

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the March 8, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Lori Kinnear, City of Spokane, *Chair*
Pamela Haley, City of Spokane Valley
*Performance Monitoring & External
Relations Committee Chair*
Dan Dunne, Small Cities Representative,
(City of Liberty Lake)
E. Susan Meyer, Chief Executive Officer,
Ex-Officio

MEMBERS ABSENT

Al French, Spokane County, *Chair Pro Tem,*
Planning & Development Committee Chair

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

1. CALL TO ORDER AND ROLL CALL

Chair Kinnear 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 Kinnear seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair Kinnear affirmed her single-mindedness and goal to avoid distractions from the upcoming City Line launch. Ms. Meyer noted the City Line launch is STA's biggest lift between now and July 15.

4. COMMITTEE ACTION

A. February 8, 2023, Committee Minutes

Ms. Haley moved to approve the February 8, 2023, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Board Consent Agenda

i. **Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) – Temporary Construction Easements**

Mr. Otterstrom presented the Temporary Construction Easements to the Committee. Mr. Dunne asked for clarification regarding dates for the easements and whether they will be included within the contract language. Mr. Otterstrom advised the projects are aligned with the construction season for 2023, and they will be approximately six months in length. He also confirmed the final agreements will include the projects dates.

Ms. Cortright left the meeting at 1:40 PM.

Ms. Haley moved to recommend the Board approve, by motion, the acquisition of temporary construction easements on parcel nos. 13121.0070, 13121.0071, 13124.5307, and 13124.5809 for an amount not-to-exceed \$2,000 and authorize the CEO to negotiate each temporary construction easement and execute all necessary documents on behalf of Spokane Transit Authority, Mr. Dunne seconded, and the motion passed unanimously.

ii. **Appleway Station Park and Ride Property Acquisition: Right of Entry Permit**

Mr. Otterstrom presented the Right of Entry Permits to the Committee. Mr. Dunne asked if this resides within the limits of the City of Liberty Lake. Mr. Otterstrom confirmed and clarified that no particular site has been chosen, and this project is still in early stages.

Ms. Haley moved to recommend the Board authorize, by motion, the CEO to negotiate and execute all necessary no-cost Right of Entry permits to complete the Phase 1 Environmental Assessment for the Appleway Station Park and Ride, Mr. Dunne seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom and Ms. Meyer shared the items presented at the Planning and Development Committee meeting on March 1, 2023.

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

Ms. Haley and Ms. Meyer shared the items presented at the Performance Monitoring & External Relations Committee meeting on March 1, 2023.

7. BOARD DEVELOPMENT

A. Draft Agenda Board Retreat

Ms. Meyer presented a list of potential goals for a recommended Board Retreat for 2023, and asked for additional goals to be listed by the Committee. Chair Kinnear requested an item be added within the goals specifying who STA currently serves, and who STA aspires to serve. Ms. Kinnear asked if a meeting facilitator will be present, and Ms. Meyer confirmed the option to have a facilitator available for the meeting. Ms. Meyer continued the presentation, asking for clarification as to whether a Board Retreat is needed, or whether a more robust Board Orientation may be able to meet some of these goals. Ms. Haley supported having a Board Retreat with the full Board to ensure new members have the opportunity to get acquainted with the entire Board in addition to their assigned mentors. Mr. Dunne shared his support for a Board Orientation as a new Board member. Chair Kinnear requested more information regarding next steps. Ms. Meyer suggested this to occur within the fourth quarter of 2023. The Board Operations Committee will be the owner of this item throughout its development, and Mr. French will be provided the related information and offered an opportunity for input into its development.

B. Update Rules of Procedure

Ms. Meyer stated STA's current Rules of Procedure written in 1993, were presented to STA's legal counsel for review. Ms. Meyer gave the floor to Ms. Clark who stated STA's current rules will be compared with others in the state to determine if revisions are needed. Ms. Clark will provide a red-lined, revised draft copy of the Rules of Procedure for the next Board Operations Committee meeting in April for review and input.

8. BOARD OF DIRECTORS AGENDA MARCH 16, 2023

Ms. Meyer shared the two additions to the Board agenda including the *Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) – Temporary Construction Easements*, and the *Appleway Station Park and Ride Property Acquisition: Right of Entry Permit*. Chair Kinnear requested item 6A. *Reduced Fare Categories* to have its time reduced from 15 to 10 minutes. Ms. Meyer noted the only additional item being given in a presentation format to the Board at the meeting is the *2022 Unaudited Year-End Financial Report* presented by Ms. Liard.

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 APRIL 12, 2023

Ms. Meyer noted the *Rules of Procedure* will be added to agenda.

Ms. Haley moved to approve the Board Operations Committee draft agenda as presented, Mr. Dunne seconded, and the motion passed unanimously.

10. CEO REPORT

Ms. Meyer shared details regarding the February 2023 voter-approved Sales Tax revenues.

11. NEW BUSINESS

None

12. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:28 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer