

**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*

**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 (Resolution) (*Otterstrom*)
    - ii. Sprague Line Right of Way Acquisition (*Otterstrom*)
6. Board Operations 2024 Committee Work Program – Discussion (*French*) (*10 minutes*)
  - A. Develop Future Framework
    - i. 2025 New Board Member Orientation Program
    - ii. 2025 New Board Member Mentorship Program
  - B. Draft Board Operations 2025 Committee Work Program
7. Committee Chair Reports (*10 minutes*)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
8. Board of Directors Draft November 21, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
9. Board Operations Committee Draft December 11, 2024, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
10. CEO Report (*Meyer*) (*10 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 <a href="#">here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 1124
Call-in Number:	1-408-418-9388		Event #: 2482 985 4550

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**

November 13, 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**

November 13, 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**

November 13, 2024

**AGENDA ITEM 4A :** MINUTES OF THE OCTOBER 9, 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 October 9, 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 October 9, 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.

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

Chair French called the meeting to order at 1:32 p.m. The Clerk conducted roll call.

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

The Committee added "Succession Planning" to item 11. New Business.

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

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

Chair French commented that the APTA event the prior week went well, and that STA continues to be recognized for its great work in the industry. Mr. Dunne and Ms. Haley echoed Chair French's sentiments about STA's recognition and accomplishments.

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

##### **A. September 11, 2024, Committee Minutes**

**Ms. Haley moved to approve the September 11, 2024, committee meeting minutes as submitted, Mr. Zappone seconded, and the motion passed unanimously.**

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

### **A. Future Framework: CEO Performance Objectives & Evaluation Schedule**

The Committee reviewed the performance measures from the most recent performance evaluation which are primarily a subset of STA's operating indicators, local and federal leadership, Board support, and community perceptions. The Committee discussed the performance measures and whether changes are needed for 2025. The Committee decided to suspend this discussion until at such a time a job description for the next CEO is established on which the performance measures can be based.

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

### **A. Developing Future Framework: Board/CEO Relationship**

The Committee discussed developing the future framework for Board/CEO relationship for 2025. The Committee decided to suspend this discussion until at such a time a job description for the CEO is established, and a new CEO is hired. The contract for the new CEO may also provide guidance for this framework.

## **7. COMMITTEE CHAIR REPORTS**

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

Ms. Haley shared the items presented at the Planning & Development Committee meeting on October 2, 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 October 2, 2024. The Board Operations Committee discussed the item regarding bus wrapping presented at PMER.

## **8. BOARD OF DIRECTORS AGENDA OCTOBER 17, 2024**

This item was discussed after item 11. New Business due to the Chair's discussion regarding STA's CEO succession. Changes to the agenda are as follows:

- Item 9B. Connect 2035 Strategic Plan: Community Input Review & Packaging Guidance will be changed from a Board Report to Board Action.
- Succession Planning Update will be added to the agenda under the Board Operations Committee Chair Report.

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

## **9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 13, 2024**

This item was discussed after item 11. New Business and item 8. Board of Directors Agenda October 17, 2024, due to the Chair's discussion regarding STA's CEO succession.

- Succession Planning will be added to the agenda.
- If an update regarding the performance metrics is available, it will be included in the Chair's Comments.

## **10. CEO REPORT**

Ms. Meyer shared the September 2024 voter-approved sales tax revenues representing July 2024 sales. Actual budget was \$10M, compared to the budget of \$8.5M, for a 17.8% difference, or \$1.5M. Year-to-date results are 2.4% above budget. Ms. Meyer provided updates regarding APTA, WSTA, the Northwest Transit Exchange, preparation for the CEO Search Task Force meeting on October 16, and the Citizen Advisory Committee. Chair French said that the five STA Board members who attended APTA should email their experiences about the conference.

## **11. NEW BUSINESS**

Chair French discussed STA's CEO succession and offered four options for an interim CEO as the time for hiring a new CEO is too short to complete prior to the end of the year when CEO Meyer is retiring. Discussion ensued.

## **12. 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**

November 13, 2024

**AGENDA ITEM 5Ai :** SPOKANE COUNTY SURPLUS LAND ACQUISITION (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Spokane County has offered to sell two vacant and surplus parcels of land to Spokane Transit Authority (STA) adjacent to the Pence-Cole Valley Transit Center. Staff are seeking Board authorization to finalize the acquisition of the property for transit purposes.

**BACKGROUND:** In 2023, STA contacted Spokane County staff regarding two County parcels that were available for sale. The parcels were surplus from the original construction of the Sprague-Appleway Couplet. Spokane County has made the parcels available to STA offering us right-of-first refusal for acquisition. STA has completed Phase I and a limited Phase II Environmental site assessment. STA has completed a third-party appraisal and a review appraisal to determine fair market value. A written offer and summary statement were drafted and delivered to Spokane County on June 27, 2024. The offer was accepted by the Board of County Commissioners on October 29, 2024.

Funding for the acquisition is proposed to come from STA local funds.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board authorize, by resolution, the CEO to take such actions and execute all documents necessary to acquire parcels 45201.0831 and 45201.0832 situated at 202 S. University Road in Spokane Valley, for \$492,000.



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

A RESOLUTION AUTHORIZING THE ACQUISITION OF REAL PROPERTY AS DESCRIBED HEREIN AND OTHER MATTERS PROPERLY RELATING THERE.

SPOKANE TRANSIT AUTHORITY  
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, pursuant to RCW Title 36, Chapter 57A, Public Transportation Benefit Area;

WHEREAS, STA is authorized under RCW 36.57A.080 and its Bylaws to acquire property to improve the use of its transportation facilities;

WHEREAS, STA desires to purchase and acquire certain real property, as set forth herein, from Spokane County for the purpose of improving its public transportation system;

WHEREAS, Spokane County is the owner of approximately 0.98 (42,815 square feet) of real property, Spokane County Parcel Numbers 45201.0831 and 45201.0832 (“the Property”), located at 202 S. University Road, in the City of Spokane Valley, County of Spokane, State of Washington, which Spokane County has designated as surplus property;

WHEREAS, the Property is adjacent to STA’s existing Pence-Cole Valley Transit Center and is intended to be used for transit purposes by STA;

WHEREAS, STA has completed a Phase I and a limited Phase II Environmental site assessment, and a third-party appraisal and appraisal review to determine the fair market value of the Property, consistent with STA’s policies and procedures;

WHEREAS, on October 29, 2024, Spokane County’s Board of County Commissioners accepted an offer of \$492,000 from STA for the purchase of the Property, which shall be funded using STA local funds;

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

Section 1. The STA Board of Directors hereby authorizes the acquisition of certain real property described as:

*Approximately 0.98 (42,815 square feet) assigned Spokane County Assessor’s parcel numbers 45201.0831 and 45201.0832, situated at 202 S. University Road, in Spokane Valley, Washington,*

for a purchase price of \$492,000.

Section 2. The Chief Executive Officer is authorized to take such actions and execute all documents necessary to acquire the real property described herein.

Section 3. Any actions of the Chief Executive Officer, Board of Directors, or staff of STA prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 21<sup>st</sup> day of November 2024.

Attest:

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Dana Infalt  
Clerk of the Authority

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Al French  
STA Board Chair

Approved as to form:

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Megan Clark  
Legal Counsel

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

November 13, 2024

**AGENDA ITEM 5Aii :** 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 (Route 9 Sprague) 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 renumbered Route 90 Sprague to Route 9 earlier this year, and opened 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 Havana St. The adjacent parcel # 35232.9107 is owned by McDonalds Corporation and the current use is a fast-food restaurant. 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.

Element	Area	Appraised Value	Settlement Value	Difference
Real Property	338.97 SF	\$4,406.61 @ \$13.00/SF	\$7,118.37 @ \$21.00/SF	\$2,711.76 @ \$8.00/SF
Temporary Construction Easement	966.00 SF	\$2,511.60	\$4,057.20	\$1,545.60
<b>Totals</b>	-	<b>\$6,918.21</b>	<b>\$11,175.57</b>	<b>\$4,257.36</b>

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 McDonalds Corporation and Spokane Transit for a portion of Spokane County Parcel # 35232.9107 for a total \$11,175.57 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

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 McDonalds Corporation and Spokane Transit for a portion of Spokane County Parcel # 35232.9107 for a total \$10,643.40 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

November 13, 2024

**AGENDA ITEM 6Ai :** BOARD OPERATIONS 2024 COMMITTEE WORK PROGRAM – DISCUSSION  
A. Develop Future Framework  
i. 2025 New Board Member Orientation Program

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair

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**SUMMARY:** At this time, the Committee will discuss the 2025 New Board Member Orientation program.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

November 13, 2024

**AGENDA ITEM 6Aii :** BOARD OPERATIONS 2024 COMMITTEE WORK PROGRAM – DISCUSSION  
A. Develop Future Framework  
ii. 2025 New Board Member Mentorship Program

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair

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**SUMMARY:** At this time, the committee will discuss the development of a 2025 New Board Member Mentorship program.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

November 13, 2024

**AGENDA ITEM 6B :** DRAFT BOARD OPERATIONS 2025 COMMITTEE WORK PROGRAM –  
DISCUSSION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair

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**SUMMARY:** At this time, the committee will discuss the 2025 Committee Work Program.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

November 13, 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 November 6, 2024, committee meeting and draft December 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, 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 October 2, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action (15 minutes)
  - A. Board Consent Agenda
    1. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval (*Otterstrom*)
    2. Federal Transit Administration Section 5310: Funding Opportunity Approval (*Otterstrom*)
  - B. Board Discussion Agenda - *none*
5. Report to Committee (45 minutes)
  - A. Connect 2035 Draft Strategic Plan (*Otterstrom*)  
(*Public Hearing at the November 21, 2024, Board meeting*)
  - B. Proposed 2025 Budget (*Meyer/Johnston*)  
(*Public Hearing at the November 21, 2024, Board meeting*)
  - C. Draft 2025 Planning & Development Committee Work Program (*Otterstrom*)
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.

Optional Virtual Link:	Join <a href="#">here</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388		Event #: 2483 853 5387

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 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 *(15 minutes)*
  - A. Minutes of the September 4, 2024, Committee Meeting – *Corrections/Approval*
  - B. 2025 Planning & Development Committee Work Program: Finalize and Approve (Otterstrom)
4. Committee Action
  - A. Board Consent Agenda - *none*
  - B. Board Discussion Agenda *(40 minutes)*
    1. Connect 2035 Strategic Plan: Adoption (Resolution) *(Otterstrom)*
    2. Final Proposed 2025 Budget (Resolution) *(Meyer/Johnston)*
5. Report to Committee *(10 minutes)*
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review February 5, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, February 5, 2025, at 10:00 a.m. in person. *(No January Meeting)*

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**

November 13, 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 November 6, 2024, committee meeting and draft December 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  
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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*

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (15 minutes)
  - A. Minutes of the October 2, 2024, Committee Meeting -- *Corrections/Approval*
  - B. Appointment of Members to Citizen Advisory Committee (*Cortright*)
  - C. Sprague Line - Phase 2: Scope of Work Approval (*Otterstrom*)
4. Committee Action (10 minutes)
  - A. Board Consent Agenda
    1. Hazardous and Non-hazardous Waste Disposal Services: Award of Contract (*Rapez-Betty*)
  - B. Board Discussion Agenda (*none*)
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

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

Optional Virtual Link: [JOIN HERE](#)

Password:

**Members:** 2024

**Guests:** 1124

Call-in Number:

1-408-418-9388

Event #: 2491 811 4030

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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, December 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 (10 minutes)
  - A. Minutes of the November 6, 2024, Committee Meeting -- *Corrections/Approval*
  - B. Finalize 2025 Performance Monitoring & External Relations Committee Work Program (*Rapez-Betty*)
4. Committee Action (30 minutes)
  - A. Board Consent Agenda
    1. 2025 Performance Measures (*Rapez-Betty*)
    2. Public Transportation Agency Safety Plan – Recommendation (*Williams*)
  - B. Board Discussion Agenda
    1. Draft 2025 State Legislative Focus and Priorities (*Cortright*)
5. Reports to Committee (5 minutes)
  - A. 2024 Third Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
6. CEO Report (Meyer) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
  - A. October 2024 Operating Indicators (*Rapez-Betty*)
  - B. October 2024 Financial Results Summary (*Johnston*)
  - C. November 2024 Sales Tax Revenue (*Johnston*)
  - D. January Service Change (*Otterstrom*)
8. Review February 5, 2025, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, February 5, 2025, at 1:30 p.m. (*No meeting in January*)

Optional Virtual Link:	Join Here		
Password:	<b>Members:</b> 2025		<b>Guests:</b> 0225
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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

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

November 13, 2024

**AGENDA ITEM 8 :** BOARD OF DIRECTORS MEETING AGENDA NOVEMBER 21, 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 November 21, 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, November 21, 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. Excused Absences
4. Approve Board Agenda (*Chair French*)
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
  - A. CEO Recognition from WSTA (*Justin Leighton*)
  - B. CEO Recognition from WSDOT (*Mike Gribner*)
7. Public Hearing: *20 minutes*
  - A. Proposed 2025 Budget (*Tammy Johnston/E. Susan Meyer*)
  - B. Draft Connect 2035 Strategic Plan (*Karl Otterstrom*)
8. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of October 17, 2024, STA Board Meeting– Corrections/Approval
  - B. Minutes of October 30, 2024, STA Board Workshop – Corrections/Approval
  - C. Approval of the October 2024 Vouchers (*Tammy Johnston/E. Susan Meyer*)
  - D. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
  - E. I-90 / Valley High-Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval (*Karl Otterstrom*)
  - F. Federal Transit Administration Section 5310 Funding Opportunity Approval (*Karl Otterstrom*)
  - G. Hazardous & Non-Hazardous Waste Disposal Services: Award of Contract (*Brandon Rapez-Betty*)
  - H. Spokane County Surplus Land Acquisition: Resolution (*Karl Otterstrom*)
  - I. Sprague Line Right of Way Acquisition (*Karl Otterstrom*)
  - J. Plaza LED Lighting Project: Final Acceptance (*Brandon Rapez-Betty*)
9. Board Action – Other: *5 minutes*
  - A. Resolution in Recognition of Congresswoman Cathy McMorris Rodgers (*Carly Cortright*)
  - B. Resolution in Recognition of Senator Andy Billig (*Carly Cortright*)
10. Board Report: *10 minutes*
  - A. CEO Search Task Force Update (*Chair French*)
11. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Al French*)
12. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Pam Haley*)
13. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Josh Kerns*)
14. CEO Report: *15 minutes*

- 15. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. October 2024 Sales Tax Revenue (*Tammy Johnston*)
  - C. September 2024 Financial Results Summary (*Tammy Johnston*)
  - D. September 2024 Operating Indicators (*Brandon Rapez-Betty*)
  - E. STA Holiday Service & Office Hours (*Dana Infalt*)
  - F. Third Quarter 2024 Service Planning Input Report (*Karl Otterstrom*)
  - G. 2025 Service Revisions: Draft (*Karl Otterstrom*)
  - H. Draft 2025 Planning & Development Committee Work Program (*Karl Otterstrom*)
  - I. Draft 2025 Performance Monitoring & External Relations Committee Work Program (*Brandon Rapez-Betty*)
  - J. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
- 16. New Business
- 17. Board Member Expressions
- 18. Executive Session (*Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.*): 15 minutes
  - A. At this time, the Board will adjourn to Executive Session for the following purpose (RCW42.30.110(g): *To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee*
- 19. Adjourn

Optional Virtual link:	<a href="#">Click here to join</a>		
Password:	<b>Members:</b> 2024		<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388		Event #: 2486 967 5827

Cable 5 Broadcast Dates and Times of November 21, 2024, Board Meeting:

Saturday, November 23, 2024	4:00 p.m.
Monday, November 25, 2024	10:00 a.m.
Tuesday, November 26, 2024	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	December 4, 2024, 10:00 a.m.
Performance Monitoring & External Relations	December 4, 2024, 1:30 p.m.
Board Operations	December 11, 2024, 1:30 p.m.

Next Board Meeting:

Thursday, December 19, 2024, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington  
(A virtual joining option is available for all Committee and Board 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**

November 13, 2024

**AGENDA ITEM 9** : BOARD OPERATIONS COMMITTEE DRAFT DECEMBER 11, 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 December 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, December 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 November 13, 2024, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (5 minutes)
  - A. 2025 Board & Committee Meeting Calendar (*Infalt*)
6. Review Board Member Attendance (*Meyer*) (5 minutes)
7. Recommend Future Framework to Board – Approval (*French*) (20 minutes)
8. Committee Chair Reports (10 minutes)
  - A. Pam Haley, Planning & Development
  - B. Josh Kerns, Performance Monitoring & External Relations
9. Board of Directors Draft December 19, 2024, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
10. Board Operations Committee Draft January 8, 2025, Meeting Agenda – Information (*Meyer*) (5 minutes)
11. CEO Report (*Meyer*) (15 minutes)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, January 8, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here		
Password:	<b>Members:</b> 2024		<b>Guests:</b> 1224
Call-in Number:	1-408-418-9388		Event #: xxxx xxx xxxx

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

November 13, 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**

November 13, 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.