

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the October 11, 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*

### **STAFF PRESENT**

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

### **MEMBERS ABSENT**

None

### **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 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 amended, Mr. Dunne seconded, and the motion passed unanimously.*

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

None.

## **4. COMMITTEE ACTION**

### **A. September 13, 2023, Committee Minutes**

*Mr. French moved to approve the September 13, 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 October 4, 2023.

**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 October 4, 2023.

*Mr. Otterstrom joined at 1:44 p.m.*

**6. DRAFT RULES OF PROCEDURE**

Ms. Clark shared the draft Rules of Procedure with the Committee. The Committee discussed the revisions being proposed. Ms. Clark suggested establishing a final version of the Rules of Procedure for Board approval with the understanding that they can be amended in the future as needed.

The Committee agreed to defer this item to the next Board Operations Committee meeting on November 8, 2023.

*Ms. Haley, Ms. Meyer, Dr. Cortright, and Ms. Infalt left at approximately 2:10 p.m.*

**7. BOARD OF DIRECTORS AGENDA OCTOBER 19, 2023**

Ms. Clark suggested removing item “6A. Draft Rules of Procedure: Approval” from the agenda.

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

**8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 8, 2023**

Ms. Kinnear suggested adding the item “Rules of Procedure” to the agenda.

***Mr. French moved to add the item to the Draft Board Operations Committee agenda, Mr. Dunne seconded, and the motion passed unanimously.***

**9. CEO REPORT**

August 2023 voter-approved Sales Tax revenues were shared with the Committee.

**10. NEW BUSINESS**

There was no new business.

**11. ADJOURN**

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at approximately 2:20 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer