

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*

### **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 Action/Discussion (*15 minutes*)
  - A. Consent Agenda
    - i. Division Street Bus Rapid Transit-Project Office Lease Agreement (*Poole*)
    - ii. Transit-Oriented Development Pilot Technical Assistance Grants: Call for Projects Approval (*Poole*)
6. Draft 2026 Budget (*Otterstrom/Hamud*) (*20 minutes*)
7. Board Operations Committee Work Program (*Otterstrom*) (*10 minutes*)
8. CEO Annual Performance Measures (*Otterstrom*) (*5 minutes*)
9. Connect 2035 Strategic Plan: Workshop Preview (*Otterstrom*) (*5 minutes*)
10. Committee Chair Reports (*5 minutes*)
  - A. Tim Hattenburg, Planning & Development
  - B. Lance Speirs, Performance Monitoring & External Relations
11. Board of Directors Draft October 16, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)

- 12. Board Operations Committee Draft November 12, 2025, Meeting Agenda – Information (Otterstrom)
- 13. CEO Report (Otterstrom) (5 minutes)
- 14. New Business
- 15. 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;*
- 16. 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 #

*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**

October 8, 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**

October 8, 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**

October 8, 2025

**AGENDA ITEM 4A :** MINUTES OF THE SEPTEMBER 10, 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 September 10, 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 September 10, 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  
Al French, Spokane County  
Tim Hattenburg, City of Spokane Valley  
*Non-Voting*  
Karl Otterstrom, STA CEO, *Ex Officio*

**STAFF PRESENT**

Carly Cortright, Chief Communications &  
Customer Service Officer  
Emily Poole, Interim Chief Planning &  
Development 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

**MEMBERS ABSENT**

Brandon Rapez-Betty, Chief Operations Officer  
Robert Hamud, Chief Financial Officer

**STAFF ABSENT**

None

**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 1:30 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

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

3. **CHAIR'S COMMENTS**

None

#### 4. COMMITTEE ACTION

##### A. July 16, 2025, Committee Meeting Minutes

**Mr. Speirs moved to approve the July 16, 2025, Committee meeting minutes as submitted. Mr. French seconded, and the motion passed unanimously.**

#### 5. BOARD OPERATIONS COMMITTEE WORK PROGRAM

Mr. Otterstrom presented a discussion on the Committee's Work Program. The Committee reviewed its functional areas and proposed organizing the Work Program around three topical areas: Board Governance, CEO Performance, and Board Leadership. Members discussed the importance of Board member development, mentorship, and orientation for new members. There was general agreement on the proposed structure and emphasis on policy Board responsibilities.

The Committee discussed governance-related matters, focusing on the timing and process for reviewing foundational documents. It was noted that the Bylaws had not been amended in several years, prompting a suggestion to establish a regular review cycle. Aligning this cycle with other scheduled Board evaluations was proposed as a way to streamline governance efforts.

There was also discussion about potential changes enabled by recent legislation, which could allow for the addition of non-elected voting members to the Board. This would require updates to existing governance documents and was identified as a possible topic for future planning.

Participants expressed a range of views on the idea. Some raised concerns about maintaining accountability and public trust, particularly in relation to future public initiatives. Others felt that broader representation could be positively received by the community and might even enhance support for organizational goals. There was general agreement on the value of gathering more information to better understand public sentiment before moving forward.

#### 6. LEADERSHIP ENGAGEMENT UPDATE

Mr. Otterstrom provided an update on leadership engagement efforts, including enhanced Board support, improved administrative clarity, and refreshed and expanded key performance indicators. To support these initiatives, Mr. Otterstrom suggested he plans to continue weekly emails to Board members, CEO Reports at Committee and Board meetings, presentations and visits to city councils and County Board of Commissioners, and one-on-one lunches with Board members. He also discussed internal engagement with employees, union representatives, and community stakeholders. The Committee expressed support and appreciation for these efforts.

#### 7. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on September 3, 2025, highlighting the Argonne Station Park and Ride project, Division Street BRT design, and Title VI program updates.

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

Mr. Speirs shared the items presented at the Performance Monitoring & External Relations meeting on September 3, 2025, noting progress on mobile transit improvements, safety telematics, and capital asset management software.

8. BOARD OF DIRECTORS DRAFT AGENDA SEPTEMBER 18, 2025

**Mr. Speirs moved to approve the Board of Directors agenda as amended. Chair Haley seconded, and the motion passed unanimously.**

9. BOARD OPERATIONS COMMITTEE DRAFT AGENDA OCTOBER 8, 2025

Ms. Infalt noted the Board Operations Committee Work Program will be added to this agenda for October.

10. CEO REPORT

Mr. Otterstrom presented the CEO report, noting that sales tax revenue was 0.8% above budget YTD at \$0.7M, 5.5% above the August 2024 actuals at \$0.6M, and 1.9% above 2024 actuals at \$1.4M.

11. NEW BUSINESS

None

12. 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 2:20 p.m., with a 15-minute projected timeframe. At 2:35 p.m., the Executive Session ended, and the meeting was called back into open session.

13. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:35 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**

October 8, 2025

**AGENDA ITEM 5Ai :** DIVISION STREET BUS RAPID TRANSIT – PROJECT OFFICE LEASE AGREEMENT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Emily Poole, Interim Chief Planning & Development Officer  
Brian Jennings, Director of Community Development  
Don Skillingstad, Senior Project Manager

---

**SUMMARY:** STA is seeking to negotiate and execute a lease of office space for the Division BRT project office beginning in January 2026, for a term of five (5) years.

**BACKGROUND:** An essential element of any significant project is dedicated office space. In anticipation of the launch of City Line construction in 2020, STA’s construction management consultant acquired a lease for office space in the Schade Tower in the University District. The office housed STA project staff, consulting construction management, as well as shared spaces with construction contractors. The lease was embedded within the scope and costs of the City Line project.

In late 2022, STA executed Lease Agreement 2022-10766 with Black Proinvest Schade Towers, LLC (Black Proinvest), for the same 5,303 SF of office space located at Schade Tower. The initial term of the lease was twelve (12) months beginning January 1, 2023, and ending December 31, 2023. The office space continued to serve City Line construction, but the new lease enabled STA to maintain the space for other needs, especially with space constraints at STA’s main campus.

On October 9, 2023, STA and Black Proinvest executed the First Amendment where STA exercised the first of three (3) one-year term renewal options extending the lease through December 31, 2024. On August 20, 2024, STA exercised the Second Amendment for a one-year term renewal expiring on December 31, 2025. The monthly rent during this last renewal term was \$7,222.93 or \$86,400 annually.

During this current lease term, staff identified that the need for over 5,000 square feet of office space has diminished. With a smaller footprint for the Division BRT project desired, staff have started reviewing suitable properties in close proximity to the Division BRT corridor. STA will be seeking an initial term of 5 years, with options for three, one-year extensions, and a monthly lease cost not to exceed \$6,800. The project office would initially accommodate STA’s project management team. The additional capacity would be primarily reserved for the general contractor’s team when the demand for the space arrives.

**RECOMMENDATION TO COMMITTEE:** Recommend the Board of Directors authorize the CEO negotiate and execute a lease agreement for the Division Street BRT Project Office for a five-year term, plus three, one-year options, with an initial rate not to exceed \$6800 per month.

**SPOKANE TRANSIT AUTHORITY**

**BOARD OPERATIONS COMMITTEE MEETING**

October 8, 2025

**AGENDA ITEM 5Aii :** TRANSIT-ORIENTED DEVELOPMENT PILOT TECHNICAL ASSISTANCE GRANTS: CALL FOR PROJECTS APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Emily S. Poole, Interim Chief Planning & Development Officer  
Brian Jennings, Director of Community Development

---

**SUMMARY:** Spokane Transit’s Transit-Oriented Development (TOD) Pilot project is intended to support and advance development near existing and future transit and improve service effectiveness in the Public Transportation Benefit Area (PTBA), especially in High Performance Transit (HPT) corridors. Staff will provide an update on recent work identifying TOD emphasis areas and request Planning & Development Committee recommend that the Board approve allocating \$400,000 in local STA funds for a Technical Assistance Grant program for PTBA jurisdictions to advance TOD planning. Grant submissions will be subject to evaluation, ranking, and Board approval.

**BACKGROUND:** In December 2021, the STA Board of Directors adopted Resolution 790-21, identifying Near-Term Investment Project #D-04 “*Launch Transit-Oriented Development Partnership*” that would advance up to two pilot TOD opportunities in connection with existing transit facilities. The resolution programmed \$2 million in local STA funding for the project.

In July 2024, the Board received an update on the proposed approach for utilization of the \$2 million that has been programmed for this effort. There are two major elements of the pilot program investment. First, \$1 million is proposed to be allocated to the PTBA jurisdictions via competitive grant opportunities. The second element utilizes the remaining \$1 million to advance TOD on STA properties. More details on Element 1 and associated activities are provided below.

**Element 1: PTBA Jurisdictions Competitive Grants - \$1 Million in local STA funding**

STA’s comprehensive plan, *Connect Spokane*, includes policy TL 2.2 which states, “*STA may make resources available to jurisdictions to do planning and development work in advancing Transit Oriented Development in the region.*” Likewise, plan policy SU 1.4 directs us to, “*Increase interest in multi-modal connections.*” Programming \$1 million toward competitive grants for PTBA jurisdictions as an element of the TOD Pilot project is consistent with these policies.

Staff propose to offer two grant opportunities as part of this element: Technical Assistance Grants and Station-area Planning Grants. The primary goal of STA’s grant awards is to facilitate improvements that would enhance the safety and convenience of travel by bicycle or on foot, especially to nearby High-Performance Transit bus stations or stops while having the most impact on improving ridership.

- **TOD Technical Assistance Grants.** These small-scale grants would be made available for all jurisdictions in the PTBA through a call for projects. Grants awarded through this call will offer short-term consultant services to local jurisdictions in the form of planning, design, or preliminary engineering projects that bring pedestrian or bicycle access to STA facilities closer to

implementation within a one-half mile radius of any of the identified station areas. STA is proposing allocating up to \$400,000 toward this grant call for projects.

- **Station-area Planning Grants.** These grants are envisioned to be somewhat larger and offer funding to conduct station-area planning that develops and delivers new land-use and sub-area plans for implementing TOD in concert with existing or planned transit investments. Up to \$600,000 would be allocated toward this grant program.

### **TOD Technical Assistance Grants**

STA is proposing to issue a call for projects for this program later this month, subject to Board approval. All proposed projects would need to be for activities within station emphasis areas identified by STA. There are two proposed project categories described below, along with corresponding evaluation criteria.

**TOD Technical Assistance Grant Project Type: Transit Access and Connection** - Projects for application should help improve access or connections to transit facilities, be for specific project design or engineering and should be ready for implementation. The intent is to move small, high-impact projects into preliminary design or preliminary engineering (30%). These types of projects may include minor capital improvements like sidewalks, crosswalks or trails that are ready for implementation.

**TOD Technical Assistance Grant Project Type: Transit and Land use Integration** - Projects are more broadly focused on planning and design efforts that consider transportation, land-use, and economic development. These projects will focus on advancing planning and preliminary engineering that encourage mixed-use development and support transit access. Planning may include tasks like engaging the local community in improvements to encourage mixed-use, advance transit access, and increase ridership. Design projects should be projects that have undergone a local planning process and are ready for conceptual design or engineering work where funds can help projects reach the 30% design phase.

### **Scoring Criteria**

#### **Overall Program Priorities:**

- Alignment with STA Policy Goals-Connect Spokane
- Proximity to TOD Emphasis Areas
- Improving access to Transit
- Partnering/Collaborations with other Jurisdictions
- Getting to Construction

<b>Transit Access and Connection</b>		
<b>Criteria</b>	<b>Description</b>	<b>Weight</b>
Access to Transit	How will this project improve walking and bike access to HPT, BRT, or other fixed routes with 15-minute service?	40%
<b>Transit Access and Connection</b>		
Ridership Impact	Provide a detailed explanation of how this proposal will increase transit ridership and use existing ridership capacity.	30%
Collaboration with other jurisdictions or agencies	What work with other jurisdictions and agencies directly related to this proposal have you completed or have planned?	10%
Getting to construction	Explain how you plan on moving this project forward to construction beyond this funding. What is your plan to get beyond 30% design?	20%
<b>Total</b>		<b>100%</b>

<b>Transit and Land Use Integration</b>		
<b>Criteria</b>	<b>Description</b>	<b>Weight</b>
Mixed Use Communities	How does the proposal enhance or support local communities by concentrating and improving growth of jobs and households, mixed-use and compact development near transit?	20%
Expansion of Multimodal Opportunities	How does the project increase the number of travel modes in the emphasis area? Quantify how the multimodal opportunities, accessibility, walkshed, or bikeshed will grow. What number of households or jobs will be within walking/biking distance as a result of this project?	30%
Enhancement of Land Use near Transit	Explain how the project supports, advances and links the transportation and land use goals of Connect Spokane and the jurisdiction's Comprehensive Plan.	10%
Enhancement of Access to Transit	How does the project improve access to transit for pedestrians, bicycles, or micromobility?	20%
Collaboration with other jurisdictions or agencies	What work with other jurisdictions and agencies directly related to this proposal have you completed or have planned?	10%
Support for existing bicycle networks	How does the proposal improve or grow the existing regional bicycle network or access to it?	10%
<b>Total</b>		<b>100%</b>

**Timeline** - The table below outlines the anticipated timeline for Phase I call and selection of projects. Bold items represent actions that will come before the STA Board of Directors or this committee.

<b>Phase I Project Schedule</b>	
Oct 1, 2025	Planning & Development Committee recommendation to authorize a Call for Projects
Oct 16, 2025	<b>STA Board action on authorizing a Call for Projects</b>
Oct 17, 2025	Issue Call for Projects (Notify eligible applicants)
Oct 28, 2025	Host informational meeting
Nov 5, 2025	Preliminary proposals due
Nov 6, 2025	<b>Update Planning &amp; Development Committee on preliminary proposals</b>
Dec 16, 2025	Final project applications due
Jan 2026	Evaluation and ranking for projects
Feb 4, 2026	<b>Planning &amp; Development Committee recommends project awards</b>
Feb 19, 2026	<b>STA Board action on recommended project applications</b>
Mar 2026	Begin development of agreements and supporting documentation
May 2026	Execute subrecipient agreements

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by motion, the allocation of \$400,000 for the Transit Oriented Development (TOD) Technical Assistance Grant program and authorize staff to release a call for projects for the same.

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

October 8, 2025

**AGENDA ITEM 6 :** DRAFT 2026 BUDGET

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Executive Officer  
Robert Hamud, Chief Financial Officer

---

**SUMMARY:** In accordance with STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

Staff will review the draft 2026 Budget at the Committee meeting, including the draft 2026 action plan and the draft 2026 operating and capital budgets. Presentation materials for the meeting will be posted on the STA website, no later than close of business October 1, 2025, at this link:

<https://www.spokanetransit.com/financial-information/>

With committee input and review, it will be forwarded to the Board for review. There will be a subsequent review with the Committee on November 5, 2025, and a public hearing with the Board on November 20, 2025. The 2026 Budget is proposed to be adopted in December 2025.

**RECOMMENDATION TO COMMITTEE:** Receive report.

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

October 8, 2025

**AGENDA ITEM 7 :** BOARD OPERATIONS COMMITTEE WORK PROGRAM

**REFERRAL COMMITTEE:** n/a

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

---

**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**

October 8, 2025

**AGENDA ITEM 8 :** CEO ANNUAL PERFORMANCE MEASURES

**REFERRAL COMMITTEE:** n/a

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

---

**SUMMARY:** In order to ensure operational efficiency, customer satisfaction, financial management, and long-term sustainability, the performance of the CEO will be regularly evaluated against clearly defined objectives. A consistent evaluation process also ensures transparency and accountability, aligning the CEO's goals with those of the Board of Directors. The CEO and Board will review potential performance measures and objectives.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

October 8, 2025

**AGENDA ITEM 9** :           CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW

**REFERRAL COMMITTEE:**       n/a

**SUBMITTED BY:**           Karl Otterstrom, Chief Executive Officer  
                                  Robert Hamud, Chief Financial Officer  
                                  Carly Cortright, Chief Communications & Customer Service Officer

---

**SUMMARY:** Staff will preview the draft agenda for the Board workshop scheduled for Thursday, October 16, 2025. The workshop’s objectives are focused on identifying the path forward to sustain and invest transit in the region, consistent with the *STA Connect 2035* plan.

**BACKGROUND:** In accordance with STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning. After a three-year effort, including robust board and community engagement, the Board passed resolution 831-24 in December 2024 adopted the Connect 2035 Strategic Plan. The plan’s appendix identifying strategic initiatives was updated in April 2025 to include delivery timelines. The complete plan, as well as background information, can be found on STA’s dedicated Connect 2035 website:

<https://staconnect2035.com/>

As was considered in the development of the plan, sustaining existing funding levels is an essential predicate for plan implementation. In addition to previewing the agenda, staff will outline the revenue and expenditure assumptions supporting Connect 2035. This will include long-term forecasts for revenues and expenditures related to Connect 2035 for a ten (10) year outlook. Staff will also introduce a proposal to gather additional community input on funding for sustaining transit service and investing in the plan.

**RECOMMENDATION TO COMMITTEE:** Receive report.

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

October 8, 2025

**AGENDA ITEM 10A :** 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 October 1, 2025, committee meeting and draft November 5, 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, 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*

### 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 *(10 minutes)*
    1. Transit Oriented Development Pilot Technical Assistance Grants: Call For Projects Approval *(Poole)*
  - B. Board Discussion Agenda
5. Report to Committee *(45 minutes)*
  - A. Draft 2026 Budget *(Hamud)*
  - B. Connect Spokane Comprehensive Plan: Minor Update Overview *(Poole)*
  - C. Connect 2035 Strategic Plan: Workshop Preview *(Otterstrom)*
6. CEO Report *(Otterstrom) (10 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 #: 2484 635 2585

*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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.*

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 5, 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
  - B. ~~Minutes of the October 1, 2025, Committee Meeting – Corrections/Approval (this meeting was cancelled)~~
4. Committee Action
  - A. Board Consent Agenda (5 minutes)
    1. Federal Transit Administration Section 5310: Recommend Funding Awards (Poole)
  - B. Board Discussion Agenda
5. Report to Committee (45 minutes)
  - A. Draft 2026 Planning & Development Committee Work Program (Poole)
  - B. Proposed 2026 Budget (Hamud)
  - C. Connect Spokane Comprehensive Plan: Minor Update Redline Review (Poole)
  - D. 2026 – 2029 Title VI Program Draft (Poole)
  - E. Wellesley Corridor Development Plan (Poole)
  - F. Transit Oriented Development Pilot Technical Assistance Grant: Update on Preliminary Proposals (Poole)
6. CEO Report (Otterstrom) (15 minutes)
7. Committee Information
8. Review December 3, 2025, Committee Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, December 3, 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

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

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

October 8, 2025

**AGENDA ITEM 10B :** 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 October 1, 2025, committee meeting and draft November 5, 2025, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**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*

**AGENDA**

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
  - A. Minutes of September 3, 2025, Committee Meeting - *Corrections/Approval*
  - B. High Performance Transit Markers and Light Poles: Scope of Work Approval *(Poole)*
4. Committee Action *(none)*
  - A. Board Consent Agenda
  - B. Board Discussion Agenda
5. Reports to Committee *(45 minutes)*
  - A. Systemwide Security Changes & Enhancements *(Williams)*
  - B. 2025 Rideshare Survey Results Summary *(Cortright)*
  - C. Opportunity Fare Pilot Implementation Update *(Cortright)*
  - D. Citizen Advisory Committee Update *(Cortright)*
6. CEO Report (Otterstrom) *(10 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 November 5, 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 MEETING HERE](#)

Password:

**Members:** 2025

**Guests:** 1025

Call-in Number:

1-408-418-9388

Event #: 2485 497 8231

*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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.*

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

Wednesday, November 5, 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 *(5 minutes)*
  - A. Minutes of October 1, 2025, Committee Meeting - *Corrections/Approval*
  - B. Appointment of Members to Citizen Advisory Committee *(Cortright)*
4. Committee Action *(15 minutes)*
  - A. Board Consent Agenda
    1. Legislative & Government Consulting Services - Award of Contract *(Otterstrom)*
    2. Electrical Systems Upgrade: Award of Contract *(Rapez-Betty)*
    3. Customer Safety & Security Reporting Solution - Award of Contract *(Cortright)*
  - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(40 minutes)*
  - A. Draft 2026 PMER Committee work program *(Rapez-Betty)*
  - B. FIFA World Cup Grant *(Cortright & Poole)*
  - C. 2026 Service Revisions: Preliminary Proposal *(Cortright)*
  - D. Citizen Advisory Committee Update *(Cortright)*
6. CEO Report (Otterstrom) *(10 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. September 2025 Operating Indicators *(Rapez-Betty)*
  - B. September 2025 Financial Results Summary *(Hamud)*
  - C. October 2025 Sales Tax Revenue *(Hamud)*
  - D. 2026 Service Revisions: Preliminary Proposal Outreach Update *(Poole)*
  - E. Third Quarter 2025 Service Planning Input Report *(Poole)*
8. Review December 3, 2025, Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

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

Optional Virtual Link:	Join Here		
Password:	<b>Members:</b> 2025		<b>Guests:</b> 1125
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

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

October 8, 2025

**AGENDA ITEM 11 :** BOARD OF DIRECTORS MEETING AGENDA OCTOBER 16, 2025 –  
CORRECTIONS AND/OR APPROVAL

**REFERRAL COMMITTEE:** n/a

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

---

**SUMMARY:** The Board of Directors meeting agenda for October 16, 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, October 16, 2025  
1:30 – 3:00 p.m.

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

## 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: *10 minutes*
  - A. 2025 Employee Recognition Awards - 3<sup>rd</sup> Quarter (*Nancy Williams*)
  - B. 2025 Years of Service Recognition - 3<sup>rd</sup> Quarter (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of July 26, 2025, STA Board Meeting– Corrections/Approval
  - B. Approval of September 2025 Vouchers (*Robert Hamud*)
  - C. Public Works Contracts under \$35,000: Final Acceptance (*Robert Hamud*)
  - D. Transit Oriented Development Pilot: Technical Assistant Grants – Call for Projects Approval (*Emily Poole*)
  - E. Division Street Bus Rapid Transit Project Office Lease Agreement (*Emily Poole*)
8. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chair*)
9. Planning & Development Committee: *15 minutes*
  - A. Chair Report (*Tim Hattenburg*)
    - i. Draft 2026 Budget (*Robert Hamud*)
10. Performance Monitoring & External Relations Committee: *10 minutes*
  - B. Chair Report (*Lance Speirs*)
    - i. Systemwide Security Changes & Enhancements (*Nancy Williams*)
11. CEO Report: *15 minutes*
12. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. September 2025 Sales Tax Revenue (*Robert Hamud*)
  - C. August 2025 Financial Results Summary (*Robert Hamud*)
  - D. August 2025 Operating Indicators (*Brandon Rapez-Betty*)
  - E. Connect Spokane Comprehensive Plan Minor Update Overview (*Karl Otterstrom*)
  - F. Connect 2035 Strategic Plan Workshop Preview (*Karl Otterstrom*)
  - G. Rideshare Survey Results (*Carly Cortright*)
  - H. Opportunity Fare Pilot Implementation Update (*Carly Cortright*)

12. 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*

13. New Business

14. Board Member Expressions

15. Adjourn (*Chair Haley*)

Virtual Joining link:	<a href="#">Click here to join meeting</a>	
Password:	<b>Board Members: 2025</b>	<b>Guests: Guest</b>
Call-in Number:	1-408-418-9388	Event #: 2496 335 3261

Cable 5 Broadcast Dates and Times of October 16, 2025, Board Meeting:

Saturday, October 18, 2025	4:00 p.m.
Monday, October 20, 2025	10:00 a.m.
Tuesday, October 21, 2025	8:00 p.m.

November Committee Meetings, Wednesday:

Planning & Development	November 5, 2025	10:00 a.m.
Performance Monitoring & External Relations	November 5, 2025	10:00 a.m.
Board Operations	November 12, 2025	1:30 p.m.

November Board Meeting:

Thursday, November 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**

October 8, 2025

**AGENDA ITEM 12 :** BOARD OPERATIONS COMMITTEE DRAFT NOVEMBER 12, 2025,  
MEETING AGENDA – INFORMATION

**REFERRAL COMMITTEE:** n/a

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

---

**SUMMARY:** The draft Board Operations Committee meeting agenda for November 12, 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, November 12, 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 October 8, 2025, Committee Meeting – Corrections/Approval
5. Board Operations Committee Work Program (*Otterstrom*) (15 minutes)
6. Committee Chair Reports (10 minutes)
  - A. Tim Hattenburg, Planning & Development
  - B. Lance Speirs, Performance Monitoring & External Relations
7. Board of Directors Draft November 20, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom*) (5 minutes)
8. Board Operations Committee Draft December 10, 2025, Meeting Agenda – Information (*Otterstrom*) (5 minutes)
9. CEO Report (*Otterstrom*) (15 minutes)
10. New Business
11. Adjourn

Next Committee Meeting: Wednesday, December 10, 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**

October 8, 2025

**AGENDA ITEM 13 :** CEO REPORT

**REFERRAL COMMITTEE:** n/a

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

---

**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**

October 8, 2025

**AGENDA ITEM 14 :** 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.

# 15.

## 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