

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

## BOARD OPERATIONS COMMITTEE MEETING

Wednesday, May 10, 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*

**Joining Link:** [May Board Ops Committee Joining Link](#)

**Member Password:** 2023

**Guest Password:** 0523

**Audio Conference:** +1-408-418-9388 | Webinar Number: 2484 842 0327

### UPDATED 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 April 12, 2023, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (*10 minutes*)
  - A. Board Consent Agenda
    - i. Sprague Line Property Acquisition (Resolution) (*Otterstrom*)
    - ii. Northwest Center Services, dba Argus Janitorial Contract 2018-10140 Extension (*Rapez-Betty*)
6. Committee Chair Reports (*20 minutes*)
  - A. Al French, Planning & Development
  - B. Pamela Haley, Performance Monitoring & External Relations
7. Draft Rules of Procedure (*Clark*) (*10 minutes*)
8. Board Retreat Discussion (*Meyer*) (*10 minutes*)
9. Board of Directors Draft May 18, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
10. Board Operations Committee Draft June 7, 2023, (*one week early*) Meeting Agenda – Information (*Meyer*) (*5 minutes*)
11. CEO Report (*10 minutes*)
12. New Business
13. Adjourn

Next Committee Meeting: Monday, June 12, 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**

May 10, 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**

May 10, 2023

**AGENDA ITEM 4A :** MINUTES OF THE APRIL 12, 2023, COMMITTEE MEETING –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Dana Infalt, Executive Assistant to the CEO, Clerk of the Authority

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**SUMMARY:** The April 12, 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 April 12, 2023, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

Lori Kinnear, City of Spokane, *Chair*  
Al French, Spokane County, *Chair Pro-Tempore,*  
*Planning & Development Committee Chair*  
Pamela Haley, City of Spokane Valley  
*Performance Monitoring & External*  
*Relations Committee Chair*  
Dan Dunne, City of Liberty Lake, *(Small Cities)*  
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

### **PROVIDING LEGAL COUNSEL**

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

### **STAFF ABSENT**

Amie Blain, Executive Assistant to the Chief  
Financial Officer

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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**

*Ms. Haley moved to approve the updated agenda as presented, Mr. Dunne seconded, and the motion passed unanimously.*

## **3. CHAIR'S COMMENTS**

Chair Kinnear mentioned her anticipation of the City Line launch.

## **4. COMMITTEE ACTION**

### **A. March 8, 2023, Committee Minutes**

*Mr. Dunne moved to approve the March 8, 2023, Committee meeting minutes as submitted. Ms. Haley seconded, and the motion passed unanimously.*

## 5. COMMITTEE ACTION/DISCUSSION

### A. Board Consent Agenda

i) 2022 Service Change Bus Stops Phase 2: Site License Agreements and Temporary Construction Easements

Mr. Otterstrom noted acquisition of site license agreements and temporary construction easements must be approved by the Board. He shared the locations for the three site licenses being requested along with the four temporary construction easements. He advised the value of the temporary construction easements will be determined by appraisal.

He advised staff's recommendation: Recommend the Board approve, by motion, the acquisition of site license agreements and temporary construction easements on parcel nos. 25310.9021, 15365.1101, 15254.0038, and 35175.0041 for an amount not-to-exceed \$5,000 and authorize the CEO to negotiate each site license agreement and temporary construction easement and to execute all necessary documents on behalf of Spokane Transit Authority.

Brief discussion ensued.

**Mr. Dunne moved to approve as presented. Ms. Haley seconded, and the motion passed unanimously.**

ii) Amendment to Resolution 801-22 (Tariff Policy) (Resolution

Ms. Clark reminded that the Board adopted Resolution 799-22 in July, 2022, to revise the STA Tariff Policy and procedures to incorporate Zero Fare policy and then approved a revision to the policy language regarding children under the age of six in September, 2022, with Resolution 801-22. She advised that two fare tables were erroneously omitted for Vanpool and Special Events, as well as STA's Policy 01-006 for Fares. She noted this amendment to Resolution 801-22 corrects that omission.

**Mr. Dunne moved to recommend the Board adopt Amended Resolution 801-22, the attached Tariff Policy and Procedures' minor amendment, including all necessary and previously approved Exhibits. Ms. Haley seconded, and the motion passed unanimously.**

## 6. COMMITTEE CHAIR REPORTS

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

Mr. French joined via cell phone. He experienced difficulty with the virtual platform muting him and Ms. Haley proceeded with the PMER Chair Report until such time as Mr. French could be heard.

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

Ms. Haley advised that the PMER committee had a lengthy discussion about the staff proposal regarding administrative fees charged on the purchase of new Connect cards and for the replacement of lost or stolen cards. No fees would be charged for youth riding zero-fare. Connect Card Fare administration which ended in a tie vote and no fee recommendation. She advised it will go to the full Board for consideration. She also reviewed the other items presented at PMER.

Chair Kinnear asked if the Committee held a thorough discussion and exchange of information and people just couldn't agree? Ms. Haley confirmed it was discussed for over an hour and was forwarded to the Board with no recommendation.

Mr. French shared that he did not participate in PMER but observed it. He said it has been the practice that whenever there is not a recommendation from a committee, Board Operations would determine if it goes to the Board or not. He said the role of Board Ops is to manage the agenda and Board activities and this is one of those activities. It would be his recommendation that this committee refers to the Board for final action and said that it is clearly within the Board Operations Committee authority and consistent with past practice to do that. He offered that for consideration.

Regarding the Planning & Development Committee Chair update, he asked Karl to provide an update on the P&D Committee meeting. Mr. Otterstrom noted the items recommended to the Board by the P&D Committee.

Chair Kinnear thanked Mr. French and Mr. Otterstrom and asked if anyone had questions.

Ms. Meyer clarified that the first vote at PMER was on the staff recommendation. Staff had completed the presentation and the fare equity analysis. The second two motions to the recommendation changed the administrative fee and they both failed to pass as well. She said she didn't think anything prohibited us from putting those motions on the cover sheet to come before the Board in the packet. Ms. Kinnear thanked her and asked if there were any questions.

Mr. Dunne asked for clarification that the Board Operations Committee is currently deciding if an item that was not recommended by another committee should move to the full Board or not. Chair Kinnear confirmed that was her understanding and that the other two motions be included in the cover sheet going to the Board. Mr. Dunne said he agreed the actions of the committee should be visible. Ms. Meyer said we agreed to include all three motions on the cover sheet. Mr. Dunne stated he didn't think the Board Operations Committee should offer any recommendation. Chair Kinnear confirmed that was her understanding and asked legal counsel if a motion was needed to move the item forward. Ms. Clark said it wasn't required but wouldn't be a bad idea to take up a motion to decide as a committee to go before the Board. A motion would close the loop. Chair Kinnear asked Ms. Clark to recommend the motion. Ms. Clark stated the motion should be that the Board consider the administrative fee without a recommendation from the PMER committee.

**Mr. Dunne made a motion that the Board consider the fee as stated by legal counsel. Ms. Haley seconded.**

Ms. Haley expressed that she thought the PMER committee already made that recommendation. She wasn't clear about the fact that if Board Operations couldn't deal with the issue, why can they decide that it can be moved forward to the Board?

Chair Kinnear asked for discussion on the matter and requested legal counsel to provide clarity. Ms. Clark stated the STA Rules of Procedure and the Committee Guidelines are silent on how the Board as a whole considers matters that come as a tie from a committee and whether those can be moved on to the full Board or not. Having the Board Operations Committee agree to move it to the full Board assists in that process to make sure it is properly considered by the Board even in the absence of a committee recommendation. Ms. Haley said she thought PMER recommended it go to the Board with no recommendation. Ms. Clark said that may have been the outcome but there was no motion and approval by the Committee. Chair Kinnear asked for discussion on this portion prior to voting. Ms. Haley said it was a little incongruous to her, but that she had seconded it and was comfortable with voting. Mr. Dunne said he was satisfied enough to proceed with a vote. Mr. French did not respond due to the difficulties in his access to the meeting by cell phone.

Ms. Meyer advised the Chair that Mr. French had called in on her cell phone, and she held it up to her computer microphone so he could be heard. Mr. French said it has been the practice that Board Operations can and has in the past made a decision for a recommendation to the full Board when a committee is gridlocked. Otherwise, you leave the Board gridlocked due to two people and that is not an equitable situation and it's not good management of the Board. He said that is why the Board historically has said if a committee cannot reach a consensus, the Board Operations Committee has the opportunity to give a recommendation to the rest of the Board. There is nothing inconsistent with the Bylaws or past practice with being able to make that determination and recommendation to the Board. Regarding the PMER meeting, there was a motion to recommend sending this to the Board with no recommendation. The original motion, as he recalled, was to send a recommendation to the Board to support the recommendation from staff. It was only with Mr. Zappone's series of amendments that PMER ended with the gridlock. There is nothing inconsistent with Board Ops making that recommendation to the Board. Otherwise, you've got two people controlling a board of nine and that's just not equitable or fair to the rest of the Board.

Chair Kinnear thanked Mr. French. Mr. Dunne asked to hear from Legal. Ms. Clark offered a couple points of clarification. She didn't believe there was a formal motion to move this to the Board without a committee recommendation voted on at PMER. Going through Board Ops, if that is traditionally how this has occurred, the full Board hears the underlying condition. It's not making a recommendation to the underlying recommendation from staff, or any amendment made by Board members. The full Board will hear as a whole without a recommendation from the appropriate committee. That is consistent with the Rules of Procedure and Committee Guidelines as they sit now. She said it was mentioned that we're in a little bit of uncharted territory and that is correct, so it is her recommendation that we move it directly to the Board for consideration as a whole.

**Chair Kinnear asked if anyone had questions. There were none. She called for the vote. Mr. Dunn, Ms. Haley, and Ms. Kinnear voted yes. Mr. French voted no, and the motion passed 3 to 1.**

## **7. BOARD RETREAT DISCUSSION**

Ms. Meyer reminded that a workshop in the Fall had been discussed to include the foundational documents of the organization so Board members had a greater understanding of the roles of Board members, the CEO, and the organization. Principles of effective transit and how the role of the board member can be enhanced. She expressed her opinion that we do not wait until the Fall and suggested utilizing the Rules of Procedure in perhaps June or July as a starting point. She suggested it occurring between P&D and PMER committee meetings. She said we can continue to plan for a Fall workshop with a consultant. She asked for feedback. Discussion ensued about the Board Retreat topics and when would be the best time to schedule it. Further discussion will be held next month. Ms. Haley said she agreed to have it sooner but asked not to have it in July. Ms. Meyer suggested a survey of board members for interest by topic and add an "other" option for people to add in topics of interest. Ms. Haley, Mr. Dunne and Chair Kinnear agreed.

## **8. DRAFT RULES OF PROCEDURE**

Ms. Clark reviewed a red-lined version of the updated Rules of Procedure, taking time to point out changes and additions. There was discussion of the updates and members were asked to review in more detail and provide Ms. Clark with their feedback. An additional review will take place at the May meeting.

**9. BOARD OF DIRECTORS AGENDA APRIL 20, 2023**

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

**10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 10, 2023**

The Board Operations Committee Draft Agenda was reviewed. Although not required, *Ms. Haley moved to approve the Board Operations Committee draft agenda as presented, Mr. Dunne seconded, and the motion passed unanimously.*

**11. CEO REPORT**

Ms. Meyer shared details regarding the March 2023 voter-approved Sales Tax revenues.

**12. NEW BUSINESS**

None

**13. ADJOURN**

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:28 p.m.

Respectfully submitted,

*Dana Infalt*

Dana Infalt  
Executive Assistant to the Chief Executive Officer  
Clerk of the Authority

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

May 10, 2023

**AGENDA ITEM 5Ai :** SPRAGUE LINE RIGHT-OF-WAY ACQUISITION (RESOLUTION)

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Improvements to bus stops are a key element of the Sprague Line project. The second phase of improvements is at bus stop locations where additional property outside the existing public right-of-way will be needed to accommodate ADA accessibility, passenger shelters and other amenities. Staff are seeking board authorization to proceed with necessary property agreements, purchases, and acquisitions.

**BACKGROUND:** The Sprague Line is a planned corridor-based High-Performance Transit (HPT) line that will improve and enhance the current Route 90 between downtown Spokane and the Valley Transit Center. This is a core project of *STA Moving Forward* to improve and expand transit to the region. The Sprague Line Corridor Development Plan was approved by the STA Board in November 2021.

While the Sprague Line is planned to operate within existing public rights-of-way, in some locations construction activities for required stops and improvements necessarily extend beyond public rights-of-way. These locations will require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to use STA's power of eminent domain to acquire property from the adjacent owner. Staff will present an overview of the anticipated properties of interest which represent small slivers of existing legal parcels and not entire lots themselves.

To allow for the purchase of property from property owners, staff are seeking Board authorization by resolution for the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests for parcels where the purchase price does not exceed \$5,000. Purchases above \$5,000 will come to the Board for approval. The draft resolution also signals the Board's intent to pursue condemnation proceedings for purchases where a purchase price cannot be agreed upon. In these instances, additional Board authorization will be required prior to any formal condemnation actions.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve a resolution providing for the acquisition and purchase of real property in connection with the Sprague Line project.

## RESOLUTION NO. 808-23

A RESOLUTION OF THE SPOKANE TRANSIT AUTHORITY, PROVIDING FOR THE PURCHASE OR ACQUISITION OF REAL PROPERTY NECESSARY FOR THE PUBLIC PURPOSE OF CONSTRUCTING THE SPRAGUE LINE PROJECT, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

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, including Chapter 36.57A RCW, Public Transportation Benefit Areas; and

WHEREAS, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the public benefit transportation area; and

WHEREAS, under RCW 36.57A.090(2), STA has the power “[to] acquire by purchase, condemnation, ... gift, or grant, and to... construct, add to, improve, replace, repair, ... the use of transportation facilities within or without the public transportation benefit area, including ... all lands, rights-of-way, property, equipment, and accessories necessary for such systems.”; and

WHEREAS, Article I, § 16 of the Washington Constitution, RCW 36.57A.090-.100, and Chapter 8.12 RCW allow a public benefit transportation area to acquire private property for public use upon making just compensation to the owners; and

WHEREAS, STA’s planned Sprague Line is a planned High-Performance Transit network which will operate between the STA Plaza in downtown Spokane and the Valley Transit Center, located in the City of Spokane Valley, as specifically set forth in *STA Moving Forward*, adopted by STA’s Board of Directors in Resolution No. 744-16, incorporated herein by reference, and approved by regional voters in 2016; and

WHEREAS, in order to construct the Sprague Line, it will be necessary to purchase or acquire certain real property located along the Sprague Line alignment; and

WHEREAS, STA’s Chief Executive Officer is directed to negotiate in good faith for the acquisition of property interests necessary for the Sprague Line, but where the parties are unable to agree upon the purchase price, or the owner of the property expresses a desire for STA to acquire the property interest(s) via STA’s eminent domain authority, it will be necessary for STA to exercise such authority; and

WHEREAS, if the parties are in agreement as to the purchase price of any such property interest(s) necessary for the Sprague Line, STA’s Chief Executive Officer may enter into an agreement to purchase any property interest(s), not to exceed \$5,000.00 per parcel, and execute all necessary documents to effectuate such purchases.

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

Section 1. Determination of Public Use and Necessity. Public use and necessity requires the STA to acquire the land and property in order to carry out the construction and implementation of the Sprague Line, together with such other permanent utility easements and temporary construction easements as may be deemed necessary by STA staff, for public purposes in order to complete the Sprague Line, including utilities and related improvements, all as set forth in *STA Moving Forward* as amended in Resolution No. 744-16.

Section 2.      Statement of Intent to Exercise Eminent Domain Powers if Necessary. The STA Board of Directors hereby states its intent to exercise its powers of eminent domain, when and if necessary, to acquire all real property interests necessary for the construction of the Sprague Line.

Section 3.      Authorization of the Chief Executive Officer. The STA Board of Directors hereby authorizes the Chief Executive Officer to negotiate and execute all necessary documents for the purchase of real property interest(s) along the Sprague Line, as may be necessary to complete the Sprague Line, where the parties are in agreement as to the purchase price of such property interest(s), in an amount not to exceed \$5,000.00 per parcel.

Section 4.      Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions or sections of this ordinance or its application to persons or circumstances.

Section 5.      Effective Date. This resolution shall be effective as of the date of its adoption.

ADOPTED by STA at a regular meeting thereof held on the 18th day of May, 2023.

ATTEST:

SPOKANE TRANSIT AUTHORITY

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Lori Kinnear  
Chair of the Board

Approved as to form:

\_\_\_\_\_  
Megan Clark  
General Counsel  
Spokane Transit Authority

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

May 10, 2023

**AGENDA ITEM 5Aii :** NORTHWEST CENTER SERVICES DBA ARGUS JANITORIAL 2 MONTH CONTRACT 2018-10140 EXTENSION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer

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**SUMMARY:** Northwest Center Services *dba* Argus Janitorial (“Argus Janitorial”) was contracted for five years from 2018-2023 to provide janitorial services for the STA Plaza and Boone administration offices. The contract is scheduled to expire on July 31, 2023.

To provide for sufficient time to ensure an equitable and competitive solicitation for a new janitorial services contract concurrent with other active solicitations, staff is requesting an extension of the contract with Argus Janitorial for two additional months, commencing August 1, 2023, and ending September 30, 2023.

Janitorial services are dictated by prevailing wage laws and vary with the type of labor performed. Based upon estimated prevailing wage rates, which are scheduled to change on August 1, 2023, and current staffing levels, janitorial services are estimated at \$48,600 per month, or \$97,200 for the extension term.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve a motion to authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices.

**COMMITTEE ACTION:**

**RECOMMENDATION TO THE BOARD:**

**FINAL REVIEW FOR BOARD BY:**

Division Head \_\_\_\_\_ Chief Executive Officer \_\_\_\_\_ Legal Counsel \_\_\_\_\_

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

May 10, 2023

**AGENDA ITEM 6A :** 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 May 3, 2023, and Draft May 31, 2023, (*June meeting*), Planning & Development Committee meeting agendas as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information and discussion.

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

May 10, 2023

**AGENDA ITEM 6B :** 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 May 3, 2023, and Draft May 31, 2023, (*June meeting*), Performance Monitoring & External Relations Committee meeting agendas as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** For information and discussion.

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

May 10, 2023

**AGENDA ITEM 7 :** 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.

At this time, legal counsel will seek input on the draft update forwarded to the Committee on April 12, 2023, and included in this packet.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

May 10, 2023

**AGENDA ITEM 8 :** BOARD RETREAT DISCUSSION

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** At this time, staff will update and discuss potential Board Retreat topics and potential dates for a Board workshop between committee meetings on the first Wednesday of the month.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

May 10, 2023

**AGENDA ITEM 9** : BOARD OF DIRECTORS MEETING AGENDA MAY 18, 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 May 18, 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

## BOARD MEETING

Thursday, May 18, 2023  
1:30 – 3:00 p.m.

**STA Boardroom**  
**1230 West Boone Avenue, Spokane, WA**

Optional Board Member link: [Insert Link](#) Member Password: 2023  
Optional Guest link: [Insert Link](#) Guest Password: 0523  
Audio Conference: +1-408-418-9388 | Access code:

### UPDATED 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 April 20, 2023, Board Meeting – Corrections/Approval
  - B. Approval of the April 2023 Vouchers (*Monique Liard*)
  - C. Division Street Bus Rapid Transit: Refined Locally Preferred Alternative (Resolution) (*Karl Otterstrom*)
  - D. Division Street Bus Rapid Transit: Work Order #2 Approval (*Karl Otterstrom*)
  - E. Black Realty Management, Inc. Contract 2017-10050 Extension (*Brandon Rapez-Betty*)
  - ~~F. Plaza and Boone Janitorial Contract 2023-10799 (*Brandon Rapez-Betty*)~~
  - F. Plaza Sprinkler Head Replacement: Final Acceptance (*Brandon Rapez-Betty*)
  - G. Sprague Line Right-of-Way Acquisition (Resolution) (*Karl Otterstrom*)
  - H. Northwest Center Services, dba Argus Janitorial Contract 2018-10140 Extension (*Brandon Rapez-Betty*)
5. Board Action – Other: *none*
6. Board Report: *20 minutes*
  - A. City Line Implementation Update (*Karl Otterstrom*)
  - B. Clean Fuel Standard Program Introduction (*Brandon Rapez-Betty*)
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: *5 minutes*
  - A. Chair Report (*Pam Haley*)
    - i. 1<sup>st</sup> Quarter 2023 Performance Measures

10. CEO Report: *15 minutes*
11. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. April 2023 Sales Tax Revenue (*Monique Liard*)
  - C. March 2022 Financial Results Summary (*Monique Liard*)
  - D. 2024-2029 Transit Development Plan: 2024-2026 Service Improvements (*Karl Otterstrom*)
  - E. 1st Quarter 2023 Service Planning Input Report (*Karl Otterstrom*)
  - F. March 2023 Operating Indicators (*Brandon Rapez-Betty*)
  - G. 2022 Bus Rider Survey (*Carly Cortright*)
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 May 18, 2023, Board Meeting:

Saturday, May 20, 2023	4:00 p.m.
Monday, May 22, 2023	10:00 a.m.
Tuesday, May 23, 2023	8:00 p.m.

Next Committee Meetings (Via WebEx Virtual Conference) Wednesday:

Planning & Development	May 31, 2023 (June Meeting), 10:00 a.m.
Performance Monitoring & External Relations	May 31, 2023 (June Meeting), 1:30 p.m.
Board Operations	June 7, 2023 (1 Week Early), 1:30 p.m.

Next Board Meeting:

Thursday, June 15, 2023, 1:30 p.m. STA Boardroom, 1230 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**

May 10, 2023

**AGENDA ITEM 10** : BOARD OPERATIONS COMMITTEE DRAFT JUNE 7, 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 June 7, 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, June 7, 2023  
1:30 p.m. – 3:00 p.m.

**Via Virtual Conference**

**Committee Members:** [Insert Link](#)      **Member Password:** 2023

**General Public:**      [Insert Link](#)      **Guest Password:** 0623

**Audio Conference:**      +1-408-418-9388 | Access code:

### **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 May 10, 2023, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (*10 minutes*)
  - A. Al French, Planning & Development
  - B. Pamela Haley, Performance Monitoring & External Relations
6. Rules of Procedure Approval (*Meyer/Clark*) (*10 minutes*)
7. Board Retreat Update (*Meyer*) (*10 minutes*)
8. Board of Directors Draft June 15, 2023, Meeting Agenda – Corrections/Approval (*Meyer*) (*5 minutes*)
9. Board Operations Committee Draft July 12, 2023, (*one week early*) Meeting Agenda – Information (*Meyer*) (*5 minutes*)
10. CEO Report (*15 minutes*)
11. New Business
12. Adjourn

Next Committee Meeting: Wednesday, July 12, 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**

May 10, 2023

**AGENDA ITEM 11 :** 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**

May 10, 2023

**AGENDA ITEM 12 :** 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.