

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the November 13, 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*

### **STAFF PRESENT**

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

### **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 French called the meeting to order at 1:31 p.m., and he confirmed all members present.

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

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

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

None

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

##### **A. October 9, 2024, Committee Minutes**

**Ms. Haley moved to approve the October 9, 2024, committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.**

## **5. COMMITTEE ACTION/DISCUSSION**

### **A. Consent Agenda**

#### **i. Spokane County Surplus Land Acquisition (Resolution)**

Mr. Otterstrom presented the Spokane County Surplus Land Acquisition item to the Committee.

**Mr. Dunne moved to recommend the Board authorize, by resolution, the CEO to take such actions and execute all documents necessary to acquire parcels 45201.0831 and 45201.0832 situated at 202 S. University Road in Spokane Valley, for \$492,000, Ms. Haley seconded, Chair French recused himself from the vote, and the motion passed unanimously.**

#### **ii. Sprague Line Right of Way Acquisition**

Mr. Otterstrom presented the Sprague Line Right of Way Acquisition item to the Committee. The Committee discussed the stormwater impacts. Mr. Otterstrom assured the Committee those impacts are accounted for in the project design.

**Mr. Dunne moved to recommend the Board approve, by motion, the real property acquisition and associated temporary construction easement between McDonald's Corporation and Spokane Transit for a portion of Spokane County Parcel #35232.9107 for a total of \$11,175.57 and authorize the CEO to execute closing documents on behalf of Spokane Transit, Ms. Haley seconded, and the motion passed unanimously.**

## **6. BOARD OPERATIONS COMMITTEE WORK PROGRAM – DISCUSSION**

### **A. Develop Future Framework**

#### **i. 2025 New Board Member Orientation Program**

#### **ii. 2025 New Board Member Mentorship Program**

The Committee discussed the orientation process and mentorship opportunities for new Board Members. Suggestions included providing new members with a paper copy of STA's foundational documents and requiring review of those documents, attending the APTA Legislative Conference in Washington D.C. in the spring and the APTA Conference in the fall, current Board Members outside of the new member's jurisdiction contacting the new member and providing an introduction to the Board, and working to build cohesion between the Board Members.

### **B. Draft Board Operations 2025 Committee Work Program**

Ms. Clark, STA's legal counsel, presented the 2024 and 2025 Board Operations Committee draft Work Plan to the Committee. Ms. Clark recommended providing a draft work plan for the Committee in 2025, for that Committee to discuss, review, and adopt a plan for 2025.

## **7. COMMITTEE CHAIR REPORTS**

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

Ms. Haley shared the items presented at the Planning & Development Committee meeting on November 6, 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 November 6, 2024.

**8. BOARD OF DIRECTORS AGENDA NOVEMBER 21, 2024**

Ms. Meyer shared that Board action is expected to come after the Executive Session.

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

**9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA DECEMBER 11, 2024**

Mr. Zappone requested that equal jurisdictional representation at Board Operations Committee meetings in January of each year be codified in the Board Operations Committee's rules. Mr. Zappone requested discussion on this topic be added to the agenda in December. Ms. Clark advised an analysis of the current rules will be conducted to determine if this rule exists, and the results of the analysis will be provided at the meeting in December.

**10. CEO REPORT**

Ms. Meyer shared the results of a recent constituent complaint that came to STA from a Board Member and STA's actions and response. Ms. Meyer shared the October 2024 voter-approved sales tax revenues representing August 2024 sales. Actual was \$9.9M, compared to the budget of \$8.3M, for a 19.3% difference, or \$1.6M. Year-to-date results are 3.9% above budget.

**11. NEW BUSINESS**

None

**12. ADJOURN**

Chair French adjourned the meeting at 2:18 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer