

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

## BOARD OPERATIONS COMMITTEE MEETING

Wednesday, May 11, 2022

1:30 p.m. – 3:00 p.m.

### Via Virtual Conference

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

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

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: 2493 670 3644 | Password: 2022

### 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. Minutes of the April 13, 2022, Committee Meeting – Corrections/Approval
5. Committee Chair Reports: (*20 minutes*)
  - A. Al French, Planning & Development
  - B. Pamela Haley, Performance Monitoring & External Relations
6. Strategic Planning Workshop Update – Information (*Meyer/Liard*) (*10 minutes*)
7. Board of Directors Draft May 19, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
8. Board Operations Committee Draft June 8, 2022, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
9. CEO Report (*15 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, June 8, 2022, at 1:30 p.m. via WebEx Video Conference

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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**

May 11, 2022

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Chris Grover, Committee Chair

---

**SUMMARY:** At this time, the Board Operations Committee will review and approve the meeting agenda.

**RECOMMENDATION TO COMMITTEE:** Approve agenda.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

May 11, 2022

**AGENDA ITEM 3 :** BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Chris Grover, Committee Chair

---

**SUMMARY:** At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

May 11, 2022

**AGENDA ITEM 4A :** MINUTES OF THE APRIL 13, 2022, COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Amie Blain, Executive Assistant to the Chief Financial Officer

---

**SUMMARY:** The April 13, 2022, meeting minutes are attached for your information and correction and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and/or approval.

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the April 13, 2022, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative  
(Airway Heights), *Chair*  
Al French, Spokane County, *Planning &  
Development Committee Chair*  
Pamela Haley, City of Spokane Valley,  
*Performance Monitoring & External  
Relations Committee Chair*  
Lori Kinnear, City of Spokane, *Chair Pro Tem*  
E. Susan Meyer, Chief Executive Officer,  
*Ex Officio*

### **MEMBERS ABSENT**

None

### **STAFF PRESENT**

Karl Otterstrom, Chief Planning and  
Development Officer  
Monique Liard, Chief Financial Officer  
Nancy Williams, Chief Human Resources Officer  
Dana Infalt, Clerk of the Authority  
Amie Blain, Executive Assistant to the Chief  
Financial Officer

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **STAFF ABSENT**

Brandon Rapez-Betty, Chief Operations Officer  
& Interim Chief Communications and Customer  
Service Officer

---

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

Chair Grover called the meeting to order at 1:30 p.m. and conducted roll call.

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

*This item was not presented for a motion. Legal Counsel, Laura McAloon, confirmed that approval of the agenda is not required.*

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

Chair Grover noted Brett Lucas' move to STA to serve within the Planning Department.

#### 4. COMMITTEE ACTION

##### a. March 9, 2022, Committee Minutes

*Ms. Kinnear moved to approve the March 9, 2022, committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.*

#### 5. COMMITTEE DISCUSSION

##### a. Washington State Transit Support Grant

Mr. Otterstrom provided background information relating to *Move Ahead Washington*. Key details include increased funding for transit and the Transit Support Grant Program with its financial incentive for fare policy changes. Grant eligibility includes a fare policy revision to include zero-fare for youth ages eighteen and younger. Verification of this policy revision for STA must be submitted to the Washington State Department of Transportation by October 1, 2022. Operational considerations include determining a method for age verification for the Connect Card, coordination between STA and Spokane Public Schools for leveraging public transit services for more high school students, the Board-approved Summer Youth Card extension through September 15, 2022, and the beta testing for the new fare collection system in August and September 2022. Chair Grover, Ms. Haley, Ms. Kinnear, and Mr. French shared their support in pursuing the grant funding and the required policy changes to be in place on or before October 1, 2022, and to present this item for discussion to the Board next week.

#### 6. COMMITTEE CHAIR REPORTS

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

Mr. French turned over the floor to Mr. Otterstrom to present. Mr. Otterstrom shared that an adjustment to the Section 5310 Program was presented as a recommendation for the committee to allow this item to be presented at the Board meeting next week. This adjustment concerns American Rescue Plan funds for year 2021. The City of Spokane Valley's crossing project next to City Hall is ineligible for ARP funds under Section 5310. To remediate this issue, STA is recommending replacing those funds through a cooperative project between STA and the City of Spokane Valley. Mr. Otterstrom continued and explained that major planning guidance and preliminary revenue and expenditure assumptions relating to the transit development projects were discussed at the committee meeting. Included in the discussion were draft changes to Connect Spokane, which have been placed on the Board agenda next week. The redline copy is available on the website and noticed in the paper for public feedback. Mr. French shared that he and Tim Hattenberg were at the meeting and discussed the growth and expenditure rate for 2023. Mr. French stated that he and Mr. Hattenberg support the projected rate being presented to the Board. They understand that the inflation rate is accelerating, and they are hopeful it will slow.

##### b. Pamela Haley, Chair, Performance Monitoring & External Relations (PMER)

Ms. Haley shared that Susan Gray was reappointed to the Citizen Advisory Committee for her second, three-year term. Ms. Haley stated the committee voted on the item for the Plaza Security office carpeting. Great Floors was selected through a state contract, and the amount of the project is approximately \$35k. Ms. Haley shared that the committee voted to award the contract for bus schedule printing to National Color Graphics, as they were the only proposal received. The quoted price of \$540k for a five-year term was deemed fair and reasonable. The

committee voted to recommend the Board approve the contract. The committee also recommended the Board approve a sole-source contract with Zipline Communications. STA has a current contract with Zipline for communications services, and it was determined that it would be best to retain Zipline as they have exceeded expectations, their cost is fair and equitable, and duplicate work and additional expenses would be required to change companies.

#### **7. INCREASE OF CONTRACT VALUE FOR THE FARE COLLECTION SYSTEM**

Ms. Liard shared the background regarding the Board-approved contract with INIT Innovations in Transportation, Inc. in November 2020, for a modernized fare collection system. Additional items identified in implementation are being recommended for Board approval, and they include the following:

- Optional Features
  - Retail Network
  - Open Payments
  - Mobile Application Enhancements
  - Paratransit Integration
  - Translation of Mobile Application
- Technical Changes and City Line Delay
- Fare Media Inventory

***Ms. Haley moved to recommend the Board of Directors authorize the CEO to amend STA's contract with INIT for a fare collection system for an additional value of \$632,000 for a revised aggregate value of \$8,818,000, Mr. French seconded, and the motion passed unanimously.***

#### **8. BOARD OF DIRECTORS AGENDA APRIL 21, 2022**

***Ms. Haley moved to remove item 6G. 2021 Year-End Performance Measures Summary and Proposed 2022 Goals from the Board Consent Agenda and add as a Board Action item, Mr. French seconded, and the motion passed unanimously.***

***Ms. Haley moved to approve the Board of Directors amended agenda, Ms. Kinnear seconded, and the motion passed unanimously.***

#### **9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 11, 2022**

There were no questions or comments.

#### **10. CEO REPORT**

Ms. Meyer asked Mr. Otterstrom to address the committee regarding the partnership between STA and Spokane Public Schools. Mr. Otterstrom shared that an STA transportation workgroup has partnered with Spokane Public Schools to research efficiencies and optional community resources for STA to provide enhanced transportation services for their students. The SPS Board is meeting this evening, and Mr. Otterstrom shared the agenda items for the meeting as follows:

- Route efficiency
  - Stop consolidation
  - School bus arrival times
  - Walk-zone radius expansion
  - Additional transportation service options
    - Additional vehicle types
    - After-school sports

Ms. Meyer shared that this has been an ongoing project for SPS, and their process and planning were in motion prior to the availability of the transit support grants and zero fare for youth. The Board decision regarding STA's acceptance of the grant can enhance opportunities for youth transportation for school and related activities and increase youth ridership with STA. Ms. Meyer stated that a link to the SPS Board's presentation will be forwarded to the STA Board members.

Ms. Meyer shared information from STA's All Employee Meetings that took place on April 12, 2022. Four meetings occurred throughout the day to accommodate various employee schedules. Employees were compensated for their time at the meetings, and food was provided. Employee attendance and participation was higher than any previous All Employee Meeting.

Ms. Meyer provided details regarding the Regional Bus Tour scheduled for April 14, with Amanda Wyma-Bradley, Senior Advisor on Transportation and Economic Development from Senator Patty Murray's office, and many regional transportation stakeholders. STA is providing a 40-foot Battery Electric Bus for the tour.

#### **11. NEW BUSINESS**

Mr. French shared information regarding a presentation at an APTA conference many years prior, for maximizing communications systems on buses. Since advertisements are no longer posted on the outsides of buses, Mr. French asked if an opportunity exists for the bus intercom systems to announce the approaching of retailers who would pay for such services as a method for raising money for STA. Ms. Meyer advised there are positives and negatives to this approach, and it was determined that the risks are greater than the potential reward, and therefore, STA has not pursued the idea.

#### **12. ADJOURN**

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

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer



**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

May 11, 2022

**AGENDA ITEM 5A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair, Planning & Development

---

**SUMMARY:** At this time, the Committee Chair will review the May 4, 2022, and Draft June 1, 2022, committee meeting agendas as part of the 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

## PLANNING AND DEVELOPMENT COMMITTEE MEETING

Wednesday, May 4, 2022  
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

**Committee Members:** [Committee Members Join Here](#)

**General Public:** [Guests/Public Join Here](#)

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: 2481 091 9224 | Password: 2022

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*10 minutes*)
3. Committee Action (*5 minutes*)
  - A. Minutes of the April 6, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action (*20 minutes*)
  - A. Board Consent Agenda
    1. Connect Spokane Phase I Revisions (Resolution) (*Otterstrom*)
    2. Sprague Line Design & Engineering Services Work Order Approval (*Otterstrom*)
    3. City of Spokane Riverside Avenue Cooperative Improvement Project: Budget Adjustment and Project Order Authorization (*Otterstrom*)
  - B. Board Discussion Agenda (*no items being presented*)
5. Reports to Committee (*30 minutes*)
  - A. 2023-2028 Transit Development Plan: Identify Major Activities (*Otterstrom*)
  - B. 2023-2028 Transit Development Plan: 2023-2025 Service Improvement Program (*Otterstrom*)
  - C. 2023-2028 Transit Development Plan: 2023-2028 Capital Improvement Program (*Liard*)
  - D. I-90 Valley High Performance Transit: Public Outreach Summary and Evaluation Results (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (*15 minutes*)
7. Committee Information
  - A. Unified Planning Work Program Update (*Otterstrom*)
8. Review June 1, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, June 1, 2022, at 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](http://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 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
(509) 325-6000

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 1, 2022  
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

**Committee Members:** [Insert Link here](#)

**General Public:** [Insert Link 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 May 4, 2022, Committee Meeting -- Corrections/Approval
4. Committee Action (10 minutes)
  - A. Board Consent Agenda
    1. 2022 Regional Mobility Grant Application Approval (Otterstrom)
  - B. Board Discussion Agenda - none
5. Reports to Committee (20 minutes)
  - A. 2023-2028 Transit Development Plan: Complete Draft Plan (Otterstrom)
  - B. I-90 Valley High Performance Transit: Draft Corridor Development Plan (Otterstrom)
  - C. Division Bus Rapid Transit: Decision-Making Framework (Otterstrom)
6. CEO Report (E. Susan Meyer) (15 minutes)
7. Committee Information (5 minutes)
8. Review July 6, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, July 6, 2022, at 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](http://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 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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**

May 11, 2022

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

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pamela Haley, Chair, Performance Monitoring & External Relations

---

**SUMMARY:** At this time, the Committee Chair will review the May 4, 2022, and Draft June 1, 2022, committee meeting agendas as part of the 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 & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, May 4, 2022

1:30 p.m. – 3:00 p.m.

### Via Virtual Conference

**Committee Members:** [May Committee Member Link](#)

**General Public:** [May Guest/Attendee Link](#)

**Audio Conference:** Call the number below and enter the access code.  
+1-408-418-9388 | Access code: 2490 536 8482 | Password: 2022

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*10 minutes*)
  - A. Minutes of the April 6, 2022, Committee Meeting - *Corrections/Approval*
  - B. Architectural & Engineering Consulting Services: Scope of Work Approval (*Otterstrom*)
4. Committee Action (*10 minutes*)
  - A. Board Consent Agenda
    1. West Plains Connector Project Cooperative Agreement Approval (*Otterstrom*)
  - B. Board Discussion Agenda (*none*)
5. Reports to Committee (*45 minutes*)
  - A. 1st Quarter 2022 Performance Measures (*Rapez-Betty*)
  - B. 2021 Bus Rider Survey Results Summary (*Rapez-Betty*)
  - C. 2021 Community Perception Survey Results Summary (*Rapez-Betty*)
  - D. Fare Policy Revisions: Preliminary Proposal – Zero-Fare for Youth (*Otterstrom/Liard*)
6. CEO Report (*E. Susan Meyer*) (*10 minutes*)
7. Committee Information (no discussion/staff available for questions)
  - A. March 2022 Financial Results Summary (*Liard*)
  - B. April 2022 Sales Tax Revenue Information (*Liard*)
  - C. 1st Quarter 2022 Service Planning Input Report (*Otterstrom*)
  - D. March 2022 Operating Indicators (*Rapez-Betty*)
8. Review June 1, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, June 1, 2022, at 1:30 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](http://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 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
(509) 325-6000

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, June 1, 2022

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

**Committee Members:** [Insert Link here](#)

**General Public:** [Insert Link 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 *(10 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the May 4, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(25 minutes)*
  - A. Board Consent Agenda
    1. 2022 Equal Employment Opportunity Program *(Williams)*
    2. Employee Vanpool Subsidy *(Williams)*
    3. On-call Geotechnical, Environmental, & Special Inspection Services Award of Contract *(Otterstrom)*
    4. Passenger Shelter Scope of Work Approval *(Otterstrom)*
  - B. Board Discussion Agenda
    1. Fare Policy Revisions: Draft Recommendation – Zero – Fare for Youth *(Otterstrom)*
5. Reports to Committee *(30 minutes)*
  - A. 2022 Surplus Van Grant Program *(Rapez-Betty)*
  - B. 2021 System Performance Report *(Otterstrom)*
  - C. Fare Collection System Update *(Liard/Rapez-Betty)*
6. CEO Report *(E. Susan Meyer) (10 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. April 2022 Operating Indicators *(Rapez-Betty)*
  - B. April 2022 Financial Results Summary *(Liard)*
  - C. May 2022 Sales Tax Revenue *(Liard)*

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
(509) 325-6000

8. Review July 6, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (*10 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, July 6, 2022, at 1:30 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](http://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 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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**

May 11, 2022

**AGENDA ITEM 6 :** STRATEGIC PLANNING WORKSHOP UPDATE - INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer  
Monique Liard, Chief Financial Officer

---

**SUMMARY:** Chief Executive Officer and Chief Financial Officer will provide an update on the Strategic Planning Workshop agenda scheduled for May 19, 2022, 11:30 a.m. to 1:15 p.m.

**RECOMMENDATION TO COMMITTEE:** Information only.



**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

May 11, 2022

**AGENDA ITEM 7** : BOARD OF DIRECTORS MEETING AGENDA MAY 19, 2022 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

---

**SUMMARY:** The Board of Directors meeting agenda for May 19, 2022, 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, May 19, 2022

1:30 – 3:00 p.m.

**In Person Meeting**

**1230 W Boone Avenue, Spokane, WA**  
*with a Webex Video Conference Option*

### WebEx Video Conference Joining Option:

Board Members: [Join Here](#)

General Public: [Join Here](#)

Audio Conference: 1-408-418-9388; Event #: 2495 444 5764 Password: 2022

## DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Recognitions and Presentations: *10 minutes*
  - A. Ed Steeber, Fixed Route Supervisor - Retirement (*Brandon Rapez-Betty*)
  - B. Mary-Beth Fitzgerald, Fixed Route Operator – Retirement (*Brandon Rapez-Betty*)
  - C. First Quarter 2022 Employee Recognition (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the April 21, 2022, Board Meeting – Corrections/Approval
  - B. April 2022 Vouchers (*Monique Liard*)
  - C. West Plains Connector Project Cooperative Agreement Approval (*Karl Otterstrom*)
  - D. Connect Spokane: Phase I Revisions (Resolution) (*Karl Otterstrom*)
  - E. Sprague Line Design & Engineering Work Order Approval (*Karl Otterstrom*)
  - F. City of Spokane Riverside Avenue Cooperative Improvement Project Budget Adjustment and Project Order Authorization (*Karl Otterstrom*)
6. Board Action – *None*
7. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chris Grover*)
8. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Al French*)
9. Performance Monitoring & External Relations Committee: *30 minutes*
  - A. Chair Report (*Pam Haley*)
    - i. First Quarter 2022 Performance Measures (*Brandon Rapez-Betty*)
    - ii. 2021 Community Perception Survey Results Summary (*Brandon Rapez-Betty*)
    - iii. Fare Policy Revisions: Preliminary Proposal – Zero-Fare for Youth (*Karl Otterstrom / Monique Liard*)

10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. March 2022 Financial Results Summary (*Monique Liard*)
  - C. April 2022 Sales Tax Revenue (*Monique Liard*)
  - D. March 2022 Operating Indicators (*Brandon Rapez-Betty*)
  - E. 2021 Bus Rider Survey (*Brandon Rapez-Betty*)
  - F. First Quarter 2022 Service Planning Input Report (*Karl Otterstrom*)
  - G. 2023-2028 Transit Development Plan: Identify Major Activities (*Karl Otterstrom*)
  - H. 2023-2028 Transit Development Plan: 2023-2025 Service Improvements (*Karl Otterstrom*)
  - I. 2023-2028 Transit Development Plan: 2023-2028 Capital Improvement Program (*Karl Otterstrom*)
  - J. I-90 Valley High Performance Transit-Public Outreach Summary and Evaluation Results (*Karl Otterstrom*)
  - K. Unified Planning Work Program Update (*Karl Otterstrom*)
12. New Business: (*none*)
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*McAloon Law PLLC*): (*none*)
15. Adjourn

Cable 5 Broadcast Dates and Times of May 19, 2022, Board Meeting:

Saturday, May 21, 2022	4:00 p.m.
Monday, May 23, 2022	10:00 a.m.
Tuesday, May 24, 2022	8:00 p.m.

Next Committee Meetings (Location TBD) Wednesday:

Planning & Development	June 1, 2022, 10:00 a.m.
Performance Monitoring & External Relations	June 1, 2022, 1:30 p.m.
Board Operations	June 8, 2022, 1:30 p.m.

Next Board Meeting (Location TBD):

Thursday, June 16, 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](http://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](http://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**

May 11, 2022

**AGENDA ITEM 8 :** BOARD OPERATIONS COMMITTEE DRAFT JUNE 8, 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 June 8, 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, June 8, 2022  
1:30 p.m. – 3:00 p.m.

**Via Virtual Conference**

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

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

**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. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
  - A. Minutes of the May 11, 2022, Committee Meeting – Corrections/Approval
5. Committee Chair Reports: (20 minutes)
  - A. Al French, Planning & Development
  - B. Pamela Haley, Performance Monitoring & External Relations
6. Board of Directors Draft June 16, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
7. Board Operations Committee Draft July 13, 2022, Meeting Agenda – Information (*Meyer*) (5 minutes)
8. CEO Report (15 minutes)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, July 13, 2022, at 1:30 p.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](http://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 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://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**

May 11, 2022

**AGENDA ITEM 9 :** CEO REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

---

**SUMMARY:** At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Information only.