

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

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*French*)
3. Chair's Comments (*French*) (5 minutes)
4. Committee Action/Discussion (15 minutes)
 - A. Minutes of the February 7, 2024, Committee Meeting – Corrections/Approval
 - B. Route 11 – Arena/Downtown Shuttle and Shuttle Park Pass Promotional Fare Resolution – Corrections/Approval (*Cortright*)
5. Committee Chair Reports (10 minutes)
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
6. 2024 Board Operations Committee Work Program – Draft (*Meyer*) (15 minutes)
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. in person

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 0324
Call-in Number:	1-408-418-9388	Event #: 2496 371 6103

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

March 13, 2024

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee Chair

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

RECOMMENDATION TO COMMITTEE: Approve agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, 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

March 13, 2024

AGENDA ITEM 4A : MINUTES OF THE FEBRUARY 7, 2024, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The February 7, 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 February 7, 2024, Meeting

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

MEMBERS PRESENT

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

STAFF PRESENT

Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
Monique Liard, Chief Financial Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

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

Zack Zappone joined at 1:31 p.m.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair French noted there is a lot of work to be completed this year including the comp plan and Connect 2035 program.

4. COMMITTEE ACTION

A. January 10, 2024, Committee Minutes

Mr. Dunne moved to approve the January 10, 2024, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

A. Pam Haley, Chair, Planning & Development (P&D)

Ms. Haley shared the items presented at the Planning and Development Committee meeting on January 31, 2024.

B. Josh Kerns, Chair, Performance Monitoring & External Relations (PMER)

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on January 31, 2024.

6. APPROVE BOARD WORKSHOP AGENDA

Ms. Clark presented the Board Workshop Agenda, and the Committee discussed the workshop scheduling.

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

7. BOARD OF DIRECTORS AGENDA FEBRUARY 15, 2024

Ms. Meyer presented the Board of Directors Agenda. Item "5C. Federal Transit Administration Section 5310; 2023 Call for Projects Funding Recommendation (*Karl Otterstrom*)" will become Item 6B. Two additional items to be added to the agenda include a report from the Legislative Task Force and Item 10A, proposed legislation regarding PTBA governance and adding two voting members.

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

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

8. CONNECT 2035 STRATEGIC PLAN BOARD WORKSHOP AGENDA

Ms. Meyer shared the proposed date and time change of the workshop to move from February 15, 2024, from 11:30 a.m. to 1:15 p.m., to March 6, 2024, from 11:30 a.m. to 1:15 p.m.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 13, 2024

Ms. Meyer presented the proposed Board Operations Committee agenda. Mr. Zappone inquired about the development of a Board Operations Committee work plan. "Item 7: Board Operations Committee Work Plan" will be added to the agenda.

10. CEO REPORT

Ms. Meyer shared the November 2023 voter-approved Sales Tax revenues. She provided the list of appointments to the 2024 Legislative Task Force: Mayor Grover, Commissioner Kerns, Council Member Dillon, Deputy Mayor Hattenburg, and STA Labor Representative Rhonda Bowers. Each member will have the option to appoint an alternate from the current STA Board Members from the same jurisdiction.

11. NEW BUSINESS

There was no new business.

12. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:27 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

AGENDA ITEM 4B : ROUTE 11 - ARENA/DOWNTOWN SHUTTLE AND SHUTTLE PARK PASS
PROMOTIONAL FARE RESOLUTION

REFERRAL COMMITTEE: Performance Monitoring & External Relations (*Kerns*)

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer

SUMMARY: As part of the Board approved 2024 Service Revisions, the Route 11 – Arena/Downtown Shuttle has had the hours extended to accommodate night/weekend service between downtown and the Spokane Public Facilities District. These facilities include the Spokane Arena, ONE Stadium, and The Podium on the north bank of the Spokane River. These extended hours will go into effect on Friday, May 3, to coincide with the City of Spokane’s 50th anniversary of Expo ’74, which is a two-month celebration of the historic World’s Fair. The Arena/Downtown Shuttle’s extended hours and days of service to include weekends were intended to accommodate visitors to Riverfront Park and the North Bank from Downtown and vice versa.

As part of the 50th anniversary of Expo ’74 celebration, Spokane Transit is proposing a promotional fare of \$0.50 on Route 11 - Arena/Downtown Shuttle from May 3 through July 7. This fare would only apply to Route 11 and no further discounts would apply; youth 18 and under would continue to ride for free. It should be noted that because this promotional fare is less than six months in duration, the Federal Transit Administration does not require a fare equity analysis under Title VI.

Additionally, Spokane Transit proposes a discount on Shuttle Park pass purchases for the months of May and June, 2024. Individuals currently can purchase a Shuttle Park pass for \$40 a month and park at the Spokane Arena. Included in their Shuttle Park pass purchase is the fare for routes 11, 26, 27, and 28 (which all connect near the Spokane Arena). Spokane Transit has a revenue sharing agreement with Spokane Public Facilities District (\$14 monthly) and Downtown Spokane Partnership (\$2 monthly) for Shuttle Park, which would be unchanged during this promotion, but would discount the remaining cost (\$24) of the pass 75% to be in line with the promotional fare for Route 11. Shuttle Park passes for May and June would therefore be \$22.00 each month, with \$14 still going to Spokane Public Facilities District and \$2 to Downtown Spokane Partnership, and \$6.00 to Spokane Transit as the promotional fare.

The goal of the promotional fare is to acknowledge the momentous occasion of the 50th anniversary of Expo ’74 and to encourage more people to consider transit. As the International Exposition on the Environment, Expo ’74 was the first environmentally themed World’s Fair and its legacy still lives on in Spokane Transit’s livery, with white, blue, and green coaches reflecting the same colors of the Expo ’74 logo. Fifty years later we have the same commitment to sustainability and environmental stewardship, and with this promotional fare, STA encourages others to join in that commitment.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by Resolution, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein.

COMMITTEE ACTION: Mr. Hattenburg made a motion to recommend the Board of Directors approve, by Resolution, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein. Mr. Kerns voted yes. Ms. Wilkerson and Mr. Dillon voted no. The vote was tied. The failed motion moves to the Board Operations Committee.

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

A RESOLUTION FOR THE PURPOSE OF ESTABLISHING A PROMOTIONAL FARE FOR THE ROUTE 11 – ARENA/DOWNTOWN SHUTTLE CONCURRENT WITH THE CITY OF SPOKANE'S 50TH ANNIVERSARY OF EXPO '74 CELEBRATION

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and the laws of the state of Washington, pursuant to RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and

WHEREAS, the STA Board of Directors is the legislative body of the Spokane County Public Transportation Benefit Area; and

WHEREAS, pursuant to RCW 36.57A.090(3), the STA Board of Directors shall have the power to fix rates, tolls, fares, and charges for the use of public transit services and facilities; and

WHEREAS, STA extended the hours of service on nights and weekends for Route 11 – Arena/Downtown Shuttle to meet stakeholder demand for improved connectivity between downtown Spokane and the North Bank and various public facilities; and

WHEREAS, the Shuttle Park Pass program is a key long-term partnership between STA, Spokane Public Facilities District, and Downtown Spokane Partnership to improve the mobility of employees to and from downtown workplaces in the City of Spokane; and

WHEREAS, the City of Spokane is celebrating the 50th anniversary of the 1974 World's Fair Exposition between May 4, 2024 and July 4, 2024 to be held in Riverfront Park, adjacent to Route 11, and during this time, STA desires to increase transit connectivity and accessibility to help stimulate economic and pedestrian activity; and

WHEREAS, the STA Board of Directors finds it proper and a legitimate public interest to adopt certain promotional fares, as resolved below, during the 1974 World's Fair Exposition between May 3, 2024 and July 7, 2024.

NOW, THEREFORE BE IT RESOLVED by the STA Board of Directors as follows:

Section 1: The STA Board of Directors adopts a \$0.50 fare on Route 11, effective May 3, 2024, through July 7, 2024, with the following conditions:

- a) No transfers will be available on Route 11;
- b) All fare purchases will contribute to fare capping on Connect cards or open payments through debit/credit card or Apple/Google Pay;
- c) No further discounts will be applied for Honored Rider, Stars and Stripes, or Student Connect card holders;
- d) Youth 18 and under will continue to ride for free; and
- e) Shuttle Park pass holders' fare will continue to be included with their pass for no additional charge.

Section 2: The STA Board of Directors adopts a \$6.00 charge for Spokane Transit’s portion of Shuttle Park pass, leaving the \$16 revenue sharing portion for Spokane Public Facilities District and Downtown Spokane Partnership intact, for a total charge of \$22.00 for a Shuttle Park pass during the months of May and June 2024.

Section 3: The STA Board of Directors hereby authorizes the Chief Executive Officer to implement the provisions of this resolution and to take such measures as necessary and proper to enhance public awareness of these promotional fares on Route 11 and Shuttle Park Pass.

Adopted by STA at a regular meeting thereof held on the 21st day of March 2024.

ATTEST:

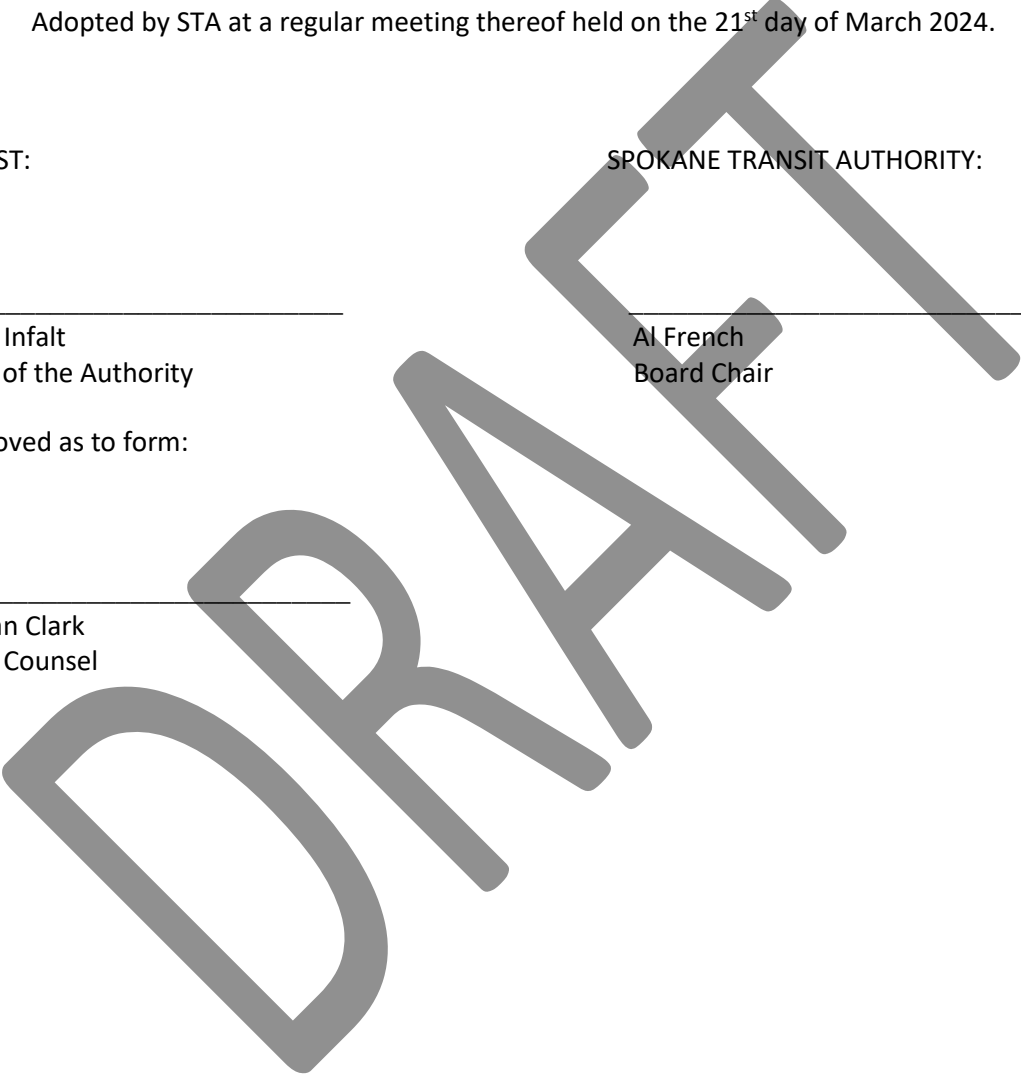
SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Al French
Board Chair

Approved as to form:

Megan Clark
Legal Counsel



SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

AGENDA ITEM 5A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the March 6, 2024, committee meeting and March 27, 2024, (April) 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, March 6, 2024

10:00 a.m. – 11:30 a.m.

STA Northside Conference Room

Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option Link Below

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 *(10 minutes)*
 - A. Board Consent Agenda
 1. Connect 2035 Strategic Plan: Funding and Investment Principles (Resolution) *(Otterstrom)*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(50 minutes)*
 - A. Division Street Bus Rapid Transit: Project Development and Public Outreach Update *(Otterstrom)*
 - B. Connect Spokane Comprehensive Plan Update: Revenue and Fares Element – Review Farebox Recovery Policies *(Otterstrom)*
 - C. Connect 2035 Strategic Plan: Board Workshop and Public Outreach Overview *(Otterstrom)*
 - D. 2025-2030 Transit Development Plan: Tactical Framework and Stakeholder Outreach *(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, 2024, at 10:00 a.m. in person. *(April Meeting)*

Optional Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0324
Call-in Number:	1-408-418-9388		Event #: 2490 507 3442

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 27, 2024 *(April Meeting)*

10:00 a.m. – 11:30 a.m.

STA Northside Conference Room

Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 6, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda -- *none*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(55 minutes)*
 - A. Connect Spokane Comprehensive Plan Update: Revenues and Fares Element (Otterstrom)
 - B. Connect 2035 Strategic Plan Update: Project List (Otterstrom)
 - C. STA Moving Forward: Project Delivery Amendment (Otterstrom)
 - D. 2025-2030 Transit Development Plan: Tactical Framework (Otterstrom)
 - E. 2025-2030 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions *(Liard/Otterstrom)*
 - F. Facilities Master Plan Update: Project Overview *(Rapez-Betty)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review May 1, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, May 1, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 0424
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

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

REFERRAL COMMITTEE: n/a

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

SUMMARY: At this time, the Committee Chair will review the March 6, 2024, committee meeting and March 27, 2024, (April) 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, March 6, 2024

1:30 p.m. – 3:00 p.m.

STA Northside Conference Room
Spokane Transit Authority
1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link Below

REVISED AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (15 minutes)
 - A. Minutes of the January 31, 2024, Committee Meeting -- Corrections/Approval
 - B. Mirabeau Transit Center Improvement Project: Scope of Work Approval (Otterstrom)
 - C. Finalize 2024 Performance Monitoring & External Relations Committee Work Program (Rapez-Betty)
 - D. Appointment of Member to Citizen Advisory Committee (Cortright)
4. Committee Action (5 minutes)
 - A. Board Consent Agenda
 1. Route 11 - Arena/Downtown Shuttle and Shuttle Park Pass Promotional Fare Resolution (Cortright)
 - B. Board Discussion Agenda (none)
5. Reports to Committee (40 minutes)
 - A. 2023 Year-End Performance Measures (Rapez-Betty)
 - B. 2023 State Audit Timeline (Liard)
 - C. 2023 Unaudited Year-End Financial Report (Liard)
 - D. 2023 Community Perception Survey Results Summary (Cortright)
 - E. EXPO 50th Anniversary Celebration Update (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

Next Committee Meeting: Wednesday, March 27, 2024, at 1:30 p.m. in person. (April Meeting)

Optional Virtual Link: [JOIN HERE](#)

Password: **Members:** 2024

Guests: 0324

Call-in Number: 1-408-418-9388

Event #: 2498 452 7004

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, March 27, 2024 (April Meeting)

1:30 p.m. – 3:00 p.m.

STA Northside Conference Room
Spokane Transit Authority
1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the March 6, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. Security Services – Award of Contract (*Williams*)
 2. Sprague Line - Phase 2: Scope of Work Approval (*Otterstrom*)
 3. Plaza Facility Engineering Services: Award of Contract (*Rapez-Betty*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (40 minutes)
 - A. May 2024 Service Change (*Otterstrom*)
 - B. Clean Fuel Standard Program Update (*Rapez-Betty*)
 - C. 2023 Year-End Performance Measures (*Rapez-Betty*)
 - D. 2023 Fixed Route Rider Survey Results (*Cortright*)
 - E. 2023 Community Perception Survey Results Summary (*Cortright*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. February 2024 Operating Indicators (*Rapez-Betty*)
 - B. February 2024 Financial Results Summary (*Liard*)
 - C. March 2024 Sales Tax Revenue (*Liard*)
8. Review May 1, 2024, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, May 1, 2024, at 1:30 p.m. in person.

Optional Virtual Link: Join [here](#)

Password:

Members: 2024

|

Guests: 0324

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

AGENDA ITEM 6 : 2024 BOARD OPERATIONS COMMITTEE WORK PROGRAM - DRAFT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, staff will present and discuss the 2024 Board Operations Committee Work Program.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

AGENDA ITEM 7 : BOARD OF DIRECTORS MEETING AGENDA MARCH 21, 2024 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for March 21, 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, March 21, 2024
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Option-link on next page

DRAFT AGENDA

1. Call to Order and Roll Call (*Chair French*)
2. Pledge of Allegiance
3. Excuse Absences (*if any*)
4. Approve Board Agenda (*Chair French*)
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
 - A. Spokane Public Schools / Spokane Transit Partnership (*E. Susan Meyer/Superintendent Swinyard*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the February 15, 2024, Board Meeting – Corrections/Approval
 - B. Minutes of the February 15, 2024, Board Workshop – Corrections/Approval
 - C. Minutes of the March 6, 2024, Board Workshop – Corrections/Approval
 - D. Minutes of the March 6, 2024, Special Board Meeting – Corrections/Approval
 - E. Approval of the February 2024 Vouchers (*Monique Liard*)
 - F. City Line Station Security Camera System: Final Acceptance (*Karl Otterstrom*)
 - G. 2022 Service Change Bus Stops - Phase 1: Final Acceptance (*Karl Otterstrom*)
 - H. Public Works Contracts Under \$35,000: Final Acceptance (*Monique Liard*)
 - I. Connect 2035 Strategic Plan: Funding and Investment Principles (Resolution) (*Karl Otterstrom*)
8. Board Action – Other
 - A. Route 11- Arena/Downtown Shuttle and Shuttle Park Pass Promotional Fare (Resolution) (*Carly Cortright*)
9. Board Report: *10 minutes*
 - A. Connect 2035 Strategic Plan Update (*Karl Otterstrom*)
10. Board Operations Committee: *10 minutes*
 - A. Chair Report (*Al French*)
11. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Pam Haley*)
12. Performance Monitoring & External Relations Committee: *20 minutes*
 - A. Chair Report (*Josh Kerns*)
 - i. EXPO 50th Anniversary Celebration Update (*Carly Cortright*)
 - ii. 2023 Unaudited Year-End Financial Report (*Monique Liard*)
13. CEO Report: *15 minutes*

14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2024 Sales Tax Revenue (*Monique Liard*)
 - C. January 2024 Financial Results Summary (*Monique Liard*)
 - D. January 2024 Operating Indicators (*Brandon Ropez-Betty*)
 - E. Connect Spokane Comprehensive Plan Update: Revenue & Fares Element (*Karl Otterstrom*)
 - F. 2025-2030 Transit Development Plan: Tactical Framework and Stakeholder Outreach (*Karl Otterstrom*)
 - G. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
 - H. 2023 State Audit Timeline (*Monique Liard*)
 - I. 2023 Community Perception Survey Results Summary (*Carly Cortright*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *None*
18. Adjourn

Optional Virtual Link:	Click Here to Join		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: 2484 887 3002

Cable 5 Broadcast Dates and Times of March 21, 2024, Board Meeting:

Saturday, March 23, 2024	4:00 p.m.
Monday, March 25, 2024	10:00 a.m.
Tuesday, March 26, 2024	8:00 p.m.

Next Committee Meetings, Wednesday:

Board Operations	April 10, 2024, 1:30 p.m.
Planning & Development	March 27, 2024, 10:00 a.m. <i>(1 week early)</i>
Performance Monitoring & External Relations	March 27, 2024, 1:30 p.m. <i>(1 week early)</i>

Next Board Meeting:

Thursday, April 18, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

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

March 13, 2024

AGENDA ITEM 8 : BOARD OPERATIONS COMMITTEE DRAFT APRIL 10, 2024, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for April 10, 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, April 10, 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

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 *(10 minutes)*
 - A. Minutes of the March 13, 2024, Committee Meeting – Corrections/Approval
 - B. Approval of 2024 Board Operations Committee Work Program – Corrections/Approval
5. Committee Action/Discussion *(5 minutes)*
 - A. Consent Agenda
 - i. Sprague Line Property Coordination *(Otterstrom)*
 - ii. University/Appleway Property Acquisition *(Otterstrom)*
6. Committee Chair Reports *(10 minutes)*
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
7. Board of Directors Draft April 18, 2024, Meeting Agenda – Corrections/Approval *(Meyer) (5 minutes)*
8. Board Operations Committee Draft May 8, 2024, Meeting Agenda – Information *(Meyer) (5 minutes)*
9. CEO Report *(Meyer) (15 minutes)*
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, May 8, 2024, at 1:30 p.m. in person

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0424
Call-in Number:	1-408-418-9388		Event #: xxxx xxx xxxx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

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.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 13, 2024

AGENDA ITEM 10 : 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.