

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the November 8, 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
Dan Dunne, Small Cities Representative (Liberty Lake)
E. Susan Meyer, Chief Executive Officer, *Ex Officio*

MEMBERS ABSENT

None

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

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

STAFF ABSENT

Brandon Rapez-Betty, Chief Operations Officer

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

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

3. CHAIR'S COMMENTS

Chair Kinnear congratulated Mr. Dunne on his winning election. She also apologized to Ms. Meyer for having had to postpone their meeting due to protests at City Hall. Chair Kinnear stated she is looking forward to chairing her final STA committee meeting.

4. COMMITTEE ACTION

A. October 11, 2023, Committee Minutes

Ms. Haley moved to approve the October 11, 2023, Committee meeting minutes as submitted, Mr. Dunne seconded, and the motion passed unanimously.

B. Returning to In-Person Meetings

Ms. Meyer addressed the Committee regarding whether to return the committee meetings back to being conducted in-person with a virtual option, and the Committee discussed. No action was taken.

5. COMMITTEE CHAIR REPORTS

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

Mr. Otterstrom shared the items presented at the Planning and Development Committee meeting on November 1, 2023.

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

Ms. Haley shared the items presented at the Performance Monitoring & External Relations Committee meeting on November 1, 2023.

6. DRAFT RULES OF PROCEDURE

Ms. Clark shared the draft Rules of Procedure with the Committee. The Committee discussed the revisions being proposed. Ms. Clark will provide a red-lined version containing changes accepted up to, and changes made since the September 2023 Board meeting, including those made during the current Board Operations Committee meeting, to the Board for the vote at the November 16, 2023, Board meeting.

Mr. Dunne moved to add the Draft Rules of Procedure item to the Board meeting agenda for November 16, 2023, for the Board to vote on adoption, Mr. French seconded, and the motion passed unanimously.

7. BOARD OF DIRECTORS AGENDA NOVEMBER 16, 2023

Mr. French recommended adding an Executive Session to the Board meeting agenda to provide the Board the reason(s) for the extensive discussion regarding the Rules of Procedure, prior to the vote on the Draft Rules of Procedure. It will be informational only, and it will not be a discussion about the Draft Rules of Procedure. The Executive Session would be eligible to be called during the meeting under RCW 42.30.110.1 (i) (iii), "Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency." Ms. Meyer explained the logistics for the Executive Session. The Committee further discussed the addition of the Executive Session to the Board meeting agenda, and it was determined that WA State law enables a Board Member to call an Executive Session at any time.

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

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA DECEMBER 13, 2023

The Committee discussed the transition of the STA Board Chair and the logistics surrounding chairing the Board and committee meetings.

Mr. Dunne moved to allow the Chair Pro Tem to chair the Board Operations Committee for the December 13, 2023, Board Operations Committee meeting, Ms. Haley seconded, and the motion passed unanimously.

9. CEO REPORT

Ms. Meyer shared details regarding the October 2023 voter-approved Sales Tax revenues. The Committee discussed the minimum temperature at which STA allows Operators to make a fare exception for riders who tell them they are going to a warming center and can't afford the fare. Ms. Meyer explained that Dr. Velazquez with the Spokane Regional Health District provided a recommendation to the City for STA to increase the threshold from zero degrees Fahrenheit to thirty-two degrees Fahrenheit. Ms. Meyer further explained that STA is deferring to the City of Spokane's activation criteria for inclement weather centers regarding the temperature threshold to ensure consistency between STA and the City of Spokane. The Committee discussed "destinationless riders." Ms. Meyer asked the Committee to provide lists of warming shelter locations with operating hours, and any additional helpful information, for their respective jurisdictions. Ms. Meyer reported that Providence Community Clinics expressed an interest in opening a clinic at the STA Plaza to provide services to low income and houseless community members. Ms. Meyer advised the Committee that she explained that STA has space available for lease at the Plaza and does not provide free space to any organization. The Committee discussed and determined this would not be a good fit for the STA Plaza. However, Board Members may choose to bring this idea to the Board directly at a future Board meeting.

10. NEW BUSINESS

There was no new business.

11. ADJOURN

With no further business to come before the Committee, Chair Kinnear adjourned the meeting at 3:00 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer