the Committee approved the appointment of JT Ramsey to the Citizen Advisory Committee, approved a Scope of Work for the Diesel and Unleaded Gasoline Invitation for Bids, and approved the Scope of Work for a Temporary Staffing Services Request for Proposals. The Committee received updates on the City Line Project and the Summer Youth Pass Pilot Program. The Committee forwarded two recommendations to the Board consent agenda: 1) approve final contract acceptance for the Fleck Energy Savings Project, and 2) approve the Community Access Pass program.

6. BOARD OF DIRECTORS AGENDA OCTOBER 21, 2021

Third Quarter Employee Recognition was removed from the agenda. No other changes were made.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 10, 2021

Mr. Grover moved to approve the draft Board Operations Committee agenda as presented, Ms. Stratton seconded and the motion passed unanimously.

8. CEO REPORT

No report.

9. NEW BUSINESS

None.

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 1:36 p.m.

Respectfully submitted,



Kathleen Roberson
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY

Mr. French will review the December 1, 2021, and draft February 2, 2022, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information & discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, December 1, 2021

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: Click here to join the meeting

General Public: Click here to view the meeting

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2481 552 0184

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*15 minutes*)
 - A. Minutes of the November 3, 2021 Committee Meeting -- *Corrections/Approval*
 - B. Finalize 2022 Planning and Development Committee Work Program (*Otterstrom*)
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. Sprague High Performance Transit: Corridor Development Plan Approval (*Otterstrom*)
 - B. Board Discussion Agenda (*15 minutes*)
 1. Final Proposed 2022 Operating and Capital Budgets (*Liard*)
(*Adoption at December Board meeting*)
5. Reports to Committee (*15 minutes*)
 - A. Connect Spokane Update: Draft Revisions (*Otterstrom*)
 - B. I-90 / Valley High Performance Transit: Corridor Planning Update (*Otterstrom*)
6. CEO Report (*15 minutes*)
7. Committee Information
8. February 2, 2022 Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, February 2, 2022, (No January Meeting) 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

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Spokane Transit Authority
1230 West Boone Avenue
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PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, February 2, 2022

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*15 minutes*)
 - A. Minutes of the December 1, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
(*No items being presented this month.*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
5. Reports to Committee (*20 minutes*)
 - A. Review 2022 Planning and Development Committee Work Program (*Otterstrom*)
 - B. Transit Development Plan 2023-2028 Overview (*Otterstrom*)
 - C. *Connect Spokane* Proposed Revisions Review (*Otterstrom*)
 - D. I-90 / Valley High Performance Transit Corridor Planning: Alternatives and Public Outreach (*Otterstrom*)
6. CEO Report (*15 minutes*)
7. Committee Information
8. March 2, 2022 Committee Meeting Draft Agenda Review (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, March 2, 2022, 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 5B : PERFORMANCE MONITORING & EXTERNAL RELATIONS
COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Chris Grover, Chair, Performance Monitoring & External Relations

SUMMARY

Mr. Grover will review the December 1, 2021, and draft February 2, 2022, committee meeting agendas as part of his report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, December 1, 2021, 1:30 p.m.

Via Video Conference

Committee Members: Join Here

General Public: Join Here

Audio Conference: Call the number below and enter the access code
+1-408-418-9388 | Access Code: 2492 604 0099 | Password: 2021

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the November 3, 2021, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. Diesel and Unleaded Gasoline: Award of Contract (*Liard*)
 - B. Board Discussion Agenda (*10 minutes*)
 1. Draft 2022 State Legislative Priorities (*Rapez-Betty*)
5. Reports to Committee (*10 minutes*)
 - A. Fare Policy Public Outreach Update (*Otterstrom/Rapez-Betty*)
6. CEO Report (*15 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. January 2022 Service Changes (*Otterstrom*)
 - B. October 2021 Financial Results Summary (*Liard*)
 - C. November 2021 Sales Tax Revenue Information (*Liard*)
 - D. October 2021 Operating Indicators (*Meyer*)
 - E. STA's 2021 Holiday Service and Office Hours (*Infalt*)
8. February 2, 2022, Committee Meeting Draft Agenda Review
9. New Business
10. Committee Members' Expressions
11. Adjourn

Next Committee Meeting: February 2, 2022, 1:30 p.m. via WebEx.

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Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, February 2, 2022, 1:30 p.m.

Via Video Conference

Committee Members: Join Here

General Public: Join Here

Audio Conference: Call the number below and enter the access code
+1-408-418-9388 | Access Code: xx | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
 - A. Minutes of the December 1, 2021, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (*10 minutes*)
 1. 2022 Performance Measures (*Meyer*)
 - B. Board Discussion Agenda (*None*)
5. Reports to Committee (*None*)
6. CEO Report (*15 minutes*)
7. Committee Information – *no discussion/staff available for questions*
 - A. January 2022 Sales Tax Revenue Information (*Liard*)
 - B. December 2021 Operating Indicators (*Meyer*)
 - C. 4th Quarter 2021 Service Planning Public Input Report (*Otterstrom*)
 - D. 2021 Audit Timeline (*Liard*)
8. March 2, 2022, Committee Meeting Draft Agenda Review
9. New Business
10. Committee Members' Expressions
11. Adjourn

Next Committee Meeting: March 2, 2022, 1:30 p.m. via WebEx.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 6 : STRATEGIC PLANNING SERVICES AWARD OF CONTRACT –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Monique Liard, Chief Financial Officer

SUMMARY: Spokane Transit is seeking qualified assistance in developing a multi-year strategic plan that advances urban and regional mobility, integrates public transportation into existing and future development and furthers STA’s vision to be a source of pride for the region. The development of the plan comes as STA nears the completion of the most significant investments within its current ten-year plan, STA Moving Forward. Procurement of an experienced consultant to support the strategic planning effort is an important step toward development of the new vision and plan.

BACKGROUND: STA intends for the new strategic plan to address emerging technologies, trends, and opportunities with 2035 as the planning horizon year. STA expects that the consultant will provide active project management and project control tasks, including regular progress check-ins to report progress, assess and mitigate schedule risks, update on earned value and ensure clear project communications within the consultant and with STA leadership and staff assigned to support the project.

In addition, STA will look to the consultant to develop and facilitate a comprehensive public and stakeholder involvement effort which will crosscut all stages of the project with the objective of informing development of deliverables, while also increasing community buy-in. The scope of work includes consulting and advisory services during four major stages of the project: 1) Discovery, 2) Research & Validation, 3) Scenario Planning, 4) Strategic Plan Development, and 5) Recommendations for Implementation.

PROCUREMENT PROCESS: On September 2, 2021, the Board Operations Committee approved the Scope of Work for Strategic Consulting services and authorized staff to issue a Request for Proposal (RFP). On September 10, 2021, the RFP was issued, posted to the STA website, and sent to 149 potential consultants during the solicitation period.

On October 12, 2021, two proposals were received and deemed responsive to the RFP from responsible consultants: Iknow LLC and Nelson\Nygaard Consulting.

The initial evaluation committee meeting was held on October 26, 2021, and was comprised of STA staff alongside Performance Monitoring & External Relations Chair, Mayor Chris Grover. Serving in a non-voting capacity was Sherry Little, a partner with Cardinal Infrastructure, which provides federal funding and other advisory services to STA.

Following are the evaluation criteria:

Evaluation Criteria	Maximum Point Value
Research capabilities & development of strategic insights	30
Project understanding & proposed delivery approach	30
Relevant experience	20
Reference materials	10
Price proposal	10
Total points	100

After the initial evaluation, the committee invited both proposers to participate in presentations, held as an in-person at STA and virtual hybrid, to introduce their proposed team members, present their understanding of the scope of work along with their approach to administer the project and conduct the public involvement process, and answer questions to demonstrate their relevant experience in completing similar projects. The interviews were held on November 19, 2021. The committee met after the last interview to evaluate the two consultants. The evaluation comments and independent scoring results were submitted, calculated, and averaged as follows:

Rank	Proposer	Average Evaluation Points Earned
1	Nelson\Nygaard Consulting	96.50
2	Iknow LLC	77.67

After careful consideration of all submissions, consultant interviews, and evaluation criteria, the evaluation committee determined Nelson\Nygaard Consulting to be the most qualified firm to provide Strategic Planning services.

ESTIMATED CONTRACT VALUE AND FUNDING: Based on the cost estimates provided by Nelson\Nygaard Consulting, the total value of the strategic planning services contract for which staff is presently seeking authority to procure amounts to \$526,873. The cost of the contract will be locally funded out of STA’s 2022 operating budget.

Upon completion of the initial contract, STA may decide to initiate a second phase of work with the consultant to advance the strategic plan. This phase would include defining and evaluating specific projects that could be implemented within the strategic plan horizon. The contract associated with this phase of work would be brought forward to the Board for approval as the efforts are expected to exceed \$200,000.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize the CEO to award a contract to Nelson\Nygaard Consulting for Strategic Planning services in the amount of \$526,873.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 7 : 2021 FTA 5310 PROGRAM OF PROJECTS BUDGET REVISION –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning & Development
Kristine Williams, Principal Transit Planner
Madeline Arredondo, Assistant Transit Planner

SUMMARY: On September 16, 2021, the STA Board approved the use of \$658,828 in federal funds and \$24,672 in STA local funds for the 2021 Section 5310 Call for Projects. The federal funding sources included the FY 2021 annual apportionment, CRRSAA, ARPA, and funds returned from prior federal 5310 grant funds apportioned before FY 2020. The prior-year grant funds (\$96,974) were initially assigned to the SMS Mobility Training operating project along with the local (STA) matching funds.

In recent consultations with FTA, it was determined that the period of availability for the prior-year federal funds has lapsed and cannot be used on a current year project. Therefore, staff recommend the prior year grant funds of \$96,974 be transferred to the existing STA paratransit vehicle purchase project to utilize all the awarded funding and close the grant awards in a timely manner.

To fulfill the original intent of the September 2021 funding awards, staff further propose to substitute funding sources by increasing the STA local funding amount by \$96,974 and apply the funds to the 2021 SMS Mobility Training operating project. This changes the federal funds in FY 2021 to \$561,854 and the STA local funds to \$121,646. The overall effect of this proposed action is cost neutral and the total award amount remains \$683,500.

RECOMMENDATION TO COMMITTEE: Recommend the STA Board make available an additional \$96,974 in STA local funds to the previously approved 2021 5310 funding awards to maintain the cumulative federal and STA local fund award amount of \$683,500.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 8 : 2022 BOARD AND COMMITTEE MEETING CALENDAR –
RECOMMENDATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: Attached is a proposed schedule for 2022 Board and Committee meeting dates. STA Board meetings will be held on the third Thursday of the month at 1:30 p.m. The Planning and Development (P&D) Committee and Performance Monitoring and External Relations (PMER) Committee meetings will be held on the first Wednesday of the month at 10:00 a.m. and 1:30 p.m., respectively. The Board Operations Committee meetings will be held on the second Wednesday of the month at 1:30 p.m.

Please note the following exceptions:

JANUARY

There are no Planning and Development or Performance Monitoring and External Relations Committee meetings scheduled for January.

AUGUST

There are no Board or Committee meetings scheduled during the month of August.

SEPTEMBER

September begins on a Thursday. As such, committee meetings are one week earlier than usual. The P&D and PMER committees will meet on Wednesday, August 31, 2022, and the Board Operations Committee will meet on September 7, 2022.

DECEMBER

December also begins on a Thursday. Therefore, committee meetings are one week earlier than usual. The P&D and PMER committees will meet on Wednesday, November 30, 2022, and the Board Operations Committee will meet on December 7, 2022.

In addition to the regular Board and Committee meetings, the following STA Board of Directors Strategic Planning & Budget workshops are scheduled in 2022:

- March 17, 2022: 11:30 a.m. to 1:15 p.m.
- May 19, 2022: 11:30 a.m. to 1:15 p.m.
- July 21, 2022: 11:30 a.m. to 1:15 p.m.

All meetings will be held virtually or at the Spokane Transit Boardroom, 1230 West Boone Avenue.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2022 Board and Committee meeting calendar and forward to the Board Consent Agenda.

SPOKANE TRANSIT AUTHORITY

2022 BOARD & COMMITTEE MEETING SCHEDULE

Meetings will be held at Spokane Transit or Via Virtual Conference

Board Meetings (Third Thursday) 1:30pm-3:30pm	Planning & Development Committee (First Wednesday) 10:00am-11:30am
January 20	<i>January – No meeting scheduled</i>
February 17	February 2
March 17	March 2
April 21	April 6
May 19	May 4
June 16	June 1
July 21	July 6
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
September 15	August 31 (<i>September Mtg</i>)
October 20	October 5
November 17	November 2
December 15	November 30 (<i>December Mtg</i>)
Board Operations Committee (Second Wednesday) 1:30pm-3:00pm	Performance Monitoring & External Relations (First Wednesday) 1:30pm-3:00pm
January 12	<i>January – No meeting scheduled</i>
February 9	February 2
March 9	March 2
April 13	April 6
May 11	May 4
June 8	June 1
July 13	July 6
<i>August - No meeting scheduled</i>	<i>August – No meeting scheduled</i>
September 7 (<i>1st Wednesday</i>)	August 31 (<i>September Mtg</i>)
October 12	October 5
November 9	November 2
December 7 (<i>1st Wednesday</i>)	November 30 (<i>December Mtg</i>)
2022 Board Workshops Wednesday - 11:30 am – 1:15 pm	
March 17	
May 19	
July 21	
2022 CAC Meeting Schedule (2nd Wednesday) 5:00 pm	
February 9	
April 13	
June 8	
September 14	
November 9	

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 9 : BOARD OF DIRECTORS MEETING AGENDA DECEMBER 16,
2021 – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The Board of Directors meeting agenda for December 16, 2021, is attached for your information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and / or approval

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD MEETING

Thursday, December 16, 2021
1:30 – 3:00 p.m.

Via Webex Video Conference

Board Members: [Board Members Join Here](#)
General Public: [Public Attendees Join Here](#)
Audio Conference: 1-408-418-9388; Event #: 2483 846 5895 Password: 2021

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Pamela Haley*)
3. Public Expressions
4. Recognitions and Presentations: *5 Minutes*
 - A. 2021 STA Retirements (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Approval of the Minutes of the November 18, 2021, Board Meeting – Corrections/Approval
 - B. Approval of the Minutes of the December 1, 2021, Board Workshop– Corrections/Approval
 - C. Approval of the November 2021 Vouchers (*Monique Liard*)
 - D. Sprague High Performance Transit: Draft Corridor Development Plan (*Karl Otterstrom*)
 - E. Strategic Planning Services: Award of Contract (*Karl Otterstrom*)
 - F. 2021 FTA 5310 Program of Projects: Budget Revision (*Karl Otterstrom*)
 - G. Diesel and Unleaded Gasoline: Award of Contract (*Monique Liard*)
 - H. 2022 Board and Committee Meeting Calendar (*Dana Infalt*)
6. Board Action – Committee Recommendations: *20 Minutes*
 - Planning & Development Committee
 - A. Adoption of 2022 Operating & Capital Budgets – Resolution (*Monique Liard*)
(Majority vote of 5 required)
 - Performance Monitoring & External Relations
 - B. Draft 2022 State Legislative Priorities (*Brandon Ropez-Betty*)
7. Board Action – *10 minutes*
 - A. Near Term Investment Opportunities: Recommendation (*Karl Otterstrom*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Pamela Haley*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)

10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)
11. CEO Report: *10 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2021 Sales Tax Revenue (*Monique Liard*)
 - C. October 2021 Financial Results Summary (*Monique Liard*)
 - D. October Operating Indicators (*E Susan Meyer*)
 - E. ConnectSpokane Update: Draft Revisions (*Karl Otterstrom*)
 - F. I-90/Valley High Performance Transit Corridor Planning Update (*Karl Otterstrom*)
 - G. Finalize 2022 Planning & Development Committee Work Program (*Karl Otterstrom*)
 - H. STA Outreach Update (*Brandon Ropez-Betty*)
13. New Business: *5 minutes*
 - A. Election of 2022 Chair and Presentation of Gavel (*Pamela Haley*)
(Majority vote of 5 required)
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*): *15 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of December 16, 2021, Board Meeting:

Saturday, December 18, 2021	4:00 p.m.
Monday, December 20, 2021	10:00 a.m.
Tuesday, December 21, 2021	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	February 2, 2022, 10:00 a.m.
Performance Monitoring & External Relations	February 2, 2022, 1:30 p.m.
Board Operations	January 12, 2022, 1:30 p.m.

Next Board Meeting (Via WebEx Virtual Conference):

Thursday, January 20, 2022, 1:30 p.m.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 8, 2021

AGENDA ITEM 10 : BOARD OPERATIONS COMMITTEE DRAFT JANUARY 12, 2022,
MEETING AGENDA – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

The draft Board Operations Committee meeting agenda for January 12, 2022, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, January 12, 2022

1:30 p.m. – 3:00 p.m.

Via Webex Video Conference

- Committee Members:** Click here to join the meeting
General Public: Click here to view the meeting
Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: ###

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
 - A. December 8, 2021, Committee Meeting Minutes – Corrections/Approval
5. Approval for Board Member travel to 2022 APTA Meetings – Recommendation (*Meyer*) (*5 minutes*)
6. Appointment of Board Members and Chairs to the Planning & Development and Performance Monitoring & External Relations Committees for 2022 – Recommendation (*Grover*) (*10 minutes*)
7. Board of Directors Draft January 20, 2022 Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
8. Board Operations Committee Draft February 9, 2022 Meeting Agenda – Information (*Meyer*) (*5 minutes*)
9. CEO Report (*15 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, February 9, 2022, 1:30 p.m.

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

October 13, 2021

AGENDA ITEM 11 : CEO REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY

At this time, Ms. Meyer, CEO, will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

13.

EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purpose of:

Reviewing the performance of a public employee. (RCW 42.30.110(1)(g))

The STA Board Operations Committee will reconvene in open session at approximately ___ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which they will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 15 minutes