

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the February 12, 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 Speirs, Small Cities Representative
(Medical Lake), *Chair Pro Tempore*
Kitty Klitzke, City of Spokane
Karl Otterstrom, Interim Co-CEO,
Ex Officio
Brandon Rapez-Betty, 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, Sr. Executive Assistant to the Chief
Executive Officer
Amie Blain, Executive Assistant to the Chief Financial
Officer and Chief Information Officer

MEMBERS ABSENT

Al French, Spokane County
Tim Hattenburg, City of Spokane Valley
Non-Voting

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 1:32 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

4. **COMMITTEE ACTION**

A. **January 8, 2025, Committee Meeting Minutes**

Ms. Klitzke noted that although she is making the motion to approve the minutes, she was not in attendance at the Board Operations Committee meeting on January 8, 2025. The Board Chair submitted her selections for Committee Members during the January meeting.

Ms. Klitzke moved to approve the January 8, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.

5. COMMITTEE ACTION

A. Consent Agenda

i. Board Member Travel to Washington DC

Mr. Rapez-Betty presented this item to the Committee. Ms. Haley and Mr. French were requested to attend the Transit Project Fly-In on March 5, 2025, to build support for the Capital Investment Grant (CIG) program with the Federal Transit Administration (FTA). The estimated cost is \$2,400 per person. Ms. Haley will be unable to attend. Since no alternates were suggested for Ms. Haley and Mr. French, no other Board Members will attend in her place.

Mr. Speirs moved to recommend the Board approve, by motion, travel for up to two Board members to attend the Transit Project Fly-In that will be held on March 5, 2025. Ms. Klitzke seconded, and the motion passed unanimously.

ii. Sprague Line Right of Way Acquisition

Mr. Otterstrom presented this item to the Committee. He clarified that site improvements being removed from the utility easement include sprinkler systems and landscaping. Mr. Otterstrom also confirmed that STA provides snow removal for any stop at which we install a shelter.

Ms. Klitzke moved to recommend the Board approve, by motion, the real property acquisition and associated easements between Gunryn Squared, LLC and Spokane Transit for a portion of Spokane County Parcel #35153.0012 for a total \$34,007.18 and authorize the CEO to execute closing documents on behalf of Spokane Transit. Mr. Speirs seconded, and the motion passed unanimously.

iii. Swiftly Software Term Extension

Mr. Otterstrom presented this sole-source contract extension to the Committee. Mr. Rapez-Betty provided a real-world example of how this software has improved the customer experience by reducing touch points and time involved in complaint resolutions. Mr. Otterstrom confirmed that Trapeze software is utilized for STA's infrastructure and buses, while the Swiftly software solution would provide enhanced data organization capabilities resulting in greater benefits to STA and its customers. He also confirmed Swiftly is the most robust software solution available on the market.

Ms. Klitzke moved to recommend the Board authorize, by motion, the Interim Co-CEOs to execute the third amendment to Software Agreement 2020-10457 with Swiftly Inc., for a total value of \$564,048.94. Mr. Speirs seconded, and the motion passed unanimously.

6. 2025 DRAFT BOARD OPERATIONS COMMITTEE WORK PROGRAM

Ms. Clark presented this item to the Committee. The Work Program was a new program developed in 2024. Ms. Clark explained the various elements for the new Committee Members. Ms. Infalt confirmed attendance is a standing agenda item brought to the Committee twice each year.

Ms. Clark explained that although the Bylaws are not required to be reviewed every four years, it makes sense to review them when completing the review of the jurisdictions. After discussion, the Committee agreed to a quarterly review process. Ms. Clark will provide a list of items and their previous review dates for the Committee at the Board Operations Committee meeting on March 12, 2025.

7. REAFFIRM 2025 BOARD & COMMITTEE MEETING CALENDAR

Ms. Infalt explained the challenges with moving the Board Operations Committee meeting date in April 2025, as it affects other STA Board and Committee meetings and can cause potential conflicts with meetings in other jurisdictions. Each Committee Member has the option of selecting an alternate that will maintain the primary Member's voting status (i.e. An alternate for a voting Committee Member will have the right to vote in the meeting). Mr. Rapez-Betty noted that Mr. French, although not present at the current meeting, shared his thoughts on this matter the last time it was discussed, preferring to maintain the schedule. Mr. Hattenburg was not on the Board Operations Committee previously.

Ms. Klitzke moved to reaffirm the 2025 STA Board & Committee meeting calendar as presented and approved in December 2024. Mr. Speirs seconded, and the motion passed unanimously.

8. COMMITTEE CHAIR REPORTS

A. Tim Hattenburg, Chair, Planning & Development (P&D)

Mr. Otterstrom shared the items presented at the Planning & Development Committee meeting on February 5, 2025.

B. Lance Speirs, Chair, Performance Monitoring & External Relations

Mr. Speirs and Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations meeting on February 5, 2025.

9. BOARD OF DIRECTORS AMENDED AGENDA FEBRUARY 20, 2025

Ms. Klitzke moved to approve the Board of Directors agenda as amended. Mr. Speirs seconded, and the motion passed unanimously.

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 12, 2025

The policy review cycle item will be added to the agenda.

11. CEO REPORT

The Co-CEOs shared the January 2025 voter-approved sales tax revenues representing November 2024 sales. Actual was \$9.2M, compared to the budget of \$9.6M, for a -4.2% difference, or \$-0.4M. Year-to-date results are 3.2% below budget.

The Co-CEOs presented the following items:

- Board Member Attendance 2024
 - No issues noted
- Federal Updates

- STA will continue to monitor the federal executive orders and directives with support of industry experts and leveraging Board Members to communicate priorities
- STA's financial position (no debt + cash reserves) enables STA to navigate the uncertainty in a deliberate fashion
- Sales Tax Renewal Discussions
 - STA's sales tax authority is not statutorily limited by or in conflict other sales tax measures or options, including those for public safety
 - As Spokane County's Public Transportation Benefit Area (PTBA), STA has sole responsibility and authority for public transportation, construction, and operations within the PTBA (RCW 36.57A.110 dictates that cities cede jurisdiction for public transportation to the PTBA)
- Sustainable Financial Path
 - If the 0.8% sales tax rate is maintained, even in conjunction with our cash reserves, and service hours are maintained at a sustainable level, funding will provide for impactful one-time investments in Connect 2035
- Board Resolution 818-24, adopted unanimously on March 21, 2024, calls for the renewal of the sales and use tax of up to 2/10 of 1% as authorized by the voters in 2016 on or before September 1, 2028, to maintain the existing transit system as well as service and infrastructure improvements associated with the adopted plans and programs, including STA Moving Forward, as amended
- Ballot Timing Considerations
 - The Board will have an opportunity this spring to consider the timing of asking voters to approval a renewal of the sales tax
- All Employee Meetings held on March 4, 2024
 - Good attendance overall across four meetings held in Boone Northwest Garage
 - Topics included sharing the Co-CEO priority list, discussing communication goals, highlighting plans for a wellness program and workforce development activities, an overview of the enhanced safety and security strategy and other ways to improve the workplace
- Federal Immigration Enforcement Activities
 - The Co-CEOs, with guidance from STA's Legal Counsel, provided instructions to all STA employees including the following statement: "Our employees do not have the authority to assist or interfere with federal immigration law enforcement"
 - Information sent to Board Members on February 10, 2025, was reviewed

12. NEW BUSINESS

None

13. 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 3:00 p.m., with a 10-minute projected timeframe. At 3:10 p.m., the Executive Session ended and the meeting was called back into open session.

14. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:10 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the Chief Financial Officer and Chief Information Officer