

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, March 8, 2023

1:30 p.m. – 3:00 p.m.

Via Virtual Conference

w/In Person Public Viewing Option

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

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: 2486 485 7919 | Password: 2023

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Kinnear*)
3. Chair's Comments (*Kinnear*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the February 8, 2023, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (*5 minutes*)
 - A. Board Consent Agenda
 - i. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) – Temporary Construction Easements (*Otterstrom*)
 - ii. **Appleway Station Park and Ride Property Acquisition: Right of Entry Permit (*Otterstrom*)**
6. Committee Chair Reports (*10 minutes*)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
7. Board Development (*20 minutes*)
 - A. Draft Agenda Board Retreat (*Meyer*)
 - B. Update Rules of Procedure (*Meyer*)
8. Board of Directors Draft March 16, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
9. Board Operations Committee Draft April 12, 2023, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
10. CEO Report (*15 minutes*)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, April 12, 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

March 8, 2023

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 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

March 8, 2023

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lori Kinnear, 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

March 8, 2023

AGENDA ITEM 4A : MINUTES OF THE FEBRUARY 8, 2023, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The February 8, 2023, 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 February 8, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Lori Kinnear, City of Spokane, *Chair*
Al French, Spokane County, *Chair Pro Tem*,
Planning & Development Committee Chair
Pamela Haley, City of Spokane Valley
Performance Monitoring & External
Relations Committee Chair
E. Susan Meyer, Chief Executive Officer,
Ex Officio

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

MEMBERS ABSENT

Dan Dunne, City of Liberty Lake

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

None

1. CALL TO ORDER AND ROLL CALL

Chair Kinnear called the meeting to order at 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

This item was not reviewed.

3. CHAIR'S COMMENTS

Chair Kinnear suggested developing a training process to help transition new STA Board Members into their roles. Mr. French shared that Spokane County has scheduled a retreat for its new Commissioners, and that a less formal Board retreat for STA Board Members could be beneficial. Ms. Haley supported the idea of a retreat. Ms. Meyer recommended updating the Board's Rules of Procedure, as they were last updated in 1993, and she offered to bring a draft to the Board through the Board Operations Committee.

4. COMMITTEE ACTION

A. January 11, 2023, Committee Minutes

Mr. French moved to approve the January 11, 2023, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French noted that Council Member Stratton, City of Spokane, chaired the meeting as he participated via phone and had to leave early. Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on February 1, 2023.

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

Ms. Haley shared the items presented at the Performance Monitoring & External Relations Committee meeting on February 1, 2023.

6. BOARD OF DIRECTORS AGENDA FEBRUARY 16, 2023

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 8, 2023

There were no questions or comments.

Mr. French moved to approve the Board Operations Committee draft agenda as presented, Ms. Haley seconded, and the motion passed unanimously.

8. CEO REPORT

Ms. Meyer shared details regarding the January 2023 voter-approved Sales Tax revenues, and the City Line temporary service span and frequency comparisons for July 2023. Ms. Meyer noted that STA will be requesting a waiver from the Federal Transit Administration regarding the temporary service frequencies. Mr. French shared hiring for Coach Operators has been, and still is a challenge, and he supports the efforts of Ms. Meyer and STA. He noted community feedback regarding service times established the desire for evening and weekend service. Ms. Haley agreed with Mr. French's sentiments and thanked STA staff their hard work. Chair Kinnear shared her excitement for the City Line launch, and she commended STA for addressing the challenges. She recommended continuing to communicate with the Board Members to ensure they are aware of the progress and updates.

9. NEW BUSINESS

Chair Kinnear shared a positive experience by a City of Spokane employee who lost a cell phone on an STA bus. The Coach Operator retrieved the cell phone, and it was returned to her. She was impressed and grateful, and she asked that Chair Kinnear share this experience and how STA staff go above and beyond for their customers. Mr. French shared that Spokane County is nearing completion of its contract renewal with STA for employee bus passes.

10. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:05 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 5Ai : CHENEY LINE CORRIDOR IMPROVEMENTS AND WEST PLAINS TRANSIT CENTER RETROFIT (BAY 4) - TEMPORARY CONSTRUCTION EASEMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Planning & Development Officer
Jeff Hall, Capital Projects Manager

SUMMARY: The Cheney Line Corridor Improvement and West Plains Transit Center Retrofit (Bay 4) project will require three (3) temporary construction easements (TCE) for the construction of bus stops and street improvements in the City of Cheney. STA has been in contact with the respective property owners regarding these easements and all are willing partners. These TCEs are summarized in the table below:

| <u>TCE #</u> | <u>PARCEL #</u> | <u>ADDRESS</u> | <u>DESCRIPTION</u> | <u>OWNER</u> | <u>TCE VALUE</u> |
|---------------|--------------------------|--|--------------------|-------------------------------------|------------------|
| A | 13121.0070 13121.0071 | 2816 & 2710 1 ST Ave. Cheney, WA | 14' x 158' | Sierra Developments, LLC | \$1,128 |
| B | 13124.5307 | 445 N 6 th St. Cheney, WA | 4' x 42.35' | Buxton, D.C. & P.O. | \$100 |
| C | 13124.5809 | 460 N 5 th St. Cheney, WA | 4' x 43.65' | St. Rose of Lima Catholic Parish | \$37 |
| TOTAL: | | | | | \$1,265 |

These TCEs are located along the City rights-of-way and allow for removal of existing sidewalk and bus stop pads in a state of disrepair and construction of sidewalk and landscape improvements. The easement areas consist of drainage swales and landscaping. The property values have been determined by appraisals performed, with a total value of \$1,265. Staff are recommending the Board authorize the CEO to negotiate and acquire all TCEs listed for a total not-to-exceed value of \$2,000. TCE expenditures will be attributed to the Cheney Line project budget (CIP#764).

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, the acquisition of temporary construction easements on parcel nos. 13121.0070, 13121.0071, 13124.5307, and 13124.5809 for an amount not-to-exceed \$2,000 and authorize the CEO to negotiate each temporary construction easement and execute all necessary documents on behalf of Spokane Transit Authority.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 5Aii : APPLEWAY STATION PARK AND RIDE PROPERTY ACQUISITION: RIGHT OF ENTRY PERMITS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Ryan Brodwater, Capital Projects Manager

SUMMARY: Appleway Station Park and Ride is an integral element of STA Moving Forward and the associated I-90/Valley HPT Corridor Development Plan approved by the STA Board in October 2022. STA is under contract with KPFF Consulting Engineers for the planning, property acquisition, design, and construction management of this project. Prior to moving forward with property acquisition, a Phase 1 Environmental Assessment needs to be performed which requires access to the property of interest via Right of Entry Permits with various property owners. These Permits are not anticipated to have any associated cost. Staff is recommending the Board provide the CEO with authority to negotiate and enter into all necessary Right of Entry Permits to complete Phase 1.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by motion, the CEO to negotiate and execute all necessary no-cost Right of Entry permits to complete the Phase 1 Environmental Assessment for the Appleway Station Park and Ride.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 6A : 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 March 1, 2023, and Draft April 5, 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, March 1, 2023
10:00 a.m. – 11:30 a.m.

Committee Meeting is via Virtual Conference
w/In Person Public Viewing Option
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

Committee Members: [Committee Members – Click Here to Join Virtually](#)

General Public: [Guests – Click Here to Join Virtually](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2487 351 2836 | Password: 2023

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the February 1, 2023, Committee Meeting -- *Corrections/Approval*
 - B. Connect 2035 Strategic Plan – Phase 2: Scope of Work (Otterstrom)
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. 2023 Title VI Program Adoption (Resolution) (Otterstrom)
 - B. Board Discussion Agenda -- none
5. Reports to Committee (30 minutes)
 - A. 2024-2029 Transit Development Plan: Develop Mid-Range Planning Guidance (Otterstrom)
 - B. Division Street Bus Rapid Transit: Project Update (Otterstrom)
 - C. Draft SRTC 2024-2025 Unified Planning Work Program (UPWP) (Otterstrom)
6. CEO Report (E. Susan Meyer) (15 minutes)
7. Committee Information
8. Review April 5, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, April 5, 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
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 5, 2023
10:00 a.m. – 11:30 a.m.

Committee Meeting is via Virtual Conference
w/In Person Public Viewing Option
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA

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: xxxx xxx xxxx | Password: 2023

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the February 1, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(5 minutes)*
 1. Division Street Bus Rapid Transit Work Order #2 Approval *(Otterstrom)*
 - B. Board Discussion Agenda
5. Reports to Committee *(20 minutes)*
 - A. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative *(Otterstrom)*
(Public Hearing at April Board meeting)
 - B. 2024-2029 Transit Development Plan: Planning Guidance *(Otterstrom)*
 - C. 2024-2029 Transit Development Plan: Financial Assumptions *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review April 5, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 5, 2023, at 10:00 a.m. via Webex

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 6B : 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 March 1, 2023, and Draft April 5, 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

March 1, 2023
1:30 p.m. – 3:00 p.m.

Committee Meeting is via Virtual Conference
w/In Person Viewing Option
Spokane Transit, 1230 W Boone Avenue, Spokane, WA

Committee Members: [COMMITTEE MEMBER LINK](#)

General Public: [GENERAL PUBLIC LINK](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2480 766 4058 | Password: 2023

UPDATED AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (10 minutes)
 - A. Minutes of the February 1, 2023, Committee Meeting -- *Corrections/Approval*
 - B. Citizen Advisory Committee: Reappointment of Member to a Second Term (Cortright)
 - ~~C. Plaza Facility Engineering Services Scope of Work (Rapez-Betty)~~
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. July 2023 Service Revisions: Final Recommendation (Otterstrom)
 2. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4): Award of Contract (Otterstrom)
 3. 100% Rideshare Subsidy for Spokane Transit Employees (Rapez-Betty/Williams)
 - B. Board Discussion Agenda (none)
5. Reports to Committee (30 minutes)
 - A. 2022 Year-End Performance Measures (Rapez-Betty)
 - B. 2022 State Audit Timeline (Liard)
 - C. 2022 Unaudited Year-End Financial Report (Liard)
 - D. Community Access Pass (CAP) Program Report (Cortright)
6. Committee Discussion (15 minutes)
 - A. Student Fare Cards (E. Susan Meyer)
 - B. Fee for Connect Cards (E. Susan Meyer)
7. CEO Report (E. Susan Meyer) (15 minutes)
8. Committee Information (no discussion/staff available for questions)
 - A. January 2023 Operating Indicators (Rapez-Betty)
 - B. February 2023 Sales Tax Revenue (Liard)
 - C. January 2023 Financial Results Summary (Liard)
9. Review April 5, 2023, Committee Meeting Agenda
10. New Business

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

April 5, 2023
1:30 p.m. – 3:00 p.m.

Committee Meeting is via Virtual Conference
w/In Person Viewing Option
Spokane Transit, 1230 W Boone Avenue, Spokane, WA

Committee Members: [INSERT COMMITTEE LINK HERE](#)

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

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. Committee Chair Report *(10 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the March 1, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(none)*
 - A. Board Consent Agenda *(none)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(none)*
6. Committee Discussion *(15 minutes)*
 - A. Student Fare Cards
7. CEO Report *(E. Susan Meyer) (15 minutes)*
8. Committee Information (no discussion/staff available for questions)
 - A. February 2023 Operating Indicators *(Rapez-Betty)*
 - B. March 2023 Sales Tax Revenue *(Liard)*
 - C. February 2023 Financial Results Summary *(Liard)*
 - D. May 2023 Service Change *(Otterstrom)*
9. Review May 3, 2023, Committee Meeting Agenda
10. New Business *(5 minutes)*
11. Committee Members' Expressions *(5 minutes)*
12. Adjourn
13. Next Committee Meeting: Wednesday, May 3, 2023, at 1:30 p.m. via WebEx w/In Person Option

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 7A: DRAFT AGENDA BOARD RETREAT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, staff will present a Draft Board Retreat Agenda for committee review and direction.

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 7B : UPDATE SPOKANE TRANSIT AUTHORITY RULES OF PROCEDURE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The attached Spokane Transit Authority Rules of Procedure were last adopted by the Board at the December 16, 1993, Board meeting.

At this time, staff will present proposed updates for the Committee's review and discussion.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by Resolution, the proposed updates to the Spokane Transit Authority Rules of Procedure.

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

SPOKANE TRANSIT AUTHORITY

RULES OF PROCEDURE

RESOLUTION NO. 456-93

A RESOLUTION FOR THE PURPOSE OF PROVIDING FOR THE ADOPTION OF "RULES OF PROCEDURE"; 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 (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 (PTBA); and

WHEREAS, STA is a legislative body of the Spokane County PTBA; and

WHEREAS, STA, by Resolution No. 225-84, adopted "Rules of Procedure" regarding meetings, agenda, legislative hearings, adjudicative hearings, and general principles;

NOW, THEREFORE, be it resolved by the Board of Directors of STA as follows:

Section 1. The "Rules of Procedure" are hereby adopted.

Section 2. The "Rules of Procedure" adopted by STA Resolution No. 225-84 are hereby repealed in their entirety.

Section 3. The "Rules of Procedure" shall be effective from the date of adoption.

Adopted by STA at a regular meeting thereof held on the 16th day of December, 1993.

ATTEST:

SPOKANE TRANSIT AUTHORITY

Debbie Leinan
Debbie Leinan
Clerk of the Authority

Joe Martella
Joe Martella
Board Chairperson
Chair Pro Tempore

Approved as to form:

Thomas Kingen
Thomas Kingen
Attorney for Spokane Transit Authority

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SPOKANE TRANSIT AUTHORITY

RULES OF PROCEDURE

ARTICLE I - MEETINGS

RULE 1.1 PLACE AND TIME OF REGULAR MEETINGS¹

1.1.1 Regular meetings shall be held in the STA Multipurpose Auditorium, 1229 West Boone Avenue, at 4:00 P.M., on a schedule adopted by the Board of Directors prior to the beginning of each year.²

RULE 1.2 ADJOURNED MEETINGS³

1.2.1 Any meeting may be adjourned to a place and time fixed in the motion. Unless otherwise specified in the

¹RCW 42.30.070 (Open Meetings Act) requires the governing body of a public agency to provide a time for holding regular meetings by formal action.

²This provision conforms with RCW 42.30.070.

³The term "adjourned" has various meanings. Depending on context, to adjourn means to postpone and continue to a later time, or to close a meeting. Although a technical explanation would involve the notion of a "session" of the Board, for practical purposes, in the normal case when at the end of a meeting the meeting is "adjourned," it is concluded; whereas, if a meeting is adjourned with unfinished business or adjourned without having started, the meeting is continued.

For the most part, these Rules use the term in the sense contemplated by the Open Meetings Act, particularly RCW 42.30.070, that of a continuation of a meeting. The term can refer to both the meeting which is continued and the continuation of the meeting. Thus, if Monday's meeting be adjourned to Tuesday, Tuesday's meeting is called an "adjourned meeting."

motion, the meeting will be adjourned to the place and time fixed for the next regular meeting.

1.2.2 If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.⁴

1.2.3 If at the time fixed for the beginning of any meeting, or at any time in the course of the meeting, less than one member from each of the representative categories be present,⁵ the Chairperson, or, in his/her absence, the Chairperson Pro Tempore, or, in the absence of both, any member shall declare the meeting adjourned to the next regular meeting. If at the time fixed for the beginning of any meeting any representative category is not present, the Clerk or other person designated by the Clerk shall declare the meeting adjourned to the next regular meeting.⁶

1.2.4 The Clerk, or other person designated by the Clerk, shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted

⁴RCW 42.30.090 so provides, the apparent intent being to expressly avoid the notice requirements.

⁵STA Resolution No. 420-91, Bylaws Section 3.3, dated October 24, 1991, as amended.

⁶RCW 42.30.090 purports to give the Clerk authority to declare such a non-meeting adjourned to a certain time and place. The members of the Board have the authority, as Rule 1.2.7 recites, to call a special meeting.

as soon as possible after adjournment and shall state the fact of adjournment and the place and time of the adjourned meeting.⁷

1.2.5 This rule does not prevent the calling of a special meeting.

RULE 1.3 SPECIAL MEETINGS

1.3.1 A special meeting may be called by the Chairperson or by a majority of the whole Board (i.e., five members).⁸ The Board may, by motion during any meeting, call a special meeting.

1.3.2 Notice of every special meeting shall be given in writing to every Board member, to the Executive Director, to the Clerk, and to all local news media representatives who have on file with the Clerk a request for such notices. The notice shall be delivered personally, by mail, or otherwise, so as to be received at least 24 hours before the meeting. The notice shall state the place and time of the meeting, and the business to be conducted. The Board shall not make final disposition of any matter not included in the notice.⁹

⁷This rule derives from RCW 42.30.090.

⁸RCW 42.30.080 and STA Resolution No. 420-91, Bylaws Section 3.2(b), dated October 24, 1991, as amended.

⁹RCW 42.30.080.

1.3.3 Notice of a special meeting to Board members by the Executive Director and the Clerk may be waived in writing at anytime.

1.3.4 Notice of a special meeting may be shortened or dispensed with in case of emergency involving likelihood of injury or damage to persons or property.¹⁰

RULE 1.4 EXECUTIVE SESSIONS

1.4.1 The Board may conduct a special meeting or part of a special or regular meeting in executive session, to the exclusion of the public, in accordance with applicable law.¹¹

Before the Board convenes in executive session, the Chairperson shall declare, or the special meeting notice shall state, the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session.

1.4.2 The Board shall determine which persons shall attend each particular executive session and whether minutes shall be taken. If minutes are to be taken, they shall be

¹⁰RCW 42.30.080.

¹¹This language is a paraphrase and an interpretation of RCW 42.30.110. RCW 42.30.140 makes the entire Open Meetings Act inapplicable to quasi-judicial matters, some collective bargaining proceedings, and certain licensing actions.

filed in the office of the Executive Director, to be made public at such time as the need for confidentiality ceases to exist.¹²

RULE 1.5 MEETINGS NOT SUBJECT TO OPEN PUBLIC MEETINGS
LAW

1.5.1 Except for notice to the Board members, the Executive Director, and the Clerk, meetings may be held in which the Open Public Meetings Law is not applicable.¹³

ARTICLE II - CONDUCT OF BUSINESS

RULE 2.1 AGENDA

2.1.1 The agenda for all meetings shall be prepared by the office of the Clerk in the manner and format prescribed by and in coordination with the Executive Director.

2.1.2 The agenda for each regular meeting shall be typed and available to be picked up and distributed in such number as the Executive Director may prescribe by 4:45 P.M. on the Wednesday preceding the meeting.

¹²RCW 42.30.020 seems to allow executive sessions without minutes. There are not cases clearly indicating who has the burden of proving what went on in an executive session.

¹³RCW 42.30.140 makes the entire Open Meetings Act inapplicable to quasi-judicial matters, some collective bargaining proceedings, and certain licensing actions.

2.1.3 Items may be placed on a regular meeting agenda by the Executive Director, General Counsel, Clerk, or any Board member. The wording for the agenda and the agenda data sheet shall be furnished by the person submitting the item. Board members may not utilize administrative staff, other than that of the Executive Director's office or General Counsel, for the preparation of an item for the agenda without direction by the Board or authorization from the Executive Director.

2.1.4 For good cause and under emergent circumstances, an item may be added to the agenda after the deadline, and can be acted upon if the Board finds such action necessary.

RULE 2.2 AGENDA DATA

2.2.1 Each person submitting an agenda item shall furnish agenda data to the Clerk by such procedure and in such format as prescribed by the Executive Director. Agenda data shall include any report, file, record of previous administrative or legislative proceedings, or a summary thereof, and other documents necessary to adequately explain the matter to be acted upon, including a fiscal impact statement. Additional documentation which has not been transmitted to the Board shall be identified, and the location where such documents may be examined shall be indicated.

2.2.2 Agenda data should indicate related actions and any factors which bear upon the timing or notice of the Board's action.

2.2.3 The Clerk shall be responsible for making sufficient copies of agenda materials available to be picked up and distributed. The Clerk may edit the agenda wording and alter, add to, or delete agenda data to be transmitted.

2.2.4 It is the duty of each Board member to obtain and be familiar with all agenda data.

RULE 2.3 ORDER OF BUSINESS

2.3.1 Items shall be acted upon in the order in which they appear on the agenda, provided items may be taken out of order, combined, or separated by majority vote of the Board, or by declaration of the Chairperson.

2.3.2 Items on the agenda may be grouped under various headings or sections, and entire sections may be read and acted upon at one time unless the Board decides otherwise. The agenda will generally be organized as follows:

- (1) Call to Order and Roll Call
- (2) Approval of Minutes of Previous Meeting
- (3) Recognitions and Presentations

- (4) Board Action
- (5) Board Information, Including Committee Reports
- (6) Staff Reports
- (7) New Business
- (8) Board Member Expressions
- (9) Executive Session - inserted where and as appropriate
- (10) Date of Next Board meeting and/or Public Hearing
- (11) Adjournment

2.3.3 The normal course of the deliberative process, particularly for those items which involve a hearing, shall be:

- (1) Identification of public hearing and purpose by the Chairperson;
- (2) Staff report and questions to staff from Board;
- (3) Citizen input, with questions from Board;
- (4) Closure of public hearing;
- (5) Action: motion and second; discussion by Board and recourse by citizens if recognized; and vote.

RULE 2.4 PROCEDURE FOR BOARD ACTION

2.4.1 Every legislative act of the Board of a general or permanent nature shall be by motion or resolution.

RULE 2.5 SPEAKING TO THE BOARD

2.5.1 No one shall speak without first being recognized for that purpose by the Chairperson.

2.5.2 Each person speaking shall identify himself/herself by name, address, and, if appropriate, representative capacity.

2.5.3 Each speaker shall follow all written and verbal instructions, so that verbal remarks are electronically recorded and documents submitted for the record are identified and marked by the Clerk.

2.5.4 In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, such as demonstrations, banners, applause, and the like, will be permitted.

2.5.5 (1) Following an assessment by the Chairperson of factors such as complexity of issue, apparent number of people indicating a wish to testify, representation by designated spokespersons, etc., the Chairperson may, in the absence of

objection by the majority of the Board members present, impose the following procedural time limitations;

(a) There shall be time allotted for staff or Board presentation of background information, if any.

(b) The designated representative of the proponents of the issue shall speak first and may include within his or her presentation the testimony of expert witnesses, visual display, and any other reasonable methods of presenting the case. Up to 30 minutes shall be granted for the proponents' presentation. If there be more than one designated representative, they shall allocate the 30 minutes between or among themselves.

(c) Three minutes shall be granted for any other person who wishes to speak generally on behalf of the proponents' position.

(d) The designated representative of the opponents of the issue shall speak following the presentation of all of the proponents and may include within his or her presentation the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. The designated representative(s) of the opponents shall have the same time allotted as provided for the proponents.

(e) Three minutes shall be granted for any other person who wishes to speak generally on behalf of the opponents' position.

(f) Up to 10 minutes of rebuttal time shall be granted to the designated representative for each side, the proponents speaking first, the opponents speaking second.

(2) In the event the party or parties representing one side of an issue has a designated representative and the other side does not, the Chairperson shall publicly ask the unrepresented side if they wish to designate one or more persons to utilize the time allotted for a designated representative. If no such designation is made, each person wishing to speak on behalf of the unrepresented side shall be granted three minutes to present his/her position, and no additional compensating time shall be allowed due to the fact that the side has no designated representative.

(3) In the event there appears to be more than two groups wishing to advocate their distinct positions on a specific issue, the Chairperson may grant the same procedural and time allowances to each group or groups, as stated previously.

(4) The time taken for staff or Board members' questions and responses thereto shall be in addition to the time allotted for any individual or designated representative's testimony.

RULE 2.6 THE CHAIRPERSON

2.6.1 The Chairperson, or in his or her absence or incapacity, the Chairperson Pro Tempore, or in the absence or incapacity of both, the Board member elected by the Board to act as the presiding officer (each of whom is the "Chairperson") shall preside over meetings of the Board, and cause the business of the Board to be transacted in accordance with these rules. The Chairperson shall be mindful that the meeting is being recorded and shall be responsible for informing speakers that their remarks are to be recorded. The presiding officer may yield the Chairperson to a member of the Board's choice to conduct a portion of a meeting.¹⁴

2.6.2 The Chairperson shall determine all questions of procedure, subject to appeal, but shall liberally grant leave to the Executive Director and General Counsel to speak to the question. A ruling of the Chairperson can be appealed, before the ruling is acted upon, by announcing an appeal followed by

¹⁴STA Resolution No. 420-91, Bylaws Art. IV, dated October 24, 1991, as amended.

a second. The Chairperson shall then state the question in terms of upholding the ruling and may state his/her reasons for the ruling. Then the member appealing has the floor to open debate on the appeal.¹⁵

2.6.3 The Chairperson has the authority to recess any meeting without appeal when noise, disturbance, indecorum, or other circumstances warrant a recess to enable the Board to conduct its meeting in an appropriate manner. The Chairperson may direct the Executive Director to cause any person disrupting a meeting to be removed from the chambers or to otherwise eliminate a source of disruption.¹⁶

2.6.4 The Chairperson has authority to recess a meeting upon the request of any Board member. Recognizing that fatigue, discomfort, and tedium detract from the quality of participation in the deliberative process on the part of all participants, the Chairperson is encouraged to call or grant requests for recesses at such frequency as dictated by the time of day, temperature, and other factors.

¹⁵This rule basically follows Robert's. Robert's distinguishes debatable and undebatable appeals based on subject matter and circumstances.

¹⁶The Open Meetings Act, RCW 42.30.050, recognizes the need for procedures to deal with interruptions.

RULE 2.7 VOTING

2.7.1 Except where a super-majority vote is required (see Rule 1.6 - Special Actions of the Board), and unless otherwise provided herein, all motions, to carry, must receive the affirmative vote of a majority of the members of the Board in attendance. The failure of a motion negative in form does not result in the passage of the opposite side (positive in form) motion.¹⁷

2.7.2 The Chairperson shall vote on all matters. The Chairperson shall vote when a ballot is used, and the Chairperson should be called last on a roll call vote.¹⁸

2.7.3 Voting shall be by voice vote unless any member requests, prior to action on the next item of business, a different method. There shall be no voting by proxy.

2.7.4 In all cases of voting by other than voice vote, the Chairperson shall announce the names of those voting on each side of the question, and of those abstaining, and the Clerk shall enter the same in the minutes. In cases of voice vote, it shall be sufficient for the Chairperson to announce, and the minutes to reflect, whether the motion carried or

¹⁷STA Resolution No. 420-91, Bylaws Section 3.3, dated October 24, 1991, as amended.

¹⁸Robert's Rules of Order.

failed.. Regardless of method of voting, each Board member shall have the right, before the next matter is considered, to explain the reasons for his vote, and such request shall be regarded as a matter of privilege.

2.7.5 As a matter of policy, the Board shall endeavor to have explanations or reasons presented during the discussion or debate prior to voting.¹⁹ When the matter is one for which a report has been made containing an explanation of reasons for recommended action, or when the motion includes a statement of reasons, it will be presumed that those members voting for the adoption of the report, or for the motion, agree with and adopt the stated reasons in the absence of further explanation. When the motion is to adopt a formal written resolution, the motion includes any statement of findings, policy, and reasons embodied within the document, unless the document be amended.

RULE 2.8 AMENDMENT, SUSPENSION OF RULES

2.8.1 The rules of procedure may be supplemented or amended by an affirmative vote of a majority of all members of the Board at any meeting of the Board called in accordance with the law.

¹⁹Rule 2.3.3.

2.8.2 These rules may be temporarily suspended for a particular matter by two-thirds of those present.²⁰

RULE 2.9 COMMITTEES

2.9.1 Standing committees with specified functions may be established by formal resolution of the Board. Special committees with specified functions may be established for a designated term by the Chairperson. Unless already determined by the Board, such matters as number, members, and time for report of a committee shall be declared by the Chairperson subject to appeal. The Chairperson shall appoint the Board members of all standing committees following his or her election each year, subject to approval by the Board.

2.9.2 By declaration of the Chairperson (subject to appeal) or by motion of the Board, a matter before the Board may be referred to a committee, provided no committee shall investigate the facts nor shall any member or members of the Board take independent action on, any pending or contemplated adjudicative matters,²¹ unless authorized by a majority of all of the members of the Board.²²

²⁰Robert's Rules of Order.

²¹Committees create great difficulty under the fairness doctrine and related judicial procedural requirements.

²²The Board has authorized Committee action with appropriate control. See Resolution No. 216-84, adopted July 12, 1984.

2.9.3 A committee shall advise the Board that it is ready to report by making such announcement at the meeting, and by filing the report with the Clerk for placement on an agenda in coordination with the Executive Director as any other agenda item.

2.9.4 A report of a committee recommending that the Board take specific action shall be in writing. Such writing may be substituted for full reading. Any committee member disagreeing with any part of the committee's report shall be given an opportunity to express his/her disagreement, orally or in writing, prior to Board action on the matter. If it be moved and seconded that the minority report be adopted, that motion shall be voted on before a motion to adopt the committee report.

RULE 2.10 AUTHORITY TO SIGN RESOLUTIONS

2.10.1 All resolutions and other business of the Board shall be signed by the Chairperson in his/her representative capacity, unless the Board directs differently. In the Chairperson's absence, the Chairperson Pro Tempore or presiding officer may sign.

ARTICLE III -- LEGISLATIVE HEARINGS

RULE 3.1 INITIATION OF HEARINGS

3.1.1 Hearings shall be initiated by a request in writing, whether a staff report, a proposed resolution, a petition, or other request from a citizen or by motion of the Board.

3.1.2 When a department or officer is responsible for processing a petition, appeal, or similar request pursuant to a prescribed procedure, and a question arises whether a person has complied fully with the procedure as regards, for example, form or time, the department or officer may, in lieu of completely processing the matter, report the question of compliance to the Board, and the Board shall decide whether any defect or irregularity shall be waived and the matter processed to hearing.

RULE 3.2 WITHDRAWAL AND RECONSIDERATION

3.2.1 After a public hearing has been set, the matter will remain on the agenda even though the requesting party asks that the matter be withdrawn. When the time for the hearing arrives, the Board shall hear comment from interested persons as to whether the hearing should be held and determine by majority vote whether to hear the matter.

3.2.2. A party to a hearing may request reconsideration or rehearing by filing with the Clerk a written request by noon of the first Friday following the decision, stating in detail the reasons for the request. The Board shall, at its next regular meeting, decide whether to grant the request, based solely on the written request without hearing or further argument. The motion to grant the request, if any, must be made by a Board member who voted on the prevailing side. The prevailing side on a question is that side receiving the most votes, abstentions being counted as "no" votes.

In case of a tie vote, the side voting so as to maintain the status quo prevails. If reconsideration or rehearing be granted, the Board shall set the date for further hearing.

RULE 3.3 FORMAL RESOLUTIONS

3.3.1 If a hearing is to be held on a resolution without another separate agenda item, the announcement of the pending action will be the occasion for the hearing.

3.3.2 Unless impractical in a given case, formal resolutions shall be filed with the Clerk and copies included in the Board's packet by the Friday preceding the meeting for which the resolution is on the agenda. In any event, a formal resolution must have been filed with the Clerk prior to the meeting of which it is an agenda item. No formal resolution,

except emergency measures, shall be passed until it has been on file with the Clerk prior to the Board meeting.

3.3.3 If a formal resolution has been filed, it shall be sufficient reading to read its title or summary.

3.3.4 Amendment of the wording of a formal resolution on file does not require repetition of all filing and reading procedures. The Board may elect to defer final action until the amendatory language has been embodied in the document and the document resubmitted, or to pass or adopt the measure as amended, in which case the staff shall be responsible for redrafting or changing the document for record purposes.

3.3.5 The Board shall not consider or adopt any resolution, the subject matter of which is not directly related to local affairs or municipal business.

ARTICLE IV - ADJUDICATIVE HEARINGS

RULE 4.1 GENERAL PRINCIPLE

4.1.1 The Board recognizes the principle that hearings on matters which directly affect the rights of an individual or identifiable group of individuals must be preceded by reasonable notice to those who may be affected.²³

²³This paragraph simply recites a constitutional principle of due process. Cf., e.g., Glaspey & Sons v. Conrad, 83 Wn.2d 707 (1974).

RULE 4.2. TIME AND NOTICE

4.2.1 Where specific provision is made by statute for the time of hearing or the time and manner of giving notice of hearing, the person submitting the agenda item shall be responsible for advising the Clerk concerning the time for hearing and the time, manner, and recipients of notice. Otherwise, when the time of hearing is to be set by the Board, the Board shall set the date so as to allow for reasonable notice by mail, unless for good cause an earlier hearing is warranted.

4.2.2 Unless otherwise provided when a hearing involves a specific piece of real estate (except in cases of a sale or purchase), notice of the hearing of the Board shall be given by regular mail to every record owner and taxpayer, as best as can be reasonably ascertained, of land adjacent to the subject real estate.

4.2.3 Unless otherwise provided, when the subject of a hearing has been the specific subject of a previous public hearing, notice of the hearing of the Board shall be given by regular mail to each person who has requested notice.

4.2.4 If a hearing be continued, there is no particular requirement for giving notice of the continued hearing.

4.2.5 Notice of the meeting at which the Board is to set a date of hearing need not be given. An interested party may speak to the matter of setting a hearing date, either in person at the meeting or by filing a letter with the Clerk prior to the meeting.

4.2.6 After a hearing date has been set and notice thereof sent, a person requesting a change in the date shall have the obligation to attempt to achieve agreement by all interested parties. If the Board is satisfied that all interested parties are in agreement and that changing the date will not violate some provision of law or prevent adequate preparation of staff, then the Board may, by motion, change the date of hearing. Otherwise, the Board may change a date of hearing upon a showing of good cause.

4.2.7 A motion on a hearing item should be made at the close of the hearing. If the motion is to continue the hearing to a later date, the interested parties shall be given opportunity to speak to the issue of the continued date.

RULE 4.3 OUTSIDE COMMUNICATION AND TESTIMONY

4.3.1 In recognition of the principle that all evidence and argument in an adjudicative proceeding be presented during

a hearing after notice,²⁴ permission will be given to a person to speak or submit documents on a hearing item at a time other than that fixed for the hearing only when necessary to avoid extreme hardship. In such case when the person will be unable to appear at the scheduled hearing, he/she may be allowed to speak. Such person's verbal remarks shall be written into minute form by the Clerk as quickly as possible and be placed with the other file documents available for public inspection.

4.3.2 No person shall be allowed to discuss any matter pending hearing with any member or members of the Board, except in the regular course of a Board meeting. Each Board member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the Board member shall immediately make a note of the contact and shall at the beginning of the Board's hearing on the matter announce the fact of the contact, the identity of the person, and the substance of the communication. If the communication be in written form, the Board member shall as

²⁴This principle is an aspect of due process and of fairness doctrine. Cf., e.g., Smith v. Skagit County, 75 Wn.2d 715 (1969); Barrie v. Kitsap County, 84 Wn.2d 579 (1974). And even though adjudicative proceedings are not covered by the Open Meetings Act, there is merit to the opinion, expressed in AGO 1971 No. 33, pp. 11-20, and elsewhere, that "action" includes the receipt of evidence and persuasion as well as deliberation.

soon as possible file it with the Clerk, and it shall become part of the record at the hearing.

RULE 4.4 PARTICIPATION

4.4.1 When the Board's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every Board member participating in the action to be familiar with the facts in order to reach an informed independent judgment. When a member discussing or voting on a matter was not present at the hearing, that member will have familiarized himself/herself with the report and record using the Clerk's minutes of the hearing. Such familiarization shall be confined to the official files and referenced documents. A Board member shall not be briefed by anyone except in an open meeting.

4.4.2 A Board member shall disqualify himself/herself from participating in a hearing whenever bias, interest, or other influences will prevent him/her from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close, personal family or business relationship with a party, ownership of property the

value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.²⁵

4.4.3 Should a Board member be aware of circumstances which might appear to be disqualifying, the member can either disqualify himself/herself or explain the circumstances before the hearing and let the rest of the Board, by majority vote, decide whether the member should participate. Should the Board be aware of circumstances which might appear to disqualify a member, the Board may, by majority vote, disqualify the member. The Board's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the chambers during the hearing and during the discussion and voting.

RULE 4.5 REASONS FOR DECISIONS

4.5.1 The Board shall give reasons for its decision on hearing matters which affect individual liberty or property rights.²⁶

²⁵This Rule attempts to coalesce and summarize the principle court decisions defining fairness.

²⁶Any tribunal should explain why it decides a question. This requirement has been specifically imposed on city councils in land use cases by Parkridge v. Seattle, 89 Wn.2d 454 (1978).

4.5.2 If a motion be negative in effect, that is, does not change the status quo, it shall be sufficient that the motion include a conclusion that the criteria for making the change have not been met.

4.5.3 If a decision be affirmative in effect, that is, changes the status quo, the final motion shall state the reasons for the decision, at least summarizing the salient facts found to exist which justify the decision. If the matter be one for which a commission, committee, department, or official has made findings or given reasons in its report to the Board, the Board may, if it deems the findings or reasons are correct and adequate, adopt the report. If the Board decides contrary to the action of the reporting commission, department, or official, it shall either refute or modify the material facts or reasons in the report or make its own findings and reasons.

4.5.4 If a decision involves consideration or application of an established policy contained in resolution or other formally adopted policy, it shall be a sufficient expression of policy to refer to such policy.

4.5.5 The findings and conclusions or other statement of reasons may be included in the oral motion or may be later adopted by oral motion or in writing. Action determined by a motion shall not be final and effective until findings and

conclusions or a statement of reasons have been agreed to and made a part of the record.

4.5.6 The discussion after a decision to agree upon findings and conclusions or statement of reasons need not be during a public hearing. The drafting of language of findings and conclusions or reasons to be adopted by the Board may be delegated to an individual Board member or committee, to a party or his/her representative, or to the staff.

ARTICLE V - GENERAL PRINCIPLES

RULE 5.1

Matters of procedure, not otherwise provided for herein, shall, insofar as practical, be determined by reference to Robert's Rules of Order.²⁷

RULE 5.2

These rules shall be interpreted so as to promote the two-fold purpose of expediting the transaction of the business of the Authority in an orderly fashion and providing for appropriate forum for citizen participation in public affairs.

²⁷STA Resolution No. 420-91, Bylaws Section 3.4, dated October 24, 1991, as amended.

RULE 5.3

It is the constant duty of each Board member to maintain respect for each other, the staff, and the public. Likewise, the Board shall require corresponding respect from all persons who attend a meeting.

RULE 5.4

It is the purpose of the Board, in adopting these rules, to provide a method for the conduct of its affairs, and it is not intended that these rules affect the validity or legality of any Board action.

ADOPTED by the Authority on the 16th day of December, 1993.

SPOKANE TRANSIT AUTHORITY

Beverlee Mussilios
Chairperson Chair Pro Tempore

ATTEST:

Debbie Leman
Clerk of the Authority

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 8 : BOARD OF DIRECTORS MEETING AGENDA MARCH 16, 2023 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for March 16, 2023, 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, March 16, 2023

1:30 – 3:00 PM

**In-Person Meeting at the STA Boardroom
1230 West Boone Avenue, Spokane, WA**

Optional Virtual Links:

Board Members: [Board Member Link](#) Guest Attendees: [Guest Participant Link](#)

Password (if asked): 2023

Call in Number: 1-408-418-9388 Event #: 2498 630 4424

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Lori Kinnear*)
3. Public Expressions
4. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of the February 16, 2023, Board Meeting – Corrections/Approval
 - B. Approval of the February 2023 Vouchers (*Monique Liard*)
 - C. 2023 Title VI Program Adoption (Resolution) (*Karl Otterstrom*)
 - D. July 2023 Service Revisions: Final Recommendation (*Karl Otterstrom*)
 - E. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4): Award of Contract (*Karl Otterstrom*)
 - F. 100% Rideshare Subsidy for STA Employees (*Brandon Rapez-Betty*)
 - G. Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) - Temporary Construction Easements (*Otterstrom*)
 - H. Appleway Station Park and Ride Property Acquisition: Right of Entry Permit (*Otterstrom*)
5. Board Report: *10 minutes*
 - A. City Line Implementation Update (*Karl Otterstrom*)
6. Board Discussion: *15 minutes*
 - A. Reduced Fare Categories (*E. Susan Meyer*)
7. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Lori Kinnear*)
8. Planning & Development Committee: *5 minutes*
 - A. Chair Report (*Al French*)
9. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Pam Haley*)
 - i. 2022 Unaudited Year-End Financial Report (*Monique Liard*)

10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. February 2023 Sales Tax Revenue (*Monique Liard*)
 - C. January 2023 Operating Indicators (*Brandon Rapez-Betty*)
 - D. January 2023 Financial Results Summary (*Monique Liard*)
 - E. 2024-2029 Transit Development Plan: Develop Mid-Range Planning Guidance (*Karl Otterstrom*)
 - F. Draft SRTC 2024-2025 Unified Planning Work Program (UPWP) (*Karl Otterstrom*)
 - G. 2022 State Audit Timeline (*Monique Liard*)
 - H. Division Street Bus Rapid Transit: Project Update (*Karl Otterstrom*)
 - I. 2022 Year-End Performance Measures (*Brandon Rapez-Betty*)
12. New Business: *5 minutes*
13. Board Members' Expressions: *5 minutes*
14. Executive Session (*Etter McMahon*): (*none*)
15. Adjourn

Cable 5 Broadcast Dates and Times of March 16, 2023, Board Meeting:

| | |
|--------------------------|------------|
| Saturday, March 18, 2023 | 4:00 p.m. |
| Monday, March 20, 2023 | 10:00 a.m. |
| Tuesday, March 21, 2023 | 8:00 p.m. |

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

| | |
|---|---------------------------|
| Planning & Development | April 5, 2023, 10:00 a.m. |
| Performance Monitoring & External Relations | April 5, 2023, 1:30 p.m. |
| Board Operations | April 12, 2023, 1:30 p.m. |

Next Board Meeting :

Thursday, April 20, 2023, 1:30 p.m. STA Boardroom, 1229 West Boone Avenue, Spokane, Washington (*a virtual joining option will be available*)

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

March 8, 2023

AGENDA ITEM 9 : BOARD OPERATIONS COMMITTEE DRAFT APRIL 12, 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 April 12, 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, April 12, 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 (*Kinnear*)
3. Chair's Comments (*Kinnear*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the March 8, 2023, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (*10 minutes*)
 - A. Al French, Planning & Development
 - B. Pamela Haley, Performance Monitoring & External Relations
6. Board Development (*Meyer*) (*5 minutes*)
7. Board of Directors Draft April 20, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
8. Board Operations Committee Draft May 10, 2023, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
9. CEO Report (*15 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, May 10, 2023, at 1:30 p.m. via WebEx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 8, 2023

AGENDA ITEM 10: 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

March 8, 2023

AGENDA ITEM 11 : 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.