

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

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. Consent Agenda
 - i. City Line Bus Procurement - Funding Source Adjustment *(Otterstrom & Rapez-Betty)*
 - ii. 2025 Board & Committee Meeting Calendar – Recommendation *(Infalt)*
6. Board Attendance Review – Information *(Meyer) (5 minutes)*
7. Amendment to Board Operations Governing Committee Functional Descriptions – Resolution *(Clark) (10 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)*

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

10. Board Operations Committee Draft January 8, 2025, Meeting Agenda – Information
(Meyer) (5 minutes)

11. CEO Report *(Meyer) (15 minutes)*

12. New Business

13. Executive Session *(Etter, McMahon): 15 minutes*

RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

14. 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:	Members: 2024		Guests: 1224
Call-in Number:	1-408-418-9388		Event #: 2492 709 3576

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

December 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 and approve the meeting agenda with any revisions provided.

RECOMMENDATION TO COMMITTEE: Approve Board Operations Committee agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 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

December 11, 2024

AGENDA ITEM 4A : MINUTES OF THE NOVEMBER 13, 2024, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The November 13, 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 November 13, 2024, Meeting

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

MEMBERS PRESENT

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

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:31 p.m., and he confirmed all members present.

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. October 9, 2024, Committee Minutes

Ms. Haley moved to approve the October 9, 2024, committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. Spokane County Surplus Land Acquisition (Resolution)

Mr. Otterstrom presented the Spokane County Surplus Land Acquisition item to the Committee.

Mr. Dunne moved to 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, Ms. Haley seconded, Chair French recused himself from the vote, and the motion passed unanimously.

ii. Sprague Line Right of Way Acquisition

Mr. Otterstrom presented the Sprague Line Right of Way Acquisition item to the Committee. The Committee discussed the stormwater impacts. Mr. Otterstrom assured the Committee those impacts are accounted for in the project design.

Mr. Dunne moved to recommend the Board approve, by motion, the real property acquisition and associated temporary construction easement between McDonald's Corporation and Spokane Transit for a portion of Spokane County Parcel #35232.9107 for a total of \$11,175.57 and authorize the CEO to execute closing documents on behalf of Spokane Transit, Ms. Haley seconded, and the motion passed unanimously.

6. BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION

A. Develop Future Framework

i. 2025 New Board Member Orientation Program

ii. 2025 New Board Member Mentorship Program

The Committee discussed the orientation process and mentorship opportunities for new Board Members. Suggestions included providing new members with a paper copy of STA's foundational documents and requiring review of those documents, attending the APTA Legislative Conference in Washington D.C. in the spring and the APTA Conference in the fall, current Board Members outside of the new member's jurisdiction contacting the new member and providing an introduction to the Board, and working to build cohesion between the Board Members.

B. Draft Board Operations 2025 Committee Work Program

Ms. Clark, STA's legal counsel, presented the 2024 and 2025 Board Operations Committee draft Work Plan to the Committee. Ms. Clark recommended providing a draft work plan for the Committee in 2025, for that Committee to discuss, review, and adopt a plan for 2025.

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 November 6, 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 November 6, 2024.

8. BOARD OF DIRECTORS AGENDA NOVEMBER 21, 2024

Ms. Meyer shared that Board action is expected to come after the Executive Session.

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

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA DECEMBER 11, 2024

Mr. Zappone requested that equal jurisdictional representation at Board Operations Committee meetings in January of each year be codified in the Board Operations Committee's rules. Mr. Zappone requested discussion on this topic be added to the agenda in December. Ms. Clark advised an analysis of the current rules will be conducted to determine if this rule exists, and the results of the analysis will be provided at the meeting in December.

10. CEO REPORT

Ms. Meyer shared the results of a recent constituent complaint that came to STA from a Board Member and STA's actions and response. Ms. Meyer shared the October 2024 voter-approved sales tax revenues representing August 2024 sales. Actual was \$9.9M, compared to the budget of \$8.3M, for a 19.3% difference, or \$1.6M. Year-to-date results are 3.9% above budget.

11. NEW BUSINESS

None

12. ADJOURN

Chair French adjourned the meeting at 2:18 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 5Ai : CITY LINE BUS PROCUREMENT – FUNDING SOURCE ADJUSTMENT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: On September 19, 2024, the Board authorized the procurement of an additional City Line bus, with funding derived from the City Line budget. Due to revised guidance from the Federal Transit Administration (FTA) described in greater detail below, staff are seeking Board affirmation of the purchase using 100% local funds.

BACKGROUND: Since the City Line began service in July 2023, STA has gained experience in operating, charging, and maintaining the battery-electric, five-door, 60-foot sub-fleet required for the City Line. As shared with the Planning & Development Committee in September 2024, staff have identified the procurement of an additional City Line vehicle as a means of maintaining service reliability in the future, while providing an opportunity to deploy an extra bus into service when stored energy on in-service coaches is depleted due to winter conditions. The STA Board of Directors subsequently approved the purchase of an additional City Line bus on September 19, 2024, with the understanding the bus would be funded through the City Line project, to include local and federal Capital Investment Grant (CIG) funds that remain committed to the project for an amount of approximately \$2,070,000 plus applicable sales tax.

Prior to staff presenting the recommendation to the Committee, staff had multiple conversations with FTA officials who were supportive of using cost savings for an additional bus. After the Committee's September 2024 meeting, the FTA invited STA to make a formal request, which STA transmitted on October 17, 2024. FTA staff initially signaled a short turnaround for approval and STA held off on executing the purchase order in anticipation of that approval. However, on November 19, 2024, FTA's Region X Regional Administrator verbally reported to STA that FTA Legal Counsel had concluded the FTA was statutorily prohibited to approve the use of project cost savings from a CIG project for specific fiscal year appropriations, including the fiscal year from which STA's CIG funding award is derived. It appears it would require action by Congress to allow the funds to be authorized for our use. A written determination from FTA is forthcoming.

While the additional bus will not be eligible for federal funding, the City Line project budget includes a previously reported, favorable remainder of local funds that are committed to City Line and thus appropriate to use for this bus purchase. Staff are seeking Board affirmation of its previous purchase approval and acknowledgement of the change in funding source and the expectation of a modest cost increase (<5%) that may be incurred due to the delay in consummating the bus purchase.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors affirm, by motion, its prior approval to purchase an additional City Line bus, for an approximate amount of \$2,070,000 plus applicable sales tax, and to acknowledge a) the purchase will be funded with local funds exclusively and b) the purchase price may be impacted by up to a 5% increase over earlier estimates.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 5Aii : 2025 BOARD & COMMITTEE MEETING CALENDAR – RECOMMENDATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: Attached for your review is the proposed schedule for the 2025 STA Board and Committee meetings. All meetings will be held in person at Spokane Transit Authority (STA), 1230 West Boone Avenue and will include an option to join virtually.

The proposed meeting schedule is summarized as follows:

- **Planning and Development (P&D) Committee** meets the first Wednesday of each month at 10:00 a.m.
- **Performance Monitoring and External Relations (PMER) Committee** meets the first Wednesday of each month at 1:30 p.m.
- **Board Operations Committee** meets the second Wednesday of each month at 1:30 p.m.
- **Citizen Advisory Committee** meets on the second Wednesday of each month at 5:00 p.m.
- **STA Board of Directors** meet on the third Thursday of each month at 1:30 p.m.

Exceptions to the Schedule (noted in red on the attached calendar):

- **January:** There are no P&D or PMER committee meetings scheduled in January.
- **May:** The P&D, PMER, Board Operations, and Citizen Advisory Committee meetings will be held one week earlier than usual to allow for the Board meeting on the third Thursday (May 15th).
 - P&D and PMER Committee meetings – April 30th
 - Board Operations and Citizen Advisory Committee meetings - May 7th
- **June:** The Board Meeting will be held one week later than usual on June 26th to observe the Juneteenth holiday on June 19th.
- **July:** Due to the June Board meeting being held on the 4th Thursday, and to accommodate the Independence Day holiday, all July committee and Board meetings will be held one week later than usual.
 - P&D and PMER Committee meetings - July 9th
 - Board Operations and Citizen Advisory committee meetings - July 16th
 - STA Board Meeting - July 24th
- **August:** There are no Board or Committee meetings scheduled in August.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve, by motion, the 2025 Board and Committee Meeting calendar and forward to the Board Consent agenda.

SPOKANE TRANSIT AUTHORITY

DRAFT 2025 BOARD & COMMITTEE MEETING SCHEDULE

All Committee and Board Meetings to be held in person at Spokane Transit.

A virtual joining option will be available.

Board Meetings (Third Thursday) 1:30pm-3:00pm	Planning & Development Committee (First Wednesday) 10:00am-11:30am
January 16	<i>January – No meeting scheduled</i>
February 20	February 5
March 20	March 5
April 17	April 2
May 15	April 30 <i>(1 week early)</i>
June 26 <i>(1 week late)</i>	June 4
July 24 <i>(1 week late)</i>	July 9 <i>(1 week late)</i>
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 18	September 3
October 16	October 1
November 20	November 5
December 18	December 3
Board Operations Committee (Second Wednesday) 1:30pm-3:00pm	Performance Monitoring & External Relations (First Wednesday) 1:30pm-3:00pm
January 8	<i>January – No meeting scheduled</i>
February 12	February 5
March 12	March 5
April 9	April 2
May 7 <i>(1 week early)</i>	April 30 <i>(1 week early)</i>
June 11	June 4
July 16 <i>(1 week late)</i>	July 9 <i>(1 week late)</i>
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 10	September 3
October 8	October 1
November 12	November 5
December 10	December 3
Citizen Advisory Committee (Second Wednesday) 5:00pm-6:30pm	
January <i>no meeting scheduled</i>	July 16 <i>(1 week late)</i>
February 12	August - <i>No meeting scheduled</i>
March 12	September 10
April 9	October 8
May 7 <i>(1 week early)</i>	November 12
June 11	December 10
2025 Board Workshop Schedule	
1 st Quarter 2025 – March 5	
2 nd Quarter 2025 - TBD	
3 rd Quarter 2025 - TBD	
4 th Quarter 2025 - TBD	

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 6 : BOARD ATTENDANCE REVIEW – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The STA Rules of Procedure task the Board Operations Committee with reviewing Board Member attendance at regular Board and Committee meetings twice per year. The Board may request the replacement of a Board Member by the appointing jurisdiction for any Board Member with two consecutive unexcused absences, or three total unexcused absences in one year.

Board member attendance is tracked at both Board and Committee meetings. The attendance records were reviewed in July for the period of January 1, 2024, through June 30, 2024. The records have been reviewed from July 1, 2024, through December 6, 2024, and indicate no attendance issues.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 7 : AMENDMENT TO BOARD OPERATIONS GOVERNING COMMITTEE
FUNCTIONAL DESCRIPTIONS – RESOLUTION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Megan Clark, Legal Counsel
E. Susan Meyer, Chief Executive Officer

SUMMARY: Over the years, the STA Board of Directors has amended its resolutions regarding the three Board Governing Committees while keeping its initial 2011 Governance Mission intact.

As it is STA’s intent that each of the legislative bodies in the PTBA are represented on the Board Operations Committee for all meetings, and the existing Board Operations Governing Committee Functions are silent regarding the January Board Operations Committee, legal counsel is recommending the changes noted in the attached Resolution and Exhibit A to ensure equal representation at the January Board Operations committee meeting.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board adopt, by Resolution, the attached Governing Committee Functions of the Board Operations Committee as outlined in Exhibit A.

FINAL REVIEW FOR BOARD BY:

Division Head // Chief Executive Officer Legal Counsel

RESOLUTION NO. _____

A RESOLUTION AMENDING THE FUNCTIONAL DESCRIPTIONS OF THE BOARD STANDING GOVERNING COMMITTEES; RESCINDING RESOLUTION NO. 767-19; AND, OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (Spokane Transit) is a public transportation benefit area organized and operating pursuant to the laws of the State of Washington; and

WHEREAS, the Chief Executive Officer and legal counsel have recommended an edit to Resolution No. 767-19 **to add language regarding representation at the January meeting of Board Operations committee.**

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

Section 1. The Governing Functional Description of the Board Operations Committee are adopted as set forth in the attached Exhibit "A"

Section 2. Resolution No. 767-19, adopted by the Board of Directors on January 17, 2019, is hereby rescinded in its entirety.

ADOPTED by STA at the regular meeting thereof held on the 19th day of December, 2024.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Dana Infalt
Clerk of the Authority

Al French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

EXHIBIT A

GOVERNING COMMITTEE FUNCTIONAL DESCRIPTIONS

BOARD OPERATIONS COMMITTEE

The Board Operations Committee membership is composed of:

- the Chair of the Board, who shall chair the Board Operations Committee,
- the Chair of the Planning & Development Committee,
- the Chair of the Performance Monitoring & External Relations Committee,
- the Chair Pro Tempore of the Board, and
- the Chief Executive Officer (in an ex-officio capacity).

In any calendar year in which the composition listed above does not include at least one Director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair of the Board shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation.

It is the intent of STA that each of legislative bodies in the PTBA are represented on the Board Operations Committee for all meetings.

Should all legislative bodies be represented at a January meeting of the Committee, those Members are deemed the voting members for purposes of the January meeting up to four voting members.

To the extent any legislative body is unrepresented at any January meeting of the Committee, the new Chair of the Board, with advisement from the unrepresented jurisdiction, shall appoint a Board Member from the unrepresented jurisdiction to serve in a voting capacity for purposes of that meeting only.

The Board Operations Committee is basically responsible for the effective functioning of the Board of Directors, including Board human resource development, for the maintenance and development of the Board-Chief Executive Officer working relationship, and for the audit function, in this capacity being accountable for:

- Coordinating the functioning of the Board of Directors and the Board's Governing Committees, keeping the Board Governing Mission updated, setting Board member performance standards, and monitoring the performance of the Board as a whole and of individual Board members.

- Resolving conflict if the Planning & Development Committee or Performance Monitoring & External Relations Committee are unable to reach consensus.
- Recommending revisions in Board of Directors policies in the interest of stronger governance and management of STA affairs.
- Matters involving real estate.
- Matters involving Human Resources.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new with senior Board members.
- Ensuring that the Chief Executive Officer employment contract and position description are updated as necessary to reflect changing STA needs, priorities, and circumstances.
- Annually negotiating Chief Executive Officer performance targets and recommending full Board approval, designing the process for annual or semi-annual Board evaluation of Chief Executive Officer progress in achieving these targets, and recommending the Chief Executive Officer's compensation to the Board. ***Note that these are the Chief Executive Officer-specific performance targets, relating to significant Chief Executive Officer commitment of her time to particular high-priority items. They must be in accordance with – and cannot contradict – the overall STA organizational targets that are set through the annual planning and budgeting process, under the oversight of the Board's Planning & Development Committee.***

PLANNING & DEVELOPMENT COMMITTEE

The Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

- Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle – with special attention to the Board's role in planning - and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, any Board of Directors-Chief Executive Officer-Executive Team strategic work sessions that are held as part of the annual planning cycle.
- Recommending to the Board of Directors the strategic issues that STA's detailed strategic planning should focus on, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, and other strategic and policy-level planning products that merit Board attention. Note that development of the annual budget is a major operational planning product and, therefore, falls under the Planning & Development Committee.
- Ensuring – as part of the annual operational planning/budget preparation process – that all operational plans include both financial and programmatic performance targets that the Performance Monitoring & External Relations Committee can use in monitoring the operational and financial performance of all STA programs and operating units. ***Note that the Chief Executive Officer also annually reaches agreement with the Board Operations Committee on detailed high-priority Chief Executive Officer-specific performance targets involving the use of her time, within the framework of the overall STA targets established in the planning process.***
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

The Performance Monitoring & External Relations Committee is accountable for overseeing STA operational and financial performance, for updating of STA (non-governing) policies meriting Board attention, and for building a positive STA public image and maintaining relationships with the community at large and key stakeholders, in this capacity:

- Reaching agreement with the Chief Executive Officer on the key elements of an operational and financial reporting process, including the content, format, and frequency of performance reports to Board, and overseeing implementation of the process.
- Designing processes for gathering performance information other than formal reports, such as Board member facility visits.
- Reviewing performance reports in Committee meetings and reporting operational and financial performance to the Board at its regular business meetings.
- Reviewing operational policies meriting the Board's attention (such as policies to govern STA financial management, contracting, and the like), identifying the need for revision, and recommending policy revisions to the full Board.
- Presenting an overall assessment of the past year's operational and financial performance at annual strategic planning work sessions involving the full Board of Directors.
- Providing counsel to the Chief Executive Officer on major internal administrative system upgrades (e.g., a major MIS upgrade) involving significant costs.
- Ensuring that STA's desired image is regularly updated.
- Overseeing the development and implementation of strategies for STA image building, marketing and public relations and for maintaining close, positive relationships with key external stakeholders.
- Overseeing the development and implementation of legislative/governmental relations policies and strategies.
- Recommending to the Board positions on legislative issues.
- Coordinating Board member speaking in appropriate forums on behalf of STA.
- Fashioning strategies and plans intended to enhance external communication.
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

GOVERNING COMMITTEE ORGANIZATION CHART

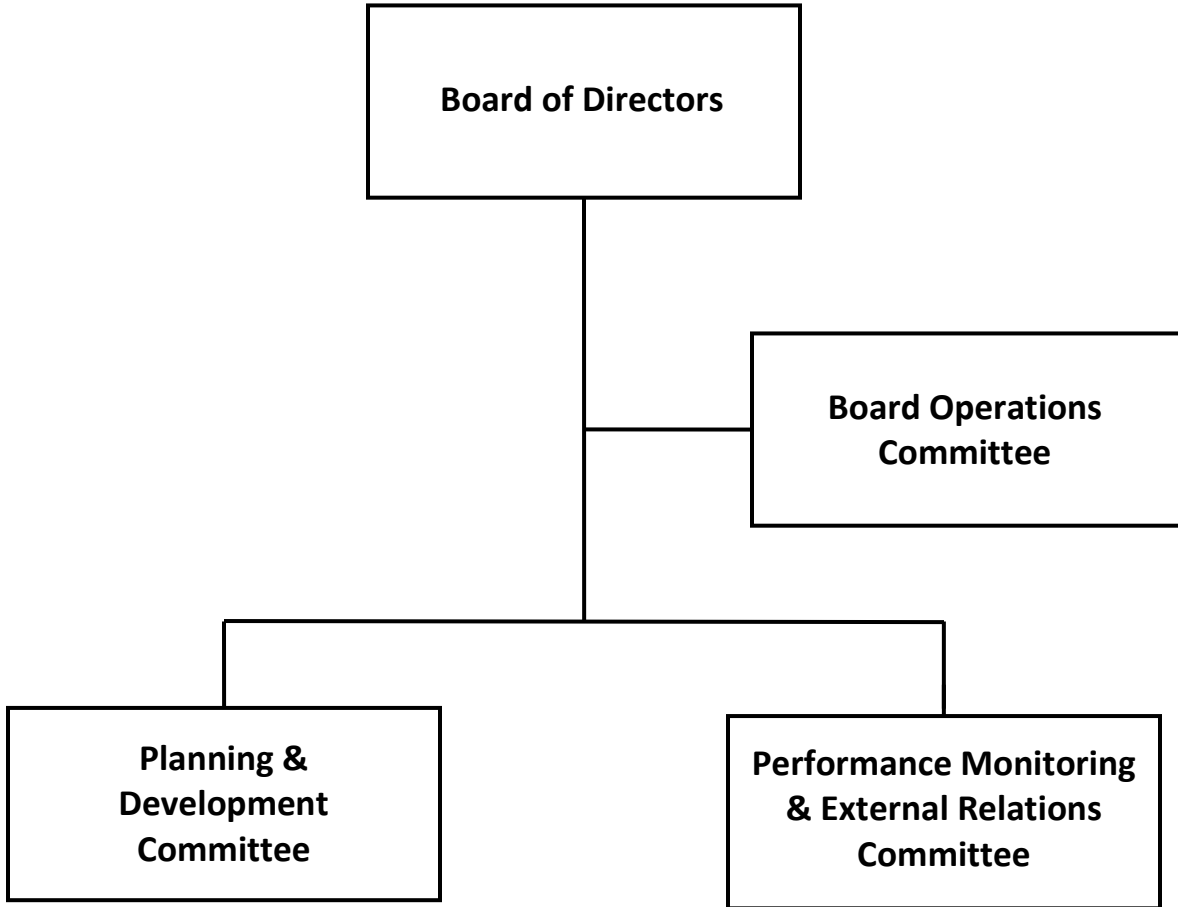


EXHIBIT A

GOVERNING COMMITTEE FUNCTIONAL DESCRIPTIONS

BOARD OPERATIONS COMMITTEE

The Board Operations Committee membership is composed of:

- the Chair of the Board, who shall chair the Board Operations Committee,
- the Chair of the Planning & Development Committee,
- the Chair of the Performance Monitoring & External Relations Committee,
- the Chair Pro Tempore of the Board, and
- the Chief Executive Officer (in an ex-officio capacity).

In any calendar year in which the composition listed above does not include at least one Director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair of the Board shall make such additional appointments to the Board Operations Committee as are needed to provide for such representation.

It is the intent of STA that each of the legislative bodies in the PTBA are represented on the Board Operations Committee for all meetings.

Should all legislative bodies be represented at a January meeting of the Committee, those Members are deemed the voting members for purposes of the January meeting up to four voting members.

To the extent any legislative body is unrepresented at any January meeting of the Committee, the new Chair of the Board, with advisement from the unrepresented jurisdiction, shall appoint a Board Member from the unrepresented jurisdiction to serve in a voting capacity for purposes of that meeting only.

The Board Operations Committee is basically responsible for the effective functioning of the Board of Directors, including Board human resource development, for the maintenance and development of the Board-Chief Executive Officer working relationship, and for the audit function, in this capacity being accountable for:

- Coordinating the functioning of the Board of Directors and the Board's Governing Committees, keeping the Board Governing Mission updated, setting Board member performance standards, and monitoring the performance of the Board as a whole and of individual Board members.

- Resolving conflict if the Planning & Development Committee or Performance Monitoring & External Relations Committee are unable to reach consensus.
- Recommending revisions in Board of Directors policies in the interest of stronger governance and management of STA affairs.
- Matters involving real estate.
- Matters involving Human Resources.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new with senior Board members.
- Ensuring that the Chief Executive Officer employment contract and position description are updated as necessary to reflect changing STA needs, priorities, and circumstances.
- Annually negotiating Chief Executive Officer performance targets and recommending full Board approval, designing the process for annual or semi-annual Board evaluation of Chief Executive Officer progress in achieving these targets, and recommending the Chief Executive Officer's compensation to the Board. ***Note that these are the Chief Executive Officer-specific performance targets, relating to significant Chief Executive Officer commitment of her time to particular high-priority items. They must be in accordance with – and cannot contradict – the overall STA organizational targets that are set through the annual planning and budgeting process, under the oversight of the Board's Planning & Development Committee.***

PLANNING & DEVELOPMENT COMMITTEE

The Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity:

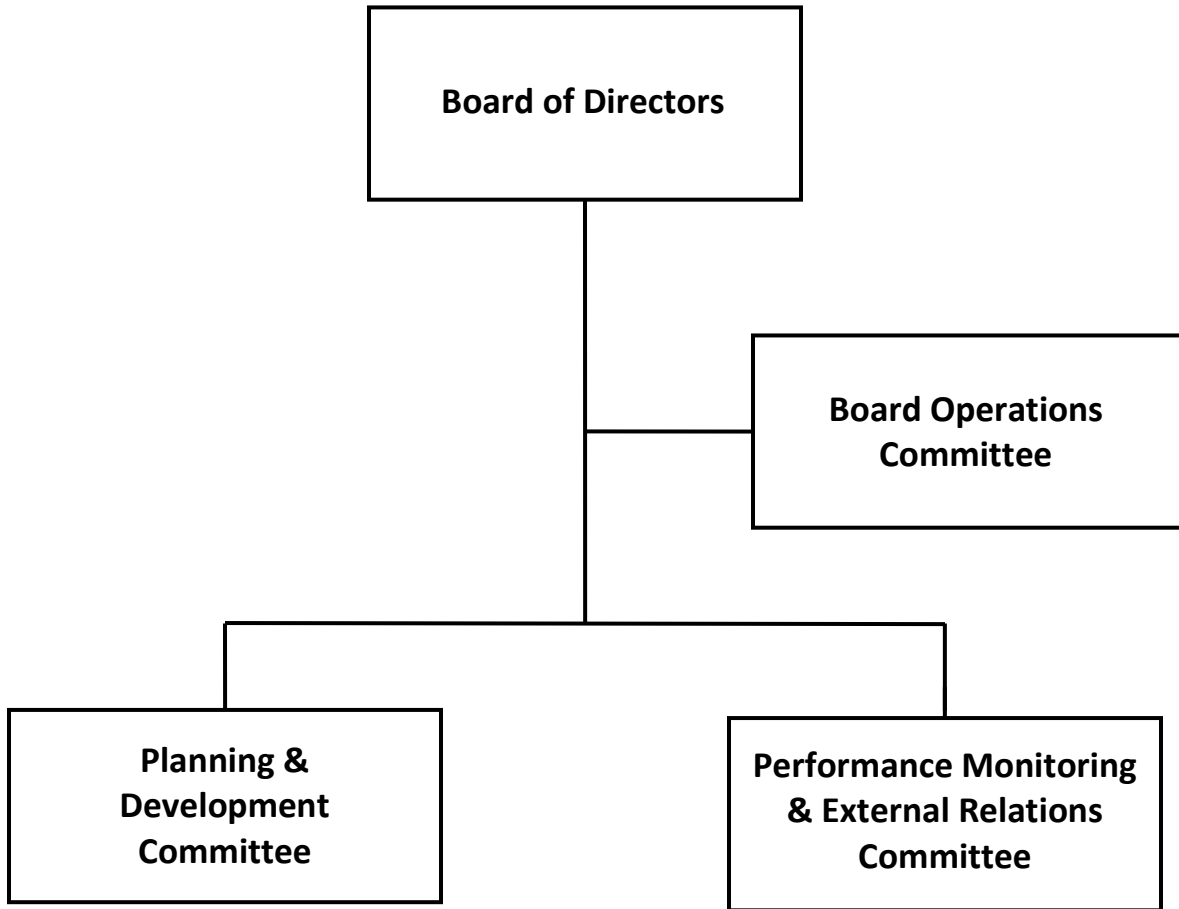
- Reaching agreement with the Chief Executive Officer on the detailed design of the STA planning and budget development cycle – with special attention to the Board's role in planning - and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, any Board of Directors-Chief Executive Officer-Executive Team strategic work sessions that are held as part of the annual planning cycle.
- Recommending to the Board of Directors the strategic issues that STA's detailed strategic planning should focus on, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, and other strategic and policy-level planning products that merit Board attention. Note that development of the annual budget is a major operational planning product and, therefore, falls under the Planning & Development Committee.
- Ensuring – as part of the annual operational planning/budget preparation process – that all operational plans include both financial and programmatic performance targets that the Performance Monitoring & External Relations Committee can use in monitoring the operational and financial performance of all STA programs and operating units. ***Note that the Chief Executive Officer also annually reaches agreement with the Board Operations Committee on detailed high-priority Chief Executive Officer-specific performance targets involving the use of her time, within the framework of the overall STA targets established in the planning process.***
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

The Performance Monitoring & External Relations Committee is accountable for overseeing STA operational and financial performance, for updating of STA (non-governing) policies meriting Board attention, and for building a positive STA public image and maintaining relationships with the community at large and key stakeholders, in this capacity:

- Reaching agreement with the Chief Executive Officer on the key elements of an operational and financial reporting process, including the content, format, and frequency of performance reports to Board, and overseeing implementation of the process.
- Designing processes for gathering performance information other than formal reports, such as Board member facility visits.
- Reviewing performance reports in Committee meetings and reporting operational and financial performance to the Board at its regular business meetings.
- Reviewing operational policies meriting the Board's attention (such as policies to govern STA financial management, contracting, and the like), identifying the need for revision, and recommending policy revisions to the full Board.
- Presenting an overall assessment of the past year's operational and financial performance at annual strategic planning work sessions involving the full Board of Directors.
- Providing counsel to the Chief Executive Officer on major internal administrative system upgrades (e.g., a major MIS upgrade) involving significant costs.
- Ensuring that STA's desired image is regularly updated.
- Overseeing the development and implementation of strategies for STA image building, marketing and public relations and for maintaining close, positive relationships with key external stakeholders.
- Overseeing the development and implementation of legislative/governmental relations policies and strategies.
- Recommending to the Board positions on legislative issues.
- Coordinating Board member speaking in appropriate forums on behalf of STA.
- Fashioning strategies and plans intended to enhance external communication.
- Approving Scopes of Work for Contracts in excess of the Chief Executive Officer's authority.
- Recommending to the Board of Directors award of contracts in excess of the Chief Executive Officer's authority.

GOVERNING COMMITTEE ORGANIZATION CHART



SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 8A : 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 December 4, 2024, committee meeting and draft February 5, 2025, 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, 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

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. 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 here		
Password:	Members: 2025		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: 2483 987 1767

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 5, 2025

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 December 4, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda - *none*
 - B. Board Discussion Agenda - *none*
5. Report to Committee *(25 minutes)*
 - A. 2025 Planning & Development Committee Work Program: Review *(Otterstrom)*
 - B. Connect 2035 Strategic Plan: Initiative Sequencing Discussion *(Otterstrom)*
 - C. 2026-2031 Transit Development Plan: Overview *(Otterstrom)*
6. CEO Report *(Otterstrom /Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review March 5, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 5, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 8B : 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 December 4, 2024, committee meeting and draft February 5, 2025, 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, 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 *(5 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 *(40 minutes)*
 - A. Board Consent Agenda
 1. 2025 Performance Measures *(Rapez-Betty)*
 2. Public Transportation Agency Safety Plan – Recommendation *(Williams)*
 3. City of Millwood Bus Stop Infrastructure: Preliminary Concurrence *(Otterstrom)*
 - B. Board Discussion Agenda
 1. Draft 2025 State Legislative Focus and Priorities *(Cortright)*
 2. Potential 2025 Legislative Task Force – Discussion *(Meyer)*
5. Reports to Committee *(10 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)*
 - E. 2025 Service Revisions Outreach Update *(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: **Members:** 2024 | **Guests:** 1224

Call-in Number: 1-408-418-9388 | Event #: 2486 895 9679

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, February 5, 2025

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 December 4, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action (5 minutes)
 - A. Board Consent Agenda
 1. Fleet replacement 2-year purchase proposal (*Rapez-Betty*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (15 minutes)
 - A. Charge Management Update (*Rapez-Betty*)
 - B. 2024 Fixed Route Rider Survey Results (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. December 2024 Operating Indicators (*Rapez-Betty*)
 - B. October 2024 Financial Results Summary (*Johnston*)
 - C. January 2025 Sales Tax Revenue (*Johnston*)
 - D. 4th Quarter 2024 Service Planning Public Input Report (*Otterstrom*)
8. Review March 5, 2025, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, March 5, 2025, at 1:30 p.m.

Optional Virtual Link:	Join Here	
Password:	Members: 2025	Guests: 0225
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 9 : BOARD OF DIRECTORS MEETING AGENDA DECEMBER 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 December 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, December 19, 2024
1:30 – 3:45 p.m.

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

AGENDA

1. Call to Order and Roll Call (*Chair French*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair French*)
5. Board Chair Report (*French*)
6. Public Expressions
7. Recognitions and Presentations: *5 minutes*
 - A. Chris McCulloch, Coach Operator – Retirement (*Nancy Williams*)
 - B. Federal Transit Administration Section 5310: Subrecipient Recognition (*Karl Otterstrom*)
8. Board Action - Consent Agenda
 - A. Minutes of November 21, 2024, STA Board Meeting– Corrections/Approval
 - B. Approval of the November 2024 Vouchers (*Tammy Johnston/E. Susan Meyer*)
 - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. City Line Wall Street Title Replacement: Final Acceptance (*Karl Otterstrom*)
 - E. Plaza Door Replacements: Final Acceptance (*Karl Otterstrom*)
 - F. 2025 Performance Measures (*Brandon Rapez-Betty*)
 - G. South Hill Park & Ride Improvements: Final Acceptance (*Karl Otterstrom*)
 - H. Public Transportation Agency Safety Plan (*Nancy Williams*)
 - I. City of Millwood Bus Stop Infrastructure: Preliminary Concurrence (*Karl Otterstrom*)
 - J. City Line Bus Procurement - Funding Source Adjustment (*Brandon Rapez-Betty*)
 - K. 2025 Board and Committee Meeting Calendar (*Dana Infalt*)
9. Board Action – Committee Recommendation: *20 minutes*
 - Board Operations Committee
 - A. Amendment to Board Operations Governing Committee Functions – Resolution (*E. Susan Meyer*)
 - Planning & Development Committee
 - A. Final Proposed 2025 Budget – Resolution (*E. Susan Meyer*)
(Majority vote of five required for 9A)
 - B. Connect 2035 Strategic Plan: Adoption – Resolution (*Karl Otterstrom*)
10. Board Action – Other: *10 minutes*
 - A. Draft 2025 State Legislative Focus and Priorities (*Carly Cortright*)
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*)
 - i. 2024 Third Quarter Year-to-Date Performance Measures (*Brandon Rapez-Betty*)
14. CEO Report: *15 minutes*
15. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. November 2024 Sales Tax Revenue (*Tammy Johnston*)
 - C. October 2024 Financial Results Summary (*Tammy Johnston*)
 - D. October 2024 Operating Indicators (*Brandon Rapez-Betty*)
 - E. January 2025 Service Changes (*Karl Otterstrom*)
 - F. 2025 Service Revisions Outreach Update (*Karl Otterstrom*)
 - G. Division Street Bus Rapid Transit: Design & Public Outreach Update (*Karl Otterstrom*)
 - H. 2025 Performance Monitoring & External Relations Committee Work Program (*Brandon Rapez-Betty*)
 - I. 2025 Planning & Development Committee Work Program (*Karl Otterstrom*)
16. New Business: *5 minutes*
 - A. Election of 2025 Board Chair and Presentation of Gavel (*Chair French*)
(Majority vote of five required for 16A)
17. Board Member Expressions: *5 minutes*
 - A. Presentation of Commendation to Outgoing Board Chair (*2025 Chair*)
18. Executive Session (*Etter, McMahon*): *20 minutes*
RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
19. Adjourn (*Chair*)

Optional Virtual link:	Click here to join virtually	
Password:	Members: 2024	Guests: Guest
Call-in Number:	1-408-418-9388	Event #:2491 416 6575

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

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

Next Committee Meetings, Wednesday:

Board Operations	January 8, 2024, 1:30 p.m.
Planning & Development	February 5, 2025, 10:00 a.m. No January Meeting
Performance Monitoring & External Relations	February 5, 2025, 1:30 p.m. No January Meeting

Next Board Meeting:

Thursday, January 16, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington
(A virtual joining option will be available for all Committee and Board meetings)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 10 : BOARD OPERATIONS COMMITTEE DRAFT JANUARY 8, 2025, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for January 8, 2025, 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, January 8, 2025

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 *(Chair)*
3. Chair's Comments *(Chair) (5 minutes)*
4. Committee Action/Discussion *(5 minutes)*
 - A. Minutes of the December 11, 2024, Committee Meeting – Corrections/Approval
5. Appointment of Board Members & Chairs to P&D and PMER *(Chair) (20 minutes)*
6. Confirmation of Appointment of Board Members to Board Operations Committee *(Chair) (5 minutes)*
7. Approval for Board Member Travel to APTA *(Otterstrom & Rapez-Betty) (5 minutes)*
8. Board of Directors Draft January 16, 2025, Meeting Agenda – Corrections/Approval *(Otterstrom & Rapez-Betty) (5 minutes)*
9. Board Operations Committee Draft February 12, 2025, Meeting Agenda – Information *(Otterstrom & Rapez-Betty) (5 minutes)*
10. CEO Report *(Otterstrom & Rapez-Betty) (15 minutes)*
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, February 12, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here		
Password:	Members: 2025		Guests: 0125
Call-in Number:	1-408-418-9388		Event #: xxxx xxx xxxx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 11 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 11, 2024

AGENDA ITEM 12 : NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: Information only.

13.

EXECUTIVE SESSION

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

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
(RCW 42.30.110(1)(b))

The STA Board Operations Committee will reconvene in open session at approximately _____. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the Committee will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 15 minutes