

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, December 7, 2022
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2485 707 1774 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Grover*)
3. Chair's Comments (*Grover*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the November 9, 2022, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (*10 minutes*)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
6. 2023 Board and Committee Meeting Calendar – Recommendation (*Infalt*) (*5 minutes*)
7. Board of Directors Draft December 15, 2022, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
8. Board Operations Committee Draft January 11, 2023, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
9. CEO Report (*15 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, January 11, 2023, at 1:30 p.m. via WebEx

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 7, 2022

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chris Grover, Committee Chair

SUMMARY: At this time, the Board Operations Committee will review the meeting agenda.

RECOMMENDATION TO COMMITTEE: Approve agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 7, 2022

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Chris Grover, 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 7, 2022

AGENDA ITEM 4A : MINUTES OF THE NOVEMBER 9, 2022, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The November 9, 2022, 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 9, 2022, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Chris Grover, Small Cities Representative
(Airway Heights), *Chair*
Al French, Spokane County, *Planning & Development Committee Chair*
Pamela Haley, City of Spokane Valley,
Performance Monitoring & External Relations Committee Chair
Lori Kinnear, City of Spokane, *Chair Pro Tem*
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

None

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

None

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 1:32 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Ms. Meyer listed the items added to the agenda for the Committee.

4B. Additional Funding Request for Double-Decker Buses (*Rapez-Betty*)

4C. Additional Funding Request for Paratransit Vans (*Rapez-Betty*)

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

Mr. French requested approval for an Executive Session at the end of the meeting to discuss upcoming labor agreements. Chair Grover asked for a motion.

Mr. French moved to amend the agenda to add an Executive Session, Ms. Haley seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Grover noted the midterm elections and congratulated Mr. French on his reelection.

4. COMMITTEE ACTION

A. September 7, 2022, Committee Minutes

Mr. French moved to approve the September 7, 2022, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

B. Additional Funding Request for Double-Decker Buses

Mr. Rapez-Betty presented and requested Committee approval for additional funding for seven Double-Decker Buses.

Lori Kinnear joined the meeting at 1:40 PM.

Mr. French moved to recommend the Board authorize, by motion, an increase of \$789,770 in CIP Project 533 establishing a new budget total of \$9,029,770 for the purchase of seven double-decker buses from Alexander Dennis Inc., in 2025, Ms. Haley seconded, and the motion passed unanimously.

C. Additional Funding Request for Paratransit Vans

Mr. Rapez-Betty presented and requested Committee approval for additional funding for CIP# 485, 2022 van replacement project, due to the 50.7% increase in cost, as well as the purchase of seven additional Paratransit Vans.

Mr. French moved to recommend the Board approve, by motion, an increase to the overall project budget for CIP #485 of \$551,207 for a revised total of \$1,890,000. Further, recommend the Board authorize staff to acquire seven paratransit vans from Northwest Bus Sales for an amount not to exceed \$882,000 for delivery in late 2022 or early 2023 under CIP #487, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

i. Downtown Layover Lease Agreement Approval

Mr. Otterstrom explained a new layover location for the Route 25 Division in downtown Spokane has been identified at the former Greyhound bus station, and STA is seeking Board authorization for the CEO to enter into a lease agreement. Ms. Kinnear inquired about the security at the location. Mr. Otterstrom said Security will monitor the new location.

Mr. French moved to recommend the Board authorize, by motion, the CEO to enter into a downtown layover site license agreement with Cowles Real Estate Company for up to \$7,300 annually, Ms. Haley seconded, and the motion passed unanimously.

ii. Project Office Lease Agreement Approval

Mr. Otterstrom explained STA's construction administration and management team for the City Line project is located in an office in Schade Tower, and an extension to the lease is needed to provide office space through the remainder of the project. This is a new lease for STA. Hill International Construction Administration and Management has leased the space through 2022 and STA will now lease the office. Mr. French inquired as to whether taxes, utilities, and insurance are included within the lease agreement. Mr. Otterstrom advised he will provide that information to the Committee prior to the Board taking action.

Mr. French moved to recommend the Board of Directors approve, by motion, the Project Office Lease Agreement for a one-year term, plus three, one-year options, with the discussed additional information being provided prior to the Board taking final action, Ms. Haley seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

A. Al French, Chair, Planning & Development (P&D)

Mr. Otterstrom shared the items presented at the Planning and Development Committee Meeting on November 2, 2022.

B. Pam Haley, Chair, Performance Monitoring & External Relations (PMER)

Ms. Haley shared the items presented at the Performance Monitoring & External Relations Committee Meeting on November 2, 2022.

7. BOARD OF DIRECTORS AGENDA NOVEMBER 17, 2022

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA DECEMBER 7, 2022

There were no questions or comments.

9. CEO REPORT

Ms. Meyer shared the September voter approved Sales Tax information with the Committee.

10. NEW BUSINESS

11. EXECUTIVE SESSION

At this time (2:13 PM), the Committee adjourned to executive session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining. The Committee will reconvene in open session at approximately 2:23 PM. If it becomes necessary to extend the executive session, a member of the staff will 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.

The Committee reconvened in open session at 2:23 PM. There was no action taken.

12. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:23 PM.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

December 7, 2022

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Al French, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the November 30, 2022, and Draft February 1, 2023, committee meeting agendas as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 30, 2022 (December)
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2484 903 6127 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (10 minutes)
 - A. Minutes of the November 2, 2022, Committee Meeting -- *Corrections/Approval*
 - B. 2023 Planning & Development Committee Work Program Approval (Otterstrom)
4. Committee Action (30 minutes)
 - A. Board Consent Agenda
 1. Federal Transit Administration Section 5310 Funding Recommendation (Otterstrom)
 2. State Buses and Bus Facilities Grant Application Approval (Otterstrom)
 - B. Board Discussion Agenda
 1. Final Proposed 2023 Operating and Capital Budgets (Liard)
(Adoption at December Board meeting)
 2. Establishment of Designated Real Estate Acquisition Reserve (Liard)
5. Reports to Committee
6. CEO Report (E. Susan Meyer) (15 minutes)
7. Committee Information
8. Review February 1, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, February 1, 2023, at 10:00 a.m. via Webex
(No January Meeting)

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
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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 1, 2023
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the November 30, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
 - B. Board Discussion Agenda
5. Reports to Committee *(30 minutes)*
 - A. Review 2023 Planning & Development Committee Work Program *(Otterstrom)*
 - B. Transit Development Plan 2023-2028 Overview *(Otterstrom)*
 - C. Title VI Plan Update: Draft Program and Outreach Results *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review March 1, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 1, 2023, at 10:00 a.m. via Webex

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 7, 2022

AGENDA ITEM 5B : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pamela Haley, Chair, Performance Monitoring & External Relations

SUMMARY: At this time, the Committee Chair will review the November 30, 2022, and Draft February 1, 2023, committee meeting agendas as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

November 30, 2022 (December Meeting)

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [DECEMBER COMMITTEE MEMBER LINK](#)

General Public: [DECEMBER GUEST AND ATTENDEE LINK](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2490 014 9790 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (15 minutes)
3. Committee Action (15 minutes)
 - A. Minutes of the November 2, 2022, Committee Meeting -- *Corrections/Approval*
 - B. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) - Scope of Work Approval (*Otterstrom*)
 - C. Recommendation to Appoint New Member to the Citizen Advisory Committee (*Cortright*)
4. Committee Action (30 minutes)
 - A. Board Consent Agenda
 1. 2023 Performance Measures (*Rapez-Betty*)
 - B. Board Discussion Agenda
 1. Draft 2023 State Legislative Focus and Priorities (*Cortright*)
5. Reports to Committee (*none*)
6. CEO Report (*E. Susan Meyer*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. October 2022 Operating Indicators (*Rapez-Betty*)
 - B. STA Outreach Update (*Cortright*)
 - C. October 2022 Financial Results Summary (*Liard*)
 - D. November 2022 Sales Tax Revenue (*Liard*)
 - E. January 2023 Service Changes (*Otterstrom*)
8. Review February 1, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (15 minutes)
11. Adjourn
12. Next Committee Meeting: Wednesday, February 1, 2023, at 1:30 p.m. via WebEx

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

February 1, 2023

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(15 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the November 30, 2022 (December meeting), Committee Meeting - *Corrections/Approval*
4. Committee Action *(30 minutes)*
 - A. Board Consent Agenda
 1. Sprague Line - Phase I: Scope of Work Approval *(Otterstrom)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(none)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. December 2022 Operating Indicators *(Rapez-Betty)*
 - B. 4th Quarter 2022 Service Planning Public Input Report *(Otterstrom)*
 - C. January 2023 Sales Tax Revenue *(Liard)*
8. Review March 1, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(15 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, March 1, 2023, at 1:30 p.m. via WebEx

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SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 7, 2022

AGENDA ITEM 6 : 2023 BOARD AND COMMITTEE MEETING CALENDAR – RECOMMENDATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Dana Infalt, Clerk of the Authority

SUMMARY: Attached is a proposed schedule for 2023 Board and Committee meeting dates. STA Board meetings will be held in person on the third Thursday of the month at the Spokane Transit Boardroom, 1230 West Boone Avenue at 1:30 p.m. with a virtual option provided.

The Board Operations Committee meetings will be held virtually on the second Wednesday of the month at 1:30 p.m.

The Planning and Development (P&D) Committee and Performance Monitoring and External Relations (PMER) Committee meetings will be held virtually on the first Wednesday of the month at 10:00 a.m. and 1:30 p.m., respectively.

For virtual committee meetings, an in-person viewing option will be available.

Please note the following exceptions:

JANUARY

There are no Planning and Development Committee, or Performance Monitoring and External Relations Committee meetings scheduled for January.

JUNE

June begins on a Thursday. As such, committee meetings are one week earlier than usual. The P&D and PMER committees will meet on Wednesday, May 31, 2023, and the Board Operations Committee will meet on June 7, 2023.

AUGUST

There are no Board or Committee meetings scheduled during the month of August.

RECOMMENDATION TO COMMITTEE: Review and recommend the Board approve the 2023 Board and Committee meeting calendar and forward to the Board Consent agenda.

SPOKANE TRANSIT AUTHORITY

2023 DRAFT BOARD & COMMITTEE MEETING SCHEDULE

Board Meetings to be held at Spokane Transit with Virtual WebEx Option

Committee Meetings to be held via Virtual WebEx w/in Person Viewing Option

Board Meetings (Third Thursday) 1:30pm-3:00pm	Planning & Development Committee (First Wednesday) 10:00am-11:30am
January 19	<i>January – No meeting scheduled</i>
February 16	February 1
March 16	March 1
April 20	April 5
May 18	May 3
June 15	May 31 (<i>June Meeting</i>)
July 20	July 5
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 21	September 6
October 19	October 4
November 16	November 1
December 21	December 6
Board Operations Committee (Second Wednesday) 1:30pm-3:00pm	Performance Monitoring & External Relations Cmte (First Wednesday) 1:30pm-3:00pm
January 11	<i>January – No meeting scheduled</i>
February 8	February 1
March 8	March 1
April 12	April 5
May 10	May 3
June 7 (<i>1 Week Early</i>)	May 31 (<i>June Meeting</i>)
July 12	July 5
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 13	September 6
October 11	October 4
November 8	November 1
December 13	December 6
2023 Board Workshops	
Board Strategic Planning & Budget Workshop Wednesday July 20, 11:30 am – 1:15 pm (including lunch)	
2023 CAC Meeting Schedule (2nd Wednesday of the scheduled month) 5:00 pm	
February 8	
April 12	
June 7 (<i>1 Week Early</i>)	
September 13	
November 8	

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

December 7, 2022

AGENDA ITEM 7 : BOARD OF DIRECTORS MEETING AGENDA DECEMBER 15, 2022 –
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 15, 2022, is attached for your 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

Thursday, December 15, 2022

1:30 – 3:00 p.m.

STA Boardroom

1230 W Boone Avenue, Spokane, WA

with a Webex Video Conference Option

WebEx Video Conference Joining Option:

Board Members: [Board Member Link](#)

General Public: [Guest Attendee Link](#)

Audio Conference: 1-408-418-9388; Event #: 2488 441 6880 Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chris Grover*)
3. Public Expressions
4. Recognitions and Presentations: *5 minutes*
 - A. Employee Recognition Awards (*Nancy Williams*)
5. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the November 17, 2022, Board Meeting – Corrections/Approval
 - B. November 2022 Vouchers (*Monique Liard*)
 - C. Federal Transit Administration Section 5310 Funding Recommendation (*Karl Otterstrom*)
 - D. State Buses and Bus Facilities Grant Application Approval (*Karl Otterstrom*)
 - E. 2023 Performance Measures (*Brandon Rapez-Betty*)
 - F. 2020 Bus Stop Improvements: Contract Final Acceptance (*Karl Otterstrom*)
 - G. Cooling Tower and Boiler Replacement Contract: Final Acceptance (*Brandon Rapez-Betty*)
 - H. Fleck Tank Cleaning Contract: Final Acceptance (*Brandon Rapez-Betty*)
 - I. 2023 Board & Committee Meeting Calendar (*Dana Infalt*)
6. Board Action -Committee Recommendation: *20 minutes*

Planning & Development Committee

 - A. Adoption of 2023 Operating & Capital Budgets – Resolution (*Monique Liard*)
(Majority vote of five required)
 - B. Establishment of Designated Real Estate Acquisition Reserve – Resolution (*Monique Liard*)
(Majority vote of five required)

Performance Monitoring & External Relations Committee

 - C. Draft 2023 State Legislative Priorities (*Carly Cortright*)
7. Board Action – *10 Minutes*
 - A. Connect 2035 Strategic Plan Phase 1 Adoption – Resolution (*Monique Liard*)
8. Board Report – *10 Minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chris Grover*)

10. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Pam Haley*)
12. CEO Report: *15 minutes*
13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. October 2022 Financial Results Summary (*Monique Liard*)
 - C. November 2022 Sales Tax Revenue (*Monique Liard*)
 - D. October 2022 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 2023 Planning and Development Committee Work Program Approval (*Karl Otterstrom*)
 - F. Cheney Line Corridor Improvements Scope of Work (*Karl Otterstrom*)
 - G. January 2023 Service Changes (*Karl Otterstrom*)
 - H. STA Outreach Update (*Brandon Rapez-Betty*)
 - I. STA's Holiday Services & Office Hours (*Dana Infalt*)
14. New Business: *5 minutes*
 - A. Election of 2023 Board Chair and Presentation of Gavel (*Chris Grover*)
(Majority vote of five required)
15. Board Members' Expressions: *5 minutes*
 - A. Presentation of Commendation to Chris Grover Outgoing Board Chair (*2023 Board Chair*)
16. Executive Session (*Etter, M^cMahon, Lamberson, Van Wert & Oreskovich, P.C.*): *10 minutes*
For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
17. Adjourn

Cable 5 Broadcast Dates and Times of December 15, 2022, STA Board Meeting:

Saturday, December 17, 2022	4:00 p.m.
Monday, December 19, 2022	10:00 a.m.
Tuesday, December 20, 2022	8:00 p.m.

Next Committee Meetings (Virtual w/In Person Option) Wednesday:

Planning & Development	February 1, 2023, 10:00 a.m.
Performance Monitoring & External Relations	February 1, 2023, 1:30 p.m.
Board Operations	January 11, 2023, 1:30 p.m.

Next Board Meeting (In Person w/Hybrid Option):

Thursday, January 19, 2023, 1:30 p.m.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: 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. 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 7, 2022

AGENDA ITEM 8 : BOARD OPERATIONS COMMITTEE DRAFT JANUARY 11, 2023, 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 11, 2023, 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 11, 2023
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: Click here to join the meeting

General Public: Click here to join the meeting

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xxxx** | Password: 2023

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Chair TBD*)
3. Chair's Comments (*Chair TBD*) (5 minutes)
4. Committee Action/Discussion (5 minutes)
 - A. Minutes of the December 7, 2022, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (10 minutes)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
6. Approval for Board Member Travel to APTA 2023 – Recommendation (*Meyer*) (5 minutes)
7. Appointment of Board Members & Chairs to P&D and PMER Committees – Recommendation (*Chair TBD*) (5 minutes)
8. Board of Directors Draft January 19, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
9. Board Operations Committee Draft February 8, 2023, Meeting Agenda – Information (*Meyer*) (5 minutes)
10. CEO Report (15 minutes)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, February 8, 2023, at 1:30 p.m. via WebEx

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 7, 2022

AGENDA ITEM 9 : 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 7, 2022

AGENDA ITEM 10: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: Information only.