

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.

**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 (*10 minutes*)
  - A. Minutes of the May 8, 2024, Committee Meeting – Corrections/Approval
  - B. Minutes of the May 22, 2024, Committee Special Meeting – Corrections/Approval
5. Committee Action/Discussion (*10 minutes*)
  - A. Consent Agenda
    - i. Legal Counsel Services Contract Extension: Approval (*Meyer*)
6. Committee Chair Reports (*10 minutes*)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
7. Bus Stop Site Improvements Property Acquisition (Resolution) (*Otterstrom*) (*5 minutes*)
8. Review CEO Performance Objectives (*Meyer*) (*5 minutes*)
9. Board of Directors Draft June 20, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
10. Board Operations Committee Draft July 17, 2024, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
11. CEO Report (*Meyer*) (*15 minutes*)
12. New Business
13. Adjourn

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

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2024	<b>Guests:</b> 0624
Call-in Number:	1-408-418-9388	Event #: 2497 070 2255

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**

June 12, 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**

June 12, 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**

June 12, 2024

**AGENDA ITEM 4A :** MINUTES OF THE MAY 8, 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 May 8, 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 May 8, 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  
Dana Infalt, Clerk of the Authority  
Amie Blain, Executive Assistant to the Chief  
Financial Officer

### **STAFF ABSENT**

Monique Liard, Chief Financial Officer  
Nancy Williams, Chief Human Resources Officer

### **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. Zappone moved to approve the agenda, Mr. Dunne seconded, and the motion passed unanimously.***

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

Chair French commented on his and Mr. Kerns' trip to Washington D.C. with Greater Spokane Incorporated.

*Ms. Haley joined the meeting at 1:33 p.m.*

#### **4. COMMITTEE ACTION**

##### **A. April 10, 2024, Committee Minutes**

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

##### **B. 2024 Board Operations Committee Work Program Approval**

Ms. Clark presented the 2024 Board Operations Committee Work Program. The Committee reviewed and adjusted the program items per the discussion. The Committee will review performance objectives in June.

*Ms. Haley moved to approve the 2024 Board Operations Committee Work Program as amended, Mr. Zappone seconded, and the motion passed unanimously.*

##### **C. Updated 2024 Board & Committee Calendar**

Ms. Infalt presented the Updated 2024 Board & Committee Calendar incorporating the Board Workshops and additional Citizen Advisory Committee meetings.

*Ms. Haley moved to recommend the Board approve, by Resolution 820-24, the updated 2024 Board and Committee Meeting calendar, Mr. Dunne seconded, and the motion passed unanimously.*

##### **D. Contract for Legal Counsel**

Chair French recommended extending the current contract for Legal Counsel. The contract will be included in the Board packet when this item is placed on the Board agenda.

*Ms. Haley moved to extend the contract for Legal Counsel through the end of 2025, Mr. Dunne seconded, Chair French, Ms. Haley, and Mr. Dunne voted Yes, Mr. Zappone voted No, and the motion passed.*

#### **5. 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 May 1, 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 May 1, 2024.

#### **6. BOARD OF DIRECTORS AGENDA MAY 16, 2024**

Two items were added to the Board of Directors Agenda item "17. Executive Session:" "Pending or Potential Litigation," and "Review the Performance of Public Employee." The Executive Session will be extended to 30 minutes to accommodate. The contract for Legal Counsel will be added to item 8.

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

#### **7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 12, 2024**

The item "Review CEO Performance Objectives" will be added to the agenda.

**8. CEO REPORT**

Ms. Meyer shared the April 2024 voter-approved sales tax revenues representing February 2024 sales. The committee discussed trends in sales tax within their jurisdictions. Ms. Meyer presented STA's ridership results for Bloomsday. Ms. Meyer shared with the Committee that Ms. Clark corresponded with STA's Purchasing team and received notice that STA does not typically include copies of contracts in packets as STA's process leaves contracts in draft form until a contract is approved by the Board and then delegated to the CEO for execution. A copy of the contract for Legal Counsel services will be included, since it is an extension and should not include changes.

**9. NEW BUSINESS**

There was no new business.

**10. Executive Session (EMVLO)**

Chair French advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(b); *"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."*

Chair French also said there would be no action as a result of the Executive Session and the meeting would be adjourned when the Executive Session was complete.

The Committee entered Executive Session at 2:40 p.m., with a 15-minute projected timeframe. At 2:55 p.m., an additional 5 minutes was requested. At 3:05 p.m., the Executive Session ended, and the Committee meeting was adjourned.

**11. ADJOURN**

Chair French adjourned the meeting at 3:05 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer

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

June 12, 2024

**AGENDA ITEM 4B :** MINUTES OF THE MAY 22, 2024, COMMITTEE SPECIAL 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 May 22, 2024, meeting minutes are attached for your information and correction and/or approval.

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



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1230 West Boone Avenue  
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**BOARD OPERATIONS COMMITTEE SPECIAL MEETING**

Draft Minutes of the May 22, 2024, Meeting

Virtual with Public Viewing Option at

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

**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)  
Kitty Klitzke, City of Spokane *Alternate*  
E. Susan Meyer, Chief Executive Officer,  
*Ex Officio*

**MEMBERS ABSENT**

Zack Zappone, City of Spokane

**STAFF PRESENT**

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**

Brandon Rapez-Betty, Chief Operations Officer

**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 3:01 p.m. and conducted roll call.

**2. LEGAL SERVICES CONTRACT SCOPE OF WORK APPROVAL**

Ms. Meyer presented the legal services contract history and current scope of work description to the Committee. The Committee discussed adding the word “legal” to items H. and N. The Committee agreed the addition does not change the scope of work. A virtual option for legal counsel attendance at meetings was discussed, and the Committee determined it would be appropriate to address during the RFP process.

***Ms. Haley moved to approve the Legal Services Contract Scope of Work as amended, Mr. Dunne seconded, and the motion passed unanimously.***

Ms. Meyer discussed the RFP timeline with the Committee.

**3. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 3:23 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer

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

June 12, 2024

**AGENDA ITEM 5Ai :** LEGAL COUNSEL SERVICES CONTRACT EXTENSION: APPROVAL

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** In a Special Board meeting August 11, 2022, the STA Board approved a contract with Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C. (EMLVO) to provide interim legal counsel services. The annual contract was effective August 12, 2022, with a one (1) year term and a maximum compensation of \$200,000; whichever occurred earlier. On June 15, 2023, the Board approved a one (1) year extension and an increase of \$200,000 to the maximum compensation of the contract. The contract is currently due to expire on August 11, 2024, with a maximum compensation of \$400,000; whichever occurs earlier.

The Board Operations Committee approved a Scope of Work for procurement of legal counsel services at a special meeting May 22, 2024. The process of issuing an RFP, interviewing, and selecting a firm for legal services will extend beyond the current expiration date of August 11, 2024.

Staff propose an extension to the existing contract through September 30, 2024, with an increase in maximum compensation by \$35,000.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve the extension of EMLVO Legal Services' contract through September 30, 2024, with an increase in maximum compensation of \$35,000.

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

June 12, 2024

**AGENDA ITEM 6A :** 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 June 5, 2024, committee meeting and draft July 10, 2024, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information and discussion.

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## 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*

## 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
  - A. Board Consent Agenda (20 minutes)
    1. Wellesley High Performance Transit: Regional Mobility Grant Application Approval (*Otterstrom*)
    2. STA Moving Forward: 2024 Amendment (Resolution) (*Otterstrom*)
    3. Zero-Emission Bus Fleet Transition Plan Approval (*Rapez-Betty*)
  - B. Board Discussion Agenda -- *none*
5. Reports to Committee (40 minutes)
  - A. Connect Spokane Comprehensive Plan Update: Draft Elements Review (*Otterstrom*)
  - B. Connect 2035 Strategic Plan: Workshop Preview (*Otterstrom*)
  - C. 2025-2030 Transit Development Plan: Complete Draft (*Otterstrom*)  
(*Public Hearing at June 20, 2024, Board meeting*)
  - D. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental (*Otterstrom*)
  - E. Transit-Oriented Development: Pilot Project Plan (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Otterstrom*)
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 <a href="#">here</a>	
Password:	<b>Members:</b> 2024	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: 2496 263 7012

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 10, 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 June 5, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda *(10 minutes)*
    1. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval *(Otterstrom)*
  - B. Board Discussion Agenda *(10 minutes)*
    1. 2025-2030 Transit Development Plan: Finalize and Approve (Resolution) *(Otterstrom)*
5. Reports to Committee *(40 minutes)*
  - A. Federal Transit Administration Section 5310: Call For Projects *(Otterstrom)*
  - B. Connect Spokane Comprehensive Plan: Review Draft Elements *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review September 4, 2024, Committee Meeting Draft Agenda *(No August meeting)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, September 4, 2024, at 10:00 a.m. in person.

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

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

June 12, 2024

**AGENDA ITEM 6B :** 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 June 5, 2024, committee meeting and draft July 10, 2024, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information and discussion.

Spokane Transit Authority  
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## 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. 2024 Equal Employment Opportunity Plan (*Williams*)
    2. Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement (*Otterstrom*)
  - B. Board Discussion Agenda (none)
5. Reports to Committee (30 minutes)
  - A. 2024 First Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
  - B. 2023 Fixed Route System Performance Report (*Otterstrom*)
  - C. 2023 Fixed Route Ridership Adjustments (*Otterstrom*)
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 (*Johnston*)
  - C. May 2024 Sales Tax Revenue (*Johnston*)
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 #: 2495 018 6116

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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 10, 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*

### **DRAFT AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (10 minutes)
  - A. Minutes of the June 5, 2024, Committee Meeting -- *Corrections/Approval*
  - B. Citizen Advisory Committee Charter Approval (*Cortright*)
4. Committee Action (20 minutes)
  - A. Board Consent Agenda
    1. Sprague Line - Phase 2: Scope of Work Approval (*Otterstrom*)
    2. Public Transportation Agency Safety Plan (*Williams*)
  - B. Board Discussion Agenda (*none*)
5. Reports to Committee (10 minutes)
  - A. 2023 Paratransit Survey Results (*Cortright*)
6. CEO Report (*Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
  - A. May 2024 Operating Indicators (*Rapez-Betty*)
  - B. May 2024 Financial Results Summary (*Johnston*)
  - C. June 2024 Sales Tax Revenue (*Johnston*)
8. Review September 4, 2024, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 4, 2024, at 1:30 p.m. in person. (No August Meeting)

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

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**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

June 12, 2024

**AGENDA ITEM 7 :** BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning and Development Officer  
Dan Wells, Deputy Director for Capital Development  
Brian Jennings, Deputy Director for Community Development

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**SUMMARY:** Improvements and adjustments to bus stops are an essential aspect of improving the customer experience and building accessibility to transit service. Several projects currently in design include improvements and other construction at bus stops that in some instances will require activity outside the public right-of-way. Staff are seeking board authorization to proceed with necessary property agreements, purchases, and acquisitions up to \$25,000 per parcel.

**BACKGROUND:** Spokane Transit has nearly 1,700 bus stops throughout the Public Transportation Benefit Area (PTBA) to provide access to Fixed Route service. While bus stops are generally placed within public right-of-way, in some locations construction activities for required stops and improvements necessarily extend beyond public rights-of-way. These locations require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to use STA’s power of eminent domain to acquire property from the adjacent owner.

Multiple capital programs are in place to improve bus stop amenities. The following active projects within these programs have stops that will require right of access to adjacent property for one or more bus stops:

Project ID#	Approved Capital Program (CIP 2024-2029)	Project and Activity Description
347	Central City Line	Demolition of vestigial shelter pads and footings (discontinued stops on City Line route)
464	Route & Stop Facility Improvements	Rural Highway Stop Improvements (Rt 62 / SR 902 Improvements)
479	Monroe-Regal Line	Shelter and Stop Enhancements (Phase 3)
898	Route & Stop Facility Improvements	Route Segment Investments Project
899	Route & Stop Facility Improvements	Shelters & Lighting Project
949	Route & Stop Facility Improvements	New Bus Stops & Comfort Station – Spokane Valley (Route 95 Mid-Valley Improvements)

Project ID#	Approved Capital Program (CIP 2024-2029)	Project and Activity Description
1039	Route & Stop Facility Improvements	2024 Service Change Improvements

To allow for the purchase of necessary property rights from property owners, staff are seeking Board authorization by resolution for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests for parcels where the purchase price does not exceed \$25,000 per parcel. Purchases above \$25,000 will continue to come to the Board for approval. The draft resolution also signals the Board’s intent to pursue condemnation proceedings for purchases where a purchase price cannot be agreed upon. In these instances, additional Board authorization will be required prior to any formal condemnation actions.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve a resolution providing for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed \$25,000 per parcel.

## RESOLUTION NO. XXX-24

A RESOLUTION OF THE SPOKANE TRANSIT AUTHORITY, PROVIDING FOR THE PURCHASE OR ACQUISITION OF REAL PROPERTY NECESSARY FOR THE PUBLIC PURPOSE OF BUS STOP SITE IMPROVEMENTS, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

WHEREAS, the Spokane Transit Authority (“STA”) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including Chapter 36.57A RCW, Public Transportation Benefit Areas (PTBAs); and

WHEREAS, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the public benefit transportation area; and

WHEREAS, under RCW 36.57A.090(2), STA has the power “[to] acquire by purchase, condemnation, ... gift, or grant, and to... construct, add to, improve, replace, repair, ... the use of transportation facilities within or without the public transportation benefit area, including ... all lands, rights-of-way, property, equipment, and accessories necessary for such systems.”; and

WHEREAS, Article I, § 16 of the Washington Constitution, RCW 36.57A.090-.100, and Chapter 8.12 RCW allow a public benefit transportation area to acquire private property for public use upon making just compensation to the owners; and

WHEREAS, STA’s planned projects addressing site improvements of former, current and future bus stops at various locations, are included within the programs of the 2024-2029 Capital Improvement Program, a component of the 2024-2029 Transit Development Plan, adopted by STA’s Board of Directors in Resolution No. 810-23; and,

WHEREAS, said projects are funded with the approved 2024 Capital Budget, Resolution No. 815-23; and,

WHEREAS, it will be necessary to purchase or acquire certain real property at certain bus stop locations in order to complete the necessary improvements for the Projects referenced in Section 1 (“Project Improvements”, defined below); and

WHEREAS, STA’s Chief Executive Officer is directed to negotiate in good faith for the acquisition of property interests necessary for the site improvements for said bus stops, but where the parties are unable to agree upon the purchase price, or the owner of the property expresses a desire for STA to acquire the property interest(s) via STA’s eminent domain authority, it will be necessary for STA to exercise such authority; and

WHEREAS, if the parties agree as to the purchase price of any such property interest(s) necessary for the Project Improvements, STA’s Chief Executive Officer may enter into an agreement to purchase any necessary property interest(s), not to exceed \$25,000.00 per parcel, and execute all necessary documents to effectuate such purchases.

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

Section 1. Determination of Public Use and Necessity. Public use and necessity requires the STA to acquire the land and property in order to carry out the site improvements for existing and future bus stops across the PTBA, together with such other permanent or temporary easements as may be deemed necessary by STA staff, for public purposes in order to complete said site improvements, including utilities and related improvements, all as set forth in the Capital Improvement Program and limited to the following capital projects (the “Project Improvements”):

Project ID#	Approved Capital Program (CIP 2024-2029)	Project and Activity Description
347	Central City Line	Demolition of vestigial shelter pads and footings (discontinued stops on City Line route)
464	Route & Stop Facility Improvements	Rural Highway Stop Improvements (Rt 62 / SR 902 Improvements)
479	Monroe-Regal Line	Shelter and Stop Enhancements (Phase 3)
898	Route & Stop Facility Improvements	Route Segment Investments Project
899	Route & Stop Facility Improvements	Shelters & Lighting Project
949	Route & Stop Facility Improvements	New Bus Stops & Comfort Station – Spokane Valley (Route 95 Mid-Valley Improvements)
1039	Route & Stop Facility Improvements	2024 Service Change Improvements

Section 2. Statement of Intent to Exercise Eminent Domain Powers if Necessary. The STA Board of Directors hereby states its intent to exercise its powers of eminent domain, when and if necessary, to acquire all real property interests necessary for the Project improvements.

Section 3. Authorization of the Chief Executive Officer. The STA Board of Directors hereby authorizes the Chief Executive Officer to negotiate and execute all necessary documents for the purchase of real property interest(s) for the Project improvements, as may be necessary to complete the projects, where the parties agree as to the purchase price of such property interest(s), in an amount not to exceed \$25,000.00 per parcel.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions or sections of this ordinance or its application to persons or circumstances.

Section 5. Effective Date. This resolution shall be effective as of the date of its adoption.

ADOPTED by STA at a regular meeting thereof held on the 25<sup>th</sup> day of July 2024.

Attest:

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Dana Infalt  
Clerk of the Authority

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All French  
STA Board Chair

Approved as to form:

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Megan Clark  
Legal Counsel

DRAFT

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

June 12, 2024

**AGENDA ITEM 8 :** REVIEW CEO PERFORMANCE OBJECTIVES

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** As part of the Board Operations 2024 Committee Work Program, the current CEO Performance Measures are being reviewed in June. At this time, Ms. Meyer will present the performance measures for review and discussion.

**RECOMMENDATION TO COMMITTEE:** For discussion.

# CEO Performance Measures

## December 16, 2021

### 1. Earn and retain the community's trust

#### a. Ridership

i. Fixed Route Bus Goal: \_\_\_\_\_

Actual: \_\_\_\_\_

ii. Paratransit Goal: \_\_\_\_\_

Actual: \_\_\_\_\_

iii. Vanpool Goal: \_\_\_\_\_

Actual: \_\_\_\_\_

#### b. Service Effectiveness: Passengers per revenue hour

i. Fixed Route Bus Goal: \_\_\_\_\_

Actual \_\_\_\_\_

ii. Paratransit Goal: \_\_\_\_\_

Actual \_\_\_\_\_

#### c. Customer Security Fixed Route and Paratransit

Goal: 4.5 on scale of 1-5

i. Personal safety on bus and van

Fixed Route Bus \_\_\_\_\_

Paratransit \_\_\_\_\_

ii. Driver driving safely

Fixed Route Bus \_\_\_\_\_

Paratransit \_\_\_\_\_

#### d. Public Perception

i. Does STA do a good job of listening to the public?

Goal: 4.5 on scale of 1-5

2021 Community Perception Survey

### 2. Provide excellent customer service

a. On time performance Goal: 93%

Fixed Route Bus \_\_\_\_\_

Paratransit \_\_\_\_\_

b. Professionalism and Courtesy Goal: 4.5/5

N/A (program suspended March 2020 due to COVID-19)



**3. Exemplify Financial Stewardship**

a. Cost Efficiency

Goal: constrain operating cost per revenue hour of service to less than 95% of statewide urban average

Fixed Route Bus \_\_\_\_\_

Paratransit \_\_\_\_\_

b. Cost Recovery from User Fees

Fixed Route Bus Goal: 20%

Actual: \_\_\_\_\_

Paratransit Goal: 5%

Actual: \_\_\_\_\_

Vanpool Goal: Recover 85% of operating & administrative costs

Actual: \_\_\_\_\_

c. Cost Effectiveness

Goal: Maintain cost per passenger at 95% or less than the average cost of statewide urban systems

Fixed Route Bus: \_\_\_\_\_

Paratransit: \_\_\_\_\_

**4. Ensure Safety**

a. Preventable Accidents per 10,000 miles

Fixed Route Bus Goal: ≤ \_\_\_\_\_

Actual: \_\_\_\_\_

Paratransit Goal: ≤ \_\_\_\_\_

Actual: \_\_\_\_\_

b. Workers Compensation Time Loss per 1,000 hours

Fixed Route Bus Goal: ≤ \_\_\_\_\_

Actual \_\_\_\_\_

Paratransit Goal: ≤ \_\_\_\_\_

Actual \_\_\_\_\_

Maintenance Goal: ≤ \_\_\_\_\_

c. Workers Compensation Claims per 1,000 hours

Fixed Route Bus Goal: ≤ \_\_\_\_\_

Actual \_\_\_\_\_

Paratransit Goal: ≤ \_\_\_\_\_

Actual \_\_\_\_\_

Maintenance Goal: ≤ \_\_\_\_\_

Actual \_\_\_\_\_

## 5. **Organizational Success**

### Board Support & Communications

- Acknowledge Board member contacts within two business days
- Invite Board members to meet one-on-one annually

Present annual updates to PTBA jurisdictions

- City of Spokane
- Spokane Valley
- Airway Heights
- Cheney
- Liberty Lake
- Medical Lake
- Millwood
- Spokane County

- Produce communications to Board and stakeholders
  - STA Moving Forward 12/12 months

### Industry & Community Leadership

- Spokane Regional Transportation Council (SRTC) Board
- Downtown Spokane Partnership (DSP) Board
- Rotary Club 21
- Washington State Transit Association (WSTA) Board and past chair
- Spokane Regional Transportation Management Center (SRTMC) Executive Board
- American Public Transportation Association
- Washington State Transportation Demand Management (TDM) Executive Board
- Eastern Washington University (EWU) School of Business Advisory Board
- North Spokane Corridor (NSC) Advisory Committee

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

June 12, 2024

**AGENDA ITEM 9** : BOARD OF DIRECTORS MEETING AGENDA JUNE 20, 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 June 20, 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, June 20, 2024  
1:30 – 3:00 p.m.

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

## 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. Recognitions and Presentations: *5 minutes*
  - A. Tim Dompier, Coach Operator, Retirement (*Brandon Rapez-Betty*)
  - B. Vern Mullett, Fixed Route Supervisor, Retirement (*Brandon Rapez-Betty*)
7. Public Hearing: *10 minutes*
  - A. 2025-2030 Transit Development Plan: Complete Draft (*Karl Otterstrom*)  
(*Action at the July 25, 2024, Board Meeting*)
8. **Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): 10 minutes**  
***For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.***
9. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the May 3, 2024, STA Board Workshop – Corrections/Approval
  - B. Minutes of the May 16, 2024, Board Meeting – Corrections/Approval
  - C. Approval of the May 2024 Vouchers (*E. Susan Meyer*)
  - D. Public Works Contracts Under \$35,000: Final Acceptance (*E. Susan Meyer*)
  - E. Wellesley High Performance Transit: Regional Mobility Grant Application Approval (*Karl Otterstrom*)
  - F. STA Moving Forward: Delivery Draft Amendment (Resolution) (*Karl Otterstrom*)
  - G. 2024 Equal Employment Opportunity Plan (*Nancy Williams*)
  - H. Zero-Emission Bus Fleet Transition Plan Approval (*Brandon Rapez-Betty*)
  - I. Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement (*Karl Otterstrom*)
  - J. Legal Services Contract Extension Approval (*E. Susan Meyer*)
10. Board Action – Other: *10 minutes*
  - A. 2024 Bus Stop Construction – Real Estate Acquisition (*Karl Otterstrom*)
11. Board Report: *10 minutes*
  - A. Connect 2035 Phase 2 Update (*Karl Otterstrom*)
12. Board Operations Committee: *5 minutes*
  - B. Chair Report (*Al French*)

- 13. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Pam Haley*)
- 14. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Josh Kerns*)
- 15. CEO Report: *15 minutes*
- 16. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. May 2024 Sales Tax Revenue (*Tammy Johnston*)
  - C. April 2024 Financial Results Summary (*Tammy Johnston*)
  - D. April 2024 Operating Indicators (*Brandon Rapez-Betty*)
  - E. 2024 First Quarter Year-to-Date Performance Measures (*Brandon Rapez-Betty*)
  - F. Connect Spokane Comprehensive Plan: Draft Elements Review (*Karl Otterstrom*)
  - G. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
  - H. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report (*Karl Otterstrom*)
  - I. Transit Oriented Development: Pilot Project Framework (*Karl Otterstrom*)
  - J. 2023 Fixed Route System Performance Report (*Karl Otterstrom*)
  - K. 2023 Fixed Route Ridership Adjustments (*Karl Otterstrom*)
- 17. New Business: *5 minutes*
- 18. Board Members' Expressions: *5 minutes*
- ~~19. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *10 minutes*  
*For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*~~

20-19. Adjourn

Cable 5 Broadcast Dates and Times of June 20, 2024, Board Meeting:

Saturday, June 22, 2024	4:00 p.m.
Monday, 24, 2024	10:00 a.m.
Tuesday, 25, 2024	8:00 p.m.

Next Committee Meetings, Wednesday: (*July meetings are a week later due to the holiday*)

Planning & Development ( <i>2<sup>nd</sup> Wednesday</i> )	July 10, 2024, 10:00 a.m.
Performance Monitoring & External Relations ( <i>2<sup>nd</sup> Wednesday</i> )	July 10, 2024, 1:30 p.m.
Board Operations ( <i>3<sup>rd</sup> Wednesday</i> )	July 17, 2024, 1:30 p.m.

Next Board Meeting (*4<sup>th</sup> Thursday*)

Thursday, July 25, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

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

Optional Virtual Link:	<a href="#">CLICK HERE TO JOIN</a>	
Password:	<b>Members:</b> 2024	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: 2507 471 7169

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**

June 12, 2024

**AGENDA ITEM 10** : BOARD OPERATIONS COMMITTEE DRAFT JULY 17, 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 July 17, 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, July 17, 2024  
1:30 p.m. – 3:00 p.m.

**Meeting In Person at 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 June 12, 2024, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (10 minutes)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
6. Board Attendance Review (*Meyer*) (5 minutes)
7. Review CEO Performance Objectives: Approval (*Meyer*) (10 minutes)
8. 2024 CEO Evaluation Process (*French*) (10 minutes)
9. Board of Directors Draft July 25, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
10. Board Operations Committee Draft September 11, 2024, Meeting Agenda – Information (*Meyer*) (5 minutes)
11. CEO Report (*Meyer*) (15 minutes)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, September 11, 2024, at 1:30 p.m. in person (*No August Meeting*)

Virtual Link:	Join here	
Password:	<b>Members:</b> 2024	<b>Guests:</b> 0724
Call-in Number:	1-408-418-9388	Event #: xxxx xxx xxxx

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

June 12, 2024

**AGENDA ITEM 11 :** 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**

June 12, 2024

**AGENDA ITEM 12 :** 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 discuss new business relating to Board Operations.

**RECOMMENDATION TO COMMITTEE:** Information only.