

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

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 Action/Discussion (15 minutes)
 - A. Consent Agenda
 - i. Sprague Line Right of Way Acquisition (*Otterstrom/Brodwater*)
 - ii. Spokane Public Facilities District Easements for Transit Operations (*Otterstrom*)
 - iii. Whitworth University Easement for Transit Operations (*Otterstrom*)
 - iv. General Counsel Legal Services Award of Contract (*Meyer*)
6. Board Operations Committee Work Program – Discussion (30 minutes)
 - A. Develop Future Framework: Board Policy Review Cycle
 - B. Develop Future Framework: Annual Board Performance Measures
 - C. Chief Executive Officer Performance Measures / Objectives
7. Committee Chair Reports (10 minutes)
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
8. Board of Directors Draft September 19, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
9. Board Operations Committee Draft October 9, 2024, Meeting Agenda – Information (*Meyer*) (5 minutes)
10. CEO Report (*Meyer*) (15 minutes)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, October 9, 2024, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here		
Password:	Members: 2024		Guests: 0924
Call-in Number:	1-408-418-9388		Event #: 2489 608 1724

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

September 11, 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

September 11, 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

September 11, 2024

AGENDA ITEM 4A : MINUTES OF THE JULY 17, 2024, COMMITTEE MEETING – CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The July 17, 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 July 17, 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 was detained and Ms. Haley, Chair Pro Tem, called the meeting to order at 1:30 p.m.
Ms. Infalt conducted roll call.

2. APPROVE COMMITTEE AGENDA

The Committee discussed revisions to the agenda regarding the Board Operations Committee Work Plan, specifically the CEO Performance Measures and whether the item should be added to the current agenda. The Committee discussed and agreed to add this discussion item to the agenda for September 11, 2024.

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

3. CHAIR'S COMMENTS

None

4. COMMITTEE ACTION

A. June 12, 2024, Committee Minutes

Mr. Dunne moved to approve the June 12, 2024, committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. Designation and Appointment of STA Auditing Officer – Resolution

Chair French joined at 1:38 p.m. and assumed the Chair.

Ms. Meyer presented this resolution to the Committee requesting the appointment of an alternate Auditing Officer.

Mr. Dunne moved to recommend the Board approve the resolution authorizing and appointing an Auditing Officer and appointing STA's CEO or designee as the Alternate Auditing Officer. Mr. Zappone 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 July 10, 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 July 10, 2024.

7. BOARD ATTENDANCE REVIEW

Ms. Meyer shared year-to-date Board Attendance with the Committee.

8. CHIEF EXECUTIVE OFFICER SEARCH

Ms. Meyer presented this item to the Committee. Discussion items included the scope of the search, engaging and evaluating firms, identifying CEO Search Task Force members, and deadlines. Chair French explained the history and processes for hiring CEOs in the past. The Committee discussed whether to include a Labor Representative, and a community member, possibly a member of the Citizen Advisory Committee, on the Task Force. Ms. Meyer shared the list of search firms she considered for the CEO Search.

Mr. Dunne moved to recommend the Board appoint a CEO Search Task Force composed of four, voting Board Operations Committee Members, delegate CEO Search Task Force to approve the job description, review applications, conduct first interviews and narrow the search to the final two or three for full Board interview and selection, and endorse the engagement of an executive recruiting firm for a national search for the STA Chief Executive Officer. Ms. Haley seconded, Chair French, Mr. Dunne, and Ms. Haley voted yes, Mr. Zappone voted no, and the motion passed 3-1.

9. BOARD OF DIRECTORS AGENDA JULY 25, 2024

Item 8B. I-90/Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval will be removed.

Item 8A. 2025-2030 Transit Development Plan: Finalize and Approve – Resolution will be moved up to 7G.

A new item for the CEO Search Task Force will be added as 8A.

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 11, 2024

Item 8. Chief Executive Officer Search will be renamed to Chief Executive Officer Search Task Force Report.

An item for a Work Plan update will be added to the agenda.

An item for the Chief Executive Officer Performance Measures will be added to the agenda with a list of performance measures from small and large transit agencies within Washington State.

11. CEO REPORT

Ms. Meyer shared the June 2024 voter-approved sales tax revenues representing April 2024 sales.

12. NEW BUSINESS

None

13. EXECUTIVE SESSION

Ms. Clark 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.”*

The Committee entered Executive Session at 2:38 p.m., with a 10-minute projected timeframe. At 2:43 p.m., an additional 5 minutes was requested. At 2:53 p.m., the Executive Session ended.

14. ADJOURN

Chair French adjourned the meeting at 2:53 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 5Ai : SPRAGUE LINE RIGHT OF WAY ACQUISITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
 Ryan Brodwater, Capital Projects Manager

SUMMARY: The Sprague Line project requires acquisition of property interests for the implementation of planned transit platforms. Staff are seeking approval for property acquisition, to include temporary construction easements, at a single location, as described below. Additional acquisitions are expected in the coming months.

BACKGROUND: The *STA Moving Forward* plan calls for investing in High Performance Transit (HPT) between Spokane and Spokane Valley, principally along Sprague Avenue. To support this effort, STA is renumbering Route 90 Sprague to Route 9 this September and opening stops with HPT station amenities at multiple locations as part of Phase 1 Sprague Line improvements. Sprague Line Phase 2 improvements include improvements to stop locations that feature more challenging retrofits to the built environment, including acquisition of private property to make way for accessibility and passenger improvements. Resolution 808-23, adopted by the STA Board on May 18, 2023, provides the CEO authority to enter into agreement and execute documents for these property interests up to a maximum of \$5,000 per parcel. Any negotiated agreement over \$5,000 per parcel requires Board approval.

The current acquisition proposed for action will enable construction of a proposed eastbound HPT station stop on Sprague Avenue just east of Freya St. The adjacent parcel # 35221.0505 is owned by Dave Black Properties, LLP and the current use is a gas station and convenience store. The acquisition area is currently a landscape area immediately adjacent to the city sidewalk. To construct the station, acquisition of real property and a temporary construction easement is necessary. Fair market compensation is required for STA to have a property interest to enable HPT improvements. In addition, compensation needs to be provided for removal of existing site improvements such as paving, curbing, and/or landscaping. The initial proposal value for these actions was provided by a licensed appraiser and negotiated to settlement as follows:

Element	Area	Appraised Value	Settlement Value	Difference
Real Property	529.55 SF	\$7,413.70 @ \$14.00/SF	\$10,866.37 @ \$20.52/SF	\$3,452.67 @ \$6.52/SF
Temporary Construction Easement	1,858.92 SF	\$5,204.98	\$7,633.63	\$2,428.65
Site Improvements	Lump Sum	\$1,500.00	\$1,500.00	\$0.00
Totals	-	\$14,118.68	\$20,000.00	\$5,881.32

Staff and STA's right-of-way consultant have determined this settlement value to be reasonable and supported by comparable property values.

RECOMMENDATION TO COMMITTEE: Recommend Board approve, by motion, the real property acquisition and associated temporary construction easement between Black Properties, LLP and Spokane Transit for a portion of Spokane County Parcel #35221.0505 for a total \$20,000.00 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 5Aii : SPOKANE PUBLIC FACILITIES DISTRICT EASEMENTS FOR TRANSIT OPERATIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: This action seeks to approve the placement of various easements, beneficial to STA’s operations, on land owned and operated by the Spokane Public Facilities District (PFD), in support of Route 11 Downtown/North Bank Shuttle. This infrastructure and associated easements replace the previous transit infrastructure for Route 11 Downtown/North Bank Shuttle constructed along Boone Avenue in the 1990s, that was removed to make room for ONE Spokane Stadium.

BACKGROUND: In the 1990s a formal bus stop with shelters, a passenger information kiosk and a bus pullout that accommodated multiple buses, was constructed, and put into service on Boone Avenue between Howard and Washington streets. Use of the parking lot was integrated into a monthly parking program to provide a combined monthly parking and shuttle bus pass through a partnership with the Spokane Public Facilities District (PFD) and Downtown Spokane Partnership (DSP). Mostly recently, service has been provided by Route 11 Downtown/North Bank Shuttle, and the monthly parking and shuttle pass known as Shuttle Park.

In support of Route 11 Downtown/North Bank Shuttle, on June 5, 2024, the Board authorized the CEO to execute an interlocal agreement with Spokane Public Schools for reimbursement for transit-related infrastructure costs on planned transit improvements to the PFD-owned parking lot by Spokane Public Schools on Spokane County Parcel #35185.5001. Improvements included enhancements to the replacement bus stop on Howard Street and an operator restroom to support layover activities at all-day service operations.

Underlying these transit improvements will be the easements necessary to ensure the long-term operation of these facilities. STA worked with the PFD to document the location and size of the easements and is finalizing the agreements necessary to record the easements with Spokane County. The PFD has agreed to convey these easements without remuneration by STA.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to execute and record all documentation necessary to obtain easements from Spokane Public Facilities District associated with the Spokane Transit operations infrastructure and improvements located on parcel #35185.5001.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 5Aiii : WHITWORTH UNIVERSITY EASEMENT FOR TRANSIT OPERATIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: This action seeks to approve the placement of an easement, beneficial to STA's operations, on land owned by Whitworth University, in support of operators and passengers on Route 28 Nevada.

BACKGROUND: On June 15, 1992, a formal agreement to install a bus stop with shelter, a passenger information kiosk, and a bus pullout, was constructed by Whitworth College (now Whitworth University), and put into service on Ivanhoe Road immediately south of Hawthorne Road. The sheltered stop has been used over the decades for multiple routes. Since 2005, the shelter location has been serviced by Route 28 Nevada. For the past several years, the stop has also acted as the layover point on the route, and consequently, STA has maintained a portable toilet at the location for use by operators.

In support of operators driving Route 28 Nevada, the adopted 2024-2029 Capital Improvement Program included a project to construct a permanent operator restroom at this location. Design work commenced in February 2024 in active consultation with Whitworth University. The improvements include installation of a new shelter, related sidewalk improvements on Ivanhoe Road, and operator restroom to support layover activities.

Underlying these transit improvements will be the easement necessary to ensure the long-term operation of these facilities. STA worked with Whitworth University to document the location and size of the easement and is finalizing the agreements, subject to Board approval necessary to record the easement with Spokane County on Spokane County Parcel #36184.2430. Whitworth University is willing to provide the necessary easement at no cost to STA.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to execute and record all documentation necessary to obtain an easement from Whitworth University associated with the Spokane transit operations infrastructure and improvements located on parcel #36184.2430.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 5Aiv : GENERAL COUNSEL LEGAL SERVICES AWARD OF CONTRACT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Jordan Hayes-Horton, Senior Procurement Manager

SUMMARY: The current contract (2022-10732) with Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C. for Interim General Counsel Legal Services expires on September 30, 2024.

On June 7, 2024, Request for Proposals (RFP) 2024-10963 for General Counsel Legal Services was advertised on the STA website, the Transit Talent website, the Washington State Office of Minority and Women's Business Enterprises website, the Washington State Department of Enterprise Services bidding platform (WEBS), in the Spokesman Review, and in the Seattle Times. The solicitation closed on July 5, 2024, and five (5) proposals from responsible firms: Consilio, Etter, McMahon, Lamberson, Van Wert & Oreskovich, Kutak Rock, Stevens Clay, and Williams Kastner, were deemed responsive and evaluated.

The evaluation committee met on July 25, 2024, and was comprised of voting members Commissioner French, Mayor Haley, Council Member Dunne, Council Member Zappone, E. Susan Meyer, Karl Otterstrom, Brandon Rapez-Betty, Nancy Williams and non-voting members Dana Infalt and Jordan Hayes-Horton. The proposals were evaluated based on the following criteria: 1) Qualifications & Experience of Key Personnel; 2) Qualifications & Experience of Firm; 3) Availability of Key Personnel; 4) References; and 5) Price Proposal.

Initial scores were as follows:

Proposer	Initial Evaluation Score
Consilio	68.23
Etter, McMahon, Lamberson, Van Wert & Oreskovich	93.13
Kutak Rock	80.93
Stevens Clay	73.68
Williams Kastner	71.87

The evaluation committee determined that interviews with the two highest scoring firms would be beneficial. The evaluation committee evaluated the interviews of the two firms based on the same evaluation criteria outlined above.

Final Evaluation scores were as follows:

Proposer	Final Evaluation Score
Etter, McMahon, Lamberson, Van Wert & Oreskovich	93.76
Kutak Rock	68.35

The evaluation committee determined Etter, McMahon, Lamberson, Van Wert & Oreskovich scored the highest points and is a qualified and cost-effective firm to provide General Counsel Legal Services.

The total estimated cost of the contract over the five-year period is \$1,260,000.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approves the evaluation committee's recommendation to award a five-year contract for General Counsel Legal Services to Etter, McMahon, Lamberson, Van Wert & Oreskovich.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 6 : BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION

- A. Develop Future Framework-Board Policy Review Cycle
- B. Develop Future Framework-Annual Board Performance Measures
- C. Chief Executive Officer Performance Measures

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The 2024 Board Operations Committee Work Program was developed at the May 2024 Board Operations Committee meeting. The attached Board Operations Committee functions represent the work to be completed by the Board Operations Committee in 2024.

At this time, the committee will discuss the items scheduled for review.

Board Operation Committee - Functions

1) **Board Performance and Capacity Building**

- a) Board Member Performance Measures
 - i) Attendance:
 - (1) Timely RSVPs/Arrangement for alternate
 - (2) Special workshops
 - (3) Annual employee safety awards dinner
 - ii) Facility Tours, bus rides, operational briefings
 - iii) Riding the bus
- b) Capacity Building:
 - (1) New Board Member Onboarding/Orientation Program
 - (2) Mentorship Program
 - (3) Attendance at APTA Conference(s)
 - (4) Assigned reading (i.e., governance, transit principles)

2) **Board / CEO Relationship**

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

3) **Board Policy Review (as needed):**

- a) Mission – *updated by Board in 2023*
- b) Bylaws
- c) Rules of Procedure – *updated by Board in 2024*
- d) Committee Functions / Guidelines
- e) Procurement Policy
- f) Rules of Conduct

4) Real Estate, as needed

5) Conflict resolution, as needed

6) The Work Plan expects to present the future framework(s) with a recommendation for approval to the Board in November.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 7A: 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 September 4, 2024, committee meeting and draft October 2, 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, 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

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 *(20 minutes)*
 - A. Board Consent Agenda
 1. City Line Bus Procurement *(Rapez-Betty/Otterstrom)*
 - B. Board Discussion Agenda - none
5. Report to Committee *(40 minutes)*
 - A. Connect 2035 Comprehensive Plan: Revised Draft *(Otterstrom)*
 - B. Facilities Master Plan Update *(Rapez-Betty)*
 - C. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - D. 2024 Reconnecting Communities Grant Application Opportunity *(Otterstrom)*
 - E. Connect 2035 Strategic Plan: Workshop Preview – Initiative Packaging *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
 - A. Federal Transit Administration Section 5310: Call for Projects Update *(Otterstrom)*
8. Review October 2, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

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

Virtual Link:	Join here	
Password:	Members: 2024	Guests: Guest (48378)
Call-in Number:	1-408-418-9388	Event #: 2496 183 7774

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, October 2, 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 September 4, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action *(20 minutes)*
 - A. Board Consent Agenda
 1. Connect Spokane Comprehensive Plan: Adoption of Plan Updates (Resolution) *(Otterstrom)*
5. Report to Committee *(40 minutes)*
 - A. Connect 2035 Strategic Plan Update *(Otterstrom)*
 - B. 2025 Action Plan: Review Draft Proposal *(Otterstrom)*
 - C. 2025 Capital & Operating Budgets: Review Draft Proposal *(Johnston/Meyer)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review November 6, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, November 6, 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

September 11, 2024

AGENDA ITEM 7B : 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 September 4, 2024, committee meeting and draft October 2, 2024, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, September 4, 2024

1:30 p.m. – 3:00 p.m.

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AGENDA

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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 (20 minutes)
 - A. Board Consent Agenda
 1. Disadvantaged Business Enterprise (DBE) Program Approval (*Otterstrom*)
 - B. Board Discussion Agenda
 1. STA Bus Wrap Policy Considerations (*Rapez-Betty/Cortright*)
5. Reports to Committee (15 minutes)
 - A. 2024 Second Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
 - B. September 2024 Service Change Report (*Otterstrom*)
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 #: 2498 069 3975

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, October 2, 2024

1:30 p.m. – 3:00 p.m.

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DRAFT AGENDA

1. Call to Order and Roll Call
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3. Committee Action (5 minutes)
 - A. Minutes of the September 4, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action (10 minutes)
 - A. Board Consent Agenda
 1. Public Transportation Agency Safety Plan (*Williams*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (10 minutes)
 1. STA Bus Wrap Policy and Operational Considerations (*Rapez-Betty/Cortright*)
6. CEO Report (*Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. August 2024 Operating Indicators (*Rapez-Betty*)
 - B. August 2024 Financial Results Summary (*Johnston*)
 - C. September 2024 Sales Tax Revenue (*Johnston*)
8. Review November 6, 2024, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn
12. Next Committee Meeting: Wednesday, November 6, 2024, at 1:30 p.m. in person.

Optional Virtual Link:	Join Here		
Password:	Members: 2024		Guests: 1024
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 8 : BOARD OF DIRECTORS MEETING AGENDA SEPTEMBER 19, 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 September 19, 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 OF

Thursday, September 19, 2024
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Page 2

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: *5 minutes*
 - A. Washington State Department of Transportation Wall of Fame Honorees (*Nancy Williams*)
7. Public Hearing: *10 minutes*
 - A. Connect Spokane Comprehensive Plan: Revised Draft (*Karl Otterstrom*)
(*Action at the October 17, 2024, Board Meeting*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the July 25, 2024, Board Meeting – Corrections/Approval
 - B. Minutes of the August 28, 2024, Special Board Meeting – Corrections/Approval
 - C. Approval of the July 2024 and August 2024 Vouchers (*E. Susan Meyer*)
 - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - E. 2022 Bus Stop Improvements-Phase 3: Wesslen Construction, Inc.: 2023-10827 Final Acceptance (*Karl Otterstrom*)
 - F. 2020-10449 High Performance Transit Amenities Installations: Final Acceptance (*Karl Otterstrom*)
 - G. Disadvantaged Business Enterprise (DBE) Program Approval (*Karl Otterstrom*)
 - H. Sprague Line Right Of Way Acquisition (*Karl Otterstrom*)
 - I. Spokane Public Facilities District Easements for Transit Operations (*Karl Otterstrom*)
 - J. Whitworth University Easement for Transit Operations (*Karl Otterstrom*)
 - K. City Line Bus Procurement (*Brandon Rapez-Betty*)
 - L. General Counsel Legal Services Award of Contract (*E. Susan Meyer*)
9. Board Report: *15 minutes*
 - A. Connect 2035 Phase 2 Update (*Karl Otterstrom*)
 - B. CEO Search Task Force Update (*Chair French*)
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Al French*)
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
12. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Josh Kerns*)

13. CEO Report: *15 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. August 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. June 2024 Semi-Annual Financial Reports (*Tammy Johnston*)
 - D. July 2024 Financial Results Summary (*Tammy Johnston*)
 - E. 2024 Reconnecting Communities Grant Application Opportunity (*Karl Otterstrom*)
 - F. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
 - G. Facilities Master Plan Update (*Brandon Ropez-Betty*)
 - H. Federal Transit Administration Section 5310: Call for Projects Preliminary Proposal Update (*Karl Otterstrom*)
 - I. Second Quarter 2024 Service Planning Input Report (*Karl Otterstrom*)
 - J. 2024 Second Quarter Year-to-Date Performance Measures (*Brandon Ropez-Betty*)
 - K. July 2024 Operating Indicators (*Brandon Ropez-Betty*)
 - L. September 2024 Service Change Report (*Karl Otterstrom*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session (*Etter, McMahan, Lamberson, Van Wert & Oreskovich, P.C.*): *none*
18. Adjourn

Optional Virtual link: [Click Here](#)

Password:

Members: 2024

Guests: Guest

Call-in Number:

1-408-418-9388

Event #: 2501 648 7060

Cable 5 Broadcast Dates and Times of September 19, 2024, Board Meeting:

Saturday, September 21, 2024	4:00 p.m.
Monday, September 23, 2024	10:00 a.m.
Tuesday, September 24, 2024	8:00 p.m.

Next Committee Meetings, Wednesday:

Board Operations	October 9, 2024, 1:30 p.m.
Planning & Development	October 2, 2024, 10:00 a.m.
Performance Monitoring & External Relations	October 2, 2024, 1:30 p.m.

Next Board Meeting:

Thursday, October 17, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option will be available for all meetings)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 9 : BOARD OPERATIONS COMMITTEE DRAFT OCTOBER 9, 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 October 9, 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, October 9, 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 September 11, 2024, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion *(10 minutes)*
 - A. Consent Agenda
 - i. Sprague Line Right of Way Acquisition
 - ii. Spokane County Surplus Land Acquisition
6. Committee Chair Reports *(10 minutes)*
 - A. Pam Haley, Planning & Development
 - B. Josh Kerns, Performance Monitoring & External Relations
7. Develop Future Framework: Board/CEO Relationship *(French) (10 minutes)*
8. Finalize CEO 2024 Evaluation Process *(French) (10 minutes)*
9. Review CEO 2025 Performance Objectives *(French) (10 minutes)*
10. Review CEO 2025 Evaluation Schedule *(French) (10 minutes)*
11. Board of Directors Draft October 17, 2024, Meeting Agenda – Corrections/Approval *(Meyer) (5 minutes)*
12. Board Operations Committee Draft November 13, 2024, Meeting Agenda – Information *(Meyer) (5 minutes)*
13. CEO Report *(Meyer) (10 minutes)*
14. New Business
15. Adjourn

Next Committee Meeting: Wednesday, November 13, 2024, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here	
Password:	Members: 2024	Guests: 1024
Call-in Number:	1-408-418-9388	Event #: xxxx xxx xxxx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

September 11, 2024

AGENDA ITEM 10 : 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

September 11, 2024

AGENDA ITEM 11 : 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.