

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*

### AGENDA

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Hattenburg*)
3. Chair’s Comments (*Hattenburg*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
  - A. Minutes of the July 16, 2025, Committee Meeting – Corrections/Approval
5. Board Operations Committee Work Program (*Otterstrom*) (*15 minutes*)
6. Leadership Engagement Update (*Otterstrom*) (*10 minutes*)
7. Committee Chair Reports (*10 minutes*)
  - A. Tim Hattenburg, Planning & Development
  - B. Lance Speirs, Performance Monitoring & External Relations
8. Board of Directors Draft September 18, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)
9. Board Operations Committee Draft October 8, 2025, Meeting Agenda – Information (*Otterstrom*) (*5 minutes*)
10. CEO Report (*Otterstrom*) (*10 minutes*)
11. New Business
12. Executive Session (*Etter, McMahon*) (*20 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;*
13. Adjourn

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

Virtual Link:	Join <a href="#">here</a>	
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](http://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](http://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**

September 10, 2025

**AGENDA ITEM 2 :** APPROVE COMMITTEE AGENDA

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pam Haley, STA Board Chair

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**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**

September 10, 2025

**AGENDA ITEM 3 :** BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Pam Haley, STA Board Chair

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**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**

September 10, 2025

**AGENDA ITEM 4A :** MINUTES OF THE JULY 16, 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

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**SUMMARY:** The July 16, 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 July 16, 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.

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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**

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

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. June 11, 2025, Committee Meeting Minutes

**Mr. French moved to approve the June 11, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.**

5. BOARD ATTENDANCE REVIEW

The attendance report was reviewed, and no major issues were identified.

6. LOW-INCOME FARE PILOT PROGRAM (RESOLUTION)

Dr. Cortright presented this item to the Board Operations Committee. On July 9, 2025, the PMER Committee reviewed a proposal for a Low-Income Fare Pilot Program intended to make transit more affordable and increase ridership. Staff explained that the program would provide a 50% fare discount for eligible riders and presented four implementation options with different eligibility criteria and verification methods. Cost estimates and potential ridership impacts were discussed for each option.

The recommendation at the PMER Committee meeting was to move forward with an approach combining Alternatives 1 & 2, starting with a small pilot and expanding to a broader enrollment option. The PMER Committee also discussed an amendment to include additional eligibility categories. After discussion, the PMER Committee agreed to forward the proposal to the full Board for consideration, with the understanding that the program will be monitored and adjusted as needed.

During the Board Operations Committee meeting, there was a detailed discussion on the program including presentation of alternatives, cost analysis, and recommendations. Concerns and support were expressed by various members regarding fare equity, public safety, and socioeconomic benefits. The Board Operations Committee recommended combining Alternatives 1 & 2 for implementation.

**Ms. Klitzke moved to recommend Alternatives 1 & 2 to the full Board with annual review by PMER. Mr. Speirs seconded. Mr. Speirs and Ms. Klitzke voted yes, Mr. French voted no, and the motion passed 2-1.**

7. APPOINTMENT OF VOTING MEMBER TO BOARD OPERATIONS COMMITTEE

Mr. Otterstrom explained that the STA Board Chair, Ms. Haley, will be on a temporary leave of absence. Under STA's governance structure, the Board Operations Committee must include representation from each jurisdiction as voting members. During the Chair's absence, the Chair Pro Tem, Lance Speirs, will preside over Board and Board Operations Committee meetings. To maintain representation for the City of Spokane Valley, staff recommended appointing Councilmember Tim Hattenburg as a voting member of the Board Operations Committee during this temporary period.

**Mr. French moved to recommend the Board approve, by motion, Councilmember Tim Hattenburg as 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. Mr. Speirs seconded, and the motion passed unanimously.**

8. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on July 9, 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 July 9, 2025.

9. BOARD OF DIRECTORS DRAFT AGENDA JULY 24, 2025

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA SEPTEMBER 10, 2025

There were no questions or comments.

11. CEO REPORT

Mr. Rapez-Betty introduced the new Deputy Chief of Operations, Andrew Casper, and announced a Hydrogen Fuel Cell Bus Demo opportunity for the Board Members.

Mr. Otterstrom shared the June 2025 voter-approved sales tax revenues representing April 2025 sales. Actual was \$9.3M, compared to the budget of \$9.6M, for a 3.0% difference, or \$0.3M. Year-to-date results are 0.6% below budget.

The Co-CEOs provided updates on several key areas. Ridership highlights included strong performance during Hoopfest, with over 31,000 system rides and 1,163 Hoop Loop rides, and record-breaking Independence Day ridership, the highest in STA's history.

The Co-CEOs announced that T. Robert Hamud will join STA as Chief Financial Officer on August 1, bringing extensive municipal finance experience. Appreciation was expressed to the Interim CFO, Tammy Johnston, and staff for their efforts during the vacancy.

The report also covered STA's emergency response to a wildfire near Spokane Falls Community College, where STA assisted in evacuating approximately 150 people and several animals using multiple buses, vans, and supervisor vehicles. Service impacts were managed with detours and temporary route adjustments.

Marketing and outreach updates included the success of the Double-Decker "Jaws" promotional campaign, which generated significant engagement across social media platforms, and the Golden Ticket scavenger hunt leading to a public debut of the double-decker bus at the Cheney Rodeo Parade. Social media analytics showed strong engagement, with nearly one million impressions across platforms in the past 90 days.

12. NEW BUSINESS

None

13. 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 2:59 p.m., with a 10-minute projected timeframe. At 3:07 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 Pro Tempore Speirs adjourned the meeting at 3:07 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**

September 10, 2025

**AGENDA ITEM 5 :** BOARD OPERATIONS COMMITTEE WORK PROGRAM

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer  
Megan Clark, Legal Counsel

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**SUMMARY:** With the appointment of STA’s new CEO, as part of the Work Program for 2025, the Board Operations Committee will begin the process of establishing CEO performance metrics for 2025 and future years. While the Committee prepared the Work Program in 2024, it has not been fully reviewed in 2025. The remaining months in this year provide an opportunity to finalize the CEO performance measures and assess any outstanding elements of the 2025 Work Program. The Committee may also consider initiating early discussions around priorities for the 2026 Work Program.

**RECOMMENDATION TO COMMITTEE:** For discussion.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

September 10, 2025

**AGENDA ITEM 6 :** LEADERSHIP ENGAGEMENT UPDATE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer

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**SUMMARY:** The Leadership Engagement Update provides an opportunity for the CEO to share updates on leadership-level engagement activities, including meetings with external partners, elected officials, and other stakeholders. It also serves as a space to reflect on recent committee discussions, address strategic opportunities, and continually improve alignment between executive leadership and board priorities.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

September 10, 2025

**AGENDA ITEM 7A :** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tim Hattenburg, Chair, Planning & Development

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**SUMMARY:** At this time, the Committee Chair will review the September 3, 2025, committee meeting and draft October 1, 2025, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** Receive report.

Spokane Transit Authority  
1230 West Boone Avenue  
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## 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*

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of the July 9, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda *(15 minutes)*
    1. Argonne Station Park & Ride: Endorse To Advance Final Decision *(Poole)*
  - B. Board Discussion Agenda
5. Report to Committee *(40 minutes)*
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
  - B. 2026-2029 Title VI Program Update *(Poole)*
  - C. Connect 2035 Strategic Plan Funding Review *(Otterstrom)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information
  - A. Federal Transit Administration Section 5310: Call for Projects Preliminary Update *(Poole)*
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 <a href="#">here</a>		
Password:	<b>Members:</b> 2025		<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388		Event #: 2492 119 5870

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Spokane Transit Authority  
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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, October 1, 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 *(5 minutes)*
  - A. Minutes of the September 3, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda
    1. Transit Oriented Development Pilot: Regional Prioritized Emphasis Areas Technical Assistance Grants – Call For Projects Approval *(Poole)*
  - B. Board Discussion Agenda
5. Report to Committee *(50 minutes)*
  - A. Draft 2026 Budget *(Hamud)*
  - B. Connect Spokane Comprehensive Plan Minor Update *(Poole)*
  - C. Connect 2035 Strategic Plan *(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review November 5, 2025, Committee Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, November 5, 2025, at 10:00 a.m. in person.

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

September 10, 2025

**AGENDA ITEM 7B :** PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE  
CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** At this time, the Committee Chair will review the September 3, 2025, committee meeting and draft October 1, 2025, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**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*

**AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
  - A. Minutes of July 9, 2025, Committee Meeting - *Corrections/Approval*
  - B. Enterprise Asset Management – Scope of Work Approval *(Rapez-Betty)*
4. Committee Action *(15 minutes)*
  - A. Board Consent Agenda
    1. Millwood Transit Improvements Interlocal Agreement *(Poole)*
    2. Safety Telematics Services – Award of Contract *(Rapez-Betty)*
  - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(30 minutes)*
  - A. 2025 Second Quarter Year-to-Date Performance Measures *(Rapez-Betty)*
  - B. 2025 Paratransit Survey Results Summary *(Cortright)*
  - C. 2024 State Audit Report *(Hamud)*
  - D. Citizen Advisory Committee Update *(Cortright)*
6. CEO Report *(Otterstrom) (10 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. July 2025 Operating Indicators *(Rapez-Betty)*
  - B. July 2025 Financial Results Summary *(Hamud)*
  - C. August 2025 Sales Tax Revenue *(Hamud)*
  - D. June 2025 Semiannual Financial Reports *(Hamud)*
  - E. 2nd Quarter 2025 Service Planning Input Report *(Poole)*
  - F. September 2025 Service Change *(Poole)*
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:	<a href="#">JOIN HERE</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 0925
Call-in Number:	1-408-418-9388	Event #: 2483 659 2686

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**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

Wednesday, October 1, 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 September 3, 2025, Committee Meeting - *Corrections/Approval*
4. Committee Action *(none)*
  - A. Board Consent Agenda
  - B. Board Discussion Agenda
5. Reports to Committee *(50 minutes)*
  - A. Security Update *(Williams)*
  - B. Rideshare Survey Results *(Cortright)*
  - C. Opportunity Fare Pilot Implementation Update *(Cortright)*
  - D. Citizen Advisory Committee Update *(Cortright)*
6. CEO Report (Otterstrom) *(15 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. August 2025 Operating Indicators *(Rapez-Betty)*
  - B. August 2025 Financial Results Summary *(Hamud)*
  - C. September 2025 Sales Tax Revenue *(Hamud)*
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, November 5, 2025, at 1:30 p.m.

Optional Virtual Link:	Join Here		
Password:	<b>Members:</b> 2025		<b>Guests:</b> 1025
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

September 10, 2025

**AGENDA ITEM 8 :** BOARD OF DIRECTORS MEETING AGENDA SEPTEMBER 18, 2025 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer

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**SUMMARY:** The Board of Directors meeting agenda for September 18, 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, September 18, 2025  
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 Haley*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair Haley*)
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
  - A. Washington State Department of Transportation Wall of Fame Honorees – Recognition (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of July 26, 2025, STA Board Meeting– Corrections/Approval
  - B. Minutes of August 21, 2025, Special STA Board Meeting– Corrections/Approval
  - C. Approval of July and August 2025 Vouchers (*Robert Hamud*)
  - D. Public Works Contracts under \$35,000: Final Acceptance (*Brandon Rapez-Betty*)
  - E. Plaza 222A Furniture Phase II: Final Acceptance (*Brandon Rapez-Betty*)
  - F. Route 95 Bus Stop Improvements: Final Acceptance (*Karl Otterstrom*)
  - G. Sprague Line-Phase 1: Final Acceptance (*Emily Poole*)
  - H. 2024 Service Change Bus Stop Improvements Phase 1: Final Acceptance (*Karl Otterstrom*)
  - I. Millwood Transit Improvements Interlocal Agreement (*Emily Poole*)
  - J. Safety Telematics – Award of Contract (*Brandon Rapez-Betty*)
  - K. Argonne Station Park & Ride: Full Design Endorsement (*Emily Poole/Dan Wells*)
8. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chair*)
9. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Tim Hattenburg*)
10. Performance Monitoring & External Relations Committee: *25 minutes*
  - A. Chair Report (*Lance Speirs*)
11. CEO Report: *15 minutes*

12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. August 2025 Sales Tax Revenue (*Robert Hamud*)
  - C. July 2025 Financial Results Summary (*Robert Hamud*)
  - D. July 2025 Operating Indicators (*Brandon Rapez-Betty*)
  - E. 2025 Paratransit Survey Results Summary (*Carly Cortright*)
  - F. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Karl Otterstrom*)
  - G. 2026-2029 Title VI Program Update (*Emily Poole*)
  - H. Connect 2035 Strategic Plan Funding Review (*Karl Otterstrom*)
  - I. 2025 Second Quarter Year-to-Date Performance Measures (*Brandon Rapez-Betty*)
  - J. 2024 State Audit Report (*Robert Hamud*)
  - K. June 2025 Semi-Annual Financial Reports (*Robert Hamud*)
  - L. 2<sup>nd</sup> Quarter 2025 Service Planning Input Report (*Emily Poole*)
  - M. September 2025 Service Change (*Emily Poole*)
  - N. Federal Transit Administration Section 5310: Call for Projects Preliminary Update (*Emily Poole*)
13. New Business
14. Board Member Expressions
15. Executive Session: *15 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*

*RCW 42.30.110(1)(a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.*
16. Adjourn (*Chair Haley*)

Virtual Joining link:	<a href="#">Click Here to Join Virtually</a>	
Password:	<b>Board Members: 2025  </b>	<b>Guests: <i>Guest</i></b>
Call-in Number:	1-408-418-9388	Event #: 2489 165 5627

Cable 5 Broadcast Dates and Times of September 18, 2025, Board Meeting:

Saturday, September 20, 2025	4:00 p.m.
Monday, September 22, 2025	10:00 a.m.
Tuesday, September 23, 2025	8:00 p.m.

October Committee Meetings, Wednesday:

Planning & Development	October 1, 2025	10:00 a.m.
Performance Monitoring & External Relations	October 1, 2025	10:00 a.m.
Board Operations	October 8, 2025	1:30 p.m.

October Board Meeting:

Thursday, October 16, 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](http://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](http://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**

September 10, 2025

**AGENDA ITEM 9** : BOARD OPERATIONS COMMITTEE DRAFT OCTOBER 8, 2025, MEETING  
AGENDA – INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer

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**SUMMARY:** The draft Board Operations Committee meeting agenda for October 8, 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, October 8, 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 (*Hattenburg*)
3. Chair’s Comments (*Hattenburg*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
  - A. Minutes of the September 10, 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 October 16, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)
7. Board Operations Committee Draft November 12, 2025, Meeting Agenda – Information (*Otterstrom*) (*5 minutes*)
8. CEO Report (*Otterstrom*) (*30 minutes*)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, November 12, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join <a href="#">here</a>	
Call-in Number:	1-253-205-0468	Meeting ID: 827 1355 5288 (then press #)
Password:	2025	Participant ID: Press #

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**SPOKANE TRANSIT AUTHORITY**  
**BOARD OPERATIONS COMMITTEE MEETING**

September 10, 2025

**AGENDA ITEM 10 :** CEO REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer

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**SUMMARY:** At this time, the CEO 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**

September 10, 2025

**AGENDA ITEM 11 :** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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

**RECOMMENDATION TO COMMITTEE:** Information only.

## 12.

### 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 20 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 – 20 minutes