

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.

Northside Conference Room
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 *(5 minutes)*
 - A. Minutes of the June 12, 2024, Committee Meeting – Corrections/Approval
 5. Committee Action/Discussion *(5 minutes)*
 - A. Consent Agenda
 - i. Designation and Appointment of STA Auditing Officer – Resolution *(Meyer)*
 6. Committee Chair Reports *(10 minutes)*
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
 7. Board Attendance Review *(Meyer) (5 minutes)*
 8. Chief Executive Officer Search *(French) (15 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. 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)
 14. Adjourn
- Next Committee Meeting: Wednesday, September 11, 2024, at 1:30 p.m. in person ***(No August Meeting)***

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0724
Call-in Number:	1-408-418-9388		Event #: 2496 542 3647

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

July 17, 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

July 17, 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

July 17, 2024

AGENDA ITEM 4A : MINUTES OF THE JUNE 12, 2024, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The June 12, 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 June 12, 2024, Meeting

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

MEMBERS PRESENT

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

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Karl Otterstrom, Chief Planning &
Development Officer
Nancy Williams, Chief Human Resources Officer
Dana Infalt, Clerk of the Authority & Executive
Assistant to the Chief Executive Officer
Amie Blain, Executive Assistant to the Chief
Financial Officer

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

None

4. COMMITTEE ACTION

A. May 8, 2024, Committee Minutes

Ms. Haley moved to approve the May 8, 2024, committee meeting minutes as submitted, Mr. Zappone seconded, and the motion passed unanimously.

B. May 22, 2024, Committee Minutes

Ms. Haley moved to approve the May 22, 2024, committee special meeting minutes as submitted, Mr. Zappone seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Legal Counsel Services Contract Extension: Approval

Mr. Zappone moved to recommend the Board approve the extension of Legal Services contract with Etter, McMahon, Lamberson, VanWert & Oreskovich (EMLVO) from August 11, 2024, through September 30, 2024, with an increase in maximum compensation of \$35,000. Mr. Dunne seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

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

Ms. Haley shared the items presented at the Planning and Development Committee meeting on June 5, 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 June 5, 2024.

7. BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION (RESOLUTION)

Mr. Otterstrom presented the Bus Stop Site Improvements Property Acquisition to the Committee.

Ms. Haley moved to recommend the Board authorize, by resolution, 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. Mr. Zappone seconded, and the motion passed unanimously.

8. REVIEW CEO PERFORMANCE OBJECTIVES

Ms. Meyer shared the priorities and measurable CEO objectives from 2021, and the Committee discussed.

9. BOARD OF DIRECTORS AGENDA JUNE 20, 2024

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JULY 17, 2024

There were no questions or comments.

11. CEO REPORT

Ms. Meyer shared the May 2024 voter-approved sales tax revenues representing March 2024 sales.

12. NEW BUSINESS

Mr. Zappone opened a discussion about the Open Public Meetings Act (OPMA) and how STA Board member roles are impacted by the OPMA. Ms. Clark explained the application of the OPMA can vary depending upon the situation, and she will speak with the attorney for the City of Spokane to discuss Council Member concerns further.

Chair French commented that the Committee should consider having a discussion with the Board regarding whether the agency should be split if varying priorities within the communities served by STA continue to be in conflict. He made it clear he was not in favor of a split but believed it was important to consider options.

13. ADJOURN

Chair French adjourned the meeting at 2:33 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 5Ai : DESIGNATION & APPOINTMENT OF STA AUDITING OFFICER –
RESOLUTION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Pursuant to Chapter 42.24 of the Revised Code of Washington (RCW) all local governments are required to designate a specified auditing officer. All claims presented against any county, city, district or other municipal corporation or political subdivision by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer appointed pursuant to statute or, in the absence of statute, an appropriate charter provision, ordinance or resolution of the municipal corporation. Such claims shall be prepared for audit and payment on a form and in the manner prescribed by the state auditor.

The attached resolution updates STA’s existing resolution appointing an auditing officer and an alternate auditing officer, who shall provide for the authentication and certification of all claims against STA. The person holding the office of Chief Financial Officer shall be appointed as Auditing Officer. In addition, STA hereby appoints as an alternate Auditing Officer the Chief Executive Officer or their designee, who shall exercise and perform such duties and responsibilities as described. Such officer(s) shall be authorized to provide for the authentication and certification for payment all such claims against STA.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by Resolution, the appointment of an Auditing Officer and alternate Auditing Officer for Spokane Transit Authority.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

RESOLUTION NO. XXX-24

A RESOLUTION FOR THE PURPOSE OF AUTHORIZING AND APPOINTING AN AUDITING OFFICER AND AN ALTERNATE AUDITING OFFICER WHO SHALL PROVIDE FOR THE AUTHENTICATION AND CERTIFICATION OF ALL CLAIMS AGAINST SPOKANE TRANSIT AUTHORITY AND OTHER MATTERS PROPERLY RELATING 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 (PTBA); 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, Chapter 42.24 RCW requires all claims presented against any municipal corporation by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer elected or appointed pursuant to statute, or in the absence of statute, an appropriate charter provision, ordinance, or resolution of the municipal corporation.

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

Section 1. Auditing Officer. STA hereby appoints as the STA Auditing Officer such person who shall hold the office of Chief Financial Officer. Such officer shall be authorized to provide for the authentication and certification for payment all such claims against STA.

Section 2. Auditing. All such claims against STA shall be prepared for audit and payment on a form and manner prescribed by the State Auditor. Such form shall provide for the authentication and certification by such auditing officer that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation of STA. No claim shall be paid without such authentication and certification.

Section 3. Claims of Officers and Employees. Provided, that the certificates as to claims of officers and employees of STA shall be made by the person charged with the duty of preparing and submitting vouchers for the payment of such official or personal services and such person shall certify that the claim is just, true and unpaid, and such certificates shall be part of the voucher.

Section 4. Alternate Auditing Officer. STA hereby appoints as the alternate Auditing Officer the Chief Executive Officer or their designee, who shall exercise and perform such duties and responsibilities as herein described, in the absence of such auditing officer.

Section 5. Applicable Laws. Such auditing officer shall perform all duties in accordance with all applicable local, state, and federal laws and requirements; and nothing contained herein shall be interpreted to authorize any powers or authority except what is prescribed by such laws.

Section 6. Revocation. STA Resolution No. 59-81 is hereby revoked in its entirety.

Section 7. 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 8. 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 ____ day of June 2024.

Attest:

Dana Infalt
Clerk of the Authority

Al French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 6A : 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 July 10, 2024, committee meeting and draft September 4, 2024, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 10, 2024

10:00 a.m. – 11:30 a.m.

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 June 5, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(5 minutes)*
 1. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval *(Otterstrom)*
 - B. Board Discussion Agenda *(5 minutes)*
 1. 2025-2030 Transit Development Plan: Finalize and Approve (Resolution) *(Otterstrom)*
5. Reports to Committee *(50 minutes)*
 - A. Connect Spokane Comprehensive Plan: Review Draft Elements *(Otterstrom)*
 - B. Transit-Oriented Development: Pilot Project Framework *(Otterstrom)*
 - C. Connect 2035 Strategic Plan: Initiative Evaluation Overview *(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 Member's Expressions *(5 minutes)*
11. Adjourn

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

Virtual Link:	Join here		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: 2493 286 2873

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 4, 2024

10:00 a.m. – 11:30 a.m.

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 July 10, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(5 minutes)*
 1. City Line Bus Procurement *(Rapez-Betty)*
5. Reports to Committee *(50 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - B. Connect Spokane Comprehensive Plan: Revised Draft *(Otterstrom)*
 - C. Connect 2035 Strategic Plan: Workshop Preview – Initiative Packaging *(Otterstrom)*
6. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval *(Otterstrom)*
7. CEO Report *(E. Susan Meyer) (15 minutes)*
8. Committee Information
9. Review October 2, 2024, Committee Meeting Draft Agenda
10. New Business
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn

Next Committee Meeting: Wednesday, October 2, 2024, at 10:00 a.m. in person.

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

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 6B : 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 July 10, 2024, committee meeting and draft September 4, 2024, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 10, 2024

1:30 p.m. – 3:00 p.m.

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 *(15 minutes)*
 - A. Minutes of the June 5, 2024, Committee Meeting -- Corrections/Approval
 - B. Citizen Advisory Committee Charter Approval (Cortright)
4. Committee Action *(none)*
 - A. Board Consent Agenda
 - B. Board Discussion Agenda
5. Reports to Committee (30 minutes)
 - A. 2023 Paratransit Survey Results *(Cortright)*
 - B. Marketing & Communications Update *(Cortright)*
 - C. 2023 State Audit Report *(Meyer)*
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 *(Meyer)*
 - C. June 2024 Sales Tax Revenue *(Meyer)*
8. Review September 4, 2024, Meeting Agenda *(5 minutes)* (No August Meeting)
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, September 4, 2024, at 1:30 p.m. in person. (No August Meeting)

Optional Virtual Link: [Join Here](#)

Password: **Members: 2024** | **Guests: 0724**

Call-in Number: 1-408-418-9388 | Event #: 2491 107 4636

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, September 4, 2024

1:30 p.m. – 3:00 p.m.

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 July 10, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action (30 minutes)
 - A. Board Consent Agenda
 1. Plaza Door Replacements - Award of Contract (*Rapez-Betty*)
 2. Charge Management Software System - Award of Contract (*Rapez-Betty*)
 3. Sprague Line - Phase 2: Scope of Work Approval (*Otterstrom*)
 4. Public Transportation Agency Safety Plan (*Williams*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (*none*)
6. CEO Report (*Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. July 2024 Operating Indicators (*Rapez-Betty*)
 - B. July 2024 Financial Results Summary (*Johnston*)
 - C. August 2024 Sales Tax Revenue (*Johnston*)
 - D. June 2024 Semiannual Financial Reports (*Johnston*)
 - E. 2nd Quarter 2024 Service Planning Input Report (*Otterstrom*)
8. Review October 2, 2024, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn
12. Next Committee Meeting: Wednesday, October 2, 2024, at 1:30 p.m. in person.

Optional Virtual Link:	Join Here		
Password:	Members: 2024		Guests: 0924
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 7 : BOARD ATTENDANCE REVIEW – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: Board member attendance is tracked at both Board and Committee meetings. The attendance records from January 1, 2024, through June 30, 2024, will be presented at the meeting.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 8 : CHIEF EXECUTIVE OFFICER SEARCH

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair

SUMMARY: At the June 25, 2024, STA Board Meeting, CEO, E. Susan Meyer, communicated her intent to retire at the end of 2024.

At this time, the committee will discuss the search process for a new Chief Executive Officer.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 9 : BOARD OF DIRECTORS MEETING AGENDA JULY 25, 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 July 25, 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, July 25, 2024
1:30 – 3:00 p.m.

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

Optional Virtual Link:	Click Here		
Password:	Members: 2024		Guests: <i>Guest</i>
Call-in Number:	1-408-418-9388		Event #: 2495 523 8251

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
6. Recognitions and Presentations: *10 minutes*
 - A. Jim Norfolk, Retirement (*Brandon Rapez-Betty*)
 - B. Employee Recognition Award – 2Q 2024 (*Nancy Williams*)
 - C. Years of Service Recognition – 2Q 2024 (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the June 5, 2024, Board Workshop – Corrections/Approval
 - B. Minutes of the June 20, 2024, Board Meeting – Corrections/Approval
 - C. Approval of the June 2024 Vouchers (*E. Susan Meyer*)
 - D. Public Works Contracts under \$35,000-Final Acceptance (*E. Susan Meyer*)
 - E. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval (*Karl Otterstrom*)
 - F. Designation & Appointment of STA Auditing Officer-Resolution (*E. Susan Meyer*)
8. Board Action – Committee Recommendation: *20 minutes*
 - A. 2025-2030 Transit Development Plan: Finalize and Approve – Resolution (*Karl Otterstrom*)
 - B. I-90/Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval (*Karl Otterstrom*)
9. Board Report: *10 minutes*
 - A. Connect 2035 Strategic Plan Phase 2 Update (*Karl Otterstrom*)
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: *20 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. May 2024 Financial Results Summary (*Tammy Johnston*)
 - D. May 2024 Operating Indicators (*Brandon Ropez-Betty*)
 - E. Connect Spokane Comprehensive Plan: Review Draft Elements (*Karl Otterstrom*)
 - F. Transit-Oriented Development: Pilot Project Framework (*Karl Otterstrom*)
 - G. 2023 Paratransit Survey Results (*Carly Cortright*)
 - H. Marketing & Communications Update (*Carly Cortright*)
 - I. 2023 State Audit Report (*Tammy Johnston*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session: *10 minutes*
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
18. Adjourn

Cable 5 Broadcast Dates and Times of July 25, 2024, Board Meeting:

Saturday, July 27, 2024	4:00 pm
Monday, July 29, 2024	10:00 am
Tuesday, July 30, 2024	8:00 pm

Next Committee Meetings, Wednesday:

Planning & Development	September 4, 2024, 10:00 am
Performance Monitoring & External Relations	September 4, 2024, 1:30 pm
Board Operations	September 11, 2024, 1:30 pm
<u>Next Board Workshop, Wednesday</u>	September 4, 2024, 11:15 am
<u>Next Board Meeting, Thursday</u>	September 19, 2024, 1:30 pm

There are no Committee or Board meetings in August.

(All Committee and Board meetings are held in person, with a virtual joining option)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 10 : BOARD OPERATIONS COMMITTEE DRAFT SEPTEMBER 11, 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 September 11, 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, September 11, 2024

1:30 p.m. – 3:00 p.m.

Northside Conference Room
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 *(5 minutes)*
 - A. Minutes of the July 17, 2024, Committee Meeting – Corrections/Approval
5. Committee Chair Reports *(10 minutes)*
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
6. Develop Future Framework: Board Policy Review Cycle *(10 minutes)*
7. Develop Future Framework: Annual Board Performance Measures *(10 minutes)*
8. Chief Executive Officer Search *(French) (15 minutes)*
9. Board of Directors Draft September 19, 2024, Meeting Agenda – Corrections/Approval *(Meyer) (5 minutes)*
10. Board Operations Committee Draft October 9, 2024, Meeting Agenda – Information *(Meyer) (5 minutes)*
11. CEO Report *(Meyer) (15 minutes)*
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, October 9, 2024, at 1:30 p.m. in person.

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0924
Call-in Number:	1-408-418-9388		Event #: xxxx xxx xxxx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 17, 2024

AGENDA ITEM 11 : 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

July 17, 2024

AGENDA ITEM 12 : NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to discuss new business relating to Board Operations.

RECOMMENDATION TO COMMITTEE: Information only.

13.

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