

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the July 12, 2023, Meeting

Via Webex Video Conference

MEMBERS PRESENT

Lori Kinnear, City of Spokane, *Chair*
Al French, Spokane County, *Chair Pro Tem, Planning & Development Committee Chair*
Pamela Haley, City of Spokane Valley
Performance Monitoring & External Relations Committee Chair
Dan Dunne, Small Cities Representative (Liberty Lake)
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

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

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

3. CHAIR'S COMMENTS

Chair Kinnear shared her excitement for the upcoming City Line launch and related activities.

4. COMMITTEE ACTION

A. June 7, 2023, Committee Minutes

Mr. French moved to approve the June 7, 2023, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. French shared the items presented at the Planning and Development Committee meeting on July 5, 2023.

Mr. Rapez-Betty joined the meeting at 1:37 p.m.

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

Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations Committee meeting on July 5, 2023.

6. BOARD ATTENDANCE REVIEW

Ms. Meyer shared the Board attendance review for January through June 2023.

7. DRAFT RULES OF PROCEDURE

Ms. Clark shared the draft of the Rules of Procedure with the Committee. The Committee discussed the revisions being proposed.

8. DESIGNATION & APPOINTMENT OF STA PUBLIC RECORDS OFFICER – RESOLUTION

Ms. Meyer presented this item to the Committee for consideration. She explained this is a new position responsible for serving as the Public Records Officer for STA as well as public records management.

Ms. Haley moved to recommend the Board approve, by Resolution, the appointment of Carrie Koudelka as Public Records Officer for all records of Spokane Transit Authority, Mr. Dunne seconded, and the motion passed unanimously.

9. BOARD OF DIRECTORS AGENDA JULY 20, 2023

Mr. French recommended changing item “6D. Draft Rules of Procedure: Approval (*Megan Clark*),” to “6D. Draft Rules of Procedure: Status Update (*Megan Clark*).” Ms. Clark recommended removing the item and including it under the Board Operations Committee report.

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 13, 2023

There were no questions or comments.

11. CEO REPORT

Ms. Meyer shared details regarding the upcoming City Line launch activities for Saturday, July 15, and Tuesday, July 18.

12. NEW BUSINESS

There was no new business.

13. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:55 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer