

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 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*
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

MEMBERS ABSENT

None

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

None

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

This item was not reviewed.

3. CHAIR'S COMMENTS

Chair Kinnear expressed her excitement for the start of the new year.

4. COMMITTEE ACTION

A. December 7, 2022, Committee Minutes

Mr. French moved to approve the December 7, 2022, Committee meeting minutes as submitted, Ms. Haley seconded, and the motion passed unanimously.

5. APPROVAL FOR BOARD MEMBER TRAVEL TO APTA 2023

Ms. Meyer presented the 2023 APTA Conferences to the Committee.

Mr. French moved to recommend the Board approve, by motion, travel for up to eight Board members to attend APTA conferences in 2023, Ms. Haley seconded, and the motion passed unanimously.

6. APPOINTMENT OF BOARD MEMBERS & CHAIRS TO P&D AND PMER COMMITTEES

Chair Kinnear appointed Al French, Spokane County, as the Planning & Development Committee Chair, and Pamela Haley, City of Spokane Valley, as the Performance Monitoring & External Relations Committee Chair. Draft 2023 Committee appointments were presented for the Planning & Development Committee, Performance Monitoring & External Relations Committee, and the Board Operations Committee. Committee appointments to be confirmed by jurisdictions.

Mr. French moved to recommend the Board confirm the Board Chair's appointment of chairs and members to the Planning & Development, Performance Monitoring & External Relations, and Board Operations Committees for 2023, Ms. Haley seconded, and the motion passed unanimously.

7. AWARD OF CONTRACT FOR DRUG AND ALCOHOL TESTING AND DOT PHYSICALS

Ms. Williams presented this item to the Committee.

Mr. French moved to recommend the Board approve the Award of Contract for Drug and Alcohol Testing and DOT Physicals to Spokane Testing Solutions, Ms. Haley seconded, and the motion passed unanimously.

8. JULY 2023 SERVICE REVISIONS: DRAFT RECOMMENDATION

Mr. Otterstrom presented this item as information to the Committee. Ms. Kinnear asked if service levels can be maintained in the case of large companies being able to retain workers. Mr. Otterstrom explained the service levels being presented are conservative, since July service plans must be completed in March.

9. STATE BUSES AND BUS FACILITIES GRANT – UPDATED APPLICATION RATIFICATION

Mr. Otterstrom presented this item to the Committee.

Mr. French moved to recommend the Board of Directors ratify the submission of a grant application dated January 10, 2023, seeking \$5.6 million for the West Plains Transit Center Operational Enhancements with \$1.4 million in local matching funds, Ms. Haley seconded, and the motion passed unanimously.

10. BOARD OF DIRECTORS AGENDA JANUARY 19, 2023

Ms. Meyer presented the Draft Board agenda for January 19, 2023. Item E for State Buses and Bus Facilities Grant – Updated Application Ratification was added to the agenda.

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

11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 8, 2023

There were no questions or comments.

12. CEO REPORT

Ms. Meyer commented on the detailed report provided by Mr. Otterstrom to the Committee regarding the service changes, and reiterated the need to present that item in detail prior to being presented to the Board. Ms. Meyer also presented the Sales Tax report for December 2022, and Division BRT State Funding. Ms. Meyer noted the North-Spokane Corridor (NSC) decision directly impacts the Division BRT project. Ms. Kinnear concurred that the NSC also impacts the City's transit-oriented development. Mr. French shared his support of the NSC's completion on schedule.

13. NEW BUSINESS

Mr. French inquired about the City's progress on zoning changes related to STA's City Line project. Ms. Kinnear advised a report should be forthcoming and summarized the current status of the potential changes.

14. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 2:40 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer