

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, May 7, 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 April 9, 2025, Committee Meeting – Corrections/Approval
 5. Committee Action/Discussion (*30 minutes*)
 - A. Consent Agenda
 - i. West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority (*Otterstrom*)
 - ii. Bus Stop Site Improvements Property Acquisition (Resolution) (*Otterstrom*)
 6. Committee Chair Reports (*10 minutes*)
 - A. Tim Hattenburg, Planning & Development
 - B. Lance Speirs, Performance Monitoring & External Relations
 7. Board of Directors Draft May 15, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom & Rapez-Betty*) (*5 minutes*)
 8. Board Operations Committee Draft June 11, 2025, Meeting Agenda – Information (*Otterstrom & Rapez-Betty*) (*5 minutes*)
 9. CEO Report (*Otterstrom & Rapez-Betty*) (*20 minutes*)
 10. New Business
 11. 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;
 12. Adjourn
- Next Committee Meeting: Wednesday, June 11, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: 0525
Call-in Number:	1-408-418-9388	Event #: 2480 064 5518

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

May 7, 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

May 7, 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

May 7, 2025

AGENDA ITEM 4A : MINUTES OF THE APRIL 9, 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 April 9, 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 April 9, 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*
Tim Hattenburg, City of Spokane Valley
Non-Voting
Karl Otterstrom, Interim Co-CEO,
Ex Officio
Brandon Rapez-Betty, Interim Co-CEO,
Ex Officio

MEMBERS ABSENT

Kitty Klitzke, City of Spokane
Al French, Spokane County

STAFF PRESENT

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

STAFF ABSENT

Tammy Johnston, Interim Chief Financial Officer

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 1:30 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. March 12, 2025, Committee Meeting Minutes

Chair Haley moved to approve the March 12, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on April 2, 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 April 2, 2025.

6. BOARD OF DIRECTORS AGENDA APRIL 17, 2025

Item 16. *Executive Session* will include an additional item related to bargaining.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 7, 2025

Mr. Otterstrom advised a resolution may be added to the agenda.

8. CEO REPORT

The Co-CEOs shared the March 2025 voter-approved sales tax revenues representing January 2025 sales. Actual was \$8.5M, compared to the budget of \$8.4M, for a 1.3% difference, or \$0.1M. Year-to-date results are 0.4% above budget.

The Co-CEOs presented the following items:

- State Transportation Budget
 - Senate and House have passed different versions of budget bill SB 5161
 - Senate and House on how to pay for the budget (revenue bill)
 - Transportation Bills – Key Comparisons
 - Salient New Revenues
 - Grant Program Highlights
 - Direct STA Impacts
- Funding Priorities for 2025-2027 Biennium
 - Mr. Otterstrom indicated that proposed legislation would impose vehicle registration fees on vehicles owned by transit agencies, including STA; His team can research to try to provide a clearer picture of total potential cost

- Revenue and non-revenue vehicles are currently subject to licensing, but no registration fees are currently imposed on any fleets owned by local governments, to include transit agencies
- 2025 Safety Awards Banquet
- Bloomsday 2025
 - Pass and Fares
 - Getting There
 - Regular Bus Service

9. NEW BUSINESS

None

10. 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 1:50 p.m., with a 10-minute projected timeframe. At 2:00 p.m., the Committee requested 2 additional minutes. At 2:02 p.m., the Executive Session ended and the meeting was called back into open session.

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:02 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

May 7, 2025

AGENDA ITEM 5Ai : WEST PLAINS TRANSIT CENTER OPERATIONAL EXPANSION AND
ENHANCEMENTS: DELEGATION OF AWARD OF CONTRACT AUTHORITY

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning &
Development Officer
Daniel Wells, Director of Capital Development

SUMMARY: The purpose of this agenda item is to request the Board to delegate authority to the CEO (or Co-CEOs) to award a contract to the lowest responsive and responsible bidder for the West Plains Transit Center Operational Expansion Project within the project budget. This request is being made to maximize the available time for construction activities to complete construction by September 21, 2025. Should the lowest responsive and responsible bidder's bid be higher than the authorized project budget, staff will once again address the PMER Committee.

BACKGROUND: Board Resolution No. 702-13 establishes STA's procurement policies and practices, addressing federal and state requirements, while also providing authority to the CEO to carry out the policy. Among other delegations of the authority, the resolution delegates the authority to the CEO to procure and award contracts up to one million dollars for projects included in the Board-approved Capital Improvement Program (CIP), subject to applicable competition provisions (Subsection 4f).

On April 30, 2025, the Performance Monitoring & External Relations Committee approved the scope of work for the West Plains Transit Center Operational Expansion and Enhancements project for invitation for bid. The project will expand the capacity for buses and passenger loading areas and improve bus maneuverability in the facility.

While the engineer's estimate for the construction contract is approximately \$936,000 and the project is within the CIP (CIP #1023), escalating costs and other risks may place the range bids above \$1 million, thus requiring Board authority. Because this project is necessary to begin revenue service of the double-decker buses in September, time is of the essence. Without this delegation of authority, the soonest date for award of contract would coincide with the Board of Directors meeting on June 26, 2025, even though the bid opening date is scheduled for May 28, 2025. This delay would likely jeopardize the ability to timely deliver the project.

To ensure timely delivery of the project, staff are requesting the Board delegate authority to the CEO (Interim Co-CEOs) to award the contract within the project budget. The approved budget for this project is \$7 million, with the preponderance of the project budget shifting to future phases. The estimate for this portion of the project is \$1.4 million.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors delegate authority to the CEO (Co-CEOs) to execute a contract with the lowest responsive and responsible bidder, in accordance with the procedures set forth in STA's approved Procurement Resolution, and in an amount consistent with the project budget.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 7, 2025

AGENDA ITEM 5Aii : BUS STOP SITE IMPROVEMENTS PROPERTY ACQUISITION (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Daniel Wells, Director of Capital Development
Brian Jennings, Director of Community Development

SUMMARY: Improvements and adjustments to bus stops are an essential aspect of improving the customer experience and building accessibility to transit service. Several projects currently in design or proceeding to design include improvements and other construction at bus stops that in some instances will require activity outside the public right-of-way. Staff are seeking board authorization to proceed with necessary property agreements, purchases, and acquisitions up to \$25,000 per parcel.

BACKGROUND: Spokane Transit has approximately 1,700 bus stops throughout the Public Transportation Benefit Area (PTBA) to provide access to Fixed Route service. While bus stops are generally placed within the public right-of-way, in some locations construction activities for required stops and improvements necessarily extend beyond the public rights-of-way. These locations require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to apply STA's power of eminent domain to acquire property from the adjacent owner.

On July 25, 2024, the Board approved Resolution 821-24 and directed the CEO to negotiate in good faith for the acquisition of property interests necessary for site improvements not to exceed \$25,000.00 per parcel. The execution of this resolution provided staff with clear direction and afforded an efficient process for the execution of property acquisitions as needed for successful improvements to bus stops.

Multiple capital projects are in place to improve bus stop amenities. The following active projects have stops that may require right of access to adjacent property for one or more bus stops:

Project ID#	Approved Projects in the 2025-2030 Capital Improvement Program	Project and Activity Description
764	Cheney Corridor Improvements	Projects identified in the Board approved Corridor Development Plan
824	Transit Shelter Replacement 2022-2026	Upgrades to existing or replacement of end-of-life shelters
887	Bus Stop Accessibility Improvements	Accessibility improvements to existing bus stops
952	West Broadway Improvements	Bus stop improvements along route 21
1020	I-90/Valley HPT Route 7	Projects identified in the Board approved Corridor Development Plan

Project ID#	Approved Projects in the 2025-2030 Capital Improvement Program	Project and Activity Description
1056	Annual Service Change 2025	Bus stop improvements to support 2025 service changes

To allow for the purchase of necessary property rights from property owners, staff are seeking Board authorization by resolution for the Co-Interim Chief Executive Officers or 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 \$25,000 per parcel. Purchases above \$25,000 will continue to 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: Review and recommend the Board authorize, by resolution, the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed \$25,000 per parcel.

RESOLUTION NO. XXX-25

A RESOLUTION OF THE SPOKANE TRANSIT AUTHORITY, PROVIDING FOR THE PURCHASE OR ACQUISITION OF REAL PROPERTY NECESSARY FOR THE PUBLIC PURPOSE OF BUS STOP SITE IMPROVEMENTS, 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 (PTBAs); 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 projects addressing site improvements of former, current and future bus stops at various locations, are included within the programs of the 2025-2030 Capital Improvement Program, a component of the 2025-2030 Transit Development Plan, adopted by STA’s Board of Directors in Resolution No. 830-24; and,

WHEREAS, said projects are funded with the approved 2025 Capital Budget, Resolution No. 824-24; and,

WHEREAS, it will be necessary to purchase or acquire certain real property at certain bus stop locations in order to complete the necessary improvements for the Projects referenced in Section 1 (“Project Improvements”, defined below); and

WHEREAS, STA’s Chief Executive Officer is directed to negotiate in good faith for the acquisition of property interests necessary for the site improvements for said bus stops, 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 agree as to the purchase price of any such property interest(s) necessary for the Project Improvements, STA’s Chief Executive Officer may enter into an agreement to purchase any necessary property interest(s), not to exceed \$25,000.00 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 site improvements for existing and future bus stops across the PTBA, together with such other permanent or temporary easements as may be deemed necessary by STA staff, for public purposes in order to complete said site improvements, including utilities and related improvements, all as set forth in the Capital Improvement Program and limited to the following capital projects (the “Project Improvements”):

Project ID#	Approved Projects in the 2025-2030 Capital Improvement Program	Project and Activity Description
764	Cheney Corridor Improvements	Projects identified in the Board approved Corridor Development Plan
824	Transit Shelter Replacement 2022-2026	Upgrades to existing or replacement of end-of-life shelters
887	Bus Stop Accessibility Improvements	Accessibility improvements to existing bus stops
952	West Broadway Improvements	Bus stop improvements along route 21
1020	I-90/Valley HPT Route 7	Projects identified in the Board approved Corridor Development Plan
1056	Annual Service Change 2025	Bus stop improvements to support 2025 service changes

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 Project improvements.

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) for the Project improvements, as may be necessary to complete the projects, where the parties agree as to the purchase price of such property interest(s), in an amount not to exceed \$25,000.00 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 15th day of May 2025.

Attest:

Dana Infalt
Clerk of the Authority

Mayor Pam Haley
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

DRAFT

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 7, 2025

AGENDA ITEM 6A : 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 April 30, 2025, *(May Meeting)* committee meeting and draft June 4, 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, April 30, 2025 *(May Meeting)*

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 April 2, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda - *none*
 - B. Board Discussion Agenda - *none*
5. Report to Committee *(50 minutes)*
 - A. 2026-2031 Transit Development Plan: Proposed 2026-2028 Service Improvements *(Otterstrom/Poole)*
 - B. 2026-2031 Transit Development Plan: Proposed 2026-2031 Capital Improvement Program *(Otterstrom/Johnston)*
 - C. 2026-2031 Transit Development Plan: Review Financial Forecast *(Johnston)*
 - D. Division Street Bus Rapid Transit: Implementation Strategy Refinement and Outreach *(Otterstrom/Wells)*
 - E. Technology Master Plan: Introduction and Initial Scoping *(Peterson)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
 - A. Transit Oriented Development (TOD) Pilot Project Update
 - B. 2026-2029 Title VI Program Update
8. Review June 4, 2025, Committee Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 4, 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 #: 2481 160 8884

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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 4, 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 April 30, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(5 minutes)*
 1. Division Bus Rapid Transit (BRT): Parametrix, Inc., Work Order #6 Approval *(Otterstrom)*
 - B. Board Discussion Agenda *(10 minutes)*
 1. Facilities Master Plan Phase I Report Acceptance *(Otterstrom)*
5. Report to Committee *(35 minutes)*
 - A. 2026-2031 Transit Development Plan: Complete Draft (Public Hearing) *(Otterstrom/Poole)*
 - B. Division Bus Rapid Transit: Locally Preferred Alternative Amendment *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review July 9, 2025, Committee Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, July 9, 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 #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 7, 2025

AGENDA ITEM 6B : 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 April 30, 2025, *(May Meeting)* committee meeting and draft June 4, 2025, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 30, 2025 (May Meeting)

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 April 2, 2025, Committee Meeting - *Corrections/Approval*
 - B. West Plains Transit Center Operational Expansion and Enhancements Project: Scope of Work Approval (*Otterstrom*)
4. Committee Action (20 minutes)
 - A. Board Consent Agenda
 1. Third-Party Workers Compensation Claims Administration - Award of Contract (*Williams*)
 2. Uniforms and Accessories - Award of Contract (*Rapez-Betty*)
 3. Project Management Software - Award of Contract (*Otterstrom*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (30 minutes)
 - A. Disadvantaged Business Enterprise Program Proposed Goal for Federal Fiscal Years 2026, 2027 and 2028 (*Johnston*)
 - B. Connect 2035 Strategic Plan Update: Initial Report (*Otterstrom*)
 - C. 2024 Fixed Route System Performance Report (*Otterstrom*)
 - D. 2025 Community Perception Survey Results Summary (*Cortright*)
 - E. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. March 2025 Operating Indicators (*Rapez-Betty*)
 - B. March 2025 Financial Results Summary (*Johnston*)
 - C. April 2025 Sales Tax Revenue (*Johnston*)
 - D. 1st Quarter 2025 Service Planning Input Report (*Otterstrom*)
8. Review June 4, 2025, Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, June 4, 2025, at 1:30 p.m.

Optional Virtual Link: [JOIN HERE](#)

Password: **Members: 2025**

Guests: 0525

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

Event #: 2483 205 5958

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, June 4, 2025

1:30 p.m. – 3:00 p.m.

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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 April 30, 2025 (May meeting), Committee Meeting - *Corrections/Approval*
 - B. Boone Electrical Systems Upgrade: Scope of Work Approval (*Rapez-Betty*)
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. Customer Care Auditing Services – Award of Contract (*Cortright*)
 2. Data Feed/Customer Information Improvements – Award of Contract (*Cortright*)
 - B. Board Discussion Agenda (*none*)
5. Reports to Committee (35 minutes)
 - A. 2025 First Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
 - B. Enhanced Transit Security Strategy Update (*Rapez-Betty*)
 - C. Alternative Low-Income Pilot Fare Program Structures (*Cortright*)
 - D. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. April 2025 Operating Indicators (*Rapez-Betty*)
 - B. April 2025 Financial Results Summary (*Johnston*)
 - C. May 2025 Sales Tax Revenue (*Johnston*)
 - D. Disadvantaged Business Enterprise Program Proposed Goal for Federal Fiscal Years 2026, 2027, and 2028 (*Johnston*)
8. Review July 9, 2025, Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, July 9, 2025, at 1:30 p.m.

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Password:	Members: 2025	Guests: 0625
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 7, 2025

AGENDA ITEM 7 : BOARD OF DIRECTORS MEETING AGENDA MAY 15, 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 May 15, 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, May 15, 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. Recognitions and Presentations: *5 minutes*
 - A. Glen Schultheis, Coach Operator - Retirement (*Brandon Rapez-Betty*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of April 17, 2025, STA Board Meeting– Corrections/Approval
 - B. Approval of the April 2025 Vouchers (*Tammy Johnston*)
 - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. Plaza Property Management & Leasing Agent Services: Final Acceptance (*Brandon Rapez-Betty*)
 - E. HID Reader Replacement: Final Acceptance (*Kade Peterson*)
 - F. Third Party Workers Compensation Claims Administration-Award of Contract (*Nancy Williams*)
 - G. Project Management Software – Award of Contract (*Karl Otterstrom*)
 - H. Uniforms and Accessories (*Karl Otterstrom*)
 - I. Project Management Software – Award of Contract (*Karl Otterstrom*)
 - J. West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority (*Karl Otterstrom*)
 - K. Bus Stop Site Improvements Property Acquisition – Resolution (*Karl Otterstrom*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Haley*)
10. Planning & Development Committee: *25 minutes*
 - A. Chair Report (*Tim Hattenburg*)
 - i. Technology Master Plan: Introduction and Initial Scoping (*Kade Peterson*)
 - ii. Division Street Bus Rapid Transit: Implementation Strategy Refinement and Outreach (*Karl Otterstrom*)
 - iii. 2026-2031 Transit Development Plan Update (*Karl Otterstrom/Tammy Johnston*)
11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Lance Speirs*)
 - i. Connect 2035 Strategic Plan Update: Initial Report (*Karl Otterstrom*)
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. April 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. March 2025 Financial Results Summary (*Tammy Johnston*)
 - D. March 2025 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 1ST Quarter 2025 Service Planning Input Report (*Karl Otterstrom*)
 - F. 2024 Fixed Route System Performance Report (*Karl Otterstrom*)
 - G. 2025 Community Perception Survey Results Summary (*Carly Cortright*)
 - H. Community Access Pass Program Survey Results (*Carly Cortright*)
 - I. Transit Oriented Development (TOD) Pilot Project Update (*Karl Otterstrom*)
 - J. 2026-2029 Title VI Program Update (*Karl Otterstrom*)
14. Executive Session (*Etter, McMahon*): (10 minutes)

Per 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
17. Adjourn (*Chair*)

Optional Virtual link:	Click here to join virtually	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2487 581 9894

Cable 5 Broadcast Dates and Times of May 15, 2025, Board Meeting:

Saturday, May 17, 2025	4:00 p.m.
Monday, May 19, 2025	10:00 a.m.
Tuesday, May 20, 2025	8:00 p.m.

June Committee Meetings, Wednesday:

Planning & Development	June 4, 2025, 10:00 a.m.
Performance Monitoring & External Relations	June 4, 2025, 10:00 a.m.
Board Operations	June 11, 2025, 1:30 p.m.

May Board Meeting:

Thursday, June 26, 2025, *(one week late)* 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)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 7, 2025

AGENDA ITEM 8 : BOARD OPERATIONS COMMITTEE DRAFT JUNE 11, 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 June 11, 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, June 11, 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

DRAFT 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 May 7, 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 June 26, 2025, Meeting Agenda – Corrections/Approval *(Otterstrom & Rapez-Betty) (5 minutes)*
7. Board Operations Committee Draft July 16, 2025, Meeting Agenda – Information *(Otterstrom & Rapez-Betty) (5 minutes)*
8. CEO Report *(Otterstrom & Rapez-Betty) (20 minutes)*
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, July 16, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: 0625
Call-in Number:	1-408-418-9388	Event #: xxxx xxx xxxx

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

May 7, 2025

AGENDA ITEM 9 : 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

May 7, 2025

AGENDA ITEM 10: 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.

11.

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