

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 8, 2025, Meeting

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

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Lance Spiers, Small Cities Representative
(Medical Lake)
Zack Zappone, City of Spokane
Josh Kerns, Spokane County
Brandon Rapez-Betty, Interim Co-CEO,
Ex Officio
Karl Otterstrom, Interim Co-CEO,
Ex Officio

STAFF PRESENT

Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Interim Chief Financial
Officer
Dana Infalt, Clerk of the Authority & Executive
Assistant to the Chief Executive Officer
Amie Blain, Finance Executive Assistant

PROVIDING LEGAL COUNSEL

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

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

Chair Haley called the meeting to order at 1:30 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

Mr. Kerns moved to approve the agenda as presented. Mr. Speirs seconded, and the motion passed unanimously.

3. **CHAIR'S COMMENTS**

None

4. **COMMITTEE ACTION**

A. **December 11, 2024, Committee Minutes**

Mr. Zappone moved to approve the December 11, 2024, committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

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

Chair Haley presented the proposed appointments to the Committee. Mr. Zappone discussed potential scheduling conflicts with the Committee. The members from the City of Spokane will discuss and bring potential change requests to the Board.

Mr. Kerns moved to recommend confirmation of the Board Chair's appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees, and confirm Tim Hattenburg, City of Spokane Valley, as Chair of the Planning & Development Committee and Lance Speirs, Medical Lake, as Chair of the Performance Monitoring & External Relations Committee for 2025. Mr. Speirs seconded, and the motion passed unanimously.

6. APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE

Chair Haley presented the proposed appointments to the Committee.

Mr. Zappone moved to recommend the Board confirm the appointments made by the Board Chair to the Board Operations Committee, as presented. Mr. Speirs seconded, and the motion passed unanimously.

7. BOARD MEMBER TRAVEL TO 2025 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

Mr. Rapez-Betty presented this item to the Committee, and he explained all Board Members have the opportunity to attend.

Mr. Speirs moved to recommend the Board approve, by motion, travel for Board members to attend APTA conferences in 2025. Mr. Zappone seconded, and the motion passed unanimously.

8. BOARD OF DIRECTORS AGENDA JANUARY 16, 2025

Mr. Zappone moved to approve the Board of Directors agenda. Mr. Speirs seconded, and the motion passed unanimously.

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 12, 2025

In reviewing the future agenda item related to the Board meeting schedule, Mr. Zappone advised that Kitty Klitzke, the incoming Board Operations Committee Member from the City of Spokane, will be unavailable for the Board Operations meeting in April 2025.

10. CEO REPORT

The Co-CEOs welcomed Mr. Peterson as STA's new Chief Information Officer, and Ms. Johnston, STA's Interim Chief Financial Officer. They shared the December 2024 voter-approved sales tax revenues representing October 2024 sales. Actual was \$9.9M, compared to the budget of \$8.4M, for a 17.7% difference, or \$1.5M. Year-to-date results are 6.0% above budget.

The Co-CEOs presented the Division Street BRT Grant Update, Preliminary Year-End Ridership Results, and their Core Priorities with the Committee.

11. NEW BUSINESS

None

12. EXECUTIVE SESSION

Chair Haley advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(b); *“considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.”*

The Committee entered Executive Session at 1:57 p.m., with a 15-minute projected timeframe. At 2:07 p.m., the Executive Session ended and the meeting was called back into open session.

13. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:07 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer