

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the July 13, 2022, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative  
(Airway Heights), *Chair*  
Pamela Haley, City of Spokane Valley,  
*Performance Monitoring & External  
Relations Committee Chair*  
E. Susan Meyer, Chief Executive Officer,  
*Ex Officio*

### **MEMBERS ABSENT**

Al French, Spokane County, *Planning &  
Development Committee Chair*  
Lori Kinnear, City of Spokane, *Chair Pro Tem*

### **STAFF PRESENT**

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

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **STAFF ABSENT**

None

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

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

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

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

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

Chair Grover commented that he is looking forward to STA's Award Banquet.

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

##### **a. June 8, 2022, Committee Minutes**

*Ms. Haley moved to approve the June 8, 2022, Committee meeting minutes as submitted, Chair Grover seconded, and the motion passed unanimously.*

#### **5. COMMITTEE CHAIR REPORTS**

##### **a. Al French, Chair, Planning & Development (P&D)**

Mr. Otterstrom shared that the 2023-2028 Transit Development Plan Resolution was presented at the Committee meeting and recommended for approval. Reports to the Committee included updates regarding City Line and the Title IV Plan Board reapproval for 2023.

##### **b. Pam Haley, Chair, Performance Monitoring & External Relations (PMER)**

Ms. Haley shared that final acceptance of the construction contracts for Phase II of the Monroe-Regal High Performance Transit and Phase III of the Division Street Stops projects were included on the Committee's consent agenda. The Disadvantaged Business Enterprise Program and Proposed Goal for Federal Fiscal Years 2023, 2024 and 2025 item was also included on the consent agenda. Ms. Haley explained that Disadvantaged Businesses tend to be small businesses, while many of STA's projects require larger businesses to accommodate needs. The resolution for the Final Recommendation of the Fare Policy Revisions for Zero-Fare for Youth was presented for Board Discussion. Reports to the Committee included the 2021 State Audit Exit Briefing, 2022 Equal Employment Opportunity Program Update, and the STA-Spokane Public Schools Update.

#### **6. BOARD ATTENDANCE REVIEW**

Ms. Meyer explained the Board Operations Committee is responsible for the effective and efficient operations of the Board. Board attendance is reviewed semiannually. Board Workshops are included within the review. However, the Citizen Advisory Committee meetings are not included as those members are not on the Board. Per the Board bylaws, Board members have alternates while Committee members do not. Ms. Meyer noted the Board Operations January meetings list the newly elected Board Operations Committee Chair, while the other Committees have not yet had new Chairs elected. Ms. Meyer thanked the members for their time governing STA's Board and Committees.

#### **7. STRATEGIC PLANNING WORKSHOP UPDATE**

Ms. Meyer noted the next Board Workshop will occur prior to the Board Meeting on July 21, from 11:30 a.m. to 1:15 p.m. Lunch will be provided. The purpose of the Workshop is to share information and updates regarding STA's Strategic Planning efforts since the last Board Workshop on May 19. Two additional Board Workshops are scheduled for September and November 2022. The Menti tool will again be utilized during the Workshop to obtain Board member feedback.

#### **8. PUBLIC WORKS CONTRACT ACCEPTANCE**

Mr. Otterstrom explained the definition of projects categorized as "public works." Mr. Otterstrom presented the recommendation for a revision to the current process allowing public works contract final acceptance items to be placed on the Board consent agenda without first seeking Committee recommendations. Board governance resolutions do not require Committee recommendations. The

proposed revisions allow for a contract recap to be provided on the cover sheet for each final acceptance item being presented within the Board packet. Board members retain the ability to pull any item from the consent agenda. Chair Grover and Ms. Haley agreed the process revision is beneficial in that it is more efficient. Although no action was required or taken, Chair Grover and Ms. Haley agreed to the revised process starting at the beginning of September 2022.

**9. BOARD OF DIRECTORS AGENDA JULY 21, 2022**

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

**10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 7, 2022**

There were no questions or comments.

**11. CEO REPORT**

Ms. Meyer discussed the Award Banquet and its importance regarding recognition of STA employees. Ms. Meyer noted STA's excitement to host employees and guests for the event. Interviews for STA's new legal counsel will begin soon, and four Board members will be invited to sit in on each. Laura McAloon will also be in attendance for the interviews.

**12. NEW BUSINESS**

There was no new business.

**13. ADJOURN**

With no further business to come before the Committee, Chair Grover adjourned the meeting at 1:50 p.m.

*Ms. Kinnear joined the meeting at 1:50 p.m.*

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer