

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 7, 2023

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, Committee Chair

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

RECOMMENDATION TO COMMITTEE: Approve agenda.

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, June 7, 2023
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Joining link: [Click Here](#)

Member password: 2023 Guest password: 0623

Audio Conference: +1-408-418-9388 | Access code: 2484 242 1329

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Kinnear*)
3. Chair's Comments (*Kinnear*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the May 10, 2023, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (*10 minutes*)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
6. Interim Legal Counsel Services One Year Extension: Approval (*Meyer*) (*10 minutes*)
7. Rules of Procedure (*Meyer/Clark*) (*10 minutes*)
8. STA Board Retreat (*Meyer*) (*10 minutes*)
9. Board of Directors Draft June 15, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
10. Board Operations Committee Draft July 12, 2023, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
11. CEO Report (*15 minutes*)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, July 12, 2023, at 1:30 p.m. via virtual conference

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. 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

June 7, 2023

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 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

June 7, 2023

AGENDA ITEM 4A : MINUTES OF THE MAY 10, 2023, COMMITTEE MEETING – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Dana Infalt, Executive Assistant to the CEO, Clerk of the Authority

SUMMARY: The May 10, 2023, 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 May 10, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Al French, Spokane County, *Chair Pro Tempore*
Dan Dunne, Small Cities Representative (Liberty Lake)
Pamela Haley, City of Spokane Valley
E. Susan Meyer, STA CEO, *Ex Officio*

MEMBERS ABSENT

Lori Kinnear, City of Spokane, *Chair*

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and Development
Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van
Wert and Oreskovich, P.C. (*Virtual*)

STAFF ABSENT

Amie Blain, Executive Assistant to the Chief
Financial Officer

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

Mr. Dunne moved to approve the updated agenda as presented, Ms. Haley seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Mr. French noted that Chair Kinnear sent her regrets.

4. COMMITTEE ACTION/DISCUSSION

A. Minutes of the April 12, 2023 Committee Meeting

*Ms. Haley moved to approve the April 12, 2023, Committee meeting minutes as submitted.
Mr. Dunne seconded, and the motion passed unanimously.*

5. COMMITTEE ACTION/DISCUSSION

A. Board Consent Agenda

i) Sprague Line Property Acquisition (Resolution)

Mr. Otterstrom explained the Sprague Line is a planned corridor-based High-Performance Transit (HPT) line that will improve and enhance the current Route 90 between downtown Spokane and the Valley Transit Center. It is planned to operate within existing public rights-of-way, however, in some locations construction activities for required stops and improvements necessarily extend beyond public rights-of-way. These locations will require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to use STA's power of eminent domain to acquire property from the adjacent owner.

Staff presented an overview of the anticipated properties of interest which represent small slivers of existing legal parcels and not entire lots themselves.

Ms. Haley moved to recommend the Board to approve a Resolution providing for the acquisition and purchase of real property in connection with the Sprague Line project. Mr. Dunne seconded, and the motion passed unanimously.

ii) Northwest Center Services, dba Argus Janitorial Contract 2018-10140 Extension

Mr. Rapez-Betty said Northwest Center Services *dba* Argus Janitorial ("Argus Janitorial") is contracted to provide janitorial services for the STA Plaza and Boone administration offices. The contract is scheduled to expire on July 31, 2023.

He said to provide for sufficient time to ensure an equitable and competitive solicitation for a new janitorial services contract concurrent with other active solicitations, staff is requesting an extension of the contract with Argus Janitorial for two additional months, commencing August 1, 2023, and ending September 30, 2023, at an estimated cost of \$97,200 for the extension term.

Mr. Dunne moved to recommend the Board approve a motion to authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices. Ms. Haley seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

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

Mr. French discussed the P&D committee items that were reviewed at the meeting.

B. Pam Haley, Chair, Performance Monitoring & External Relations (PMER)

Ms. Haley reviewed the items that came to the PMER committee in May.

7. DRAFT RULES OF PROCEDURE

Ms. Clark reviewed the Rules of Procedure changes since the last meeting. Committee members expressed their thoughts and suggestions. Mr. French reviewed his notes and Ms. Clark incorporated additional updates to the Rules of Procedure during the meeting. Ms. Clark will forward to committee members an updated draft of the Rules of Procedure for their comments. An additional review will take place at the June Board Operations Committee prior to forwarding to the Board for approval.

8. BOARD RETREAT DISCUSSION

Ms. Meyer advised that staff are seeking advice on topics for the Board Retreat. Discussion ensued and it was determined to have the retreat to review the Rules of Procedures prior to having them approved by the Board. Staff will look for a date.

9. BOARD OF DIRECTORS AGENDA MAY 18, 2023

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 7, 2023

Mr. Dunne moved to approve the Board Operations Committee draft Agenda as presented, Ms. Haley seconded, and the motion passed unanimously.

11. CEO REPORT

Ms. Meyer reported there are 66 days until the launch of the City Line on July 15th. Carly Cortright and the Communications team have set up a fun/unique experience for 100 riders. They solicited volunteers to complete rider testing on City Line bus. Volunteers are provided with a questionnaire for items that affect the rider experience. Participants were given a City Line hat to thank them for their participation. KREM is reporting today at 4:00, 5:00, and 6:00 on the riders. The KREM reporter rode along and interviewed some of the volunteers.

Ms. Meyer reviewed an issue occurring to the acrylic sides of the City Line Markers that are being repaired due to some heat expansion. Planning and Facilities & Grounds are seeking legal input on warranty issues, and looking to repair. Karl has spoken to the Chair of the City Line Steering Committee to let them know we are aware and are on track to fix. Mr. Dunne and Mr. French offered their perspectives. Ms. Meyer advised she would keep everyone informed.

12. NEW BUSINESS

None

13. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 3:09 p.m.

Respectfully submitted,

Dana Infalt

Dana Infalt
Executive Assistant to the Chief Executive Officer
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 7, 2023

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 31, 2023, (*June meeting*) and the July 5, 2023, Planning & Development 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 31, 2023 (June Meeting)
10:00 a.m. – 11:30 a.m.

Committee Meeting is via Virtual Conference

w/In Person Public Viewing Option

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

Join Link: Join [here](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): 0623

Call-in Number: 1-408-418-9388 | Event/Access code: 2496 682 5414 | Password: 2023

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 3 , 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (20 minutes)
 1. Connect 2035 Strategic Plan: Phase 2 Award of Contract (*Otterstrom*)
 2. City Line Title VI Service and Fare Equity (SAFE) Analysis (*Otterstrom*)
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee (10 minutes)
 - A. 2024-2029 Transit Development Plan: Complete Draft (*Otterstrom/Liard*)
(*Public Hearing at June 15, 2023, Board meeting*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information
8. Review July 5, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, July 5, 2023, 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. 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. 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 AND DEVELOPMENT COMMITTEE MEETING

Wednesday, July 5, 2023
10:00 a.m. – 11:30 a.m.

Committee Meeting is via Virtual Conference

w/In Person Public Viewing Option

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

Join Link: [Join here](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): XXXX

Call-in Number: 1-408-418-9388 | Event/Access code: XXXX XXX XXXX | Password: 2023

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 31, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(15 minutes)*
 1. 2024-2029 Transit Development Plan: Finalize and Approve (Resolution) *(Otterstrom)*
 2. Division Street Bus Rapid Transit: Project Development Phase Funding (Resolution) *(Otterstrom)*
 - B. Board Discussion Agenda *(10 minutes)*
 1. City Line Projects Savings (Resolution) *(Otterstrom)*
5. Reports to Committee *(5 minutes)*
 - A. Division Street Bus Rapid Transit Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer)* *(15 minutes)*
7. Committee Information
8. Review July 5, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, July 5, 2023, at 10:00 a.m. via Webex

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 7, 2023

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 31, 2023, (*June meeting*), and Draft July 5, 2023, Performance Monitoring & External Relations 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

May 31, 2023
(June Meeting)
1:30 p.m. – 3:00 p.m.

Committee Meeting is via Virtual Conference
w/In Person Viewing Option
Spokane Transit, 1230 W Boone Avenue, Spokane, WA

Join Link: [HERE](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): 0623

Call-in Number: 1-408-418-9388 | **Event/Access code:** 2489 659 3935 | **Password:** 2023

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*10 minutes*)
 - A. Minutes of the May 3, 2023, Committee Meeting -- *Corrections/Approval*
 - B. Public Transportation Agency Safety Plan (*Williams*)
4. Committee Action (*10 minutes*)
 - A. Board Consent Agenda
 1. Sprague Line Construction: Phase 1 Award of Contract (*Otterstrom*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (*10 min*)
 - A. 2022 Fixed Route System Performance Report (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (*15 minutes*)
7. Committee Information (no discussion/staff available for questions)
 - A. April 2023 Operating Indicators (*Rapez-Betty*)
 - B. May 2023 Sales Tax Revenue (*Liard*)
 - C. April 2023 Financial Results Summary (*Liard*)
 - D. July 2023 Service Change (*Otterstrom*)
8. Review July 5, 2023, Committee Meeting Agenda (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, July 5, 2023, at 1:30 p.m. via WebEx w/In Person Option

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

July 5, 2023
1:30 p.m. – 3:00 p.m.

Committee Meeting is via Virtual Conference
w/In Person Viewing Option
Spokane Transit, 1230 W Boone Avenue, Spokane, WA

Join Link: [Insert Link Here](#)

Committee Member Password (if asked): 2023 | Guest Password (if asked): 0723

Call-in Number: 1-408-418-9388 | **Event/Access code:** XXXX | **Password:** 2023

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(10 minutes)*
 - A. Minutes of the May 3, 2023, Committee Meeting -- *Corrections/Approval*
 - B. Citizen Advisory Committee Charter Review *(Cortright)*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. Janitorial Services Award of Contract *(Rapez-Betty)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(15 min)*
 - A. 2022 State Audit Exit Briefing *(Liard)*
 - B. City Line Launch Service Change Outreach *(Otterstrom/Cortright)*
 - C. CTE Fleet Transition Update *(Rapez-Betty)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. May 2023 Operating Indicators *(Rapez-Betty)*
 - B. June 2023 Sales Tax Revenue *(Liard)*
 - C. May 2023 Financial Results Summary *(Liard)*
 - D. 2023 Equal Employment Opportunity Program Update *(Williams)*
8. Review September 6, 2023, Committee Meeting Agenda (No August Meeting) *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, September 6, 2023, at 1:30 p.m. via WebEx w/In Person Option (No August Meeting)

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. 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 MEETING OF

June 7, 2023

AGENDA ITEM 6 : INTERIM LEGAL COUNSEL SERVICES ONE YEAR EXTENSION: APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: In August 2022, STA contracted with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C. (EMVLO) to provide interim legal counsel services (“Contract”). The Contract commenced on August 12, 2022, with a one (1) year term and a maximum compensation limit of \$200,000; whichever occurred earlier. Based upon average monthly expenditures, the Contract will expire on August 11, 2023.

EMVLO has performed well. The CEO proposes a one (1) year extension and an increase of \$200,000 to the maximum compensation limit. With approval of the recommendation, the Contract would expire on August 11, 2024, and have a maximum compensation limit of \$400,000; whichever occurs earlier.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, a one-year term extension to the interim legal services contract and a \$200,000 increase to the maximum compensation limit of the contract with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 7, 2023

AGENDA ITEM 7 : DRAFT RULES OF PROCEDURE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Megan Clark, Legal Counsel

SUMMARY: The Spokane Transit Authority Rules of Procedure were last adopted by the Board at the December 16, 1993, Board meeting. Committee members have provided feedback and suggestions for the past two meetings.

At this time, legal counsel will review the progress of updating the Draft Rules of Procedure based on feedback from the Board Operations Committee members.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 7, 2023

AGENDA ITEM 8 : BOARD RETREAT DISCUSSION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, staff will provide an update on the Board Retreat.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 7, 2023

AGENDA ITEM 9 : BOARD OF DIRECTORS MEETING AGENDA JUNE 15, 2023 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for June 15, 2023, is attached for the Committee's 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, June 15, 2023
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA

Optional Virtual Link: *to be added*

Password: Board Members: 2023 Guests: 0623
Call in Number:: 1-408-418-9388 Event #: tbd

AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Public Hearing: *30 minutes*
 - A. 2024-2029 Transit Development Plan: Complete Draft (*Karl Otterstrom*)
Comments may be addressed to Mike Tresidder at mtresidder@spokanetransit.com
(*Action at the July Board meeting*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the May 18, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the May 2023 Vouchers (*Monique Liard*)
 - C. Connect 2035 Strategic Plan: Phase 2 Award of Contract (*Karl Otterstrom*)
 - D. City Line Title VI Service and Fare Equity (SAFE) Analysis (*Karl Otterstrom*)
 - E. Public Transportation Agency Safety Plan (*Nancy Williams*)
 - F. Sprague Line Construction – Phase 1 Award of Contract (*Karl Otterstrom*)
 - G. High Velocity Low Speed Fan Installation: Final Acceptance (*Brandon Rapez-Betty*)
 - H. Legal Counsel Services – Approval (*E. Susan Meyer*)
6. Board Action – Other: *none*
7. Board Report: *10 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
8. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
9. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
10. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)

STA Board Meeting Agenda

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11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2023 Sales Tax Revenue (*Monique Liard*)
 - C. April 2023 Financial Results Summary (*Monique Liard*)
 - D. April 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 2022 Fixed Route System Performance Report (*Karl Otterstrom*)
 - F. July 2023 Service Change (*Karl Otterstrom*)
13. New Business: *5 minutes*
14. Board Members' Expressions: *5 minutes*
15. Executive Session (*Etter McMahon*): (*none*)
16. Adjourn

Cable 5 Broadcast Dates and Times of June 15, 2023, Board Meeting:

Saturday, June 17, 2023	4:00 p.m.
Monday, June 19, 2023	10:00 a.m.
Tuesday, June 20, 2023	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	July 5, 2023, 10:00 a.m.
Performance Monitoring & External Relations	July 5, 2023, 1:30 p.m.
Board Operations	July 12, 2023, 1:30 p.m.

Next Board Meeting :

Thursday, July 15, 2023, 1:30 p.m. STA Boardroom, 1229 West Boone Avenue, Spokane, Washington (*a virtual joining option will be available*)

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

June 7, 2023

AGENDA ITEM 10 : BOARD OPERATIONS COMMITTEE DRAFT JULY 12, 2023, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for July 12, 2023, 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, July 12, 2023
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Insert Link](#)

Member Password: 2023 **Guest Password:** 0723

Audio Conference: +1-408-418-9388 Access code:

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Kinnear*)
3. Chair's Comments (*Kinnear*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
 - A. Minutes of the June 7, 2023, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (10 minutes)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
6. Rules of Procedure (*Meyer/Clark*) (10 minutes)
7. Board Retreat (*Meyer*) (10 minutes)
8. City Line Steering Committee Enduring Member Recognition (*Otterstrom*) (5 minutes)
9. Board Attendance Review (*Meyer*) (5 minutes)
10. Board of Directors Draft July 20, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
11. Board Operations Committee Draft September 13, 2023, Meeting Agenda – Information (*Meyer*) (5 minutes)
12. CEO Report (15 minutes)
13. New Business
14. Adjourn

Next Committee Meeting: Wednesday, September 13, 2023, at 1:30 p.m. via virtual conference

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. 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

June 7, 2023

AGENDA ITEM 11 : 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.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 7, 2023

AGENDA ITEM 12 : NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Board Operations.

RECOMMENDATION TO COMMITTEE: Information only.