

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the May 8, 2024, Meeting

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

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley,
Chair Pro Tem, Planning & Development
Committee Chair
Josh Kerns, Spokane County,
Performance Monitoring & External
Relations Committee Chair, Non-Voting
Dan Dunne, Small Cities Representative
(Liberty Lake)
Zack Zappone, City of Spokane
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

None

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications and
Customer Service Officer
Karl Otterstrom, Chief Planning and
Development Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief
Financial Officer

STAFF ABSENT

Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVE COMMITTEE AGENDA

Mr. Zappone moved to approve the agenda, Mr. Dunne seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair French commented on his and Mr. Kerns' trip to Washington D.C. with Greater Spokane Incorporated.

Ms. Haley joined the meeting at 1:33 p.m.

4. COMMITTEE ACTION

A. April 10, 2024, Committee Minutes

Ms. Haley moved to approve the April 10, 2024, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

B. 2024 Board Operations Committee Work Program Approval

Ms. Clark presented the 2024 Board Operations Committee Work Program. The Committee reviewed and adjusted the program items per the discussion. The Committee will review performance objectives in June.

Ms. Haley moved to approve the 2024 Board Operations Committee Work Program as amended, Mr. Zappone seconded, and the motion passed unanimously.

C. Updated 2024 Board & Committee Calendar

Ms. Infalt presented the Updated 2024 Board & Committee Calendar incorporating the Board Workshops and additional Citizen Advisory Committee meetings.

Ms. Haley moved to recommend the Board approve, by Resolution 820-24, the updated 2024 Board and Committee Meeting calendar, Mr. Dunne seconded, and the motion passed unanimously.

D. Contract for Legal Counsel

Chair French recommended extending the current contract for Legal Counsel. The contract will be included in the Board packet when this item is placed on the Board agenda.

Ms. Haley moved to extend the contract for Legal Counsel through the end of 2025, Mr. Dunne seconded, Chair French, Ms. Haley, and Mr. Dunne voted Yes, Mr. Zappone voted No, and the motion passed.

5. COMMITTEE CHAIR REPORTS

A. Pam Haley, Chair, Planning & Development (P&D)

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on May 1, 2024.

B. Josh Kerns, Chair, Performance Monitoring & External Relations (PMER)

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on May 1, 2024.

6. BOARD OF DIRECTORS AGENDA MAY 16, 2024

Two items were added to the Board of Directors Agenda item "17. Executive Session:" "Pending or Potential Litigation," and "Review the Performance of Public Employee." The Executive Session will be extended to 30 minutes to accommodate. The contract for Legal Counsel will be added to item 8.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 12, 2024

The item "Review CEO Performance Objectives" will be added to the agenda.

8. CEO REPORT

Ms. Meyer shared the April 2024 voter-approved sales tax revenues representing February 2024 sales. The committee discussed trends in sales tax within their jurisdictions. Ms. Meyer presented STA's ridership results for Bloomsday. Ms. Meyer shared with the Committee that Ms. Clark corresponded with STA's Purchasing team and received notice that STA does not typically include copies of contracts in packets as STA's process leaves contracts in draft form until a contract is approved by the Board and then delegated to the CEO for execution. A copy of the contract for Legal Counsel services will be included, since it is an extension and should not include changes.

9. NEW BUSINESS

There was no new business.

10. Executive Session (EMVLO)

Chair French 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."*

Chair French also said there would be no action as a result of the Executive Session and the meeting would be adjourned when the Executive Session was complete.

The Committee entered Executive Session at 2:40 p.m., with a 15-minute projected timeframe. At 2:55 p.m., an additional 5 minutes was requested. At 3:05 p.m., the Executive Session ended, and the Committee meeting was adjourned.

11. ADJOURN

Chair French adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer