

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the March 13, 2024, Meeting

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

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley,
*Chair Pro Tem, Planning & Development
Committee Chair*
Josh Kerns, Spokane County,
*Performance Monitoring & External
Relations Committee Chair, Alternate*
Dan Dunne, Small Cities Representative
(Liberty Lake)
Zack Zappone, City of Spokane
E. Susan Meyer, Chief Executive Officer,
Ex Officio

MEMBERS ABSENT

Al French, Spokane County, *Chair*

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.

1. CALL TO ORDER AND ROLL CALL

Chair Pro Tem Haley called the meeting to order at 1:30 p.m. and conducted roll call in Chair French's absence. Mr. Kerns served as an alternate for Chair French's voting position. The Committee discussed the process and rules surrounding alternates.

2. APPROVE COMMITTEE AGENDA

Mr. Zappone moved to approve the agenda, Mr. Kerns seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

None.

4. COMMITTEE ACTION

A. February 7, 2024, Committee Minutes

Mr. Zappone moved to approve the February 7, 2024, Committee meeting minutes as submitted, Mr. Kerns seconded, and the motion passed unanimously.

B. Route 11 – Arena/Downtown Shuttle and Shuttle Park Pass Promotional Fare Resolution

Dr. Cortright presented this item to the Committee with a proposal of a promotional fare of \$0.50 in celebration of the 50th Anniversary of Expo '74, for the Route 11-Arena/Downtown Shuttle from May 3rd through July 7th. The Committee discussed the proposed promotional fare. City Line ridership data will be provided per Mr. Zappone's request.

Mr. Kerns moved to recommend the Board approve, by Resolution, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein, Mr. Dunne seconded, Chair Pro Tem Haley, Mr. Kerns, and Mr. Dunne voted yes, Mr. Zappone voted no.

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 March 6, 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 6, 2024.

6. 2024 BOARD OPERATIONS COMMITTEE WORK PROGRAM – DRAFT

Ms. Meyer reviewed the 2024 Board Operations Committee Work Program draft with the Committee. This is the first work program developed for the Committee. The Committee discussed the work program, scheduling of the program items, and potentially including periodic rule and policy reviews. Ms. Clark explained that it is within the Legal Counsel's purview to review STA's rules to ensure legal compliance. The Committee discussed the timing of setting CEO performance objectives and evaluating performance.

7. BOARD OF DIRECTORS AGENDA MARCH 21, 2024

Ms. Meyer presented the Board of Directors Agenda. An item regarding an Interlocal Agreement with the Public Facilities District may be added to the March Board meeting agenda.

Mr. Kerns moved to approve the Board of Directors agenda, with the possibility of additions, Mr. Dunne seconded, and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA APRIL 10, 2024

There were no questions or comments.

9. CEO REPORT

Ms. Meyer shared the December 2023 voter-approved Sales Tax revenues. Ms. Meyer discussed the Shuttle Park improvements of the Value Village parking lot related to the relocation of STA’s services away from the arena and the location of a comfort station for STA Coach Operators. Mr. Otterstrom explained that STA has been working with the Public Facilities District (PFD) and Spokane Public Schools (SPS) on the impacts of Route 11 Shuttle Park services due to the stadium construction over the past couple of years. Additional amenities above and beyond the replacement value have been discussed, and the additional amount totals to approximately \$350,000 that would be reimbursed to SPS by STA in the future. An interlocal agreement would need to be established for this additional amount of approximately \$350,000. STA is also requesting an easement with the PFD to allow access to a planned comfort station for Coach Operators. This expense is within the current project budget of \$1.2 million. The Board will have an opportunity to attend the APTA Mobility Conference in Portland, OR, from April 28-May 1, 2024.

Mr. Zappone left the meeting at 2:31 p.m.

10. NEW BUSINESS

There was no new business.

11. ADJOURN

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

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer