

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, July 16, 2025 *(One week late)*

1:30 p.m. – 3:00 p.m.

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

AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda *(Chair)*
3. Chair's Comments *(Chair) (5 minutes)*
4. Committee Action/Discussion *(5 minutes)*
 - A. Minutes of the June 11, 2025, Committee Meeting – Corrections/Approval
5. Board Attendance Review *(Otterstrom & Rapez-Betty) (5 minutes)*
6. Low-Income Fare Pilot Program (Resolution) *(Cortright) (10 minutes)*
7. Appointment of Voting Member to Board Operations Committee *(Otterstrom & Rapez-Betty) (5 minutes)*
8. Committee Chair Reports *(10 minutes)*
 - A. Tim Hattenburg, Planning & Development
 - B. Lance Speirs, Performance Monitoring & External Relations
9. Board of Directors Draft July 24, 2025, Meeting Agenda – Corrections/Approval *(Otterstrom & Rapez-Betty) (5 minutes)*
10. Board Operations Committee Draft September 10, 2025, Meeting Agenda – Information *(Otterstrom & Rapez-Betty) (5 minutes)*
11. CEO Report *(Otterstrom & Rapez-Betty) (30 minutes)*
12. New Business
13. Executive Session *(Etter, McMahon) (10 minutes)*
RCW 42.30.110(1)(b) To consider 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;
14. Adjourn

Next Committee Meeting: Wednesday, September 10, 2025, at 1:30 p.m. in person with virtual public viewing option *(No August Meeting)*.

Virtual Link:	Join here	
Call-in Number:	1-253-205-0468	Meeting ID: 827 1355 5288 (then press #)
Password:	2025	Participant ID: Press #

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY: At this time, the Board Operations Committee will review and approve the meeting agenda with any revisions provided.

RECOMMENDATION TO COMMITTEE: Approve Board Operations Committee agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 4A : MINUTES OF THE JUNE 11, 2025, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Amie Blain, Executive Assistant to the Chief Financial Officer and Chief
Information Officer

SUMMARY: The June 11, 2025, meeting minutes are attached for your information and correction
and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

BOARD OPERATIONS COMMITTEE MEETING

Draft Minutes of the June 11, 2025, Meeting

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

MEMBERS PRESENT

Lance Speirs, Small Cities Representative
(Medical Lake), *Chair Pro Tempore*
Kitty Klitzke, City of Spokane
Al French, Spokane County
Tim Hattenburg, City of Spokane Valley
Non-Voting
Karl Otterstrom, Interim Co-CEO,
Ex Officio
Brandon Rapez-Betty, Interim Co-CEO,
Ex Officio

MEMBERS ABSENT

Pam Haley, City of Spokane Valley, *Chair*

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

STAFF ABSENT

None

PROVIDING LEGAL COUNSEL

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

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

In the absence of Chair Haley, Chair Pro Tempore Speirs called the meeting to order at 1:30 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. May 7, 2025, Committee Meeting Minutes

Mr. French moved to approve the May 7, 2025, Committee meeting minutes as submitted. Ms. Klitzke seconded, and the motion passed unanimously.

5. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on June 4, 2025.

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

Chair Pro Tempore Speirs shared the items presented at the Performance Monitoring & External Relations meeting on June 4, 2025.

6. BOARD OF DIRECTORS AGENDA JUNE 26, 2025

Item 8G. Bus Stop Site Improvements Property Acquisition – Resolution was presented in May and will be removed from this agenda.

Item 12Aiii. Cheney Transit Improvements Interlocal Agreement will move to Board Consent Agenda.

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

7. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JULY 16, 2025

There were no questions or comments.

8. CEO REPORT

The Co-CEOs shared the May 2025 voter-approved sales tax revenues representing March 2025 sales. Actual was \$9.9M, compared to the budget of \$9.8M, for a 1.0% difference, or \$0.1M. Year-to-date results are 0.1% below budget.

The Co-CEOs presented the following items:

- APTA Legislative Conference

Attendees included Commissioner French, Council Member Zappone, Council Member Speirs, Interim Co-CEO Otterstrom, and Interim Co-CEO Ropez-Betty. Meetings attended in addition to the Conference included a briefing breakfast with Cardinal Infrastructure, an FTA meeting to discuss Division Street BRT and a Capitol Hill visit to the offices of Senator Murray, Senator Cantwell, and Congressman Baumgartner.

Chair Pro Tempore Speirs, Mr. French, and Mr. Ropez-Betty shared thoughts and insights from the conference.

- STA Rodeo – May 31

The event was held at the STA "Ballpark" property for the first time. It was staffed by STA volunteers and attended by STA employees and their families, Deputy Mayor Hattenburg and Council Member Cathcart. Hourly tours were provided on one of STA's new double-decker buses.

The Co-CEOs presented the Rodeo winners to the Committee.

- All Employee Meetings

Topics reviewed at the All Employee Meetings on June 3, 2025, included an employee Wellness Program update, the Division Street BRT project, the Facilities Master Plan, the new Safety Ambassador Program, the Low Income Fare Pilot, and the proposed Telematics Technology.

- A brief update was provided on the Division Street BRT Roundtable that occurred on June 6, 2025.
- Upcoming Open Houses include the following:
 - Argonne Station Park and Ride 30% Design on Wednesday, July 18, 2025, from 4:00 p.m. – 6:00 p.m. at the Spokane Valley Library
 - Division Street BRT Locally Preferred Alternative Amendment, Minimum Operable Segment Proposal on Tuesday, June 24, 2025, from 4:00 p.m. to 6:00 p.m. at the Hemmingson Center at Gonzaga University

9. NEW BUSINESS

None

10. EXECUTIVE SESSION

Ms. Clark 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 1:49 p.m., with a 10-minute projected timeframe. At 1:59 p.m., the Committee requested 5 additional minutes. At 2:04 p.m., the Executive Session ended, and the meeting was called back into open session.

11. ADJOURN

With no further business to come before the Committee, Chair Pro Tempore Speirs adjourned the meeting at 2:04 p.m.

Respectfully submitted,

Amie Blain

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 5 : BOARD ATTENDANCE REVIEW – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO/Chief Planning & Development Officer
Brandon Rapez-Betty, Interim Co-CEO/Chief Operations Officer

SUMMARY: Board member attendance is tracked at both Board and Committee meetings. The attendance records from January 1, 2025, through June 30, 2025, will be presented at the meeting.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 6 : LOW-INCOME FARE PILOT PROGRAM (RESOLUTION)

REFERRAL COMMITTEE: Performance Monitoring & External Relations (*Speirs*)

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Spokane Transit’s Connect 2035 Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. At the June committee meeting, staff provided an overview of three alternative program structures for the eligibility-based reduced fare program for riders experiencing low-income pilot. At the July meeting, staff will present the results of additional outreach and research and propose a recommended program pilot structure.

BACKGROUND: *Connect 2035* reached a significant milestone with the plan’s adoption at the December 19, 2024, STA Board meeting, while the sequencing timeline was adopted at the April 17, 2025, STA Board meeting, completing the last step in finalizing *Connect 2035*. The June PMER Committee meeting provided an overview of three alternative program structures and their potential impacts for discussion. The PMER Committee directed staff to continue pursuing a potential combination of two of these alternatives. After discussion, and with additional outreach to community-based organizations, a proposed pilot program structure has been identified below.

Proposed Pilot Program Structure		
	Option 1	Option 2
Pricing	50% of regular fare	50% of regular fare
Eligibility	50% AMI (housing based)	200% of Federal Poverty Level (FPL) (food/transportation based)
Verification	External partner verification with low-income housing provider	Primary – External partner verification Secondary - Internal STA verification
Enrollment	Pre-selected eligibility pool	Open

A full review of the different program options was presented by Dr. Cortright to the PMER Committee at the July 9, 2025, meeting. A summary of the presentation and discussion are included in the attached Staff Report.

STAFF’S RECOMMENDATION TO PMER COMMITTEE: Recommend the STA Board of Directors: 1) approve, by motion, the proposed structure of the Low-Income Fare Pilot Program; and 2) adopt, by resolution, an amendment to the fare structure to incorporate the Low-Income Fare.

COMMITTEE ACTION: Mr. Zappone made a motion to recommend STA Board of Directors: 1) approve, by motion, the proposed structure of the Low-Income Fare Pilot Program with allowing multiple ways of verification, including Basic Foods, Apple Health, and WIC; and 2) adopt, by resolution, an amendment to the fare structure to incorporate the Low-Income Fare. Mr. Speirs seconded. Mr. Zappone and Mr. Speirs voted yes. Mr. Cathcart and Mr. Kerns voted no. Tie vote fails and is forwarded to the Board Operations Committee.

Staff Report - Low-Income Fare Pilot Program Discussion at PMER:

Ms. Cortright provided an overview of the proposed Low-Income Fare Pilot Program, designed to enhance ridership and improve access while aligning with existing fare structures. The program focuses on income-based eligibility and seeks to balance broad participation with minimal operational disruption.

Key elements of the discussion included:

- **Eligibility Criteria:** Option 2, the recommended approach, utilizes open enrollment with verification through community partners. Eligibility would be based on income at or below 200% of the federal poverty level, with participation in the Basic Food Program serving as the primary qualifying standard due to its wide applicability.
- **Cost Estimates:** Preliminary projections for the pilot range from \$800,000 to \$3 million annually, contingent on the final enrollment strategy.
- **Operational Considerations:** Feedback from stakeholders emphasized the importance of streamlining access to benefits and minimizing administrative burdens. Ms. Cortright noted a preference for internal verification methods to reduce reliance on external partnerships and simplify program administration.
- **Program Timeline and Assessment:** The pilot would run for an initial three-year period to evaluate uptake, effectiveness, and scalability.
- **Budget and Staffing Constraints:** Current financial limitations may affect staffing and the scope of collaboration with agencies such as the Department of Social and Health Services (DSHS). A phased implementation approach was recommended to allow for the gradual addition of partnerships as the program evolves.

Discussion Points from PMER Committee on Low-Income Fare Pilot Program

- During the Committee's discussion of the Low-Income Fare Pilot Program, several suggestions and considerations were raised for potential next steps. These included conducting additional research and bringing findings to future meetings; gathering data on ridership and usage throughout the pilot to support regular reporting to the Board; and providing the Title VI analysis to Council Member Zappone that was distributed at the meeting for his further review as he attended virtually.
- The Committee also discussed the possibility of initiating conversations with the Department of Social and Health Services (DSHS) after the pilot is underway, as well as exploring multiple eligibility pathways for reduced fares—such as participation in the Basic Food Program, Medicaid/Apple Health, or WIC.
- There was interest in the idea of combining elements of Options 2 and 3 into a cohesive pilot structure. Additionally, members suggested refining the draft resolution to clarify how each option—Options 1, 2, and 3—could be implemented, and to consider including language that would allow for future partnerships without requiring additional Board reauthorization.

After extensive discussion, the committee voted on an amended motion as identified in the cover sheet

Following the 2-2 vote, legal counsel asked for clarification regarding which Alternative the motion spoke to, given the intended language and the effect of the amendment and was told it was intended to incorporate Alternatives 1, 2, and 3 with the caveat that Alternative 2 would be implemented gradually, and to expand verification options with partnerships as available.

SPOKANE TRANSIT AUTHORITY

BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 7 : APPOINTMENT OF VOTING MEMBER TO BOARD OPERATIONS COMMITTEE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-CEO, Chief Planning & Development Officer
Brandon Rapez-Betty, Interim Co-CEO, Chief Operations Officer
Megan Clark, Legal Counsel

SUMMARY: STA Board Chair, City of Spokane Valley Mayor Pam Haley, has provided STA with notification of a temporary absence. STA's Board Operations Committee consists of the Chair of the Board, the Chair of the P&D Committee, the Chair of the PMER Committee, and the Chair Pro Tem. Under STA's Governing Committee Functional Descriptions, if the aforementioned list does not include at least one Director appointed by each legislative body, the Chair shall make additional appointments to ensure representation by each jurisdiction as a voting member of the Board Operations Committee.

Under this structure, for 2025 the members of the Board Operations Committee are:

1. Board Chair: Mayor Pam Haley, City of Spokane Valley
2. Chair of P&D Committee: Councilmember Tim Hattenburg, City of Spokane Valley
3. Chair of PMER Committee: Councilmember Lance Spiers, Pro Tem, City of Medical Lake (Small Cities)
4. Spokane County, Commissioner Al French
5. City of Spokane, Councilmember Kitty Klitzke

At its January meeting, the Board voted that Councilmember Tim Hattenburg, City of Spokane Valley, would be a non-voting member of the Board Operations Committee.

With the Board Chair's temporary absence, Chair Pro Tem Lance Speirs will preside over the Board meetings and the Board Operations Committee meetings. However, for the Board Operations Committee, Councilmember Tim Hattenburg remains a non-voting member. As a result, the City of Spokane Valley is not represented on this Committee.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by motion, that Councilmember Tim Hattenburg is a voting Member of the 2025 Board Operations Committee on behalf of the City of Spokane Valley during the temporary absence of Mayor Pam Haley.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 8A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the July 9, 2025, committee meeting and draft September 3, 2025, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 9, 2025

10:00 a.m. – 11:30 a.m.

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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the June 4, 2025, Committee Meeting – Corrections/Approval
4. Committee Action
 - A. Board Consent Agenda (20 minutes)
 1. 2026-2031 Transit Development Plan: Finalize and Approve (Resolution) (Otterstrom)
 2. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval (Otterstrom)
 3. Division Street Bus Rapid Transit: Memorandum of Agreement Approval (Otterstrom)
 - B. Board Discussion Agenda (25 minutes)
 1. Division Street Bus Rapid Transit: Locally Preferred Alternative Amendment Approval (Resolution) (Otterstrom)
 2. Division Street Bus Rapid Transit: Small Starts Grant Application (Resolution) (Otterstrom)
5. Report to Committee (10 minutes)
 - A. 2026-2029 Title VI Program Update: Engagement Plan (Otterstrom)
6. CEO Report (Otterstrom/Rapez-Betty) (10 minutes)
7. Committee Information
 - A. Transit Oriented Development (TOD) Pilot Project Update (Otterstrom)
8. Review September 3, 2025, Committee Meeting Draft Agenda (5 minutes) *(no August meeting)*
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 3, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2499 139 5321

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 3, 2025

10:00 a.m. – 11:30 a.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (20 minutes)
 - A. Minutes of the July 9, 2025, Committee Meeting – *Corrections/Approval*
 - B. Argonne Station Park & Ride: Full Design Approval (*Otterstrom*)
4. Committee Action
 - A. Board Consent Agenda (10 minutes)
 1. Transit-Oriented Development Pilot: Regional Prioritized Emphasis Areas Approval (*Otterstrom*)
 - B. Board Discussion Agenda
5. Report to Committee (25 minutes)
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Otterstrom*)
 - B. 2026-2029 Title VI Program Update (*Otterstrom*)
 - C. Connect 2035 Funding Review (*Otterstrom*)
6. CEO Report (*Otterstrom/Rapez-Betty*) (15 minutes)
7. Committee Information
8. Review October 1, 2025, Committee Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, October 1, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 8B : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lance Speirs, Chair, Performance Monitoring & External Relations

SUMMARY: At this time, the Committee Chair will review the July 9, 2025, committee meeting and draft September 3, 2025, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 9, 2025

1:30 p.m. – 3:00 p.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (15 minutes)
 - A. Minutes of June 4, 2025, Committee Meeting - *Corrections/Approval*
 - B. Safety Telematics - Scope of Work Approval (*Rapez-Betty*)
 - C. Farebox Replacement - Scope of Work Approval (*Cortright*)
 - D. Route 7 High Performance Transit - Phase 1: Scope of Work Approval (*Otterstrom*)
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2026, 2027 and 2028 (Resolution) (*Johnston*)
 2. Apprenticeship Utilization Program (Resolution) (*Otterstrom*)
 3. Procurement Restrictions Update (Resolution) (*Otterstrom*)
 - B. Board Discussion Agenda (20 minutes)
 1. Low-Income Fare Pilot Program (Resolution) (*Cortright*)
5. Reports to Committee (10 minutes)
 - A. 2025 Service Revisions Interim Update (*Otterstrom*)
 - B. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. May 2025 Operating Indicators (*Rapez-Betty*)
 - B. May 2025 Financial Results Summary (*Johnston*)
 - C. June 2025 Sales Tax Revenue (*Johnston*)
8. Review September 3, 2025, Meeting Draft Agenda (5 minutes) (No August Meeting)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 3, 2025, at 1:30 p.m.

Optional Virtual Link: [Click here to join](#)

Password:

Members: 2025

Guests: 0725

Call-in Number:

1-408-418-9388

Event #: 2496 151 8714

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, September 3, 2025

1:30 p.m. – 3:00 p.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of June 4, 2025, Committee Meeting - *Corrections/Approval*
 - B. Enterprise Asset Management – Scope of Work Approval *(Rapez-Betty)*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. Electrical Systems Upgrade: Award of Contract *(Rapez-Betty)*
 2. Millwood Transit Improvements Interlocal Agreement *(Otterstrom)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(40 minutes)*
 - A. 2025 Second Quarter Year-to-Date Performance Measures *(Rapez-Betty)*
 - B. 2025 Paratransit Survey Results Summary *(Cortright)*
 - C. 2024 State Audit Report *(Johnston)*
 - D. Citizen Advisory Committee Update *(Cortright)*
6. CEO Report *(Rapez-Betty/Otterstrom) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. July 2025 Operating Indicators *(Rapez-Betty)*
 - B. July 2025 Financial Results Summary *(Johnston)*
 - C. August 2025 Sales Tax Revenue *(Johnston)*
 - D. June 2025 Semiannual Financial Reports *(Johnston)*
 - E. 2nd Quarter 2025 Service Planning Input Report *(Otterstrom)*
 - F. September 2025 Service Change
8. Review October 1, 2025, Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members’ Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 1, 2025, at 1:30 p.m.

Optional Virtual Link:	Join Here	
Password:	Members: 2025	Guests: 0925
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 9 : BOARD OF DIRECTORS MEETING AGENDA JULY 24, 2025 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for July 24, 2025, is attached for the Committee's information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201
509-325-6000

BOARD MEETING

Thursday, July 24, 2025 *(one week late)*
1:30 – 3:00 p.m.

STA Boardroom
1230 West Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option Link on Page 2

DRAFT AGENDA

1. Call to Order and Roll Call *(Chair)*
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda *(Chair)*
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
 - A. Paul Damon, Coach Operator Retirement – Recognition *(Brandon Rapez-Betty)*
 - B. Employee Recognition Awards – 2nd Quarter 2025 *(Nancy Williams)*
 - C. Years of Service Recognition – 2nd Quarter 2025 *(Nancy Williams)*
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of June 26, 2025, STA Board Meeting– Corrections/Approval
 - B. Approval of the June 2025 Vouchers *(Tammy Johnston)*
 - C. Public Works Contracts under \$35,000: Final Acceptance *(Jordan Hayes-Horton)*
 - D. City Line Public Address System: Final Acceptance *(Karl Otterstrom)*
 - E. Howard Street Pedestrian Lighting: Final Acceptance *(Karl Otterstrom)*
 - F. Shelter Footings and Vintage Shelter Removal: Final Acceptance *(Karl Otterstrom)*
 - G. Division Street Bus Rapid Transit: Memorandum of Agreement Approval *(Karl Otterstrom)*
 - H. 2026-2031 Transit Development Plan: Finalize and Approve (Resolution) *(Karl Otterstrom)*
 - I. Federal Transit Administration Section 5310: Call for Projects *(Karl Otterstrom)*
 - J. Disadvantaged Business Enterprise Proposed Goal for Federal Fiscal Years 2026, 2027, and 2028 Approval *(Tammy Johnston)*
 - K. Apprenticeship Utilization Program (Resolution) *(Karl Otterstrom)*
 - L. Procurement Restrictions Update (Resolution) *(Karl Otterstrom)*
8. Board Action – Other: *35 minutes*
 - A. Division Street Bus Rapid Transit: Locally Preferred Alternative Amendment Approval (Resolution) *(Karl Otterstrom)*
 - B. Division Street Bus Rapid Transit: Small Starts Grant Application (Resolution) *(Karl Otterstrom)*
 - C. Low Income Fare Pilot Program (Resolution) *(Carly Cortright)*
9. Board Report – Other: *10 minutes*
 - A. Enhanced Transit Security Strategy Update *(Brandon Rapez-Betty)*
10. Board Operations Committee: *5 minutes*
 - A. Chair Report *(Chair)*
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report *(Tim Hattenburg)*

12. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Lance Speirs*)
13. CEO Report: *10 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. May 2025 Financial Results Summary (*Tammy Johnston*)
 - D. May 2025 Operating Indicators (*Brandon Ropez-Betty*)
 - E. Transit Oriented Development Pilot Project Update (*Karl Otterstrom*)
 - F. 2026-2029 Title VI Program Update: Engagement Plan (*Karl Otterstrom*)
 - G. 2025 Service Revisions Interim Update (*Karl Otterstrom*)
15. Executive Session: *10 minutes*

RCW 42.30.110(1)(b) To consider 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
16. New Business
17. Board Member Expressions
18. Adjourn (*Chair*)

Optional Virtual link:	Click Here to Join Virtually	
Password:	Board Members: 2025	Guests: <i>Guest</i>
Call-in Number:	1-408-418-9388	Event #: 2493 644 0025

Cable 5 Broadcast Dates and Times of July 24, 2025, Board Meeting:

Saturday, July 26, 2025	4:00 p.m.
Monday, July 28, 2025	10:00 a.m.
Tuesday, July 29, 2025	8:00 p.m.

September Committee Meetings, Wednesday: *There are no Committee meetings in August*

Planning & Development	September 3, 2025, 10:00 a.m.
Performance Monitoring & External Relations	September 3, 2025, 10:00 a.m.
Board Operations	September 10, 2025, 1:30 p.m.

September Board Meeting: *There is no Board meeting in August*

Thursday, September 18, 2025, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

(A virtual joining option will be available for all Committee and Board meetings)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: www.spokanetransit.com. A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 10 : BOARD OPERATIONS COMMITTEE DRAFT SEPTEMBER 10, 2025,
MEETING AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for September 10, 2025, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, September 10, 2025

1:30 p.m. – 3:00 p.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the July 16, 2025, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (*10 minutes*)
 - A. Tim Hattenburg, Planning & Development
 - B. Lance Speirs, Performance Monitoring & External Relations
6. Board of Directors Draft July 24, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom & Rapez-Betty*) (*5 minutes*)
7. Board Operations Committee Draft October 8, 2025, Meeting Agenda – Information (*Otterstrom & Rapez-Betty*) (*5 minutes*)
8. CEO Report (*Otterstrom & Rapez-Betty*) (*30 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, October 8, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here		Meeting ID: 827 1355 5288 (then press #)
Call-in Number:	1-253-205-0468		Participant ID: Press #
Password:	2025		

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 11 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

SUMMARY: At this time, the Interim Co-CEOs will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

July 16, 2025

AGENDA ITEM 12 : NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to discuss new business relating to Board Operations.

RECOMMENDATION TO COMMITTEE: Information only.

13.

EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purpose of:

To consider 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.
(RCW 42.30.110(1)(b))

The STA Board Operations Committee will reconvene in open session after approximately 10 minutes. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the Committee will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public session.

Estimated time – 10 minutes