

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, May 8, 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 (30 minutes)
 - A. Minutes of the April 10, 2024, Committee Meeting – Corrections/Approval
 - B. 2024 Board Operations Committee Work Program Approval – Corrections/Approval
 - C. Updated 2024 Board & Committee Calendar
 - D. Contract for Legal Counsel (*French*)
5. Committee Chair Reports (10 minutes)
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
6. Board of Directors Draft May 16, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
7. Board Operations Committee Draft June 12, 2024, Meeting Agenda – Information (*Meyer*) (5 minutes)
8. CEO Report (*Meyer*) (15 minutes)
9. New Business
10. Executive Session (EMVLO) (10 minutes)
For the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; RCW 42.30.110(1)(b)
11. Adjourn

Next Committee Meeting: Wednesday, June 12, 2024, at 1:30 p.m. in person

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0524
Call-in Number:	1-408-418-9388		Event #: 2498 541 0362

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

May 8, 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

May 8, 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

May 8, 2024

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

REFERRAL COMMITTEE: n/a

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

SUMMARY: The April 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 April 10, 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

MEMBERS ABSENT

None

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

STAFF ABSENT

None

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 1:31 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair French advised that he and Mr. Kerns will be in Washington D.C. next week, but they will join remotely for the Board meeting on April 18. Chair French requested Ms. Haley's assistance during the Board meeting as the Chair Pro Tem. Ms. Meyer will contact FTA's Sherry Little to setup a meeting with Chair French and Mr. Kerns while they are in Washington D.C.

4. COMMITTEE ACTION

A. March 13, 2024, Committee Minutes

Ms. Haley moved to approve the March 13, 2024, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

B. 2024 Board Operations Committee Work Program

Ms. Clark presented the 2024 Board Operations Committee Work Program, and the Committee discussed the program items. Mr. Dunne expressed appreciation for the development of the program. Mr. Zappone inquired about the organization and timeline of the CEO Performance Measures. Ms. Clark explained her recommendation regarding the Board reviewing its processes prior to the development of the CEO's Performance Measures. Mr. Zappone expressed his concern about the time that has passed since the CEO's Performance Measures have been updated. Mr. French responded and explained that COVID-19 contributed to the delay in this process. He expressed the Board's intent to return to this process and that the Board will complete a CEO review in 2024. The CEO's Performance Measures will be added to the program in either October or November 2024. Ms. Meyer will begin reporting meetings attended for the prior month in her CEO Report to the Board going forward. The Committee discussed the contract for STA's legal counsel. Ms. Meyer recommended extending the current contract for Ms. Clark. Chair French explained the history of STA's legal counsel and the challenge of finding legal counsel with experience in transit. The discussion regarding an extension of legal counsel's contract versus issuing an RFP will be taken to the Board.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. Metropolitan Transportation Planning Agreement

Mr. Otterstrom presented the Metropolitan Transportation Planning Agreement to the Committee.

Ms. Haley moved to recommend the Board authorize, by motion, the CEO to execute a Metropolitan Transportation Planning Agreement between Spokane Transit, WSDOT, and SRTC in the form of the revised draft 314 Agreement, Mr. Dunne seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on March 27, 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 March 27, 2024. The Committee discussed the subject of Hydrogen-fueled buses. Mr. Ropez-Betty explained this will be discussed at the May 3rd Board workshop and that STA is monitoring agencies utilizing this technology. He also corrected a statement he made at the PMER Committee meeting on March 27, 2024. He shared at that meeting that if Initiative 2117 passes, it would eliminate the Clean Fuel Standard Program. Mr. Ropez-Betty clarified that the Low-Carbon Fuel Standard (LCFS) legislation is separate from the Climate Commitment Act, leaving the Clean Fuel Standard Program intact even with the passage of Initiative 2117.

7. BOARD OF DIRECTORS AGENDA APRIL 18, 2024

Ms. Meyer presented the Board of Directors Agenda. An item for “Connect 2035” will be added to the agenda. This is Mr. Otterstrom’s recurring monthly update. Chair French discussed additional bus pass programs with the Committee that he had recently discussed with Mr. Zappone. Mr. Zappone added that they also discussed potential promotional programs for the Expo anniversary celebration.

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 8, 2024

There were no questions or comments.

9. CEO REPORT

Ms. Meyer shared the March 2024 voter-approved sales tax revenues representing January 2024 sales. Ms. Meyer discussed the Annual Awards Banquet being held at Northern Quest Resort on Sunday, April 14, 2024, at 4:30 p.m. Chair French shared that Spokane County is seeing reduced sales tax revenues in new construction, RVs, and new vehicles.

10. NEW BUSINESS

There was no new business.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 3:00 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 8, 2024

AGENDA ITEM 4B : 2024 BOARD OPERATIONS COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: N/A

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

SUMMARY: The Board Operations Committee met March 13, 2024, to discuss and plan the first annual Board Operations Work Program to chart the activities the committee expects to undertake during the current calendar year and establish expectations for the following year. Staff presented a list of potential committee activities and a proposed schedule. Other tasks were discussed.

At the April 10, 2024, meeting they reviewed an updated Work Program Draft for discussion, review, and approval expected in May.

Attached is the final proposed 2024 Board Operations Committee Work Program for approval by the committee.

RECOMMENDATION TO COMMITTEE: Review and approve the final proposed 2024 and draft 2025 Board Operations Committee Work Program as presented.

Board Operations Committee - Functions

1- Board Performance and Capacity Building

- a. Board Member Performance Measures
 - i. Attendance
 - 1. Timely RSVPs/ Arrangement of alternate
 - 2. Special Workshops
 - 3. Annual employee safety awards dinner
 - ii. Facility tours, bus rides, operational briefing
 - iii. Riding the bus
- b. Capacity Building
 - i. New board member onboarding/orientation
 - ii. Mentorship program
 - iii. Attendance at APTA conference(s)
 - iv. Assigned reading (ex. governance, transit principles)

2- Board/CEO Relationship

- a. Negotiating annual performance measures
- b. Process for annual evaluation
- c. Employment agreement (compensation, incentives, job description, etc)

3- Board Policies, *as needed*

- a. Mission
- b. Bylaws
- c. Rules of Procedure
- d. Committee Functions / guidelines
- e. Procurement Policy
- f. Rules of Conduct

4- Real estate, *as needed*

5- Conflict resolution, *as needed*

6- Approve Board meeting agendas, monthly

[DRAFT] 2024 Board Operations Committee Work Plan

Month	Task
May	Adopt 2024 Work Plan Property Acquisition Develop Future Framework: Annual Board Performance Measures Contract for Legal Services
June	Develop Future Framework: Board Capacity Building: New Member Orientation Program
July	Review Board Member Attendance Develop Future Framework: Board Capacity Building: Mentorship Program Review current CEO Performance Objectives
<i>August</i>	<i>No Committee Meeting</i>
September	Develop Future Framework: Board Policy Review Cycle
October	Develop Future Framework: Board/CEO Relationship Review CEO 2025 Performance Objectives Review CEO 2025 Evaluation Process
November	Draft Future Framework and Recommendation to Board Draft 2025 Board Operations Committee Work Plan
December	Review Board Member Attendance Recommend Future Framework to Board for Approval

[DRAFT] Future Framework - Annual Work Plan

Month	Task
<p>January Q1 February March</p>	<p>Committee Assignments and Recommendations <u>(January)</u> Review Annual Work Program Recommend Annual Board Performance Measures Establish schedule for New Member Orientation Program (moved) Assign Mentor/Mentee Board Members Conduct New Board Member Onboarding Review upcoming conferences, request authority for Board Member attendance costs</p>
<p>April Q2 May June</p>	<p>OPMA Training/Refresher Certification <u>Policy Review, if any</u></p>
<p>July Q3 No August Meeting August September</p>	<p>Review Board Member Attendance Review Mentor/Mentee Program Review upcoming conferences, request authority for Board Member attendance costs <u>Finalize Policy Changes, if any</u> No Committee Meeting</p>
<p>October November December Q4</p>	<p>Review CEO Performance, Request Input from Board on CEO Performance and Compensation Conduct CEO evaluation for current year, review compensation/contract terms <u>Recommend CEO Performance Objectives for next calendar year</u> <u>Draft next calendar year Board Ops work program</u> <u>Approve next calendar year Committee & Board Meeting calendar</u> <u>Approve next calendar year schedule for New Member Orientation</u> <u>Draft next calendar year recommended Board Member Performance Measures</u></p>

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[DRAFT] 2024 Board Operations Committee Work Plan

Month	Task
May	Adopt 2024 Work Plan Property Acquisition Develop Future Framework: Annual Board Performance Measures Contract for Legal Services
June	Develop Future Framework: Board Capacity Building: New Member Orientation Program
July	Review Board Member Attendance Develop Future Framework: Board Capacity Building: Mentorship Program Review current CEO Performance Objectives
<i>August</i>	<i>No Committee Meeting</i>
September	Develop Future Framework: Board Policy Review Cycle
October	Develop Future Framework: Board/CEO Relationship Review CEO 2025 Performance Objectives Review CEO 2025 Evaluation Process
November	Draft Future Framework and Recommendation to Board Draft 2025 Board Operations Committee Work Plan
December	Review Board Member Attendance Recommend Future Framework to Board for Approval

[DRAFT] Future Framework - Annual Work Plan

Month	Task
Q1	Committee Assignments and Recommendations (January) Review Annual Work Program Recommend Annual Board Performance Measures (moved) Assign Mentor/Mentee Board Members Conduct New Board Member Onboarding Review upcoming conferences, request authority for Board Member attendance costs
Q2	OPMA Training/Refresher Certification Policy Review, if any
Q3 <i>No August Meeting</i>	Review Board Member Attendance Review Mentor/Mentee Program Review upcoming conferences, request authority for Board Member attendance costs Finalize Policy Changes, if any
Q4	Review CEO Performance, Request Input from Board on CEO Performance and Compensation Conduct CEO evaluation for current year, review compensation/contract terms Recommend CEO Performance Objectives for next calendar year Draft next calendar year Board Ops work program Approve next calendar year Committee & Board Meeting calendar Approve next calendar year schedule for New Member Orientation Draft next calendar year recommended Board Member Performance Measures

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

May 8, 2024

AGENDA ITEM 4C : 2024 STA BOARD AND COMMITTEE MEETING CALENDAR UPDATE –
RECOMMENDATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: The STA Board approved the 2024 Board and Committee Meeting Calendar at the December 21, 2023, Board meeting. At that time, the Citizen Advisory Committee (CAC) was scheduled to meet in February, April, June, September, and November and the 2024 Board Workshop schedule had not yet been determined.

The Citizen Advisory Committee members voted at the April 10, 2024, CAC meeting to increase the frequency of meetings to monthly beginning in June, 2024. In addition to the previously approved CAC meetings, this will add CAC meetings on July 17, October 9, and December 11, 2024. The CAC meets on the 2nd Wednesday of each month at 5:00 pm. The exception will be the July meeting which will be held on the 3rd Wednesday due to the 4th of July Holiday.

The 2024 STA Board Workshops have been scheduled for the balance of the 2024. These dates were not available when the 2024 meeting calendar was approved and have been noticed as “Special Meetings”. STA Board Workshops have now been scheduled throughout the end of 2024 on June 5, September 4, and October 2, 2024.

Attached is the Updated 2024 Board and Committee Meeting Calendar, including the dates originally approved by the Board in December 2023, showing the additional CAC meetings and Board Workshops noted in red.

As a reminder, previous approved exceptions to the regular meeting schedule included all July meetings being held one week later than usual to accommodate the July 4th Holiday (noted in blue).

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by Resolution 820-24, the Updated 2024 Board and Committee Meeting calendar.

SPOKANE TRANSIT AUTHORITY

UPDATED 2024 BOARD & COMMITTEE MEETING SCHEDULE

P&D, PMER, CAC, Board Operations & Board Meetings to be held in person at
Spokane Transit with a Virtual WebEx or Zoom Joining Option

Board Meetings (Third Thursday) 1:30pm-3:00pm	Planning & Development Committee (First Wednesday) 10:00am-11:30am
January 18	January – No meeting scheduled
February 15	January 31 (1 week early)
March 21	March 6
April 18	March 27 (1 week early)
May 16	May 1
June 20	June 5
July 25 (4 th Thursday-1 week later)	July 10 (2 nd Wednesday-1 week later)
August - No meeting scheduled	August – No meeting scheduled
September 19	September 4
October 17	October 2
November 21	November 6
December 19	December 4
Board Operations Committee (Second Wednesday) 1:30pm-3:00pm	Performance Monitoring & External Relations Committee (First Wednesday) 1:30pm-3:00pm
January 10	January – No meeting scheduled
February 7 (1 week early)	January 31 (1 week early)
March 13	March 6
April 10	March 27 (1 week early)
May 8	May 1
June 12	June 5
July 17 (3 rd Wednesday-1 week later)	July 10 (2 nd Wednesday-1 week later)
August - No meeting scheduled	August – No meeting scheduled
September 11	September 4
October 9	October 2
November 13	November 6
December 11	December 4
2024 Citizen Advisory Committee (CAC) Meeting Schedule (2nd Wednesday) 5:00 pm	
February 7 (1 week early)	September 11
April 10	October 9
June 12	November 13
July 17 (3rd Wednesday-1 week later)	December 11
August - No meeting scheduled	
2024 Board Workshop Schedule	
1 st Quarter 2024 – date(s) to be determined	June 5 (between P&D and PMER)
2 nd Quarter 2024 – date(s) to be determined	September 4 (between P&D and PMER)
3 rd Quarter 2024 – date(s) to be determined	October 2 (between P&D and PMER)
4 th Quarter 2024 – date(s) to be determined	

RESOLUTION NO. 820-24

A RESOLUTION FOR THE PURPOSE OF UPDATING THE ESTABLISHED DATES AND TIMES FOR COMMITTEE AND BOARD OF DIRECTORS' MEETINGS FOR THE CALENDAR YEAR OF 2024, OF THE SPOKANE TRANSIT AUTHORITY, AND OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

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;

WHEREAS, the establishment, by resolution, of the time for regular and special meetings of the STA Board is required pursuant to Article 3, Section 3.2, of the Bylaws of the STA;

WHEREAS, STA previously adopted Resolution No. 816-23 establishing its regular committee and Board meetings for the calendar year 2024;

WHEREAS, STA wishes to update the established times and dates for regular committee and Board of Directors' meetings for the calendar year 2024 to include additional, currently scheduled Board Workshops; and

WHEREAS, the CAC recently approved a monthly meeting schedule, which necessitates an update to the previously established meetings of the CAC for the calendar year 2024.

NOW, THEREFORE, be it resolved by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby updates the established dates and times of the regular meetings of the STA Committees and Board of Directors, as shown on Exhibit A, for the calendar year 2024, which are held at Spokane Transit Authority, 1230 W Boone Avenue, Spokane, Washington, to include additional Board Workshops and Citizen Advisory Committee meetings

Adopted by STA at a regular Board meeting thereof held on the 16th day of May, 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

May 8, 2024

AGENDA ITEM 4D : CONTRACT FOR LEGAL COUNSEL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Committee Chair

SUMMARY: At this time, Chair French will discuss the Contract for Legal Counsel.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 8, 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 May 1, 2024, committee meeting and draft June 5, 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, May 1, 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

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 27, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda -- *none*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(60 minutes)*
 - A. Connect Spokane Comprehensive Plan Update: Draft Elements *(Otterstrom)*
 - B. STA Moving Forward: Project Delivery Draft Amendment *(Otterstrom)*
(Public Hearing at May 16, 2024, Board meeting)
 - C. Connect 2035 Strategic Plan: Initiative Development and Evaluation Process *(Otterstrom)*
 - D. 2025-2030 Transit Development Plan: Proposed 2025-2027 Service Improvements *(Otterstrom)*
 - E. 2025-2030 Transit Development Plan: Review Preliminary Capital Improvement Program *(Otterstrom)*
 - F. 2025-2030 Transit Development Plan: Review Financial Forecast *(Otterstrom/Liard)*
 - G. Transit-Oriented Development: Pilot Project Funding *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review June 5, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 5, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 0524
Call-in Number:	1-408-418-9388	Event #: 2489 257 9324

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 5, 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

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 27, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. Wellesley High Performance Transit: Regional Mobility Grant Application Approval *(Otterstrom)*
 2. STA Moving Forward: Delivery Amendment Draft (Resolution) *(Otterstrom)*
 - B. Board Discussion Agenda -- *none*
5. Reports to Committee *(55 minutes)*
 - A. Connect Spokane Comprehensive Plan Update: Draft Elements Review *(Otterstrom)*
 - B. Connect 2035 Strategic Plan: Workshop Preview – Performance Measures, Initiatives List, Evaluation Criteria *(Otterstrom)*
 - C. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - D. 2025-2030 Transit Development Plan: Complete Draft *(Otterstrom)*
(Public Hearing at June 20, 2024, Board meeting)
 - E. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review July 10, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, July 10, 2024, *(second Wednesday)* at 10:00 a.m. in person.

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0624
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 8, 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 May 1, 2024, committee meeting and draft June 5, 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, May 1, 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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (10 minutes)
 - A. Minutes of the March 27, 2024, Committee Meeting -- *Corrections/Approval*
 - B. Appointment of Members to Citizen Advisory Committee (*Cortright*)
4. Committee Action (20 minutes)
 - A. Board Consent Agenda
 1. Plaza Facility Engineering Services - Award of Contract (*Rapez-Betty*)
 2. Mirabeau Transit Center Improvements - Award of Contract (*Otterstrom*)
 3. City of Spokane Valley Master Design and Construction Agreement (*Otterstrom*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (20 minutes)
 - A. Community Access Pass (CAP) Program Survey Results (*Cortright*)
 - B. 2023 Fixed Route Rider Survey Results (*Cortright*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. March 2024 Operating Indicators (*Rapez-Betty*)
 - B. March 2024 Financial Results Summary (*Liard*)
 - C. April 2024 Sales Tax Revenue (*Liard*)
 - D. 1st Quarter 2024 Service Planning Input Report (*Otterstrom*)
8. Review June 5, 2024, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, June 5, 2024, at 1:30 p.m. in person.

Optional Virtual Link: [Join Here](#)

Password:

Members: 2024

Guests: 0524

Call-in Number:

1-408-418-9388

Event #: 2480 343 2244

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Spokane, WA 99201-2686
(509) 325-6000

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, June 5, 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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the May 1, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action (20 minutes)
 - A. Board Consent Agenda
 1. Public Transportation Agency Safety Plan (*Williams*)
 2. 2024 Equal Employment Opportunity Plan (*Williams*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (30 minutes)
 - A. 2023 Fixed Route System Performance Report (*Otterstrom*)
 - B. 2024 First Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. April 2024 Operating Indicators (*Rapez-Betty*)
 - B. April 2024 Financial Results Summary (*Liard*)
 - C. May 2024 Sales Tax Revenue (*Liard*)
8. Review July 10, 2024, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

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

Optional Virtual Link:	Join Here	
Password:	Members: 2024	Guests: 0624
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 8, 2024

AGENDA ITEM 6 : BOARD OF DIRECTORS MEETING AGENDA MAY 16, 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 May 16, 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, May 16, 2024
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Joining Link Option on Page Two

DRAFT AGENDA

1. Call to Order and Roll Call (*Chair French*)
2. Pledge of Allegiance
3. Excuse Absences
4. Approve Board Agenda (*Chair French*)
5. Public Expressions ([Public Expressions Sign Up Link](#))
6. Public Hearing: *10 minutes*
 - A. STA Moving Forward Project Delivery Draft Amendment (*Karl Otterstrom*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the April 18, 2024, Board Meeting – Corrections/Approval
 - B. Approval of the April 2024 Vouchers (*Monique Liard*)
 - C. Public Works Contracts Under \$35,000: Final Acceptance (*Monique Liard*)
 - D. Plaza Facilities Engineering Services: Award of Contract (*Brandon Rapez-Betty*)
 - E. City of Spokane Valley Master Design and Construction Agreement (*Karl Otterstrom*)
 - F. Mirabeau Transit Center: Award of Contract (*Karl Otterstrom*)
8. Board Action – Other: *5 minutes*
 - A. 2024 STA Board & Committee Meeting Calendar Update (*Dana Infalt*)
9. Board Report: *20 minutes*
 - A. Connect 2035 Strategic Plan Update (*Karl Otterstrom*)
 - B. Clean Fuel Standard Program Introduction (*Brandon Rapez-Betty*)
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
12. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Josh Kerns*)
13. CEO Report: *15 minutes*

14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. April 2024 Sales Tax Revenue (*Monique Liard*)
 - C. March 2024 Financial Results Summary (*Monique Liard*)
 - D. March 2024 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Connect Spokane Comprehensive Plan Update: Draft Elements (*Karl Otterstrom*)
 - F. 2023 Fixed Route Rider Survey Results (*Carly Cortright*)
 - G. Community Access Pass Program Survey Results (*Carly Cortright*)
 - H. Connect 2035 Strategic Plan: Initiative Development and Evaluation Process (*Karl Otterstrom*)
 - I. Transit Oriented-Development: Pilot Project Funding (*Karl Otterstrom*)
 - J. 1st Quarter 2024 Service Planning Input Report (*Karl Otterstrom*)
 - K. 2025-2030 Transit Development Plan: Proposed 2025-2027 Service Improvements (*Karl Otterstrom*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session (*EMVLO*): *15 minutes (a separate Zoom link will be sent for virtual attendees)*
For the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; RCW 42.30.110(1)(b)
18. Adjourn

Optional Virtual Link:	Click Here for May STA Board Meeting	
Password:	Members: 2024	Guests: <i>Guest</i>
Call-in Number:	1-408-418-9388	Event #: 2483 793 3960

Cable 5 Broadcast Dates and Times of May 16, 2024, Board Meeting:

Saturday, May 18, 2024	4:00 pm
Monday, May 20, 2024	10:00 am
Tuesday, May 21, 2024	8:00 pm

Next Committee Meetings, Wednesday, 1230 West Boone Avenue, Spokane, Washington:

Board Operations	June 12, 2024, 1:30 pm
Planning & Development	June 5, 2024, 10:00 am
Performance Monitoring & External Relations	June 5, 2024, 1:30 pm

Next Board Meeting:

Thursday, June 20, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option is available for all meetings)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 8, 2024

AGENDA ITEM 7 : BOARD OPERATIONS COMMITTEE DRAFT JUNE 12, 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 June 12, 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, June 12, 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 May 8, 2024, Committee Meeting – Corrections/Approval
5. Committee Chair Reports *(10 minutes)*
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
6. Real Estate: Utilization of Real Estate Acquisition Reserve & CEO Delegated Authority *(Otterstrom/Liard) (5 minutes)*
7. Board of Directors Draft June 20, 2024, Meeting Agenda – Corrections/Approval *(Meyer) (5 minutes)*
8. Board Operations Committee Draft July 17, 2024, Meeting Agenda – Information *(Meyer) (5 minutes)*
9. CEO Report *(Meyer) (15 minutes)*
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, July 17, 2024, at 1:30 p.m. in person

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 0524
Call-in Number:	1-408-418-9388	Event #: xxxx xxx xxxx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 8, 2024

AGENDA ITEM 8 : 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

May 8, 2024

AGENDA ITEM 9 : 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.

10.

EXECUTIVE SESSION

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

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
(RCW 42.30.110(1)(b))

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

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

Estimated time - 10 minutes