

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

## BOARD OPERATIONS COMMITTEE MEETING

Wednesday, November 8, 2023

1:30 p.m. – 3:00 p.m.

### Meeting via Virtual Conference

*w/In Person Public Viewing Option*

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

Virtual Link:	Join <a href="#">here</a>		
Password:	<b>Members:</b> 2023		<b>Guests:</b> 1123
Call-in Number:	1-408-418-9388		Event #: 2483 760 8383

### AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Kinnear*)
3. Chair's Comments (*Kinnear*) (5 minutes)
4. Committee Action/Discussion (10 minutes)
  - A. Minutes of the October 11, 2023, Committee Meeting – Corrections/Approval
  - B. Returning to In-Person Meetings (*Meyer*)
5. Committee Chair Reports (10 minutes)
  - A. Al French, Planning & Development
  - B. Pamela Haley, Performance Monitoring & External Relations
6. Draft Rules of Procedure (*Clark*) (15 minutes)
7. Board of Directors Draft November 16, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (5 minutes)
8. Board Operations Committee Draft December 13, 2023, Meeting Agenda – Information (*Meyer*) (5 minutes)
9. CEO Report (*Meyer*) (15 minutes)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, December 13, 2023, at 1:30 p.m. via virtual conference

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.*

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

November 8, 2023

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Lori Kinnear, Committee Chair

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**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**

November 8, 2023

**AGENDA ITEM 3 :** BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Lori Kinnear, Committee Chair

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

**RECOMMENDATION TO COMMITTEE:** Information only.

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

November 8, 2023

**AGENDA ITEM 4A :** MINUTES OF THE OCTOBER 11, 2023, COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The October 11, 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 October 11, 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*  
Dan Dunne, Small Cities Representative  
(Liberty Lake)  
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  
Nancy Williams, Chief Human Resources Officer  
Dana Infalt, Clerk of the Authority  
Amie Blain, Executive Assistant to the Chief  
Financial Officer

**MEMBERS ABSENT**

None

**PROVIDING LEGAL COUNSEL**

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

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

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

**2. APPROVE COMMITTEE AGENDA**

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

**3. CHAIR'S COMMENTS**

None.

**4. COMMITTEE ACTION**

**A. September 13, 2023, Committee Minutes**

*Mr. French moved to approve the September 13, 2023, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.*

**5. COMMITTEE CHAIR REPORTS**

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

Mr. French shared the items presented at the Planning and Development Committee meeting on October 4, 2023.

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

Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations Committee meeting on October 4, 2023.

*Mr. Otterstrom joined at 1:44 p.m.*

**6. DRAFT RULES OF PROCEDURE**

Ms. Clark shared the draft Rules of Procedure with the Committee. The Committee discussed the revisions being proposed. Ms. Clark suggested establishing a final version of the Rules of Procedure for Board approval with the understanding that they can be amended in the future as needed.

The Committee agreed to defer this item to the next Board Operations Committee meeting on November 8, 2023.

*Ms. Haley, Ms. Meyer, Dr. Cortright, and Ms. Infalt left at approximately 2:10 p.m.*

**7. BOARD OF DIRECTORS AGENDA OCTOBER 19, 2023**

Ms. Clark suggested removing item “6A. Draft Rules of Procedure: Approval” from the agenda.

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

**8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 8, 2023**

Ms. Kinnear suggested adding the item “Rules of Procedure” to the agenda.

***Mr. French moved to add the item to the Draft Board Operations Committee agenda, Mr. Dunne seconded, and the motion passed unanimously.***

**9. CEO REPORT**

August 2023 voter-approved Sales Tax revenues were shared with the Committee.

**10. NEW BUSINESS**

There was no new business.

**11. ADJOURN**

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at approximately 2:20 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer

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

November 8, 2023

**AGENDA ITEM 4B :** RETURNING TO IN-PERSON MEETINGS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** At this time, staff will seek direction on returning to in-person committee meetings (with an option for virtual attendance) during the upcoming calendar year. Board meetings are already in person with a virtual option.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

November 8, 2023

**AGENDA ITEM 5A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Al French, Chair, Planning & Development

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**SUMMARY:** At this time, the Committee Chair will review the November 1, 2023, committee meeting and December 6, 2023, meeting agenda 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  
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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 1, 2023

10:00 a.m. – 11:30 a.m.

### Meeting In Person at the STA Boardroom

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

*w/Virtual Public Viewing Option*

Virtual Link:	Join <a href="#">here</a>		
Password:	<b>Members:</b> 2023		<b>Guests:</b> 1123
Call-in Number:	1-408-418-9388		Event #: 2480 142 4705

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (*5 minutes*)
3. Committee Action (*5 minutes*)
  - A. Minutes of the October 4, 2023, Committee Meeting -- *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda -- *none*
  - B. Board Discussion Agenda - *none*
5. Reports to Committee (*60 minutes*)
  - A. Proposed 2024 Budget (*Liard*)
  - B. Connect 2035 Strategic Plan Update: Workshop Preview (*Otterstrom*)
  - C. Connect Spokane Comprehensive Plan: Equity and Inclusion (*Otterstrom*)
  - D. Draft 2024 Planning & Development Committee Work Program (*Otterstrom*)
6. CEO Report (*E. Susan Meyer*) (*15 minutes*)
7. Committee Information
8. Review December 6, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn

Next Committee Meeting: Wednesday, December 6, 2023, at 10:00 a.m. via Webex

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 6, 2023

10:00 a.m. – 11:30 a.m.

### Meeting via Virtual Conference

*w/In Person Public Viewing Option*

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

Virtual Link:	Join here		
Password:	<b>Members:</b> 2023		<b>Guests:</b> 1223
Call-in Number:	1-408-418-9388		Event #: xxxx xxx xxxx

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(10 minutes)*
  - A. Minutes of the November 6, 2023, Committee Meeting -- *Corrections/Approval*
  - B. Finalize 2024 Planning & Development Committee Work Program *(Otterstrom)*
4. Committee Action
  - A. Board Consent Agenda -- *none*
  - B. Board Discussion Agenda *(10 minutes)*
    1. Final Proposed 2024 Budget *(Liard)*
5. Reports to Committee *(40 minutes)*
  - A. Connect Spokane Comprehensive Plan: Discuss Draft Revisions *(Otterstrom)*
  - B. Connect 2035 Strategic Plan Update *(Otterstrom)*
  - C. Rideshare Program Overview *(Rapez-Betty)*
6. CEO Report *(Meyer) (15 minutes)*
7. Committee Information *(5 minutes)*
  - A. Federal Transit Administration Section 5310 Funding Opportunity Update *(Otterstrom)*
8. Review February 7, 2024, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, February 7, 2024, at 10:00 a.m. In Person *(No January meeting)*

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

November 8, 2023

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

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** At this time, the Committee Chair will review the November 1, 2023, committee meeting and December 6, 2023, meeting agenda 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  
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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, November 1, 2023

1:30 p.m. – 3:00 p.m.

### Meeting In Person at Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

*w/Virtual Public Viewing Option*

Optional Virtual Link: [HERE](#)

Password:

**Members:** 2023

**Guests:** 1123

Call-in Number:

1-408-418-9388

Event #: 2496 048 6676

## AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(10 minutes)*
  - A. Minutes of the October 4, 2023, Committee Meeting -- *Corrections/Approval*
  - B. Plaza Facility Engineering Services: Scope of Work Approval *(Rapez-Betty)*
4. Committee Action
  - A. Board Consent Agenda *(none)*
  - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(15 min)*
  - A. 2023 Third Quarter Year to Date Performance Measures *(Rapez-Betty)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. September 2023 Operating Indicators *(Rapez-Betty)*
  - B. September 2023 Financial Results Summary *(Liard)*
  - C. October 2023 Sales Tax Revenue *(Liard)*
  - D. Third Quarter 2023 Service Planning Input Report *(Otterstrom)*
  - E. 2024 Service Revisions: Preliminary Proposal Outreach Update *(Otterstrom)*
  - F. STA Holiday Services & Office Hours *(Infalt)*
8. Review December 6, 2023, Committee Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, December 6, 2023, at 1:30 p.m. via WebEx w/In Person Option

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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, December 6, 2023

1:30 p.m. – 3:00 p.m.

### Meeting via Virtual Conference

*w/In Person Public Viewing Option*

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

Virtual Link:	<a href="#">Join Here</a>		
Password:	<b>Members:</b> 2023		<b>Guests:</b> 1223
Call-in Number:	1-408-418-9388		Event #: 2487 975 0814

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
  - A. Minutes of the November 1, 2023, Committee Meeting -- *Corrections/Approval*
  - B. Appoint New Members to the Citizen Advisory Committee *(Cortright)*
  - C. Reappointment of Members to the Citizen Advisory Committee *(Cortright)*
  - D. 2024 Performance Measures *(Rapez-Betty)*
  - E. Fleck Fuel Facility Replacement: Award of Contract and Budgetary Revisions *(Rapez-Betty)*
4. Committee Action *(15 minutes)*
  - A. Board Consent Agenda
    1. Plaza Restroom Door Additions and Plumbing Modifications: Award of Contract *(Rapez-Betty)*
  - B. Board Discussion Agenda
    1. Draft 2024 State Legislative Focus and Priorities *(Cortright)*
5. Reports to Committee *(25 minutes)*
  - A. 2023 Community Perception Survey Results Summary *(Cortright)*
  - B. Citizen Advisory Committee Update *(Brown)*
  - C. September 2024 Service Revisions: Draft Recommendation *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. October 2023 Operating Indicators *(Rapez-Betty)*
  - B. October 2023 Financial Results Summary *(Liard)*
  - C. November 2023 Sales Tax Revenue *(Liard)*
  - D. Third Quarter 2023 Service Planning Input Report *(Otterstrom)*

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- E. January 2024 Service Changes (*Otterstrom*)
- 8. Review February 7, 2024, Committee Meeting Agenda (*5 minutes*)
- 9. New Business (*5 minutes*)
- 10. Committee Members' Expressions (*5 minutes*)
- 11. Adjourn
- 12. Next Committee Meeting: Wednesday, February 7, 2024, at 1:30 p.m. via in Person (**No January meeting**)

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

November 8, 2023

**AGENDA ITEM 6 :** DRAFT RULES OF PROCEDURE

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The Spokane Transit Authority Rules of Procedure were last adopted by the Board at the December 16, 1993, Board meeting. Committee members provided feedback and suggestions beginning in April 2023, and the Board reviewed the draft Rules, and provided feedback and suggestions at the Board Workshop on June 14, 2023.

Board members provided feedback and suggestions to Ms. Clark after the Board Retreat and prior to Board Operations meeting July 12, 2023. Legal counsel reviewed the Draft Rules of Procedure based on feedback from board members, the Board Retreat, and the Board Operations Committee.

At the September 13, 2023, Board Operations Committee meeting, the committee recommended the Board review and approve the Draft Rules of Procedure. However, at the September Board meeting, the Board voted to make a few final edits and have legal counsel present for approval at the October 19, 2023, Board Operations Committee for an additional recommendation. Further edits were suggested at the October 2023 Board Operations Committee meeting.

At this time, Legal Counsel will review the final edits and updates to the Draft Rules of Procedure.

**RECOMMENDATION TO COMMITTEE:** Review the updated Draft Rules of Procedure and recommend the Board approve as presented.

**COMMITTEE ACTION:**

**BOARD RECOMMENDATION:**

**FINAL REVIEW FOR BOARD BY:**

Division Head   //   Chief Executive Officer        Legal Counsel

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

November 8, 2023

**AGENDA ITEM 7** : BOARD OF DIRECTORS MEETING AGENDA NOVEMBER 16, 2023 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** The Board of Directors meeting agenda for November 16, 2023, is attached for the Committee's information, correction and/or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections and/or approval.

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

## STA BOARD MEETING

Thursday, November 16, 2023

1:30 p.m. – 3:00 p.m.

**Meeting In Person at Spokane Transit Authority**  
**Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

Optional Virtual Link:	<a href="#">Join here</a>		
Password:	<b>Members:</b> 2023		<b>Guests:</b> 1123
Call-in Number:	1-408-418-9388		Event #: 2484 813 5285

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Board Agenda (*Chair*)
3. Public Expressions
4. Public Hearing (*10 minutes*)
  - A. Proposed 2024 Budget (*Monique Liard*)  
Comments may be addressed to [budget@spokanetransit.com](mailto:budget@spokanetransit.com)  
(*Action at the December Board meeting*)
5. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of the October 19, 2023, Board Meeting – Corrections/Approval
  - B. Approval of the October 2023 Vouchers (*Monique Liard*)
6. Board Action – Committee Recommendation: *15 minutes*
  - A. Board Operations Committee
    - i. Draft Rules of Procedure (*Megan Clark*)
7. Board Report: *15 minutes*
  - A. Safety & Security Update (*Nancy Williams*)
8. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Lori Kinnear*)
9. Planning & Development Committee: *10 minutes*
  - A. Chair Report (*Al French*)
    - i. Connect 2035 Strategic Plan Update: Workshop Review (*Karl Otterstrom*)
10. Performance Monitoring & External Relations Committee: *10 minutes*
  - A. Chair Report (*Pam Haley*)
    - i. 3<sup>rd</sup> Quarter 2023 Performance Measures – Results (*Brandon Rapez-Betty*)

11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. October 2023 Sales Tax Revenue (*Monique Liard*)
  - C. September 2023 Financial Results Summary (*Monique Liard*)
  - D. September 2023 Operating Indicators (*Brandon Rapez-Betty*)
  - E. Draft 2024 Planning and Development Committee Work Program (*Karl Otterstrom*)
  - F. Connect Spokane Comprehensive Plan: Equity and Inclusion (*Karl Otterstrom*)
  - G. 2024 Service Revisions: Preliminary Proposal Outreach Update (*Karl Otterstrom*)
  - H. Third Quarter Service Planning Input Report (*Karl Otterstrom*)
  - I. STA’s Holiday Services & Office Hours (*Dana Infalt*)
13. New Business: *none*
14. Board Members' Expressions: *5 minutes*
  - A. Presentation of Commendation to Lori Kinneer Outgoing Board Chair (*2023 Chair Pro Tem*)
15. Executive Session (*Etter McMahon*): (*none*)
16. Adjourn

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

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

Next Committee Meetings Wednesday:

Planning & Development	December 6, 2023, 10:00 a.m.
Performance Monitoring & External Relations	December 6, 2023, 1:30 p.m.
Board Operations	December 13, 2023, 1:30 p.m.

Next Board Meeting:

Thursday, December 21, 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](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

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

November 8, 2023

**AGENDA ITEM 8 :** BOARD OPERATIONS COMMITTEE DRAFT DECEMBER 13, 2023,  
MEETING AGENDA – INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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**SUMMARY:** The draft Board Operations Committee meeting agenda for December 13, 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, December 13, 2023

1:30 p.m. – 3:00 p.m.

### Meeting via Virtual Conference

*w/In Person Public Viewing Option*

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

Virtual Link:	Join here		
Password:	<b>Members:</b> 2023		<b>Guests:</b> 1223
Call-in Number:	1-408-418-9388		Event #: xxxx xxx xxxx

### 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 November 8, 2023, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (*5 minutes*)
  - A. Board Consent Agenda
    - i. 2024 Board & Committee Meeting Calendar (*Infalt*)
6. Committee Chair Reports (*10 minutes*)
  - A. Al French, Planning & Development
  - B. Pamela Haley, Performance Monitoring & External Relations
7. Board of Directors Draft December 21, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
8. Board Operations Committee Draft January 10, 2024, Meeting Agenda – Information (*Meyer*) (*5 minutes*)
9. CEO Report (*Meyer*) (*15 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, January 10, 2024, at 1:30 p.m. via virtual conference

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.*

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

November 8, 2023

**AGENDA ITEM 9 :** CEO REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** E. Susan Meyer, Chief Executive Officer

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

**RECOMMENDATION TO COMMITTEE:** Information only.

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

November 8, 2023

**AGENDA ITEM 10 :** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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

**RECOMMENDATION TO COMMITTEE:** Information only.