

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

## **PLANNING & DEVELOPMENT COMMITTEE MEETING**

Minutes of the December 3, 2025, Meeting

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

### **MEMBERS PRESENT**

Tim Hattenburg, City of Spokane Valley – *Chair*  
Kitty Klitzke, City of Spokane  
Betsy Wilkerson, City of Spokane  
Chris Grover, Small Cities Representative (Cheney)  
*Ex-Officio*  
Rhonda Bowers, Labor Representative  
*(Non-voting)*  
Karl Otterstrom, Chief Executive Officer

### **MEMBERS ABSENT**

Dan Dunne, Small Cities Representative (Liberty Lake)  
Al French, Spokane County

### **STAFF PRESENT**

Brandon Rapez-Betty, Chief Operations Officer  
Emily Poole, Interim Chief Planning &  
Development Officer  
Nancy Williams, Chief Human Resources Officer  
Robert Hamud, Chief Financial Officer  
Carly Cortright, Chief Communications &  
Customer Service Officer  
Kade Peterson, Chief Information Officer  
Vicki Clancy, Executive Assistant to the Chief  
Planning & Development Officer

### **PROVIDING LEGAL COUNSEL**

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

### **GUESTS PRESENT**

Dan Wells, Director for Capital Development  
Tara Limon, Principal Planner

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

Chair Tim Hattenburg called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

#### 2. **COMMITTEE CHAIR REPORT**

Chair Hattenburg had no updates for the Planning & Development Committee.

#### 3. **COMMITTEE ACTION**

##### A. **MINUTES OF THE NOVEMBER 5, 2025, COMMITTEE MEETING**

**Ms. Betsy Wilkerson moved to approve the November 5, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.**

##### B. **DRAFT 2026 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: FINALIZE AND APPROVE**

Ms. Emily Poole presented the draft Planning & Development Committee work program for the upcoming year and provided background for the work program, including the four planning documents founded on the principles and policies of *Connect Spokane*. Other major planning efforts to take place in

2026 were presented in the work program highlights, including the development of the 2027-2032 Transit Development Plan (TDP), the 2027 Action Plan and Operating and Capital Budgets, continuing design and engineering of Division Street BRT, progress on the Facilities Master Plan, and other planning initiatives like the Five Mile Mobility Hub Study, TOD Pilot Program, and amendments to Connect 2035.

**Ms. Betsy Wilkerson moved to approve, by motion, the Planning & Development Committee Work Program and forward to the Board for information. Chair Hattenburg seconded, and the motion passed unanimously.**

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. 2026-2029 TITLE VI PROGRAM: ADOPTION (RESOLUTION)

Ms. Poole presented the 2026-2029 Title VI Program update and provided background for the Title VI program as it relates to agencies receiving federal funding. Ms. Poole introduced Ms. Tara Limon, the Planning and Grants Manager, who attended the meeting to answer technical questions. Staff conducted extensive public outreach concluding with a public hearing on November 20, 2025. Following Ms. Wilkerson's comments at the public hearing requesting further engagement with Spokane Public Schools (SPS), staff met with SPS to discuss Title VI updates on November 24, 2025, and are in the process of coordinating additional meetings with relevant SPS departments, which may occur after the December 18, 2025, Board meeting, the scheduled date for adoption of the resolution. Ms. Poole noted that the committee may choose to defer adoption to the January 2026 Board meeting, still allowing the finalized plan to be submitted to the Federal Transit Administration (FTA) by February 1, 2026.

Ms. Wilkerson expressed appreciation for the extra outreach to SPS, emphasizing the significance of SPS students within Spokane Transit Authority's ridership and areas of growth. Ms. Wilkerson would be comfortable deferring adoption to January but is also open to proceeding in December if significant changes are not expected. Mr. Hattenburg concurred, and further discussion ensued. Mr. Otterstrom committed to ongoing outreach efforts with all relevant school districts beyond the plan adoption.

**Ms. Betsy Wilkerson moved to recommend the Board of Directors adopt, by resolution the 2026-2029 Title VI Program. Chair Hattenburg seconded, and the motion passed unanimously.**

B. BOARD DISCUSSION AGENDA

1. FINAL PROPOSED 2026 BUDGET (RESOLUTION)

Mr. Hamud presented the proposed 2026 budget; this is an update to the budget shown in the previous Planning & Development Committee meeting. Mr. Hamud provided the timeline for the proposed budget, which culminates in adoption at the December 18, 2025, Board meeting.

*Council Member Klitzke joined the meeting at 10:18 a.m.*

Mr. Hamud presented the budget comparison of the amended 2025 budget to the 2026 proposed budget (dollar amounts presented below are in millions).

	2025 AMENDED BUDGET	2026 DRAFT BUDGET	\$ CHANGE FROM 2025 BUDGET	% CHANGE FROM 2025 BUDGET	REFERENCE ONLY PROPOSED 2026 BUDGET (ROUNDED)
<b>Total Revenues</b>	<b><u>\$170.6</u></b>	<b><u>\$177.4</u></b>	<b><u>\$ 7.1</u></b>	4.2%	<b><u>\$177.7</u></b>
Total Operating Expenditures	\$135.3	\$143.4	\$7.1	5.2%	\$142.4
Total Capital Expenditures	\$67.6	\$86.8	\$20.3	30.0%	\$87.8
Total Fleet Replacement Allocation	\$16.5	\$9.2	(\$7.3)	-44.2%	\$9.2
Total Revenues over Expenditures	(\$48.8)	(\$61.7)	(\$12.9)	26.5%	(\$61.7)
<b>Total Use of Funds (includes fund balance)</b>	<b>\$219.3</b>	<b>\$239.4</b>	<b>\$20.1</b>	<b>9.2%</b>	<b>\$239.4</b>

**Operating Budget** – Changes from the 2025 operating revenue budget to the proposed 2026 budget adjust the final proposed budget to reflect a \$1.5M increase to account for the addition of the \$500,000 in FIFA World Cup funding to state grants and inclusion of the Mobility on Demand pilot project.

**Capital Budget** - There is a \$1M reduction to the 2026 Capital budget based on reductions to the Argonne Station Park & Ride project amount for 2026.

Mr. Hamud highlighted the final change from the draft proposed budget, increasing from \$142M to \$143.4M and the recommended reserve levels for 2026 totaling \$76M for the designated fund balance with \$128.5M in undesignated funds. Mr. Chris Grover commented on the importance of maintaining the 15% operating reserve going forward and commended staff for their strong fiscal stewardship, emphasizing that sustaining this reserve will be critical during periods of financial austerity.

**Ms. Betsy Wilkerson moved to recommend the Board approve, by resolution, the Final Proposed 2026 Budget. Chair Hattenburg seconded, and the motion passed unanimously.**

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Ms. Poole introduced Mr. Dan Wells, Director of Capital Development, to present the Division Street Bus Rapid Transit (BRT) design and public outreach update. Mr. Wells presented an overview of the ongoing coordination with agency partners through technical and executive-level meetings noting the project has advanced to the 60% design phase. Staff are continuing monthly meetings with the FTA to review the ratings package and the environmental documentation submitted for review. The planned ongoing outreach activities and project timeline were also reviewed. Staff anticipate project completion in fall 2030.

Mr. Grover asked about opportunities for bus operators to provide feedback on the project. Mr. Wells responded that several avenues exist for operator input, including information shared during Service Improvement Committee (SIC) meetings where staff regularly receive design-related comments; staff also work closely with the operations team to review civil designs. Mr. Hattenburg commented while

at the APTA conference in Boston, STA received significant praise for the quality of Capital Development's design work.

6. CEO REPORT

Mr. Otterstrom reported that he had no significant updates but wished to take a moment to express his appreciation to the committee for their actions on the budget and the Title VI program. Mr. Otterstrom commended the staff, especially Tammy Johnston and Madeline Arredondo, respectively, for their contributions. Mr. Otterstrom made a correction from the Title VI update item to clarify, STA did not reach out to the Spokane Valley School Districts, however, STA did reach out to over 100 community organizations. STA is committed to this type of outreach for all the school districts.

7. COMMITTEE INFORMATION - NONE

8. REVIEW FEBRUARY 4, 2026, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – *none*

10. COMMITTEE MEMBERS' EXPRESSIONS –

Mr. Grover commented that it has been an honor and a pleasure to work on the Planning & Development Committee over the last several years and further thanked the committee members for their support, stating he will miss being on the STA Board. Mr. Hattenburg thanked Mr. Grover for his mentorship.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 10:39 a.m.

Respectfully submitted,



Vicki Clancy  
Executive Assistant to the Chief Planning & Development Officer  
Planning & Development Department