

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the November 9, 2022, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

Chris Grover, Small Cities Representative  
(Airway Heights), *Chair*  
Al French, Spokane County, *Planning & Development Committee Chair*  
Pamela Haley, City of Spokane Valley,  
*Performance Monitoring & External Relations Committee Chair*  
Lori Kinnear, City of Spokane, *Chair Pro Tem*  
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  
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**

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

### **STAFF ABSENT**

None

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

Chair Grover called the meeting to order at 1:32 p.m. and conducted roll call.

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

Ms. Meyer listed the items added to the agenda for the Committee.

4B. Additional Funding Request for Double-Decker Buses (*Rapez-Betty*)

4C. Additional Funding Request for Paratransit Vans (*Rapez-Betty*)

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

Mr. French requested approval for an Executive Session at the end of the meeting to discuss upcoming labor agreements. Chair Grover asked for a motion.

***Mr. French moved to amend the agenda to add an Executive Session, Ms. Haley seconded, and the motion passed unanimously.***

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

Chair Grover noted the midterm elections and congratulated Mr. French on his reelection.

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

##### **A. September 7, 2022, Committee Minutes**

***Mr. French moved to approve the September 7, 2022, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.***

##### **B. Additional Funding Request for Double-Decker Buses**

Mr. Rapez-Betty presented and requested Committee approval for additional funding for seven Double-Decker Buses.

*Lori Kinnear joined the meeting at 1:40 PM.*

***Mr. French moved to recommend the Board authorize, by motion, an increase of \$789,770 in CIP Project 533 establishing a new budget total of \$9,029,770 for the purchase of seven double-decker buses from Alexander Dennis Inc., in 2025, Ms. Haley seconded, and the motion passed unanimously.***

##### **C. Additional Funding Request for Paratransit Vans**

Mr. Rapez-Betty presented and requested Committee approval for additional funding for CIP# 485, 2022 van replacement project, due to the 50.7% increase in cost, as well as the purchase of seven additional Paratransit Vans.

***Mr. French moved to recommend the Board approve, by motion, an increase to the overall project budget for CIP #485 of \$551,207 for a revised total of \$1,890,000. Further, recommend the Board authorize staff to acquire seven paratransit vans from Northwest Bus Sales for an amount not to exceed \$882,000 for delivery in late 2022 or early 2023 under CIP #487, Ms. Haley seconded, and the motion passed unanimously.***

#### **5. COMMITTEE ACTION**

##### **A. Board Consent Agenda**

###### **i. Downtown Layover Lease Agreement Approval**

Mr. Otterstrom explained a new layover location for the Route 25 Division in downtown Spokane has been identified at the former Greyhound bus station, and STA is seeking Board authorization for the CEO to enter into a lease agreement. Ms. Kinnear inquired about the security at the location. Mr. Otterstrom said Security will monitor the new location.

***Mr. French moved to recommend the Board authorize, by motion, the CEO to enter into a downtown layover site license agreement with Cowles Real Estate Company for up to \$7,300 annually, Ms. Haley seconded, and the motion passed unanimously.***

###### **ii. Project Office Lease Agreement Approval**

Mr. Otterstrom explained STA's construction administration and management team for the City Line project is located in an office in Schade Tower, and an extension to the lease is needed to provide office space through the remainder of the project. This is a new lease for STA. Hill International Construction Administration and Management has leased the space through 2022 and STA will now lease the office. Mr. French inquired as to whether taxes, utilities, and insurance are included within the lease agreement. Mr. Otterstrom advised he will provide that information to the Committee prior to the Board taking action.

***Mr. French moved to recommend the Board of Directors approve, by motion, the Project Office Lease Agreement for a one-year term, plus three, one-year options, with the discussed additional information being provided prior to the Board taking final action, Ms. Haley seconded, and the motion passed unanimously.***

**6. COMMITTEE CHAIR REPORTS**

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

Mr. Otterstrom shared the items presented at the Planning and Development Committee Meeting on November 2, 2022.

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

Ms. Haley shared the items presented at the Performance Monitoring & External Relations Committee Meeting on November 2, 2022.

**7. BOARD OF DIRECTORS AGENDA NOVEMBER 17, 2022**

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

**8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA DECEMBER 7, 2022**

There were no questions or comments.

**9. CEO REPORT**

Ms. Meyer shared the September voter approved Sales Tax information with the Committee.

**10. NEW BUSINESS**

**11. EXECUTIVE SESSION**

At this time (2:13 PM), the Committee adjourned to executive session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining. The Committee will reconvene in open session at approximately 2:23 PM. If it becomes necessary to extend the executive session, a member of the staff will 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.

The Committee reconvened in open session at 2:23 PM. There was no action taken.

**12. ADJOURN**

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:23 PM.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer