

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 (*15 Minutes*)
 - A. Consent Agenda
 - i. Sprague Line Right of Way Acquisition (*Otterstrom*)
 6. Board Operations Policy Review Cycle (*Otterstrom & Rapez-Betty*) (*15 minutes*)
 7. Committee Chair Reports (*10 minutes*)
 - A. Tim Hattenburg, Planning & Development
 - B. Lance Speirs, Performance Monitoring & External Relations
 8. Board of Directors Draft March 20, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom & Rapez-Betty*) (*5 minutes*)
 9. Board Operations Committee Draft April 9, 2025, Meeting Agenda – Information (*Otterstrom & Rapez-Betty*) (*5 minutes*)
 10. CEO Report (*Otterstrom & Rapez-Betty*) (*20 minutes*)
 11. New Business
 12. 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;
 13. 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: | Members: 2025 | Guests: 0325 |
| Call-in Number: | 1-408-418-9388 | Event #: 2494 013 0976 |

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, STA Board Chair

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

March 12, 2025

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, STA Board Chair

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

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 4A : MINUTES OF THE FEBRUARY 12, 2025, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

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

SUMMARY: The February 12, 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 February 12, 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 Speirs, Small Cities Representative
(Medical Lake), *Chair Pro Tempore*
Kitty Klitzke, City of Spokane
Karl Otterstrom, Interim Co-CEO,
Ex Officio
Brandon Rapez-Betty, 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, Sr. Executive Assistant to the Chief
Executive Officer
Amie Blain, Executive Assistant to the Chief Financial
Officer and Chief Information Officer

MEMBERS ABSENT

Al French, Spokane County
Tim Hattenburg, City of Spokane Valley
Non-Voting

PROVIDING LEGAL COUNSEL

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

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

Chair Haley called the meeting to order at 1:32 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

4. **COMMITTEE ACTION**

A. **January 8, 2025, Committee Meeting Minutes**

Ms. Klitzke noted that although she is making the motion to approve the minutes, she was not in attendance at the Board Operations Committee meeting on January 8, 2025. The Board Chair submitted her selections for Committee Members during the January meeting.

Ms. Klitzke moved to approve the January 8, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Consent Agenda

i. Board Member Travel to Washington DC

Mr. Rapez-Betty presented this item to the Committee. Ms. Haley and Mr. French were requested to attend the Transit Project Fly-In on March 5, 2025, to build support for the Capital Investment Grant (CIG) program with the Federal Transit Administration (FTA). The estimated cost is \$2,400 per person. Ms. Haley will be unable to attend. Since no alternates were suggested for Ms. Haley and Mr. French, no other Board Members will attend in her place.

Mr. Speirs moved to 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. Ms. Klitzke seconded, and the motion passed unanimously.

ii. Sprague Line Right of Way Acquisition

Mr. Otterstrom presented this item to the Committee. He clarified that site improvements being removed from the utility easement include sprinkler systems and landscaping. Mr. Otterstrom also confirmed that STA provides snow removal for any stop at which we install a shelter.

Ms. Klitzke moved to recommend the 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. Mr. Speirs seconded, and the motion passed unanimously.

iii. Swiftly Software Term Extension

Mr. Otterstrom presented this sole-source contract extension to the Committee. Mr. Rapez-Betty provided a real-world example of how this software has improved the customer experience by reducing touch points and time involved in complaint resolutions. Mr. Otterstrom confirmed that Trapeze software is utilized for STA's infrastructure and buses, while the Swiftly software solution would provide enhanced data organization capabilities resulting in greater benefits to STA and its customers. He also confirmed Swiftly is the most robust software solution available on the market.

Ms. Klitzke moved to 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. Mr. Speirs seconded, and the motion passed unanimously.

6. 2025 DRAFT BOARD OPERATIONS COMMITTEE WORK PROGRAM

Ms. Clark presented this item to the Committee. The Work Program was a new program developed in 2024. Ms. Clark explained the various elements for the new Committee Members. Ms. Infalt confirmed attendance is a standing agenda item brought to the Committee twice each year.

Ms. Clark explained that although the Bylaws are not required to be reviewed every four years, it makes sense to review them when completing the review of the jurisdictions. After discussion, the Committee agreed to a quarterly review process. Ms. Clark will provide a list of items and their previous review dates for the Committee at the Board Operations Committee meeting on March 12, 2025.

7. REAFFIRM 2025 BOARD & COMMITTEE MEETING CALENDAR

Ms. Infalt explained the challenges with moving the Board Operations Committee meeting date in April 2025, as it affects other STA Board and Committee meetings and can cause potential conflicts with meetings in other jurisdictions. Each Committee Member has the option of selecting an alternate that will maintain the primary Member's voting status (i.e. An alternate for a voting Committee Member will have the right to vote in the meeting). Mr. Rapez-Betty noted that Mr. French, although not present at the current meeting, shared his thoughts on this matter the last time it was discussed, preferring to maintain the schedule. Mr. Hattenburg was not on the Board Operations Committee previously.

Ms. Klitzke moved to reaffirm the 2025 STA Board & Committee meeting calendar as presented and approved in December 2024. Mr. Speirs seconded, and the motion passed unanimously.

8. COMMITTEE CHAIR REPORTS

A. Tim Hattenburg, Chair, Planning & Development (P&D)

Mr. Otterstrom shared the items presented at the Planning & Development Committee meeting on February 5, 2025.

B. Lance Speirs, Chair, Performance Monitoring & External Relations

Mr. Speirs and Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations meeting on February 5, 2025.

9. BOARD OF DIRECTORS AMENDED AGENDA FEBRUARY 20, 2025

Ms. Klitzke moved to approve the Board of Directors agenda as amended. Mr. Speirs seconded, and the motion passed unanimously.

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 12, 2025

The policy review cycle item will be added to the agenda.

11. CEO REPORT

The Co-CEOs shared the January 2025 voter-approved sales tax revenues representing November 2024 sales. Actual was \$9.2M, compared to the budget of \$9.6M, for a -4.2% difference, or \$-0.4M. Year-to-date results are 3.2% below budget.

The Co-CEOs presented the following items:

- Board Member Attendance 2024
 - No issues noted
- Federal Updates

- STA will continue to monitor the federal executive orders and directives with support of industry experts and leveraging Board Members to communicate priorities
- STA's financial position (no debt + cash reserves) enables STA to navigate the uncertainty in a deliberate fashion
- Sales Tax Renewal Discussions
 - STA's sales tax authority is not statutorily limited by or in conflict other sales tax measures or options, including those for public safety
 - As Spokane County's Public Transportation Benefit Area (PTBA), STA has sole responsibility and authority for public transportation, construction, and operations within the PTBA (RCW 36.57A.110 dictates that cities cede jurisdiction for public transportation to the PTBA)
- Sustainable Financial Path
 - If the 0.8% sales tax rate is maintained, even in conjunction with our cash reserves, and service hours are maintained at a sustainable level, funding will provide for impactful one-time investments in Connect 2035
- Board Resolution 818-24, adopted unanimously on March 21, 2024, calls for the renewal of the sales and use tax of up to 2/10 of 1% as authorized by the voters in 2016 on or before September 1, 2028, to maintain the existing transit system as well as service and infrastructure improvements associated with the adopted plans and programs, including STA Moving Forward, as amended
- Ballot Timing Considerations
 - The Board will have an opportunity this spring to consider the timing of asking voters to approval a renewal of the sales tax
- All Employee Meetings held on March 4, 2024
 - Good attendance overall across four meetings held in Boone Northwest Garage
 - Topics included sharing the Co-CEO priority list, discussing communication goals, highlighting plans for a wellness program and workforce development activities, an overview of the enhanced safety and security strategy and other ways to improve the workplace
- Federal Immigration Enforcement Activities
 - The Co-CEOs, with guidance from STA's Legal Counsel, provided instructions to all STA employees including the following statement: "Our employees do not have the authority to assist or interfere with federal immigration law enforcement"
 - Information sent to Board Members on February 10, 2025, was reviewed

12. NEW BUSINESS

None

13. 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 3:00 p.m., with a 10-minute projected timeframe. At 3:10 p.m., the Executive Session ended and the meeting was called back into open session.

14. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:10 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer and Chief Information Officer

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 5Ai : SPRAGUE LINE RIGHT OF WAY ACQUISITION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Ryan Brodwater, Capital Projects Manager

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 enhanced stop on Sprague Avenue just west of the Costco entrance. The adjacent parcel # 35144.0114 is owned by Costco Wholesale Corporation and the current use is vacant. The acquisition area is currently sidewalk and landscape area immediately adjacent to the city street. To construct the stop, acquisition of real property and a temporary construction easement are necessary. Fair market compensation is required for STA to have a property interest to enable HPT improvements. 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 | 952.01 SF | \$15,232.16 @ \$16.00/SF | \$19,040.20 @ \$20.00/SF | \$3,808.04 @ \$4.00/SF |
| Temporary Construction Easement ¹ | 1,151.11 SF | \$3,683.55 @ \$16.00/SF | \$4,604.44 @ \$20.00/SF | \$920.89 @ \$4.00/SF |
| Site Improvements | Lump Sum | \$5,750.00 | \$7,500.00 | \$1,750.00 |
| Attorney Fees ² | Lump Sum | - | \$7,025.00 | \$7,025.00 |
| Totals | - | \$24,665.71 | \$38,170.00³ | \$13,504.93 |

Footnotes:

1. Easements are factored by their scope (duration/impact) to derive a fractional value from the full appraised value.
2. Negotiated payment of Costco attorney fees for document review and negotiation
3. Rounded

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 temporary construction easement between Costco Wholesale Corporation and Spokane Transit for a portion of Spokane County Parcel #35144.0114 for a total \$38,170.00 and authorize the CEO to execute closing documents on behalf of Spokane Transit.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 6 : BOARD OPERATIONS POLICY REVIEW CYCLE

REFERRAL COMMITTEE: n/a

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

SUMMARY: At this time, the Board Operations Committee will review STA policies which fall under their purview and discuss a potential review cycle.

RECOMMENDATION TO COMMITTEE: For discussion and possible action.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 7A: PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the March 5, 2025, committee meeting and draft April 2, 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
(509) 325-6000

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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the February 5, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda - *none*
 - B. Board Discussion Agenda - *none*
5. Report to Committee *(60 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - B. Connect 2035 Strategic Plan: Draft Initiative Sequencing: *(Otterstrom)*
 - C. Facilities Master Plan: Phase I Update *(Rapez-Betty)*
 - D. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information -- *none*
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 here | |
| Password: | Members: 2025 | Guests: Guest |
| Call-in Number: | 1-408-418-9388 | Event #: 2496 606 4239 |

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 2, 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 *(5 minutes)*
 - A. Minutes of the March 5, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
 - B. Board Discussion Agenda *(10 minutes)*
 1. Connect 2035 Strategic Plan: Initiative Sequencing Approval (Resolution) *(Otterstrom)*
5. Report to Committee *(50 minutes)*
 - A. Division Street Bus Rapid Transit: Implementation Strategy Update
 - B. 2026-2031 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions *(Otterstrom)*
 - C. 2026-2031 Transit Development Plan: Tactical Framework *(Otterstrom)*
 - D. Facilities Master Plan Update: Draft Plan *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review April 30, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 30, 2025, at 10:00 a.m. in person *(May Committee Meeting)*

| | | |
|-----------------|---------------------------|------------------------|
| Virtual Link: | Join here | |
| Password: | Members: 2025 | Guests: Guest |
| Call-in Number: | 1-408-418-9388 | Event #: XXXX XXX XXXX |

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 7B : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

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

SUMMARY: At this time, the Committee Chair will review the March 5, 2025, committee meeting and draft April 2, 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
(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

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 (5 minutes)
 - A. Board Consent Agenda
 1. Whitworth Comfort Station: Award of Contract and Project Budget Adjustment (*Otterstrom*)
 - B. Board Discussion Agenda (10 minutes)
 1. 2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance (Resolution) (*Rapez-Betty*)
 2. Plaza Generator and Roofing Upgrades: Award of Contract and Project Budget Adjustment (*Rapez-Betty*)
5. Reports to Committee (40 minutes)
 - A. Charge Management System Implementation (*Rapez-Betty*)
 - B. 2024 State Audit Timeline (*Johnston*)
 - C. 2024 Unaudited Year-End Financial Report (*Johnston*)
 - D. Final 2025 Service Revisions Plan (*Otterstrom*)
 - E. 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 Draft 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: | Members: 2025 | Guests: 0325 |
| Call-in Number: | 1-408-418-9388 | Event #: 2490 672 1941 |

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 2, 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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of March 5, 2025, Committee Meeting - *Corrections/Approval*
 - B. Enterprise Asset Management - Scope of Work Approval *(Rapez-Betty)*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. Project Management Software - Award of Contract *(Otterstrom)*
 2. Uniforms & Accessories - Award of Contract *(Rapez-Betty)*
 - B. Board Discussion Agenda
5. Reports to Committee *(40 minutes)*
 - A. 2024 Year-End Performance Measures *(Rapez-Betty)*
 - B. Preventable Accident Reduction Strategy *(Rapez-Betty)*
 - C. 2025-2026 Workforce Development Plan *(Williams)*
 - D. Citizen Advisory Committee Update *(Cortright)*
6. CEO Report *(Rapez-Betty/Otterstrom)* *(15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. February 2025 Operating Indicators *(Rapez-Betty)*
 - B. February 2025 Financial Results Summary *(Johnston)*
 - C. March 2025 Sales Tax Revenue *(Johnston)*
 - D. May 2025 Service Change *(Otterstrom)*
8. Review April 2, 2025, Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 30, 2025, at 1:30 p.m. (May Meeting)

| | | |
|------------------------|----------------------|------------------------|
| Optional Virtual Link: | Join Here | |
| Password: | Members: 2025 | Guests: 0425 |
| Call-in Number: | 1-408-418-9388 | Event #: XXXX XXX XXXX |

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 8 : BOARD OF DIRECTORS MEETING AGENDA MARCH 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

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

DRAFT 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. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of February 20, 2025, STA Board Meeting– Corrections/Approval
 - B. Approval of the February 2025 Vouchers (*Tammy Johnston*)
 - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. Whitworth Comfort Station: Award of Contract and Project Budget Adjustment (*Karl Otterstrom*)
 - E. Sprague Line Right of Way Acquisition (*Karl Otterstrom*)
8. Board Action – Committee Recommendation: *25 minutes*
 - A. 2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance: Resolution (*Brandon Rapez-Betty*) (**Majority vote of five required for 8A**)
 - B. Plaza Generator and Roofing Upgrades: Award of Contract and Project Budget Adjustment (*Brandon Rapez-Betty*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Haley*)
10. Planning & Development Committee: *15 minutes*
 - A. Chair Report (*Tim Hattenburg*)
 - i. Facilities Master Plan Phase 1 Update (*Brandon Rapez-Betty*)
 - ii. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Lance Speirs*)
 - i. 2024 Unaudited Year-End Financial Report (*Tammy Johnston*)
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. January Financial Results Summary (*Tammy Johnston*)
 - C. February 2025 Sales Tax Revenue (*Tammy Johnston*)
 - D. January 2025 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Charge Management System Implementation (*Brandon Rapez-Betty*)
 - F. Final 2025 Service Revisions Plan (*Karl Otterstrom*)
 - G. 2024 State Audit Timeline (*Tammy Johnston*)
 - H. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach (*Karl Otterstrom*)
14. 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.
15. New Business
16. Board Member Expressions: 5 minutes
17. Adjourn (*Chair*)

| | | |
|------------------------|---|------------------------|
| Optional Virtual link: | Click this link to join the meeting virtually | |
| Password: | Members: 2025 | Guests: Guest |
| Call-in Number: | 1-408-418-9388 | Event #: 2495 671 6664 |

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

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

Next Committee Meetings, Wednesday:

| | |
|---|---------------------------|
| Planning & Development | April 2, 2025, 10:00 a.m. |
| Performance Monitoring & External Relations | April 2, 2025, 1:30 p.m. |
| Board Operations | April 9, 2025, 1:30 p.m. |

Next Board Meeting:

Thursday, April 17, 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. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 9 : BOARD OPERATIONS COMMITTEE DRAFT APRIL 9, 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

SUMMARY: The draft Board Operations Committee meeting agenda for April 9, 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, April 9, 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 March 12, 2025, Committee Meeting – Corrections/Approval
5. Committee Chair Reports *(10 minutes)*
 - A. Tim Hattenburg, Planning & Development
 - B. Lance Speirs, Performance Monitoring & External Relations
6. Board of Directors Draft April 17, 2025, Meeting Agenda – Corrections/Approval *(Otterstrom & Rapez-Betty) (5 minutes)*
7. Board Operations Committee Draft May 7, 2025, Meeting Agenda – Information *(Otterstrom & Rapez-Betty) (5 minutes)*
8. CEO Report *(Otterstrom & Rapez-Betty) (15 minutes)*
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, May 7, 2025, at 1:30 p.m. in person with virtual public viewing option.

| | | |
|-----------------|----------------------|------------------------|
| Virtual Link: | Join here | |
| Password: | Members: 2025 | Guests: 0425 |
| Call-in Number: | 1-408-418-9388 | Event #: xxxx xxx xxxx |

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

March 12, 2025

AGENDA ITEM 10 : CEO REPORT

REFERRAL COMMITTEE: n/a

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

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

March 12, 2025

AGENDA ITEM 11 : NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: Information only.

12.

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 after approximately 10 minutes. 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