

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the February 7, 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*

### **STAFF PRESENT**

Carly Cortright, Chief Communications and  
Customer Service Officer  
Karl Otterstrom, Chief Planning and  
Development Officer  
Monique Liard, Chief Financial Officer  
Dana Infalt, Clerk of the Authority  
Amie Blain, Executive Assistant to the Chief  
Financial Officer

### **STAFF ABSENT**

Brandon Rapez-Betty, Chief Operations Officer  
Nancy Williams, Chief Human Resources Officer

### **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 French called the meeting to order at 1:30 p.m. and conducted roll call.

*Zack Zappone joined at 1:31 p.m.*

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

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

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

Chair French noted there is a lot of work to be completed this year including the comp plan and Connect 2035 program.

### **4. COMMITTEE ACTION**

#### **A. January 10, 2024, Committee Minutes**

***Mr. Dunne moved to approve the January 10, 2024, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.***

## **5. COMMITTEE CHAIR REPORTS**

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

Ms. Haley shared the items presented at the Planning and Development Committee meeting on January 31, 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 January 31, 2024.

## **6. APPROVE BOARD WORKSHOP AGENDA**

Ms. Clark presented the Board Workshop Agenda, and the Committee discussed the workshop scheduling.

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

## **7. BOARD OF DIRECTORS AGENDA FEBRUARY 15, 2024**

Ms. Meyer presented the Board of Directors Agenda. Item "5C. Federal Transit Administration Section 5310; 2023 Call for Projects Funding Recommendation (*Karl Otterstrom*)" will become Item 6B. Two additional items to be added to the agenda include a report from the Legislative Task Force and Item 10A, proposed legislation regarding PTBA governance and adding two voting members.

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

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

## **8. CONNECT 2035 STRATEGIC PLAN BOARD WORKSHOP AGENDA**

Ms. Meyer shared the proposed date and time change of the workshop to move from February 15, 2024, from 11:30 a.m. to 1:15 p.m., to March 6, 2024, from 11:30 a.m. to 1:15 p.m.

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

## **9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 13, 2024**

Ms. Meyer presented the proposed Board Operations Committee agenda. Mr. Zappone inquired about the development of a Board Operations Committee work plan. "Item 7: Board Operations Committee Work Plan" will be added to the agenda.

## **10. CEO REPORT**

Ms. Meyer shared the November 2023 voter-approved Sales Tax revenues. She provided the list of appointments to the 2024 Legislative Task Force: Mayor Grover, Commissioner Kerns, Council Member Dillon, Deputy Mayor Hattenburg, and STA Labor Representative Rhonda Bowers. Each member will have the option to appoint an alternate from the current STA Board Members from the same jurisdiction.

**11. NEW BUSINESS**

There was no new business.

**12. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 2:27 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer