

Spokane Transit Authority
1230 West Boone Avenue
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Approved 11/21/2024
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BOARD OF DIRECTORS

Approved Minutes of the October 30, 2024

STA Board Workshop

1230 W Boone Ave., Spokane
w/Virtual Joining Option

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pam Haley, City of Spokane Valley (*alternate attended*)
Chris Grover, Small Cities (Cheney) *Ex Officio*
Dan Dunne, Small Cities (Liberty Lake)
Josh Kerns, Spokane County (*Virtual*)
Kitty Klitzke, City of Spokane
Paul Dillon, City of Spokane (*Virtual*)
Rod Higgins, *alternate for Tim Hattenburg*, City of
Spokane Valley
Zack Zappone, City of Spokane
Dan Sander, Small Cities (Millwood) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*
Lance Speirs, Small Cities (Medical Lake) *Ex Officio*
Rhonda Bowers, Labor Representative, Non-Voting

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane

STAFF PRESENT

E. Susan Meyer, Chief Executive 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

PROVIDING LEGAL COUNSEL

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

VIRTUAL GUESTS

Kevin Desmond, Project Director, Sam Schwartz
Alex Hanson, Project Manager, Sam Schwartz

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

1. Call To Order and Roll Call

Chair French called the workshop to order at 11:45 pm and the Clerk conducted roll call.

2. Welcome and Introductions

Ms. Meyer welcomed everyone and provided introductions to the internal STA Project Management Team and STA Executive Management Committee members, as well as the Consultant team of Kevin Desmond and Alex Hanson.

3. Workshop Objectives

Ms. Meyer advised the objective of today's workshop to provide an overview of the outline for the draft *Connect 2035* Strategic Action Plan; to understand next steps in *Connect 2035* implementation, what might impact initiative programming, and when final sequencing discussions and decisions will occur; and to understand how STA proposes to track and report out on the progress of *Connect 2035* as a strategic action plan

4. Connect 2035 Strategic Plan Phase 2

A. Outline of Connect 2035 Plan

Mr. Otterstrom reviewed the outline of the Connect 2035 Plan. He reminded Board members that during Phase 1, three overarching goals were identified, supported by strategies, possible actions, and headline performance measures. He also provided a summary of the community engagement to date.

Mr. Hanson provided details of the draft plan outline.

B. Connect 2035 Implementation

Mr. Hanson discussed the funding and investment principles, the Core Investments + Enhancements, and reviewed the recommended initiatives for each goal. He noted that Northeast Spokane had been added to the MOD initiative as requested. Mr. Otterstrom paused and asked if there were any questions about the core investments or recommended initiatives approved by the Board. There were none.

Mr. Otterstrom continued to review programming: timeframe and sequencing. He discussed the programming impacts and upcoming funding decisions regarding Initiative 2117. He discussed the delivery timeframe and the initiative sequencing and provided an example of a dashboard of the initiative sequencing. He advised on the initiative dependencies and talked about agency capacity and provided a review of the timeline (tentative). He asked if there were any questions about the initiative delivery timeframe and/or the initiative sequencing and if the sequencing timeline presented seemed reasonable. Brief discussion ensued but there were no questions.

Regarding Implementation: Tracking and Reporting, Mr. Otterstrom shared performance measures: purpose and a sample dashboard for reporting. He discussed the timing of an annual board review of performance measures three times a year and noted the report would cover all headline measures, performance measures under one of the three goals, and status updates on Connect 2035 initiatives.

He shared the recommended initiatives for Goal 1 (noting the addition of Northeast Spokane to the Implement MOD pilot program), Goal 2, and Goal 3. He also discussed the performance measures attached to each goal – noting which would be new measures for STA. For discussion on this section, he asked if there are other examples of dashboard or reporting methods that resonate and also about other metrics that should be considered. Brief discussion ensued.

5. Next Steps

Mr. Otterstrom reviewed Next Steps and key 2024 dates, with final Connect 2035 Plan coming to the Board for action on December 18, 2024.

6. Adjourn

With no further business to come before the Board, Chair French adjourned the meeting at 12:51 pm.

Respectfully submitted,



Dana Infalt

Clerk of the Authority