

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

**BOARD OPERATIONS COMMITTEE MEETING**  
**Wednesday, January 9, 2019, 1:30 p.m.**

Spokane Transit Authority, Northside Conference Room  
1230 West Boone Avenue, Spokane, Washington

**AGENDA**

*Estimated Meeting Time: 55 Minutes*

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Candace Mumm*)
3. Chair's Comments (*Candace Mumm*) (*5 minutes*)
4. Committee Action/Discussion: (*5 minutes*)
  - a. Minutes of December 5, 2018 Committee Meeting – Corrections/Approval
5. Committee Chair reports: None (*No meetings in January*)
  - a. Planning & Development
  - b. Performance Monitoring & External Relations
6. Designation of Public Records Officer for STA – Recommendation (*E. Susan Meyer*) (*5 minutes*)
7. Approval for Board Member Travel to 2019 APTA Meetings – Recommendation (*E. Susan Meyer*) (*5 minutes*)
8. Appointment of Chairs and Board Members to Planning & Development, Performance Monitoring & External Relations, and Board Operations Committees for 2019 (*Candace Mumm*) (*10 minutes*)
9. Board of Directors Draft January 17, 2019 Meeting Agenda – Corrections/Approval (*5 minutes*)
10. CEO Report (*10 minutes*)
11. Executive Session (*10 minutes*)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, February 13, 2019 at 1:30 p.m.  
(STA Northside Conference Rooms, 1230 West Boone Avenue, Spokane, WA)

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). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend.

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**

January 9, 2019

**AGENDA ITEM 2:** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, Committee Chair

---

**SUMMARY**

At this time, the Board Operations Committee will review the meeting agenda with any revisions enclosed in the blue folders.

**RECOMMENDATION TO COMMITTEE:** Approve agenda.

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

January 9, 2019

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

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, Committee Chair

---

**SUMMARY**

Ms. Mumm will take this opportunity to discuss topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

January 9, 2019

**AGENDA ITEM 4a:** MINUTES OF THE DECEMBER 5, 2018 COMMITTEE MEETING -  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Kathleen Roberson  
Executive Assistant to the Director of Finance & Information Services

---

**SUMMARY**

The December 5, 2018 meeting minutes are attached for your information, correction and/or approval.

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

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the December 5, 2018 Meeting  
Spokane Transit Northside Conference Room

### **MEMBERS PRESENT**

Kevin Freeman, Small Cities Representative (Millwood),  
*Board Operations Committee Chair*  
Candace Mumm, City of Spokane, *Chair Pro Tempore*  
Al French, Spokane County, *Planning & Development*  
*Committee Chair*  
Pamela Haley, City of Spokane Valley, *Performance*  
*Monitoring & External Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer, *Ex-officio*

### **STAFF PRESENT**

Emily Arneson, *Ombudsman & Accessibility Officer*  
Brandon Rapez-Betty, *Director of Communications &*  
*Customer Service*  
Karl Otterstrom, *Director of Planning & Development*  
Roger Watkins, *Chief Operations Officer*  
Jan Watson, *Clerk of the Authority*  
Nancy Williams, *Director of Human Resources*

### **MEMBERS ABSENT**

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

---

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

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

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

*Ms. Haley moved to approve the agenda, Chair Freeman seconded and the motion passed unanimously.*

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

Chair Freeman thanked the committee for the opportunity and pleasure of serving as Board Chair this year.

*Mr. French arrived at 1:32 p.m.*

#### **4. COMMITTEE ACTION/DISCUSSION**

##### **a. November 7, 2018 Committee Minutes**

*Ms. Haley moved to approve the November 7, 2018 committee meeting minutes, Mr. French seconded and the motion passed unanimously.*

*Ms. Mumm arrived at 1:35 p.m.*

#### **5. COMMITTEE CHAIR REPORTS**

##### **a. Al French, Chair, Planning & Development (P&D)**

The Committee reviewed and discussed the Master Design and Construction Agreement between the City of Spokane (COS) and STA, which is under final review by the COS. Chair Freeman asked if the agreement would need to return to the P&D Committee if it was substantially changed by the COS. Ms. McAloon said it would depend on the level of changes, but she does not believe it will need to go back to Committee. The Committee also discussed and approved its Work Program for 2019.

##### **b. Pamela Haley, Chair, Performance Monitoring & External Relations (PMER)**

The Committee approved the Moran Station Park & Ride Scope of Work, the High Performance Transit Stations Scope of Work and Request for Proposals, and the Scope of Work for Security Services. The Committee forwarded the Approval of the Spokane Police Department Agreement renewal and the Fluid Management System Project Acceptance & Release of Retainage to the Board consent agenda. The Committee discussed the draft 2019 Legislative Focus and the Plaza Operations Study; both items were

forwarded to the Board for discussion and approval. Lynda Warren provided an update on the Fare Collection Project.

**6. 2019 BOARD AND COMMITTEE MEETING CALENDAR**

Ms. Watson briefed the Committee on the 2019 Board and Committee Meeting Schedule noting exceptions to the traditional meeting dates in January, July, and August. The Board Operations Committee will meet on January 9 and the Board on January 17. The P&D and PMER Committees will not meet in January. The Board Strategic Planning and Budget Workshop will be held on July 10, 2019.

*Mr. French moved to recommend the Board approve the 2019 Board and Committee Meeting Schedule as presented. The motion was seconded by Ms. Haley and passed unanimously.*

**7. APPOINTMENT OF BOARD MEMBERS TO P&D AND PMER COMMITTEES FOR 2019**

The Board Chair is elected at the December meeting. At the January meeting, the Chair Pro Tempore is elected and the Chair puts forward the Committee Chairs and members for confirmation. Ms. Meyer noted the Board Operations Committee is chaired by the Board Chair and includes the Chair Pro-Tempore and the Chairs of the P&D and PMER committees. Additionally, the Board determined that every jurisdiction should have representation on the Board Operations Committee. A draft 2019 member roster was presented for discussion.

**7. BOARD OF DIRECTORS AGENDA DECEMBER 13, 2018**

Committee members reviewed the agenda. There were no changes or corrections.

*Ms. Haley moved to approve the Board agenda, Mr. French seconded and the motion passed unanimously.*

**9. CEO REPORT**

Ms. Meyer and Ms. Arneson gave an update regarding the Supplemental Low Income Pass Subsidy Program. A RFP was released prior to the increase of fares in July 2018 proposing an 18 month grant program in which STA would subsidize all or part of the fare increase of \$10 a month to ease the transition for existing riders with low or fixed incomes. The RFP went to non-profit organizations that would be responsible for handling income verification and grant administration. Five proposals were received, but were considered non-responsive. The agencies that responded felt a \$10 discount targeted for the very low-income client would not be enough of a benefit because most individuals at that income level do not have the extra resources to purchase a bus pass at the reduced monthly price of \$50. They suggested STA fund 100% of the cost of bus passes or change fare policy to create a new reduced fare category for low-income persons with STA subsidizing 50% of the fare. Ms. Meyer said a broader subsidy or grant program to address the needs of those who do not have the financial means to access transit is a fare policy issue that would require Board direction. Ms. Mumm recommended that staff look at how other transit systems approach this issue. Ms. Meyer said that when Ms. Arneson researched what other agencies did she learned most of the free or reduced passes were paid for by a different organization, not the transit agency. Chair Freeman said that the Board could consider if STA should offer a low-income fare and, if so, the mechanism by which to operationalize it. Ms. Meyer suggested the PMER Committee could research these issues.

*Chair Freeman moved that the PMER Committee do a study on a supplemental low-income subsidy for a pass and/or fare policy. Ms. Mumm seconded and the motion passed unanimously.*

Ms. Meyer said that STA continues to supplement the Paratransit contractor's workforce to a small degree on Saturday and Sunday. STA employees have volunteered enough to cover approximately 10% of the trips on the weekend.

The Cheney High Performance Transit Project submitted to Washington State Department of Transportation for a Regional Mobility Grant was rated in the money that is available for the grant program. Ultimately, the Legislature has the discretion to move projects up and down on the list.

Jan Watson, Clerk of the Board and Executive Assistant to the CEO, will retire on January 10.

**10. EXECUTIVE SESSION**

At 2:10 p.m., Chair Freeman announced that the Committee would adjourn for an Executive Session for the purpose of:

Reviewing the performance of a public employee.

The Committee will reconvene in open session at approximately 2:25 p.m. If it becomes necessary to extend the Executive Session, Chair Freeman will return to announce the time at which the Board will reconvene.

At 2:25 p.m., Chair Freeman announced the Board of Directors would reconvene at 2:35 p.m.

At 2:35 p.m., Chair Freeman announced the Board of Directors would reconvene at 2:40 p.m.

At 2:40 p.m., Chair Freeman announced the Board of Directors would reconvene at 2:42 p.m.

At 2:42 p.m., the Committee reconvened and Chair Freeman declared the meeting back in public session. No action was taken.

**8. NEW BUSINESS**

None

**9. ADJOURN**

With no further business to come before the Committee, Chair Freeman adjourned the meeting at 2:43 p.m.

Respectfully submitted,



Kathleen Roberson

Executive Assistant to the Director of Finance & Information Services

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

January 9, 2019

**AGENDA ITEM 6 :** DESIGNATION OF PUBLIC RECORDS OFFICER FOR STA

**REFERRAL COMMITTEE:** N/A

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

---

**SUMMARY**

Following the retirement of Jan Watson, it will be necessary to appoint Dana Infalt, Executive Assistant to CEO and Clerk of the Authority, as the new Public Records Officer for Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** Recommend approval, by resolution, of the appointment of Dana Infalt, Executive Assistant to CEO and Clerk of the Authority, as Public Records Officer for Spokane Transit.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF APPOINTING AND DESIGNATING A PUBLIC RECORDS OFFICER FOR THE SPOKANE TRANSIT AUTHORITY AND OHER MATTERS PROPERLY RELATING THERETO.

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 57.A, Public Transportation Benefit Area;

WHEREAS, the Legislature has enacted legislation requiring all local governments to designate specified individuals as the public records officers for purposes of receiving and responding to citizen requests for disclosure of public records in accordance with Chapter 42.17 RCW; and,

WHEREAS, the Board of Directors for the Spokane Transit Authority believes it is in the best interests of the Spokane Transit Authority to assist its citizens in exercising their rights under the Public Disclosure Act, Chapter 42.17 RCW;

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

Section 1. The Public Records Officers of the Spokane Transit Authority for all records shall be the Clerk of the Authority, Dana Infalt, or in her absence, an alternate designated by the Chief Executive Officer.

Section 2. The STA Board of Directors hereby authorizes and instructs the Chief Executive Officer to take such further action and make such additional appointments as may be necessary to effect the purpose of this Resolution.

Section 3. This resolution shall take effect and be in force immediately upon passage.

Section 4. All prior resolutions inconsistent herewith are repealed.

Adopted by STA at a regular meeting thereof held on the 17th day of January 2019.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Candace Mumm  
Board Chair

Approved as to form:

\_\_\_\_\_  
Laura McAloon  
Legal Counsel

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

January 9, 2019

**AGENDA ITEM 7:** APPROVAL FOR BOARD MEMBER TRAVEL TO 2019 APTA MEETINGS – RECOMMENDATION

**REFERRAL COMMITTEE:** N/A

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

---

**SUMMARY**

STA Bylaws require Board approval for Board member travel.

The American Public Transportation Association is holding its 2019 Legislative Conference in Washington, D.C., March 16 - 19. There will also be opportunities to meet with legislators and Federal Transit Administration (FTA) staff.

Also of interest to Board Members is the APTA Annual Meeting in New York, October 13-16, 2019.

Up to eight Board members are budgeted to attend APTA conferences this year at an approximate cost of \$3,500 each.

**RECOMMENDATION TO COMMITTEE:** Recommend approval for travel for up to eight Board members to attend APTA conferences in 2019 and forward to the Board consent agenda.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Legal Counsel \_\_\_\_\_

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

January 9, 2019

**AGENDA ITEM 8 :** APPOINTMENT OF CHAIRS & BOARD MEMBERS TO THE  
PLANNING & DEVELOPMENT AND PERFORMANCE  
MONITORING & EXTERNAL RELATIONS COMMITTEES FOR 2019

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Candace Mumm, Chair

---

**SUMMARY**

The Board Chair is Chair of the Board Operations Committee and the Chairs of the Planning & Development and Performance Monitoring & External Relations committees are automatically members of that committee upon appointment. An additional member is appointed if all jurisdictions are not represented by the Chair, Chair Pro Tempore, and Committee Chairs, as is the case in 2019.

The Board Chair appoints Board members to serve on STA's Planning & Development and Performance Monitoring & External Relations committees, subject to confirmation by the Board.

The Board Chair appoints the Chairs of the Planning & Development and Performance Monitoring & External Relations committees, subject to confirmation by the Board.

The Chief Executive Officer is an ex-officio, non-voting member of all Board committees.

A draft of 2019 Board Committee member appointments to the Planning & Development Committee and the Performance Monitoring & External Relations Committee is attached for review and discussion.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board confirm the Board Chair's 2019 Planning & Development and Performance Monitoring & External Relations committee appointments.

**COMMITTEE ACTION:**

**RECOMMENDATION TO BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

# **DRAFT 2019 BOARD COMMITTEE MEMBER APPOINTMENTS**

## **Planning & Development (P&D) Committee Members**

*Committee meets 1<sup>st</sup> Wednesday of the month at 10:00 a.m.*

1. Chris Grover, Small Cities (*Cheney*), Chair
2. Al French, Spokane County
3. David Condon, City of Spokane
4. TBD, City of Spokane Valley
5. Kevin Freeman, Small Cities (*Millwood*) (*Ex-Officio*)
6. E. Susan Meyer, CEO (*Ex-Officio*)

## **Performance Monitoring & External Relations (PM&ER) Committee Members**

*Committee meets 1<sup>st</sup> Wednesday of the month at 1:30 p.m.*

1. Lori Kinnear, City of Spokane, Chair
2. Josh Kerns, Spokane County
3. Kate Burke, City of Spokane
4. Veronica Messing, Small Cities (*Airway Heights*) (*Ex-Officio*)
5. Mike Kennedy, Small Cities (*Liberty Lake*) (*Ex-Officio*)
6. Rhonda Bowers (*non-voting labor representative*)
7. E. Susan Meyer, CEO (*Ex-Officio*)

## **Board Operations Committee Members**

*Committee meets 2<sup>nd</sup> Wednesday of the month at 1:30 p.m.*

1. Candace Mumm, City of Spokane, Chair (*Board Chair*)
2. TBD, Spokane County (*Board Chair Pro-Tempore*)
3. Chris Grover, Small Cities, *Cheney*, (*P&D Chair*)
4. Lori Kinnear, City of Spokane (*PMER Chair*)
5. TBD, City of Spokane Valley Representative (*Ex-Officio*)
6. E. Susan Meyer, CEO (*Ex-Officio*)

*Note: City of Medical Lake has declined to appoint an ex-officio representative*

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

January 9, 2019

**AGENDA ITEM 9:** BOARD OF DIRECTORS MEETING AGENDA JANUARY 17, 2019 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** E. Susan Meyer, CEO

---

**SUMMARY**

The Board of Directors meeting agenda for January 17, 2019 is attached for your information, correction and/or approval.

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

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

## BOARD MEETING

Thursday, January 17, 2019 at 1:30 p.m.  
Spokane Transit Authority Boardroom  
1230 West Boone Avenue, Spokane, Washington

## DRAFT AGENDA

*Estimated meeting time: 55 minutes*

1. Call to Order and Roll Call
2. Approve Board Agenda (*Candace Mumm*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
  - A. Steve Mathias, Coach Operator – Recognition (*Roger Watkins*)
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the December 13, 2018 Board Meeting – Corrections/Approval
  - B. December 2018 Vouchers (*Lynda Warren*)
  - C. Designation of Public Records Officer for STA - Resolution (*E. Susan Meyer*)
  - D. Approval for Board Member Travel to 2019 APTA Meetings (*E. Susan Meyer*)
6. Board Action – Committee Recommendations: *10 minutes*

Board Operations

  - A. Confirmation of Appointment of Board Members to Planning & Development and Performance Monitoring & External Relations Committees for 2019 (*Candace Mumm*)
  - B. Confirmation of Appointment of Chairs to Planning & Development and Performance Monitoring & External Relations Committees for 2019 (*Candace Mumm*)
7. Board Action – Other: *10 minutes*
  - A. Election of Chair Pro Tempore (*Candace Mumm*)
  - B. Confirmation of Appointment of Board Members to Board Operations Committee for 2019 (*Candace Mumm*)

**Note: Item 7. A requires a majority of 5 votes**
8. Board Operations Committee: *5 minutes*
  - A. Chair’s Report (*Candace Mumm*)
9. Planning & Development Committee: *No meeting*
10. Performance Monitoring & External Relations Committee: *No meeting*

11. CEO Report: *10 minutes*
12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. November 2018 Financial Results Summary (*Lynda Warren*)
  - C. December 2018 Sales Tax Summary (*Lynda Warren*)
13. New Business
14. Board Members' Expressions
15. Executive Session (*McAloon Law PLLC*) *10 minutes*
16. Adjourn

Cable 5 Broadcast Dates and Times of January 17, 2019 Board Meeting:

Saturday, January 19, 2019	4:00 p.m.
Monday, January 21, 2019	10:00 a.m.
Tuesday, January 22, 2019	8:00 p.m.

Next Committee Meetings (STA Conference Rooms, West Boone Avenue, Spokane, Washington):

Planning & Development	February 6, 2019, 10:00 a.m. (Southside) 1229 West Boone
Performance Monitoring & External Relations	February 6, 2019, 1:30 p.m. (Southside) 1229 West Boone
Board Operations	February 13, 2019, 1:30 p.m. (Northside) 1230 West Boone

Next Board Meeting: Thursday, February 21, 2019, 1:30 p.m., STA Boardroom, 1229 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](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**

January 9, 2019

**AGENDA ITEM 10:** CEO REPORT

**REFERRAL COMMITTEE:** N/A

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

---

**SUMMARY**

At this time, Ms. Meyer, CEO, will have an opportunity to comment on various topics of interest regarding Spokane Transit.

**RECOMMENDATION TO COMMITTEE:** N/A

**FINAL REVIEW FOR COMMITTEE BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_



# 11

## EXECUTIVE SESSION

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

Discussion with legal counsel representing STA in litigation or potential litigation to which STA, the STA Board of Directors, or STA employees are, or are likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to STA.

The STA Board Operations Committee will reconvene in open session at approximately \_\_\_ p.m. 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