

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 10, 2024, Meeting

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

MEMBERS PRESENT

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
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

GUEST

Zack Zappone, City of Spokane

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 1:30 p.m. and conducted roll call.

2. APPROVE COMMITTEE AGENDA

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

3. CHAIR'S COMMENTS

Chair French shared he is looking forward to the work needing to be completed this year including the comp plan and additional planning activities.

4. COMMITTEE ACTION

A. November 8, 2023, Committee Minutes

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

B. December 13, 2023, Committee Minutes

Mr. Dunne moved to approve the December 13, 2023, Committee meeting minutes as submitted, Mr. French seconded, and the motion passed unanimously.

5. APPROVAL OF 2024 INTERLOCAL AGREEMENT WITH CITY OF SPOKANE FOR SPOKANE POLICE DEPARTMENT SERVICES

Ms. Williams presented the interlocal agreement to the Committee. She explained the services provided in the agreement will not change, and the hourly pay rate has increased. Mr. Dunne asked about trends in increasing or decreasing hours. Ms. Williams explained there were staff shortages in 2023, and the goal is to obtain more services from the Spokane Police Department this year to meet demand.

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

6. APPOINTMENT OF BOARD MEMBERS & CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES

Chair French introduced the 2024 Committee Appointments item to the Committee and explained the City of Spokane is expecting to finalize its appointments at its January 22, 2024, City Council meeting. He explained his Planning & Development and Performance Monitoring & External Relations Committee appointments.

Ms. Haley joined the meeting in person at 1:41 p.m.

Mr. Dunne moved to recommend the Board confirm, by motion, the Board Chair's Planning & Development and Performance Monitoring & External Relations Committee appointments as presented, Ms. Haley seconded, and the motion passed unanimously.

7. CONFIRMATION OF APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE – RECOMMENDATION

Chair French presented his recommendations for the Board Operations Committee appointments.

Mr. Zappone joined the meeting at 1:45 p.m. as a guest.

Mr. Zappone asked Chair / Legal why the City of Spokane was not notified of the Board Operations Committee meeting and allowed to send a representative. He was informed that due to the transition of the Board Chair position, the City of Spokane's position on the Committee had not yet been filled by the Board, and that a review of past minutes of the Board Operations Committee demonstrated the jurisdiction holding the outgoing Chair position was unrepresented during the January Board Operations Committee meetings.

Mr. Zappone left the meeting at 2:00 p.m.

Mr. Dunne moved to recommend the Board confirm, by motion, the Board Chair's Board Operations Committee appointments as presented, Ms. Haley seconded, and the motion passed unanimously.

8. APPROVAL FOR BOARD MEMBER TRAVEL TO APTA

Ms. Meyer presented this item to the Committee and explained up to eight Board members at an approximate cost of \$3,000 per member, are budgeted to attend the American Public Transportation Association (APTA) conferences this year. Chair French asked whether these conferences will include full or limited groups of exhibitors. Ms. Meyer explained the 2024 annual conference in September will not be as large as the triennial conference and Expo. Chair French and Ms. Meyer discussed the significance of Board members attending these conferences, and explained the budget can be adjusted as necessary.

Ms. Haley moved to recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2024, Mr. Dunne seconded, and the motion passed unanimously.

9. LEGISLATIVE TASK FORCE

Ms. Clark reviewed the background of the Board’s approval at the December 2023 Board meeting of the formation of a 2024 Legislative Task Force. She presented an outline detailing the purpose, scope and delegation of authority, members, term, and meetings. Ms. Clark recommended this item be restated as a resolution and forwarded to the Board for approval and offered to answer questions. Brief discussion ensued.

Mr. Dunne moved to approve the Legislative Task Force outline as presented and have it restated as a resolution and forwarded to the Board for approval. Ms. Haley seconded, and the motion passed unanimously.

10. BOARD OF DIRECTORS AGENDA JANUARY 18, 2024

Item 8C. Legislative Task Force was added to the agenda.

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

11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 7, 2024

There were no questions or comments.

12. CEO REPORT

Ms. Meyer shared with the Committee details regarding the region’s emergency planning efforts during extremely cold weather. STA coach operators allow fare exceptions when the temperature reaches 32 degrees Fahrenheit or lower, for riders telling the operators they are traveling to a warming center and are unable to pay the fare. Coach operators will not ask where riders are going. Ms. Meyer shared the October 2023 voter-approved Sales Tax revenues.

13. NEW BUSINESS

There was no new business.

14. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 2:32 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer