

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the April 10, 2024, Meeting

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/ Virtual Public Viewing Option

MEMBERS PRESENT

Al French, Spokane County, *Chair*
Pamela Haley, City of Spokane Valley,
*Chair Pro Tem, Planning & Development
Committee Chair*
Josh Kerns, Spokane County,
*Performance Monitoring & External
Relations Committee Chair, Non-Voting*
Dan Dunne, Small Cities Representative
(Liberty Lake)
Zack Zappone, City of Spokane
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

STAFF ABSENT

None

PROVIDING LEGAL COUNSEL

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

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 1:31 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

Ms. Haley moved to approve the agenda, Mr. Dunne seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

Chair French advised that he and Mr. Kerns will be in Washington D.C. next week, but they will join remotely for the Board meeting on April 18. Chair French requested Ms. Haley's assistance during the Board meeting as the Chair Pro Tem. Ms. Meyer will contact FTA's Sherry Little to setup a meeting with Chair French and Mr. Kerns while they are in Washington D.C.

4. COMMITTEE ACTION

A. March 13, 2024, Committee Minutes

Ms. Haley moved to approve the March 13, 2024, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

B. 2024 Board Operations Committee Work Program

Ms. Clark presented the 2024 Board Operations Committee Work Program, and the Committee discussed the program items. Mr. Dunne expressed appreciation for the development of the program. Mr. Zappone inquired about the organization and timeline of the CEO Performance Measures. Ms. Clark explained her recommendation regarding the Board reviewing its processes prior to the development of the CEO's Performance Measures. Mr. Zappone expressed his concern about the time that has passed since the CEO's Performance Measures have been updated. Mr. French responded and explained that COVID-19 contributed to the delay in this process. He expressed the Board's intent to return to this process and that the Board will complete a CEO review in 2024. The CEO's Performance Measures will be added to the program in either October or November 2024. Ms. Meyer will begin reporting meetings attended for the prior month in her CEO Report to the Board going forward. The Committee discussed the contract for STA's legal counsel. Ms. Meyer recommended extending the current contract for Ms. Clark. Chair French explained the history of STA's legal counsel and the challenge of finding legal counsel with experience in transit. The discussion regarding an extension of legal counsel's contract versus issuing an RFP will be taken to the Board.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. Metropolitan Transportation Planning Agreement

Mr. Otterstrom presented the Metropolitan Transportation Planning Agreement to the Committee.

Ms. Haley moved to recommend the Board authorize, by motion, the CEO to execute a Metropolitan Transportation Planning Agreement between Spokane Transit, WSDOT, and SRTC in the form of the revised draft 314 Agreement, Mr. Dunne seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

A. Pam Haley, Chair, Planning & Development (P&D)

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on March 27, 2024.

B. Josh Kerns, Chair, Performance Monitoring & External Relations (PMER)

Mr. Kerns shared the items presented at the Performance Monitoring & External Relations Committee meeting on March 27, 2024. The Committee discussed the subject of Hydrogen-fueled buses. Mr. Ropez-Betty explained this will be discussed at the May 3rd Board workshop and that STA is monitoring agencies utilizing this technology. He also corrected a statement he made at the PMER Committee meeting on March 27, 2024. He shared at that meeting that if Initiative 2117 passes, it would eliminate the Clean Fuel Standard Program. Mr. Ropez-Betty clarified that the Low-Carbon Fuel Standard (LCFS) legislation is separate from the Climate Commitment Act, leaving the Clean Fuel Standard Program intact even with the passage of Initiative 2117.

7. BOARD OF DIRECTORS AGENDA APRIL 18, 2024

Ms. Meyer presented the Board of Directors Agenda. An item for “Connect 2035” will be added to the agenda. This is Mr. Otterstrom’s recurring monthly update. Chair French discussed additional bus pass programs with the Committee that he had recently discussed with Mr. Zappone. Mr. Zappone added that they also discussed potential promotional programs for the Expo anniversary celebration.

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MAY 8, 2024

There were no questions or comments.

9. CEO REPORT

Ms. Meyer shared the March 2024 voter-approved sales tax revenues representing January 2024 sales. Ms. Meyer discussed the Annual Awards Banquet being held at Northern Quest Resort on Sunday, April 14, 2024, at 4:30 p.m. Chair French shared that Spokane County is seeing reduced sales tax revenues in new construction, RVs, and new vehicles.

10. NEW BUSINESS

There was no new business.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 3:00 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer