

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Draft Minutes of the May 10, 2023, Meeting

Via Webex Video Conference

### **MEMBERS PRESENT**

Al French, Spokane County, *Chair Pro Tempore*  
Dan Dunne, Small Cities Representative (Liberty Lake)  
Pamela Haley, City of Spokane Valley  
E. Susan Meyer, STA CEO, *Ex Officio*

### **MEMBERS ABSENT**

Lori Kinnear, City of Spokane, *Chair*

### **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

### **PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahon, Lamberson, Van  
Wert and Oreskovich, P.C. (*Virtual*)

### **STAFF ABSENT**

Amie Blain, Executive Assistant to the Chief  
Financial Officer

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## **1. CALL TO ORDER AND ROLL CALL**

Acting Chair French called the meeting to order at 1:30 p.m. and the Clerk conducted roll call.

## **2. APPROVE COMMITTEE AGENDA**

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

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

Mr. French noted that Chair Kinnear sent her regrets.

## **4. COMMITTEE ACTION/DISCUSSION**

### **A. Minutes of the April 12, 2023 Committee Meeting**

*Ms. Haley moved to approve the April 12, 2023, Committee meeting minutes as submitted.  
Mr. Dunne seconded, and the motion passed unanimously.*

## 5. COMMITTEE ACTION/DISCUSSION

### A. Board Consent Agenda

#### i) Sprague Line Property Acquisition (Resolution)

Mr. Otterstrom explained the Sprague Line is a planned corridor-based High-Performance Transit (HPT) line that will improve and enhance the current Route 90 between downtown Spokane and the Valley Transit Center. It is planned to operate within existing public rights-of-way, however, in some locations construction activities for required stops and improvements necessarily extend beyond public rights-of-way. These locations will require site license agreements, temporary construction easements, the purchase of property interests, or in some cases, the authorization by the Board to use STA's power of eminent domain to acquire property from the adjacent owner.

Staff presented an overview of the anticipated properties of interest which represent small slivers of existing legal parcels and not entire lots themselves.

**Ms. Haley moved to recommend the Board to approve a Resolution providing for the acquisition and purchase of real property in connection with the Sprague Line project. Mr. Dunne seconded, and the motion passed unanimously.**

#### ii) Northwest Center Services, dba Argus Janitorial Contract 2018-10140 Extension

Mr. Rapez-Betty said Northwest Center Services *dba* Argus Janitorial ("Argus Janitorial") is contracted to provide janitorial services for the STA Plaza and Boone administration offices. The contract is scheduled to expire on July 31, 2023.

He said to provide for sufficient time to ensure an equitable and competitive solicitation for a new janitorial services contract concurrent with other active solicitations, staff is requesting an extension of the contract with Argus Janitorial for two additional months, commencing August 1, 2023, and ending September 30, 2023, at an estimated cost of \$97,200 for the extension term.

**Mr. Dunne moved to recommend the Board approve a motion to authorize a two-month contract extension with Argus Janitorial for janitorial services at the STA Plaza and Boone Administration offices. Ms. Haley seconded, and the motion passed unanimously.**

## 6. COMMITTEE CHAIR REPORTS

### A. Al French, Chair, Planning & Development (P&D)

Mr. French discussed the P&D committee items that were reviewed at the meeting.

### B. Pam Haley, Chair, Performance Monitoring & External Relations (PMER)

Ms. Haley reviewed the items that came to the PMER committee in May.

## 7. DRAFT RULES OF PROCEDURE

Ms. Clark reviewed the Rules of Procedure changes since the last meeting. Committee members expressed their thoughts and suggestions. Mr. French reviewed his notes and Ms. Clark incorporated additional updates to the Rules of Procedure during the meeting. Ms. Clark will forward to committee members an updated draft of the Rules of Procedure for their comments. An additional review will take place at the June Board Operations Committee prior to forwarding to the Board for approval.

**8. BOARD RETREAT DISCUSSION**

Ms. Meyer advised that staff are seeking advice on topics for the Board Retreat. Discussion ensued and it was determined to have the retreat to review the Rules of Procedures prior to having them approved by the Board. Staff will look for a date.

**9. BOARD OF DIRECTORS AGENDA MAY 18, 2023**

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

**10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 7, 2023**

**Mr. Dunne moved to approve the Board Operations Committee draft Agenda as presented, Ms. Haley seconded, and the motion passed unanimously.**

**11. CEO REPORT**

Ms. Meyer reported there are 66 days until the launch of the City Line on July 15th. Carly Cortright and the Communications team have set up a fun/unique experience for 100 riders. They solicited volunteers to complete rider testing on City Line bus. Volunteers are provided with a questionnaire for items that affect the rider experience. Participants were given a City Line hat to thank them for their participation. KREM is reporting today at 4:00, 5:00, and 6:00 on the riders. The KREM reporter rode along and interviewed some of the volunteers.

Ms. Meyer reviewed an issue occurring to the acrylic sides of the City Line Markers that are being repaired due to some heat expansion. Planning and Facilities & Grounds are seeking legal input on warranty issues, and looking to repair. Karl has spoken to the Chair of the City Line Steering Committee to let them know we are aware and are on track to fix. Mr. Dunne and Mr. French offered their perspectives. Ms. Meyer advised she would keep everyone informed.

**12. NEW BUSINESS**

None

**13. ADJOURN**

With no further business to come before the Committee, Chair French adjourned the meeting at 3:09 p.m.

Respectfully submitted,

*Dana Infalt*

Dana Infalt  
Executive Assistant to the Chief Executive Officer  
Clerk of the Authority