

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*

### 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. Board Operations Committee Work Program – Discussion (*French*) (20 minutes)
  - A. Future Framework: CEO Performance Objectives & Evaluation Schedule
6. Board Operations Committee Work Program – Discussion (*French*) (20 minutes)
  - A. Develop Future Framework: Board/CEO Relationship
7. Committee Chair Reports (10 minutes)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
8. Board of Directors Draft October 17, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
9. Board Operations Committee Draft November 13, 2024, Meeting Agenda – Information (*Meyer*) (5 minutes)
10. CEO Report (*Meyer*) (10 minutes)
11. New Business
12. Adjourn

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

Virtual Link:	Join <a href="#">here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 1024
Call-in Number:	1-408-418-9388		Event #: 2498 054 9151

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**

October 9, 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 and approve the meeting agenda with any revisions provided.

**RECOMMENDATION TO COMMITTEE:** Approve Board Operations Committee agenda.

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

October 9, 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**

October 9, 2024

**AGENDA ITEM 4A :** MINUTES OF THE SEPTEMBER 11, 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 September 11, 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 September 11, 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**

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.

**STAFF ABSENT**

Brandon Rapez-Betty, Chief Operations Officer

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

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

**2. APPROVE COMMITTEE AGENDA**

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

**3. CHAIR'S COMMENTS**

None

#### 4. COMMITTEE ACTION

##### A. July 17, 2024, Committee Minutes

Ms. Haley moved to approve the July 17, 2024, committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

#### 5. COMMITTEE ACTION/DISCUSSION

##### A. Consent Agenda

###### i. **Sprague Line Right of Way Acquisition**

Mr. Otterstrom presented this item to the Committee.

**Ms. Haley moved to recommend the Board approve the real property acquisition and associated temporary construction easement between Dave 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. Mr. Dunne seconded, and the motion passed unanimously.**

###### ii. **Spokane Public Facilities District Easements for Transit Operations**

Mr. Otterstrom presented this item to the Committee.

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

###### iii. **Whitworth University Easement for Transit Operations**

Mr. Otterstrom presented this item to the Committee.

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

###### iv. **General Counsel Legal Services Award of Contract**

Ms. Meyer presented this item to the Committee.

**Ms. Haley moved to recommend the Board approve the Evaluation Committee's recommendation to award a five-year contract from October 1, 2024, to September 30, 2029, for General Counsel Legal Services to Etter, McMahon, Lamberson, Van Wert & Oreskovich. Mr. Dunne seconded, and the motion passed unanimously.**

## **6. BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION**

### **A. Develop Future Framework: Board Policy Review Cycle**

The Committee discussed and determined the STA Mission, Rules of Procedure, Committee Functions/Guidelines, Procurement Policy, and Rules of Conduct should be reviewed by the Committee on a five-year rotation during the Board Operations Committee meeting each December, to decide the necessity of reviewing any of those policies in the upcoming year. The Bylaws will be reviewed by the Committee on a four-year rotation during the Board Operations Committee meeting to determine the need in the upcoming year. The Procurement Policy may be presented for review throughout the five-year cycle as this policy may require more periodic changes. Changes can be made to the policy(ies) at the time of review, but changes are not required. The list of reviewed policies will be updated annually to indicate the last date of review. Recommendations from the Committee during the time of the review will be sent to the new Committee for review during their meeting in February of the following year.

### **B. Develop Future Framework: Annual Board Performance Measures**

The Committee discussed the history of Committee member attendance and determined no changes were needed to the bi-annual reviews. No other changes were made to the Board Member Performance Measures or Capacity Building at this time.

### **C. Chief Executive Officer Performance Measures / Objectives**

The Committee will review the list of current STA CEO Performance Measures and those gathered from other agencies and discuss at the Board Operations Committee in October.

## **7. COMMITTEE CHAIR REPORTS**

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

Mr. Dunne Chaired the meeting in Ms. Haley's absence. He shared the items presented at the Planning & Development Committee meeting on September 4, 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 September 4, 2024.

## **8. BOARD OF DIRECTORS AGENDA SEPTEMBER 19, 2024**

There were no changes to the agenda.

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

## **9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 9, 2024**

The Committee decided to consolidate the following items on the agenda:

- 9. Review CEO 2025 Performance Objectives
- 10. Review CEO 2025 Evaluation Schedule

**10. CEO REPORT**

Ms. Meyer shared the August 2024 voter-approved sales tax revenues representing June 2024 sales. Ms. Meyer provided an update regarding the completion of the Plaza first floor restrooms' construction and the success of the STA Shuttle for the Spokane County Fair with increased ridership in comparison to previous years.

**11. NEW BUSINESS**

None

**12. ADJOURN**

Chair French adjourned the meeting at 2:43 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer



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

October 9, 2024

**AGENDA ITEM 5 :** BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION  
A. Future Framework: CEO Performance Objectives & Evaluation Schedule

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair

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**SUMMARY:** The purpose of this agenda item is to discuss and develop a framework for establishing draft performance objectives and an evaluation process for the CEO of Spokane Transit Authority (STA). This framework will serve as a guide to measure leadership effectiveness, track progress on strategic goals, and ensure alignment with the organization's mission and priorities.

In order to ensure operational efficiency, customer satisfaction, financial management, and long-term sustainability, the performance of the CEO will be regularly evaluated against clearly defined objectives. A consistent evaluation process also ensures transparency and accountability, aligning the CEO's goals with those of the Board of Directors.

At the September Board Operations Committee meeting, members were provided with an overview of the current CEO evaluation measures, along with examples of performance objectives from other Washington State transit agencies for their review.

At this time, the Committee will engage in a discussion to consider the existing performance objectives and objectives from peer agencies. The goal is to establish a refined set of performance objectives and a corresponding evaluation schedule for future consideration and adoption by the Board and CEO. A staff report has been prepared to support the Committee in this discussion.

See attached.

**RECOMMENDATION TO COMMITTEE:** For discussion.

Agenda Item 5

Staff Report: BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION

A. Future Framework: CEO Performance Objectives & Evaluation Schedule

**KEY AREAS FOR CONSIDERATION**

**1. STA Priorities**

- Earn and Retain Community Trust
- Safety
- Organizational Development
- Financial Stewardship
- Outstanding Customer Service

**2. Performance Objectives:** Consistent with final CEO Job Description

The CEO will collaborate with the Board Operations Committee to set specific, measurable, and time-bound goals at the beginning of each year.

- Strategic Leadership
- Operational Excellence
- Financial Stewardship
- Workforce Development
- Communication
- Community and Industry Leadership
- Board Support

**3. Evaluation Schedule**

- **Annual Evaluations:** The CEO's performance will be formally reviewed annually, and mid-year updates or reviews may be conducted to monitor progress on key objectives.
- **Board/Committee Involvement:** Establish a process where the full Board and the Board Operations Committee have input and oversight into the performance review.

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

October 9, 2024

**AGENDA ITEM 6 :** BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION  
A. Develop Future Framework: Board/Chief Executive Officer Relationship

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair

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**SUMMARY:** The development of a future framework for the Board and CEO relationship is essential to ensure effective governance and operational leadership at Spokane Transit Authority (STA). A well-defined framework will help clarify roles, responsibilities, and decision-making processes, fostering a collaborative partnership between the Board and CEO. This framework will establish clear communication protocols, enhance transparency, and promote accountability, ensuring that both the Board and the CEO are aligned in driving the organization’s strategic objectives. By formalizing this relationship, the Board can better support the CEO in executing initiatives while maintaining proper oversight, ultimately contributing to the long-term success and sustainability of the organization.

At this time, the Committee will discuss role expectations and establish clear guidelines for interaction and oversight to enhance the overall effectiveness of both the Board and the CEO in meeting organizational goals.

Some key areas to consider in the development of the Board/CEO relationship framework include:

- **Role Clarity:** Defining and differentiating the strategic governance role of the Board from the operational leadership role of the CEO establishing clear lines of accountability for decision-making.
- **Communication Protocols:** Developing formal communication processes between the Board and CEO, including regular updates, and meeting cadence to ensure accountability and timely information-sharing on critical issues, initiatives, and challenges.
- **Performance Evaluation and Feedback:** Establishing a consistent mechanism for providing ongoing feedback to the CEO in addition to the formal annual evaluation process and creating opportunities for the Board to provide strategic input and guidance on CEO leadership development.
- **Board Engagement and Support:** Identifying ways in which the Board can effectively support the CEO in executing the organization's strategic priorities while maintaining appropriate oversight and creating a framework for Board engagement in key decision-making areas, including long-term strategic planning, Budgeting, and policy development.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

October 9, 2024

**AGENDA ITEM 7A :** 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 October 2, 2024, committee meeting and draft November 6, 2024, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** Receive report.

Spokane Transit Authority  
1230 West Boone Avenue  
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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*

### 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 (10 minutes)
  - A. Board Consent Agenda - *none*
  - B. Board Discussion Agenda
    1. Connect Spokane Comprehensive Plan: Final Adoption of Plan Update (Resolution)  
(*Otterstrom*)
5. Report to Committee (50 minutes)
  - A. Draft 2025 Budget (*Johnston/Otterstrom*)
  - B. Connect 2035 Strategic Plan: Community Input Review & Packaging Guidance (*Otterstrom*)
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 <a href="#">here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388		Event #: 2489 382 3926

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 6, 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. Federal Transit Administration Section 5310: Funding Opportunity Approval (*Otterstrom*)
    2. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval (*Otterstrom*)
5. Report to Committee (40 minutes)
  - A. Proposed 2025 Budget (*Johnston/Otterstrom*)  
(*Public Hearing at the November 21, 2024, Board meeting*)
  - B. Draft 2025 Planning & Development Committee Work Program (*Otterstrom*)
  - C. Draft Connect 2035 Strategic Plan (*Otterstrom*)  
(*Public Hearing at the November 21, 2024, Board meeting*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information
8. Review December 4, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, December 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**

October 9, 2024

**AGENDA ITEM 7B :** 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 October 2, 2024, committee meeting and draft November 6, 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, October 2, 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 September 4, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(none)*
  - A. Board Consent Agenda
  - B. Board Discussion Agenda
5. Reports to Committee *(15 minutes)*
  - A. Potential 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

Optional Virtual Link:	<a href="#">JOIN HERE</a>	
Password:	<b>Members:</b> 2024	<b>Guests:</b> 1024
Call-in Number:	1-408-418-9388	Event #: 2492 463 9910

Next Committee Meeting: Wednesday, November 6, 2024, at 1:30 p.m.

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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, November 6, 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*

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the October 2, 2024, Committee Meeting -- *Corrections/Approval*
  - B. Appointment of Members to Citizen Advisory Committee *(Cortright)*
4. Committee Action *(25 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
    1. Draft 2025 State Legislative Focus and Priorities *(Cortright)*
    2. Resolution in Recognition of Congresswoman McMorris Rodgers *(Cortright)*
5. Reports to Committee *(20 minutes)*
  - A. Draft 2025 Performance Monitoring & External Relations Committee Work Program for December Approval *(Rapez-Betty)*
  - B. 2025 Service Revisions: Draft for Public Input *(Otterstrom)*
6. CEO Report (Meyer) *(15 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. September 2024 Operating Indicators *(Rapez-Betty)*
  - B. September 2024 Financial Results Summary *(Johnston)*
  - C. October 2024 Sales Tax Revenue *(Johnston)*
  - D. Third Quarter 2024 Service Planning Input Report *(Otterstrom)*
  - E. STA's Holiday Services & Office Hours *(Infalt)*
8. Review December 4, 2024, Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Optional Virtual Link:	Join Here		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 1124
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

Next Committee Meeting: Wednesday, December 4, 2024, at 1:30 p.m.

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

October 9, 2024

**AGENDA ITEM 8** : BOARD OF DIRECTORS MEETING AGENDA OCTOBER 17, 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 October 17, 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, October 17, 2024

1:30 – 3:00 p.m.

### STA Boardroom

1230 West Boone Avenue, Spokane, WA

*w/Virtual Public Viewing Option Link on 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: *10 minutes*
  - A. Robert Pogue, Senior Vehicle Technician, Retirement Recognition (*Brandon Rapez-Betty*)
  - B. Employee Recognition Award – 3<sup>rd</sup> Quarter 2024 (*Nancy Williams*)
  - C. Years of Service Recognition – 3<sup>rd</sup> Quarter 2024 (*Nancy Williams*)
  - D. Federal Transit Administration Section 5310 Subrecipient Recognition (*Karl Otterstrom*)
7. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of September 4, 2024, STA Board Workshop – *Corrections/Approval*
  - B. Minutes of the September 19, 2024, Board Meeting – *Corrections/Approval*
  - C. Approval of the September 2024 Vouchers (*E. Susan Meyer*)
  - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
8. Board Action - Committee Recommendation: *10 minutes*
  - A. Connect Spokane Comprehensive Plan: Final Adoption of Plan Update: Resolution (*Karl Otterstrom*)
9. Board Report: *30 minutes*
  - A. Draft 2025 Budget (*Karl Otterstrom/Tammy Johnston*)
  - B. Connect 2035 Strategic Plan: Community Input Review & Packaging Guidance (*Karl Otterstrom*)
  - C. 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*)
    - i. Bus Wrap Policy and Operational Considerations (*Brandon Rapez-Betty*)
13. CEO Report: *15 minutes*

14. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. September 2024 Sales Tax Revenue (*Tammy Johnston*)
  - C. August 2024 Financial Results Summary (*Tammy Johnston*)
  - D. August 2024 Operating Indicators (*Brandon Rapez-Betty*)
15. New Business: *5 minutes*
16. Board Members' Expressions: *5 minutes*
17. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *none*
18. Adjourn

Optional Virtual link:	<i>insert link here</i>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388		Event #: <b>xx</b>

Cable 5 Broadcast Dates and Times of October 17, 2024, Board Meeting:

Saturday, October 19, 2024	4:00 p.m.
Monday, October 21, 2024	10:00 a.m.
Tuesday, October 22, 2024	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	November 6, 2024, 10:00 a.m.
Performance Monitoring & External Relations	November 6, 2024, 1:30 p.m.
Board Operations	November 13, 2024, 1:30 p.m.

Next Board Meeting:

Thursday, November 21, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

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

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**

October 9, 2024

**AGENDA ITEM 9** : BOARD OPERATIONS COMMITTEE DRAFT NOVEMBER 13, 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 November 13, 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, November 13, 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 October 9, 2024, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (*10 minutes*)
  - A. Consent Agenda
    - i. Spokane County Surplus Land Acquisition
    - ii. Sprague Line Right of Way Acquisition
6. Board Operations Committee Work Program – Discussion (*30 minutes*)
  - A. Develop Future Framework
    - i. Board Capacity Building
      - a. New Member Orientation Program
      - b. Mentorship Program
  - B. Draft 2025 Board Operations Committee Work Plan

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

7. Committee Chair Reports (10 minutes)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
8. Board of Directors Draft October 17, 2024, Meeting Agenda – Corrections/Approval (Meyer) (5 minutes)
9. Board Operations Committee Draft November 13, 2024, Meeting Agenda – Information (Meyer) (5 minutes)
10. CEO Report (Meyer) (15 minutes)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, December 11, 2024, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 1124
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](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**

October 9, 2024

**AGENDA ITEM 10 :** 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**

October 9, 2024

**AGENDA ITEM 11 :** 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.