Spokane Transit Authority
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Approved 2/20/2025
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SPECIAL STA BOARD MEETING

Minutes of the February 7, 2025, Meeting
Virtual via Teams with Public Joining Option

MEMBERS PRESENT
Pam Haley, City of Spokane Valley, *Chair*
Al French, Spokane County
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane *(in person)*
Michael Cathcart, City of Spokane
Zack Zappone, City of Spokane *(in person)*
Dan Dunne, Small Cities (Liberty Lake) *Ex Officio*
Dan Sander, Small Cities (Millwood) *Ex Officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT
Tim Hattenburg, City of Spokane Valley
Lili Navarrete, City of Spokane
Lance Speirs, Small Cities (Medical Lake) *(Virtual)*
Chris Grover, Small Cities (Cheney) *Ex Officio*
Hank Bynaker, Small Cities (Airway Heights) *Ex Officio*

STAFF PRESENT
Brandon Rapez-Betty, Interim Co-CEO, Chief Operations Officer
Karl Otterstrom, Interim Co-CEO, Chief Planning & Development Officer
Carly Cortright, Chief Communications & Customer Service Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Interim Chief Financial Officer
Kade Peterson, Chief Information Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL
Megan Clark, Etter, McMahon, Lamberson, VanWert and Oreskovich, P.C.

GUESTS
Celia Kupersmith, KL2 *Connects*

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1. Call to Order and Roll Call - Chair Haley called the meeting to order at 12:01 pm and the Clerk conducted roll call.

   Mr. French moved to approve the agenda. Mr. Kerns seconded, and the motion passed unanimously

2. A. Preferred Candidate Profile

   Ms. Kupersmith provided a background of the internal staff and board members interviewed during their visit to STA. In addition, KL2 Connects interviewed the union president and labor representative. They received over 230 responses to the survey that was sent out. In response to the interviews and survey responses, the preferred candidate profile was created.

   Ms. Klitzke moved to approve the Preferred Candidate Profile as presented. Mr. Zappone seconded, and the motion passed unanimously.

B. Job Description

Ms. Kupersmith discussed the CEO job description. She noted this had been developed by Nancy Williams and Susan Meyer and that it was edited to include items from the interviews and survey responses. This job description, along with the Preferred Candidate Profile will be utilized in the brochure advertising the position. Ms. Kupersmith offered to answer questions. None were forthcoming.

Ms. Klitzke moved to approve the job description to be utilized in the brochure as presented. Mr. Zappone seconded and the motion passed unanimously.

C. Salary Range

The salary range was discussed. Ms. Kupersmith said they rely on the market value for a transit the size of STA and that the salary recommendation of $250,000 - $300,000 was similar to other comparable agencies.

Mr. Cathcart noted he felt it was too high and would not be supporting this level for a position like this STA CEO position.

Mr. Zappone said he felt it was middle of the road compared to AWC of $300,000 and the Superintendent of Schools salary of $250,000. He noted having the salary range too low would be a concern and he believed the airport CEO position would be higher.

Mr. French noted that he supported the salary range, saying if the Board plans to recruit from all over the country, the salary for an entry level of $250,000 would encourage people to apply and if an exceptional individual were presented requiring a higher salary, it would be available to negotiate at this range.

Ms. Haley said she agreed with Mr. French.

Mr. Dunne supported the recommendation based on his participation in conferences and conversations he has heard during discussions.

Mr. French moved to approve a salary range of $250,000 to $300,000 as presented. Ms. Klitzke seconded. Mr. Kerns, Mr. Zappone, Ms. Klitzke, Mr. French, Mr. Dunne, and Ms. Haley voted yes. Mr. Cathcart voted no. The motion passed 6 to 1.

D. Selection Process

i. Role of CEO Search Task Force in Selection Process

Ms. Clark noted the Task Force was recommending continued participation in the selection of candidates. She said the Task Force agreed that KL2 Connects would narrow down the list and interview the initial candidates, recommending 4-6 candidates to move forward. The Task Force would review and conduct initial interviews with those individuals and further narrow the field to 1-3 finalists. The final candidates would engage with stakeholder groups. If a candidate indicated they were uncomfortable with the public process, it would not be a deal breaker and the final 1-3 people would be interviewed by the full Board.

Mr. French moved to approve the role of the CEO Search Task Force in the selection process as presented. Mr. Zappone seconded and the motion passed unanimously.

Adjourn

With there being no further business to come before the Board, the Chair thanked everyone for making time in their schedules today and adjourned the meeting at 12:25pm.

. Respectfully submitted,

Dana Infalt

Dana Infalt
Clerk of the Authority