

## **BOARD OPERATIONS COMMITTEE MEETING**

Wednesday, February 12, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room  
Spokane Transit Authority  
1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

### **AGENDA**

1. Call to Order and Roll Call
2. Approve Committee Agenda *(Haley)*
3. Chair's Comments *(Haley) (5 minutes)*
4. Committee Action/Discussion *(5 minutes)*
  - A. Minutes of the January 8, 2025, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion *(15 Minutes)*
  - A. Consent Agenda
    - i. Board Member Travel to Washington DC *(Otterstrom & Rapez-Betty)*
    - ii. Sprague Line Right of Way Acquisition *(Otterstrom)*
    - iii. Swiftly Software Term Extension *(Otterstrom)*
6. 2025 Draft Board Operations Committee Work Program – Discussion *(Otterstrom & Rapez-Betty) (15 minutes)*
7. Reaffirm 2025 Board & Committee Meeting Calendar *(Otterstrom & Rapez-Betty) (5 minutes)*
8. Committee Chair Reports *(10 minutes)*
  - A. Tim Hattenburg, Planning & Development
  - B. Lance Speirs, Performance Monitoring & External Relations
9. Board of Directors Draft February 20, 2025, Meeting Agenda – Corrections/Approval *(Otterstrom & Rapez-Betty) (5 minutes)*
10. Board Operations Committee Draft March 12, 2025, Meeting Agenda – Information *(Otterstrom & Rapez-Betty) (5 minutes)*
11. CEO Report *(Otterstrom & Rapez-Betty) (15 minutes)*
12. New Business

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

13. Executive Session (*Etter, McMahon*): 10 minutes

*RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;*

14. Adjourn

Next Committee Meeting: Wednesday, March 12, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 0225
Call-in Number:	1-408-418-9388	Event #: 2482 056 1334

*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**

February 12, 2025

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pam Haley, STA Board Chair

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**SUMMARY:** At this time, the Board Operations Committee will review and approve the meeting agenda with any revisions provided.

**RECOMMENDATION TO COMMITTEE:** Approve Board Operations Committee agenda.

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

February 12, 2025

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

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pam Haley, STA Board 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**

February 12, 2025

**AGENDA ITEM 4A :** MINUTES OF THE JANUARY 8, 2025, 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 January 8, 2025, 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 January 8, 2025, Meeting

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

#### **MEMBERS PRESENT**

Pam Haley, City of Spokane Valley, *Chair*  
Lance Spiers, Small Cities Representative  
(Medical Lake)  
Zack Zappone, City of Spokane  
Josh Kerns, Spokane County  
Brandon Rapez-Betty, Interim Co-CEO,  
*Ex Officio*  
Karl Otterstrom, Interim Co-CEO,  
*Ex Officio*

#### **STAFF PRESENT**

Carly Cortright, Chief Communications &  
Customer Service Officer  
Kade Peterson, Chief Information Officer  
Nancy Williams, Chief Human Resources Officer  
Tammy Johnston, Interim Chief Financial  
Officer  
Dana Infalt, Clerk of the Authority & Executive  
Assistant to the Chief Executive Officer  
Amie Blain, Finance Executive Assistant

#### **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 Haley called the meeting to order at 1:30 p.m. Ms. Infalt conducted roll call.

#### 2. **APPROVE COMMITTEE AGENDA**

**Mr. Kerns moved to approve the agenda as presented. Mr. Speirs seconded, and the motion passed unanimously.**

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

None

#### 4. **COMMITTEE ACTION**

##### A. **December 11, 2024, Committee Minutes**

**Mr. Zappone moved to approve the December 11, 2024, committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.**

5. APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES

Chair Haley presented the proposed appointments to the Committee. Mr. Zappone discussed potential scheduling conflicts with the Committee. The members from the City of Spokane will discuss and bring potential change requests to the Board.

**Mr. Kerns moved to recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Tim Hattenburg, City of Spokane Valley, as Chair of the Planning & Development Committee and Lance Speirs, Medical Lake, as Chair of the Performance Monitoring & External Relations Committee for 2025. Mr. Speirs seconded, and the motion passed unanimously.**

6. APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE

Chair Haley presented the proposed appointments to the Committee.

**Mr. Zappone moved to recommend the Board confirm the appointments made by the Board Chair to the Board Operations Committee, as presented. Mr. Speirs seconded, and the motion passed unanimously.**

7. BOARD MEMBER TRAVEL TO 2025 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

Mr. Rapez-Betty presented this item to the Committee, and he explained all Board Members have the opportunity to attend.

**Mr. Speirs moved to recommend the Board approve, by motion, travel for Board members to attend APTA conferences in 2025. Mr. Zappone seconded, and the motion passed unanimously.**

8. BOARD OF DIRECTORS AGENDA JANUARY 16, 2025

**Mr. Zappone moved to approve the Board of Directors agenda. Mr. Speirs seconded, and the motion passed unanimously.**

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 12, 2025

In reviewing the future agenda item related to the Board meeting schedule, Mr. Zappone advised that Kitty Klitzke, the incoming Board Operations Committee Member from the City of Spokane, will be unavailable for the Board Operations meeting in April 2025.

10. CEO REPORT

The Co-CEOs welcomed Mr. Peterson as STA's new Chief Information Officer, and Ms. Johnston, STA's Interim Chief Financial Officer. They shared the December 2024 voter-approved sales tax revenues representing October 2024 sales. Actual was \$9.9M, compared to the budget of \$8.4M, for a 17.7% difference, or \$1.5M. Year-to-date results are 6.0% above budget.

The Co-CEOs presented the Division Street BRT Grant Update, Preliminary Year-End Ridership Results, and their Core Priorities with the Committee.

11. NEW BUSINESS

None

12. EXECUTIVE SESSION

Chair Haley advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(b); *“considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.”*

The Committee entered Executive Session at 1:57 p.m., with a 15-minute projected timeframe. At 2:07 p.m., the Executive Session ended and the meeting was called back into open session.

13. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:07 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer



**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

February 12, 2025

**AGENDA ITEM 5Ai :** BOARD MEMBER TRAVEL TO WASHINGTON DC

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer  
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

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**SUMMARY:** To build support for the CIG program within the Federal Transit Administration (FTA), Cardinal Infrastructure has invited up to two Board members to participate in the Red State Transit Project Fly-In on March 5, 2025. According to STA's bylaws, Board member travel requires approval from the Board of Directors.

**BACKGROUND:** The incoming Republican majority in Washington, D.C., has prioritized improving government efficiency and reducing federal spending. While numerous proposals aim to achieve these goals, Cardinal Infrastructure seeks to highlight how transit construction projects can drive economic growth, create high-tech American jobs, boost housing development, and improve workforce mobility. The Capital Investment Grant (CIG) program is a vital investment in America's economic future.

Increasingly, new transit projects funded by the CIG program are being proposed and developed in fast-growing, low-tax, and traditionally rural states. These projects not only support local economies but also strengthen the manufacturing base in rural America, where high school graduates find opportunities in advanced manufacturing without leaving their communities. Examples include Pembina, ND; Anniston, AL; Crookston, MN; Brookville, PA; Shepherdsville, KY; and Salt Lake City, UT.

Although historically perceived as benefiting only urban areas, the CIG program now plays a critical role in supporting rural and suburban economies. As part of the Transit Project Fly-in on March 5, 2025, Cardinal Infrastructure aims to dispel outdated assumptions about the program and protect its funding. Additionally, they advocate for aligning the program with conservative principles by encouraging private investment, implementing regulatory relief, and reducing project costs in response to inflationary pressures. Travel to Washington DC also offers an opportunity to schedule other meetings with congress members and staff, as well as Trump Administration staff, to advance the interests of STA.

**RECOMMENDATION TO COMMITTEE:** Review and recommend the Board approve, by motion, travel for up to two Board members to attend the Transit Project Fly-In that will be held on March 5, 2025.

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

February 12, 2025

**AGENDA ITEM 5Aii :** SPRAGUE LINE RIGHT OF WAY ACQUISITION

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** The Sprague Line project requires acquisition of property interests for the implementation of planned transit platforms. Staff are seeking approval for property acquisition, to include temporary construction easements, at a single location, as described below. Additional acquisitions are expected in the coming months.

**BACKGROUND:** The *STA Moving Forward* plan calls for investing in High Performance Transit (HPT) between Spokane and Spokane Valley, principally along Sprague Avenue. To support this effort, STA is renumbering Route 90 Sprague to Route 9 this September and opening stops with HPT station amenities at multiple locations as part of Phase 1 Sprague Line improvements. Sprague Line Phase 2 improvements include improvements to stop locations that feature more challenging retrofits to the built environment, including acquisition of private property to make way for accessibility and passenger improvements. Resolution 808-23, adopted by the STA Board on May 18, 2023, provides the CEO authority to enter into agreement and execute documents for these property interests up to a maximum of \$5,000 per parcel. Any negotiated agreement over \$5,000 per parcel requires Board approval.

The current acquisition proposed for action will enable construction of a proposed westbound HPT station stop on Sprague Avenue just west of Freya St. The adjacent parcel # 35153.0012 is owned by Gunryn Squared, LLC and the current use is retail. The acquisition area is currently a landscape area immediately adjacent to the city sidewalk. To construct the station, acquisition of real property, a temporary construction easement, and a permanent utility easement is necessary. In addition, compensation needs to be provided for removal of existing site improvements such as paving, curbing, and/or landscaping. The initial proposal value for these actions was provided by a licensed appraiser and negotiated to settlement as follows:

Element	Area	Appraised Value	Settlement Value	Difference
Real Property	840.00 SF	\$14,700.00 @ \$17.50/SF	\$18,244.80 @ \$21.72/SF	\$3,544.80 @ \$4.22/SF
Temporary Construction Easement*	140.00 SF	\$490.00 @ \$17.50/SF	\$608.16 @ \$21.72/SF	\$118.16 @ \$4.22/SF
Permanent Utility Easement*	784.33 SF	\$6,862.89 @ \$17.50/SF	\$8,517.82 @ \$21.72/SF	\$1,654.93 @ \$4.22/SF
Site Improvements	-	\$6,636.40	\$6,636.40	\$0.00
<b>Totals</b>	-	<b>\$28,689.29</b>	<b>\$34,007.18</b>	<b>\$5,317.89</b>

*\*Easements are factored by their scope (duration/impact) to derive a fractional value from the full appraised value.*

Staff and STA's right-of-way consultant have determined this settlement value to be reasonable and supported by comparable property values.

**RECOMMENDATION TO COMMITTEE:** Recommend Board approve, by motion, the real property acquisition and associated easements between Gunryn Squared, LLC and Spokane Transit for a portion of Spokane County Parcel #35153.0012 for a total \$34,007.18 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

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

February 12, 2025

**AGENDA ITEM 5Aiii :** SWIFTLY SOFTWARE TERM EXTENSION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Emily Poole, Principal Transit Planner / Department Manager

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**SUMMARY:** According to STA Procurement Resolution 702-13, contracts that exceed \$200,000 will be approved by the STA Board of Directors. The proposed extension of contract 2020-10457 with Swiftly Inc., for an additional three-year term, exceeds this threshold requiring Board approval.

**BACKGROUND:** Swiftly Inc. software displays and analyzes transit vehicle location data to assist with customer service and fixed route scheduling and is a valuable tool which STA has established as a standard, that meets STA's needs, and that staff wish to continue to utilize to the benefit of the agency and customers. STA entered into the initial contract with Swiftly Inc. in February 2020 with three modules: Speed Map, Run Times, and Live Operations. The first renewal was approved by the Board on February 18, 2021, extending the term of the contract for two years to 2023. On March 17, 2022, the Board approved the addition of two more software modules: On-Time Performance and GPS Speed Map; and extended the term of the contract for three years. The proposed third amendment exercises a renewal option and extends the contract for three additional years to February 18, 2028.

The cost of the third amendment is \$564,048.94 over the three-year term. In exploring the renewal options, a one-year option was considered in addition to a three-year option. The three-year option was determined to be preferable, as the vendor was willing to reduce the annual rate increase from 10% to 5%. The adopted 2025 budget assumed continuation of the software subscription for the entire year. Out-year expenses will be incorporated into future budget proposals.

These subscriptions have been procured through a sole-source procurement under STA's procurement resolution given that Swiftly Inc. is the sole provider of a cloud-based platform that provides in-depth fixed route schedule analysis and intuitive access to vehicle location data with unlimited logins. These tools and unconstrained access by STA staff continue to enhance STA's commitment to riders and provide greater responsiveness in addressing schedule based and on-time performance issues across multiple departments.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board authorize, by motion, the Interim Co-CEOs to execute the third amendment to Software Agreement 2020-10457 with Swiftly Inc., for a total value of \$564,048.94.

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

February 12, 2025

**AGENDA ITEM 6 :** 2025 DRAFT BOARD OPERATIONS COMMITTEE WORK PROGRAM –  
DISCUSSION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer  
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

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**SUMMARY:** The Committee will have an opportunity to discuss the preparation of a committee work program for 2025.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS MEETING**

February 12, 2025

**AGENDA ITEM 7 :** REAFFIRM 2025 BOARD & COMMITTEE MEETING CALENDAR

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Dana Infalt, Clerk of the Authority

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**SUMMARY:** The proposed 2025 Board and Committee meeting schedule was approved by the Board Operations Committee on December 11, 2024, and subsequently by the STA Board on December 19, 2024.

During the December Board Operations Committee meeting, a post-holiday review of the schedule was requested to evaluate potential conflicts with the spring break schedules of local school districts. It was noted that the spring break period overlaps with the Board Operations Committee meeting scheduled for April 9, 2025.

This review seeks to determine if adjustments to the Committee and Board meeting dates are necessary to accommodate scheduling conflicts.

**RECOMMENDATION TO COMMITTEE:** Review and reaffirm the 2025 STA Board & Committee meeting calendar, as presented and approved in December 2024.

## SPOKANE TRANSIT AUTHORITY

### **APPROVED 2025 BOARD & COMMITTEE MEETING SCHEDULE**

**All Committee and Board Meetings to be held in person at Spokane Transit.**

*A virtual joining option will be available.*

<b>Board Meetings (Third Thursday) 1:30pm-3:00pm</b>	<b>Planning &amp; Development Committee (First Wednesday) 10:00am-11:30am</b>
January 16	<i>January – No meeting scheduled</i>
February 20	February 5
March 20	March 5
April 17	April 2
May 15	April 30 <i>(1 week early)</i>
June 26 <i>(1 week late)</i>	June 4
July 24 <i>(1 week late)</i>	July 9 <i>(1 week late)</i>
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 18	September 3
October 16	October 1
November 20	November 5
December 18	December 3
<b>Board Operations Committee (Second Wednesday) 1:30pm-3:00pm</b>	<b>Performance Monitoring &amp; External Relations (First Wednesday) 1:30pm-3:00pm</b>
January 8	<i>January – No meeting scheduled</i>
February 12	February 5
March 12	March 5
April 9	April 2
May 7 <i>(1 week early)</i>	April 30 <i>(1 week early)</i>
June 11	June 4
July 16 <i>(1 week late)</i>	July 9 <i>(1 week late)</i>
August - <i>No meeting scheduled</i>	August – <i>No meeting scheduled</i>
September 10	September 3
October 8	October 1
November 12	November 5
December 10	December 3
<b>Citizen Advisory Committee (Second Wednesday) 5:00pm-6:30pm</b>	
January <i>no meeting scheduled</i>	July 16 <i>(1 week late)</i>
February 12	August - <i>No meeting scheduled</i>
March 12	September 10
April 9	October 8
May 7 <i>(1 week early)</i>	November 12
June 11	December 10
<b>2025 Board Workshop Schedule</b>	
1 <sup>st</sup> Quarter 2025 – <del>March 5</del> , March 20	
2 <sup>nd</sup> Quarter 2025 - TBD	
3 <sup>rd</sup> Quarter 2025 - TBD	
4 <sup>th</sup> Quarter 2025 - TBD	

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

February 12, 2025

**AGENDA ITEM 8A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tim Hattenburg, Chair, Planning & Development

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**SUMMARY:** At this time, the Committee Chair will review the February 5, 2025, committee meeting and draft March 5, 2025, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** Receive report.



Spokane Transit Authority  
1230 West Boone Avenue  
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(509) 325-6000

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 5, 2025

10:00 a.m. – 11:30 a.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the December 4, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda - *none*
  - B. Board Discussion Agenda - *none*
5. Report to Committee *(25 minutes)*
  - A. 2025 Planning & Development Committee Work Program: Review *(Otterstrom)*
  - B. Connect 2035 Strategic Plan: Initiative Sequencing *(Otterstrom)*
  - C. Transit Development Plan 2026-2031 Overview *(Otterstrom)*
6. CEO Report *(Otterstrom /Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review March 5, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 5, 2025, at 10:00 a.m. in person.

Virtual Link:	<a href="#">Click here to join virtually</a>	
Password:	<b>Board Members:</b> 2025	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: 2499 606 8526

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 5, 2025

10:00 a.m. – 11:30 a.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### **DRAFT AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
  - A. Minutes of the February 5, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda
    1. Division Street Bus Rapid Transit: Work Order #6 Approval
  - B. Board Discussion Agenda - *none*
5. Report to Committee *(10 minutes)*
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
  - B. Connect 2035 Draft Initiative Sequencing: *(Otterstrom)*
  - C. Facilities Master Plan Phase I Draft Recommendations *(Otterstrom)*
  - D. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review April 2, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 2, 2025, at 10:00 a.m. in person.

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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

February 12, 2025

**AGENDA ITEM 8B :** PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE  
CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Lance Speirs, Chair, Performance Monitoring & External Relations

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**SUMMARY:** At this time, the Committee Chair will review the February 5, 2025, committee meeting and draft March 5, 2025, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** Receive report.

Spokane Transit Authority  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, February 5, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
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### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the December 4, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(none)*
  - A. Board Consent Agenda
  - B. Board Discussion Agenda
5. Reports to Committee *(40 minutes)*
  - A. Enhanced Transit System Security Strategy *(Rapez-Betty/Williams)*
  - B. STA Bus Fleet State of Good Repair *(Rapez-Betty)*
  - C. 2024 Fixed Route Rider Survey Results *(Cortright)*
  - D. Citizen Advisory Committee Update *(Cortright)*
  - E. Route 11 North Bank/Downtown Shuttle Update *(Otterstrom)*
6. CEO Report *(Rapez-Betty/Otterstrom)* *(15 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. December 2024 Operating Indicators *(Rapez-Betty)*
  - B. January 2025 Sales Tax Revenue *(Johnston)*
  - C. 4th Quarter 2024 Service Planning Public Input Report *(Otterstrom)*
8. Review March 5, 2025, Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 5, 2025, at 1:30 p.m.

Optional Virtual Link: [JOIN HERE](#)

Password: **Members:** 2025

**Guests:** 0225

Call-in Number: 1-408-418-9388

Event #: 2491 451 7904

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 (509) 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

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

Wednesday, March 5, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

**DRAFT AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
  - A. Minutes of February 5, 2025, Committee Meeting -- *Corrections/Approval*
4. Committee Action (10 minutes)
  - A. Board Consent Agenda
    1. Third-Party Workers Compensation Claims Administration - Award of Contract (*Williams*)
    2. Uniforms & Accessories - Award of Contract (*Rapez-Betty*)
  - B. Board Discussion Agenda (10 minutes)
    1. 2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance (*Rapez-Betty*)
5. Reports to Committee (35 minutes)
  - A. Charge Management System Implementation (*Rapez-Betty*)
  - B. 2024 Year-End Performance Measures (*Rapez-Betty*)
  - C. 2024 State Audit Timeline (*Johnston*)
  - D. 2024 Unaudited Year-End Financial Report (*Johnston*)
  - E. Final 2025 Service Revisions Plan (*Otterstrom*)
  - F. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (10 minutes)
7. Committee Information (no discussion/staff available for questions)
  - A. January 2025 Operating Indicators (*Rapez-Betty*)
  - B. January 2025 Financial Results Summary (*Johnston*)
  - C. February 2025 Sales Tax Revenue (*Johnston*)
8. Review April 2, 2025, Meeting Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, April 2, 2025, at 1:30 p.m.

Optional Virtual Link:	Join Here	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 0325
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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

February 12, 2025

**AGENDA ITEM 9 :** BOARD OF DIRECTORS MEETING AGENDA FEBRUARY 20, 2025 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer  
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

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**SUMMARY:** The Board of Directors meeting agenda for February 20, 2025, 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  
509-325-6000

## **BOARD MEETING**

Thursday, February 20, 2025  
1:30 – 3:00 p.m.

**STA Boardroom**  
**1230 West Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link on Page 2*

## **AGENDA**

1. Call to Order and Roll Call (*Chair Haley*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair Haley*)
5. Board Chair Report (*Chair Haley*)
6. Public Expressions
7. Recognitions and Presentations: *5 minutes*
  - A. Mitch Bright, Fixed Route Supervisor (*Brandon Rapez-Betty*)
  - B. Employee Recognition Awards (*Nancy Williams*)
8. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of January 16, 2025, STA Board Meeting– Corrections/Approval
  - B. Approval of the January 2025 Vouchers (*Tammy Johnston*)
  - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
  - D. Krueger Sheet Metal: Final Acceptance (*Karl Otterstrom*)
  - E. D-McP Construction, LLC Contract 2022-10762: Final Acceptance (*Karl Otterstrom*)
  - F. Multi-Year Fleet Replacement Procurement (*Brandon Rapez-Betty*)
  - G. Fleck Bus Washer Replacement: Final Acceptance (*Karl Otterstrom*)
  - H. Jefferson Park & Ride Camera Update: Final Acceptance (*Karl Otterstrom*)
  - I. Plaza 1<sup>st</sup> Floor Restrooms Contract 2023-10851: Final Acceptance (*Karl Otterstrom*)
  - J. Board Member Travel to Washington DC: Approval (*Karl Otterstrom/Brandon Rapez-Betty*)
  - K. Division Street Bus Rapid Transit: Work Order #6 Approval (*Karl Otterstrom*)
  - L. Sprague Line Right of Way Acquisition (*Karl Otterstrom*)
  - M. Swiftly Software Term Extension (*Karl Otterstrom*)
9. Board Report: *10 minutes*
  - A. Legislative Update (*Karl Otterstrom/Brandon Rapez-Betty*)
10. Board Operations Committee: *10 minutes*
  - A. Chair Report (*Chair Haley*)
    - i. 2025 Draft Board Operations Committee Work Program (*Karl Otterstrom/Brandon Rapez-Betty*)
    - ii. Reaffirm 2025 STA Board & Committee Calendar (*Dana Infalt*)
11. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Tim Hattenburg*)
12. Performance Monitoring & External Relations Committee: *25 minutes*
  - A. Chair Report (*Lance Speirs*)
    - i. Transit System Security Strategy (*Brandon Rapez-Betty*)
    - ii. STA Bus Fleet State of Good Repair (*Brandon Rapez-Betty*)

13. CEO Report: *15 minutes*
14. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. January 2025 Sales Tax Revenue (*Tammy Johnston*)
  - C. December 2024 Operating Indicators (*Brandon Rapez-Betty*)
  - D. 2025 Planning & Development Committee Work Program: Review (*Karl Otterstrom*)
  - E. Transit Development Plan 2026-2031: Overview (*Karl Otterstrom*)
  - F. 2024 Fixed Route Rider Survey Results (*Carly Cortright*)
  - G. Connect 2035 Strategic Plan: Initiative Sequencing (*Karl Otterstrom*)
  - H. Route 11 North Bank/Downtown Shuttle Update (*Karl Otterstrom*)
  - I. 4<sup>th</sup> Quarter 2024 Service Planning Input Report (*Karl Otterstrom*)
15. Executive Session (*Etter, McMahon*): *15 minutes*  
*RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.*
16. New Business
17. Board Member Expressions: *5 minutes*
18. Adjourn (*Chair*)

Optional Virtual link:	<a href="#">Click this link to join meeting on Webex</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: 2492 291 6972

Cable 5 Broadcast Dates and Times of February 20, 2025, Board Meeting:

Saturday, February 22, 2025	4:00 p.m.
Monday, February 25, 2025	10:00 a.m.
Tuesday, February 26, 2025	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	March 5, 2025, 10:00 a.m.
Performance Monitoring & External Relations	March 5, 2025, 1:30 p.m.
Board Operations	March 12, 2025, 1:30 p.m.

Next Board Meeting:

Thursday, March 20, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington  
*(A virtual joining option will be available for all Committee and Board meetings)*

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**

February 12, 2025

**AGENDA ITEM 10 :** BOARD OPERATIONS COMMITTEE DRAFT MARCH 12, 2025, MEETING  
AGENDA – INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer  
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

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**SUMMARY:** The draft Board Operations Committee meeting agenda for March 12, 2025, 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, March 12, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option*

### AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
  - A. Minutes of the February 12, 2025, Committee Meeting – Corrections/Approval
5. Committee Action/Discussion (*5 Minutes*)
  - A. Consent Agenda
    - i. Sprague Line Right of Way Acquisition (*Otterstrom*)
6. Committee Chair Reports (*10 minutes*)
  - A. Tim Hattenburg, Planning & Development
  - B. Lance Speirs, Performance Monitoring & External Relations
7. Board of Directors Draft March 20, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom & Rapez-Betty*) (*5 minutes*)
8. Board Operations Committee Draft April 9, 2025, Meeting Agenda – Information (*Otterstrom & Rapez-Betty*) (*5 minutes*)
9. CEO Report (*Otterstrom & Rapez-Betty*) (*15 minutes*)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, April 9, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 0325
Call-in Number:	1-408-418-9388	Event #: xxxx xxx xxxx

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

February 12, 2025

**AGENDA ITEM 11 :** CEO REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer  
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

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**SUMMARY:** At this time, the Interim Co-CEOs 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**

February 12, 2025

**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 discuss new business relating to Board Operations.

**RECOMMENDATION TO COMMITTEE:** Information only.

## 13.

### EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purpose of:

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.  
(RCW 42.30.110(1)(b))

The STA Board Operations Committee will reconvene in open session at approximately \_\_\_\_\_. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the Committee will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time - 10 minutes