

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

## BOARD OPERATIONS COMMITTEE MEETING

Wednesday, February 7, 2024  
1:30 p.m. – 3:00 p.m.

**STA Northside Conference Room**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

Virtual Link:	Join <a href="#">here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 0224
Call-in Number:	1-408-418-9388		Event #: 2488 737 9060

### AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair's Comments (*French*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
  - A. Minutes of the January 10, 2024, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (10 minutes)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
6. Approve February 15, 2024, Board Governing / Guiding Documents Workshop Agenda – Corrections/Approval (*Meyer*) (5 minutes)
7. Board of Directors Draft February 15, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
8. Approve February 15, 2024, Board Connect 2035 Strategic Plan Workshop Agenda – Corrections/Approval (*Meyer*) (5 minutes)
9. Board Operations Committee Draft March 13, 2024, Meeting Agenda – Information (*Meyer*) (5 minutes)
10. CEO Report (*Meyer*) (15 minutes)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, March 13, 2024, at 1:30 p.m. via in person

*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**

February 7, 2024

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Committee Chair

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**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**

February 7, 2024

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

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Committee Chair

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**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**

February 7, 2024

**AGENDA ITEM 4A :** MINUTES OF THE JANUARY 10, 2024, COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The January 10, 2024, 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 January 10, 2024, Meeting

**Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA**  
*w/ Virtual Public Viewing Option*

### **MEMBERS PRESENT**

Al French, Spokane County, *Chair Pro Tem, Planning & Development Committee Chair*  
Pamela Haley, City of Spokane Valley  
*Performance Monitoring & External Relations Committee Chair*  
Dan Dunne, Small Cities Representative  
(Liberty Lake)  
E. Susan Meyer, Chief Executive Officer,  
*Ex Officio*

### **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  
Amie Blain, Executive Assistant to the Chief  
Financial Officer

### **GUEST**

Zack Zappone, City of Spokane

### **PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahon, Lamberson,  
Van Wert & Oreskovich, P.C.

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

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

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

*Mr. Dunne moved to approve the agenda as amended, Chair French seconded, and the motion passed unanimously.*

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

Chair French shared he is looking forward to the work needing to be completed this year including the comp plan and additional planning activities.

### **4. COMMITTEE ACTION**

#### **A. November 8, 2023, Committee Minutes**

*Mr. Dunne moved to approve the November 8, 2023, Committee meeting minutes as submitted, Mr. French seconded, and the motion passed unanimously.*

#### **B. December 13, 2023, Committee Minutes**

*Mr. Dunne moved to approve the December 13, 2023, Committee meeting minutes as submitted, Mr. French seconded, and the motion passed unanimously.*

**5. APPROVAL OF 2024 INTERLOCAL AGREEMENT WITH CITY OF SPOKANE FOR SPOKANE POLICE DEPARTMENT SERVICES**

Ms. Williams presented the interlocal agreement to the Committee. She explained the services provided in the agreement will not change, and the hourly pay rate has increased. Mr. Dunne asked about trends in increasing or decreasing hours. Ms. Williams explained there were staff shortages in 2023, and the goal is to obtain more services from the Spokane Police Department this year to meet demand.

***Mr. Dunne moved to recommend the Board approve the contract as presented, Mr. French seconded, and the motion passed unanimously.***

**6. APPOINTMENT OF BOARD MEMBERS & CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES**

Chair French introduced the 2024 Committee Appointments item to the Committee and explained the City of Spokane is expecting to finalize its appointments at its January 22, 2024, City Council meeting. He explained his Planning & Development and Performance Monitoring & External Relations Committee appointments.

*Ms. Haley joined the meeting in person at 1:41 p.m.*

***Mr. Dunne moved to recommend the Board confirm, by motion, the Board Chair's Planning & Development and Performance Monitoring & External Relations Committee appointments as presented, Ms. Haley seconded, and the motion passed unanimously.***

**7. CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE – RECOMMENDATION**

Chair French presented his recommendations for the Board Operations Committee appointments.

*Mr. Zappone joined the meeting at 1:45 p.m. as a guest.*

*Mr. Zappone asked Chair / Legal why the City of Spokane was not notified of the Board Operations Committee meeting and allowed to send a representative. He was informed that due to the transition of the Board Chair position, the City of Spokane's position on the Committee had not yet been filled by the Board, and that a review of past minutes of the Board Operations Committee demonstrated the jurisdiction holding the outgoing Chair position was unrepresented during the January Board Operations Committee meetings.*

*Mr. Zappone left the meeting at 2:00 p.m.*

***Mr. Dunne moved to recommend the Board confirm, by motion, the Board Chair's Board Operations Committee appointments as presented, Ms. Haley seconded, and the motion passed unanimously.***

**8. APPROVAL FOR BOARD MEMBER TRAVEL TO APTA**

Ms. Meyer presented this item to the Committee and explained up to eight Board members at an approximate cost of \$3,000 per member, are budgeted to attend the American Public Transportation Association (APTA) conferences this year. Chair French asked whether these conferences will include full or limited groups of exhibitors. Ms. Meyer explained the 2024 annual conference in September will not be as large as the triennial conference and Expo. Chair French and Ms. Meyer discussed the significance of Board members attending these conferences, and explained the budget can be adjusted as necessary.

***Ms. Haley moved to recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2024, Mr. Dunne seconded, and the motion passed unanimously.***

**9. LEGISLATIVE TASK FORCE**

Ms. Clark reviewed the background of the Board’s approval at the December 2023 Board meeting of the formation of a 2024 Legislative Task Force. She presented an outline detailing the purpose, scope and delegation of authority, members, term, and meetings. Ms. Clark recommended this item be restated as a resolution and forwarded to the Board for approval and offered to answer questions. Brief discussion ensued.

***Mr. Dunne moved to approve the Legislative Task Force outline as presented and have it restated as a resolution and forwarded to the Board for approval. Ms. Haley seconded, and the motion passed unanimously.***

**10. BOARD OF DIRECTORS AGENDA JANUARY 18, 2024**

Item 8C. Legislative Task Force was added to the agenda.

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

**11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 7, 2024**

There were no questions or comments.

**12. CEO REPORT**

Ms. Meyer shared with the Committee details regarding the region’s emergency planning efforts during extremely cold weather. STA coach operators allow fare exceptions when the temperature reaches 32 degrees Fahrenheit or lower, for riders telling the operators they are traveling to a warming center and are unable to pay the fare. Coach operators will not ask where riders are going. Ms. Meyer shared the October 2023 voter-approved Sales Tax revenues.

**13. NEW BUSINESS**

There was no new business.

**14. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 2:32 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer

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

February 7, 2024

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

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pam Haley, Chair, Planning & Development

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**SUMMARY:** At this time, the Committee Chair will review the January 31, 2024, (February) committee meeting and March 6, 2024, meeting agenda 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 & DEVELOPMENT COMMITTEE MEETING

Wednesday, January 31, 2024

10:00 a.m. – 11:30 a.m.

**STA Northside Conference Room**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

Virtual Link:	Join <a href="#">here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 0224
Call-in Number:	1-408-418-9388		Event #: 2487 135 8111

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the December 6, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda *(10 minutes)*
    1. Federal Transit Administration Section 5310: Call for Projects Funding Recommendation *(Otterstrom)*
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(50 minutes)*
  - A. 2024 Planning & Development Committee Work Program: Review *(Otterstrom)*
  - B. Transit Development Plan 2025-2030 Overview *(Otterstrom)*
  - C. Connect Spokane Comprehensive Plan Update: Review Draft Elements *(Otterstrom)*
  - D. Connect 2035 Strategic Plan *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review March 6, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 6, 2023, at 10:00 a.m. in person

*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.*

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 6, 2024

10:00 a.m. – 11:30 a.m.

**STA Northside Conference Room**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

Virtual Link:	Join <a href="#">here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 0324
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the January 31, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda
    1. Division Street Bus Rapid Transit: Steering Committee Charter Approval *(Otterstrom)*
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(50 minutes)*
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
  - B. 2025-2030 Transit Development Plan: Develop Mid-Range Planning Guidance *(Otterstrom)*
  - C. Connect Spokane Comprehensive Plan Update: Review Draft Elements *(Otterstrom)*
  - D. Connect 2035 Strategic Plan: Performance Measures & Targets *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review March 27, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 27, 2023, at 10:00 a.m. in person *(The April Meeting)*

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

February 7, 2024

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

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Josh Kerns, Chair, Performance Monitoring & External Relations

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**SUMMARY:** At this time, the Committee Chair will review the January 31, 2024, (February) committee meeting and March 6, 2024, meeting agenda 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, January 31, 2024

1:30 p.m. – 3:00 p.m.

**STA Northside Conference Room**  
**1230 W Boone Avenue, Spokane, WA**

*w/Virtual Public Viewing Option*

Virtual Link:	<a href="#">JOIN HERE</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 0224
Call-in Number:	1-408-418-9388		Access Code: 2480 809 6925

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the December 6, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
  - A. Board Consent Agenda
    1. 2024 Service Revisions: Final Recommendation *(Otterstrom)*
  - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(20 minutes)*
  - A. Draft 2024 Performance Monitoring & External Relations Committee Work Program *(Rapez-Betty)*
  - B. Community Access Pass Program Survey Update *(Cortright)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. December 2023 Operating Indicators *(Rapez-Betty)*
  - B. January 2024 Sales Tax Revenue *(Liard)*
  - C. 4th Quarter 2023 Service Planning Public Input Report *(Otterstrom)*
8. Review March 6, 2024, Committee Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, March 6, 2024, at 1:30

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Spokane Transit Authority  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
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**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

Wednesday, March 6, 2024

1:30 p.m. – 3:00 p.m.

**STA Northside Conference Room  
1230 W Boone Avenue, Spokane, WA**

*w/Virtual Public Viewing Option*

Virtual Link:	<b>INSERT LINK</b>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 0324
Call-in Number:	1-408-418-9388		Event #: <b>XXX</b>

**DRAFT AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
  - A. Minutes of the January 31, 2024, Committee Meeting -- *Corrections/Approval*
  - B. Finalize 2024 Performance Monitoring & External Relations Committee Work Program (*Rapez-Betty*)
4. Committee Action (*10 minutes*)
  - A. Board Consent Agenda
    1. Plaza Facility Engineering Services: Award of Contract (*Rapez-Betty*)
  - B. Board Discussion Agenda (*none*)
5. Reports to Committee (40 minutes)
  - A. 2023 Year-End Performance Measure Results (*Rapez-Betty*)
  - B. 2023 State Audit Timeline (*Liard*)
  - C. 2023 Unaudited Year-End Financial Report (*Liard*)
  - D. Community Perception Survey Results Summary (*Cortright*)
6. CEO Report (*E. Susan Meyer*) (*15 minutes*)
7. Committee Information (no discussion/staff available for questions)
  - A. January 2024 Operating Indicators (*Rapez-Betty*)
  - B. February 2024 Sales Tax Revenue (*Liard*)
  - C. January 2024 Financial Results Summary (*Liard*)
8. Review March 27, 2024, Meeting Agenda (April Meeting) (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next Committee Meeting: Wednesday, March 27, 2024, (April Meeting) at 1:30 p.m.

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**

February 7, 2024

**AGENDA ITEM 6 :** APPROVE BOARD WORKSHOP AGENDA

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, STA Board Chair

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**SUMMARY:** At this time, the STA Board Operations Committee will review and approve the February 15, 2024, STA Governing & Guiding Documents Board Workshop agenda.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve, by motion, the February 15, 2024, Board Workshop Agenda.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head   //   Chief Executive Officer   //   Legal Counsel   //

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

## STA GOVERNING & GUIDING DOCUMENTS BOARD WORKSHOP

Wednesday, February 15, 2024  
11:30 a.m. – 1:15 p.m.

**STA Boardroom**  
**1230 W Boone Avenue, Spokane, Washington**  
*w/Virtual Viewing Option Below*

### **DRAFT AGENDA**

1. Call to Order & Roll Call (*Chair French*)
2. Workshop Objectives (*Chair French/Megan Clark*)
3. Public Transportation Benefit Areas - RCW 36.57A -  
<https://app.leg.wa.gov/rcw/default.aspx?cite=36.57A> 10 minutes
4. STA Governing Documents (*Megan Clark*) 30 minutes
  - A. Bylaws – RES. #765-18 11/15/2018
  - B. Rules of Procedure – 11/16/2023
  - C. Committee Guidelines – RES. #771-19 – 6/17/2019
  - D. Committee Functions – RES #767-19 – 6/17/2019
5. STA Guiding Documents (*Megan Clark*) 30 minutes
  - A. Comprehensive Plan - [Connect Spokane: A Comprehensive Plan for Public Transportation \(spokanetransit.com\)](https://www.spokanetransit.com)
  - B. Transit Development Plan – <https://www.spokanetransit.com/projects/transit-development-plan/>
  - C. Annual Budget - <https://www.spokanetransit.com/financial-information/>
6. Next Steps (*E. Susan Meyer*) 5 minutes
  - A. Future Planned Board Member SharePoint Site
7. Adjourn (*Chair French*)

#### Optional WebEx virtual link:

Join here: [Optional virtual link](#)

Webinar number: 2492 209 7403

**Board Member Password: 2024**

Guest Password: Guest

Join by video system Dial [24922097403@spokanetransit.webex.com](https://www.spokanetransit.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone +1-408-418-9388 United States Toll

Access code: 249 220 97403

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](https://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**

February 7, 2024

**AGENDA ITEM 7** : BOARD OF DIRECTORS MEETING AGENDA FEBRUARY 15, 2024 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The Board of Directors meeting agenda for February 15, 2024, 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, February 15, 2024  
1:30 – 2:45 p.m.

**STA Boardroom**  
**1230 West Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

Optional Virtual Link:	<a href="#">Click Here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388		Event #: 2496 873 5522

## DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda *(Al French)*
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
  - A. Wendy Caro, Purchasing Buyer-Parts, Retirement *(Monique Liard)*
  - B. Jerry Lemke, Maintenance Trainer, Retirement *(Brandon Rapez-Betty)*
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the January 18, 2024, Board Meeting – Corrections/Approval
  - B. Approval of the January 2024 Vouchers *(Monique Liard)*
  - C. Federal Transit Administration Section 5310; 2023 Call for Projects Funding Recommendation *(Karl Otterstrom)*
6. Board Action – Committee Recommendation: *10 minutes*  
Performance Monitoring & External Relations Committee
  - A. 2024 Service Revisions: Final Recommendation *(Karl Otterstrom)*
7. Board Operations Committee: *5 minutes*
  - A. Chair Report *(Al French)*
8. Planning & Development Committee: *5 minutes*
  - A. Chair Report *(Pam Haley)*
9. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report *(Josh Kerns)*

10. CEO Report: *10 minutes*
11. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. January 2024 Sales Tax Revenue (*Monique Liard*)
  - C. December 2023 Operating Indicators (*Brandon Rapez-Betty*)
  - D. Draft 2024 Performance Monitoring & External Relations Committee Work Program (*Brandon Rapez-Betty*)
  - E. Community Access Pass Program Survey Update (*Carly Cortright*)
  - F. 4th Quarter 2023 Service Planning Public Input Report (*Karl Otterstrom*)
  - G. 2024 Planning & Development Committee Work Program: Review (*Karl Otterstrom*)
  - H. Transit Development Plan 2025-2030 Overview (*Karl Otterstrom*)
  - I. Connect Spokane Comprehensive Plan Update: Review Draft Elements (*Karl Otterstrom*)
12. New Business: *5 minutes*
13. Board Members' Expressions: *5 minutes*
14. Executive Session: *15 minutes*
15. Adjourn

Cable 5 Broadcast Dates and Times of February 15, 2024, Board Meeting:

Saturday, February 17, 2024	4:00 p.m.
Monday, February 19, 2024	10:00 a.m.
Tuesday, February 20, 2024	8:00 p.m.

Next Committee Meetings, Wednesday, Northside Conference Room, 1230 West Boone Avenue, Spokane:

Planning & Development	March 6, 2024, 10:00 a.m.
Performance Monitoring & External Relations	March 6, 2024, 1:30 p.m.
Board Operations	March 13, 2024, 1:30 p.m.

Next Board Meeting – STA Boardroom, 1230 West Boone Avenue, Spokane: Thursday, March 21, 2024, 1:30 p.m.

*(A virtual joining option will be available for all meetings)*

*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**

February 7, 2024

**AGENDA ITEM 8 :** APPROVE STA CONNECT 2035 STRATEGIC PLAN BOARD WORKSHOP AGENDA

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, STA Board Chair

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**SUMMARY:** At this time, the STA Board Operations Committee will review and approve the February 15, 2024, STA Connect 2035 Strategic Plan Board Workshop agenda.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve, by motion, the February 15, 2024, Board Workshop Agenda.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head   //   Chief Executive Officer   //   Legal Counsel   //

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

## STA CONNECT 2035 STRATEGIC PLAN BOARD WORKSHOP

Wednesday, February 15, 2024  
2:45 p.m. – 4:00 p.m.

**STA Boardroom**  
**1230 W Boone Avenue, Spokane, Washington**  
*w/Virtual Public Viewing Option*

### **DRAFT AGENDA**

1. Call to Order & Roll Call (*Chair French*)
2. Connect 2035 Strategic Plan
  - A. Welcome and Introductions (*E. Susan Meyer*)
  - B. Workshop Objectives (*E. Susan Meyer*)
  - C. STA's Fixed Route Network: Strengths, Tenets of Success, and Ongoing Optimization (*Karl Otterstrom / Thomas Whittman*)
  - D. Framework Development for Connect 2035 Initiatives (*Kevin Desmond / Alex Hansen*)
  - E. Initiative Evaluation Process (*Kevin Desmond / Alex Hansen*)
  - F. Next Steps (*E. Susan Meyer*)
3. Adjourn (*Chair French*)

#### Optional WebEx virtual link:

Join here: [Optional virtual link](#)

Webinar number: 2492 209 7403

**Board Member Password: 2024**

Guest Password: Guest

Join by video system Dial [24922097403@spokanetransit.webex.com](tel:24922097403)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone +1-408-418-9388 United States Toll

Access code: 249 220 97403

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**

February 7, 2024

**AGENDA ITEM 9** : BOARD OPERATIONS COMMITTEE DRAFT MARCH 13, 2024, MEETING  
AGENDA – INFORMATION

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The draft Board Operations Committee meeting agenda for March 13, 2024, 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, March 13, 2024

1:30 p.m. – 3:00 p.m.

**Meeting In Person at Spokane Transit Authority**  
**Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

Virtual Link:	Join here		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 0324
Call-in Number:	1-408-418-9388		Event #: xxxx xxx xxxx

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair's Comments (*French*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
  - A. Minutes of the February 7, 2024, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (5 minutes)
  - A. Consent Agenda
    - i. Property Acquisition: County Appleway Parcels (*Otterstrom*)
6. Committee Chair Reports (10 minutes)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
7. Board of Directors Draft March 21, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
8. Board Operations Committee Draft April 10, 2024, Meeting Agenda – Information (*Meyer*) (5 minutes)
9. CEO Report (*Meyer*) (15 minutes)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, April 10, 2024, at 1:30 p.m. via in person

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

February 7, 2024

**AGENDA ITEM 10 :** CEO REPORT

**REFERRAL COMMITTEE:** n/a

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

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**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**

February 7, 2024

**AGENDA ITEM 11 :** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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**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.