

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*

### 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 October 8, 2025, Committee Meeting – Corrections/Approval
5. Board Operations Committee Work Program (*Otterstrom*) (*10 minutes*)
6. CEO Annual Performance Measures (*Otterstrom*) (*10 minutes*)
7. Connect 2035 Funding Requirements Public Outreach Plan (*Otterstrom*) (*10 minutes*)
8. Committee Chair Reports (*10 minutes*)
  - A. Tim Hattenburg, Planning & Development
  - B. Lance Speirs, Performance Monitoring & External Relations
9. Board of Directors Draft November 20, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)
10. Board Operations Committee Draft December 10, 2025, Meeting Agenda – Information (*Otterstrom*) (*5 minutes*)
11. CEO Report (*Otterstrom*) (*15 minutes*)
12. New Business
13. Executive Session (*Etter, McMahon*) (*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;*
14. Adjourn

Next Committee Meeting: Wednesday, December 10, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link: Join [here](#)

Meeting ID: 238 782 948 424 3

Password: Ka6zo7gP

Call-in Number: 1-509-824-1714

Conference ID: 321 537 425#

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**

November 12, 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**

November 12, 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**

November 12, 2025

**AGENDA ITEM 4A :** MINUTES OF THE OCTOBER 8, 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 October 8, 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 October 8, 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  
Robert Hamud, Chief Financial Officer  
Kade Peterson, Chief Information Officer  
Emily Poole, Interim Chief Planning &  
Development Officer  
Brandon Rapez-Betty, Chief Operations Officer  
Nancy Williams, Chief Human Resources Officer  
Dana Infalt, Clerk of the Authority  
Amie Blain, Executive Assistant to the Chief Financial  
Officer and Chief Information Officer

**MEMBERS ABSENT**

None

**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**

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. September 10, 2025, Committee Meeting Minutes

**Mr. Speirs moved to approve the September 10, 2025, Committee meeting minutes as submitted. Mr. French seconded, and the motion passed unanimously.**

5. COMMITTEE ACTION

A. Consent Agenda

i. Division Street Bus Rapid Transit – Project Office Lease Agreement

Mr. Jennings, Director of Community Development, presented a proposal to authorize the CEO to negotiate and execute a lease agreement for a new project office to support the Division Street Bus Rapid Transit (BRT) initiative. The proposed lease would begin in January 2026 and run through December 2030, with an initial term of five years and three optional one-year extensions. The monthly lease cost is not to exceed \$6,800. The office space, located near the Division Street BRT corridor, is intended to house STA's project management team and later accommodate contractor staff as project demands increase. This lease is part of the Division BRT project's cost estimate and is included in the Capital Improvement Plan (CIP).

**Mr. French moved to 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 \$6,800 per month. Mr. Speirs seconded, and the motion passed unanimously.**

ii. Transit Oriented Development Pilot Technical Assistance Grants: Call for Projects Approval

Mr. Jennings, Director of Community Development, presented a proposal related to the Transit Oriented Development (TOD) Pilot Program, which was originally funded with \$2 million to support TOD opportunities near transit facilities. The current proposal focuses on allocating \$400,000 for small-scale technical assistance grants, capped at \$80,000 per project, to support up to five initiatives. These grants fall under two categories: Transit Access & Connection, aimed at improving pedestrian and bike access to transit stations, and Transit & Land Use Integration, which supports planning efforts that encourage mixed-use development near transit. The discussion raised concerns about the feasibility and bankability of TOD sites, with suggestions to include feasibility studies in the evaluation criteria. There were also questions about the timeline for application submissions and clarification that the grants are intended for jurisdictions, not private developers. Although staff recommended moving forward with the call for projects, no formal action was taken. The Committee directed staff to refine the proposal and return with updates at a future meeting.

6. DRAFT 2026 BUDGET

Mr. Otterstrom and Mr. Hamud presented an overview of the Draft 2026 Budget, highlighting strategic goals aligned with the Connect 2035 plan. The presentation included a projected 4.2% increase in operating revenue over 2025, driven by a 2.2% growth in sales tax and modest increases in fare and grant revenues. Operating expenses are expected to rise by 5.2%, reflecting investments in key initiatives such as the Transit Ambassador Program, expanded charging infrastructure for battery electric buses, Transit-Oriented Development (TOD) grants, and fleet replacement. The discussion also addressed the volatility of sales tax revenue, the need to replenish the real estate acquisition reserve, farebox recovery metrics, and a planned review of fare structures in 2027. The proposed budget supports STA's mission to provide safe, inclusive, and efficient public transportation while advancing regional mobility and infrastructure goals.

7. BOARD OPERATIONS COMMITTEE WORK PROGRAM

Mr. Otterstrom postponed this item due to the limited remaining time for the committee meeting.

8. CEO ANNUAL PERFORMANCE MEASURES

Mr. Otterstrom postponed this item due to the limited remaining time for the committee meeting.

9. CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW

Mr. Otterstrom presented a summary of the items on the agenda for the Connect 2035 Board Workshop on October 16, 2025.

10. COMMITTEE CHAIR REPORTS

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

Mr. Hattenburg explained the Planning & Development Committee meeting on October 1, 2025, was cancelled due to a lack of quorum.

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

Mr. Speirs shared the items presented at the Performance Monitoring & External Relations meeting on October 1, 2025, highlighting the discussions regarding system-wide security, the rideshare survey results summary, Opportunity Fare Pilot program, and Citizen Advisory Committee updates.

11. BOARD OF DIRECTORS DRAFT AGENDA OCTOBER 16, 2025

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

12. BOARD OPERATIONS COMMITTEE DRAFT AGENDA NOVEMBER 12, 2025

There were no questions or comments.

13. CEO REPORT

In the interest of time, Mr. Otterstrom did not present the CEO Report.

14. NEW BUSINESS

None

15. 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 3:12 p.m., with a 5-minute projected timeframe. At 3:17 p.m., the Executive Session ended, and the meeting was called back into open session.

16. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 3:17 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**

November 12, 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:** The CEO will introduce the proposed elements of a committee work program for 2026 and seek input toward preparing a final version in the months ahead that could be considered for approval by the committee in early 2026.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

November 12, 2025

**AGENDA ITEM 6 :** CEO ANNUAL PERFORMANCE MEASURES

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** In order to ensure operational efficiency, customer satisfaction, financial management, and long-term sustainability, the performance of the CEO is to be evaluated annually 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**

November 12, 2025

**AGENDA ITEM 7 :** CONNECT 2035 FUNDING REQUIREMENTS PUBLIC OUTREACH PLAN

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Carly Cortright, Chief Communications and Customer Service Officer

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**SUMMARY:** In follow-up to the Board workshop held on October 16, 2025, staff will present a draft framework for an outreach plan that will guide STA’s efforts to communicate and receive input on *Connect 2035* funding requirements.

**BACKGROUND:** After a multi-year planning and public outreach effort, the STA Board of Directors adopted the *Connect 2035* strategic plan in December 2024 by way of Board Resolution No. 831-24. The plan establishes STA’s strategic goals and lays out initiatives to implement over a ten-year period that achieve those goals. The sequencing of initiatives was formally approved by the Board in April 2025 and is outlined in the appendix to the plan. The full plan can be found here: <https://staconnect2035.com/>.

STA has started delivering initiatives in the plan, including launching the Transit Ambassador program and deploying a new real-time transit planning app for customers. However, as was established in Resolution No. 818-24, completion of the plan, in addition to maintaining and sustaining the improvements delivered in the *STA Moving Forward* plan, is reliant on renewal of a 0.2% sales tax authorized by voters in 2016, since the tax will sunset at the end of 2028 unless reauthorized prior to September 2028. Board Resolution No. 818-24 further established that STA should plan for the renewal of the sales tax.

In preparation for a future ballot measure to renew the 0.2% sales tax, Spokane Transit staff propose to conduct outreach with the following key objectives:

- Review the delivery outcomes of the *STA Moving Forward* plan delivered in connection with the 2016 ballot proposition.
- Review the initiatives that are incorporated within *Connect 2035* and receive input on plan priorities.
- Inform the public on the sales tax reauthorization requirement and review the implications associated with the timing of a successful ballot measure.

STA intends to reach a variety of audiences using multiple outreach tactics with the goal of increasing awareness and community dialog concerning the future of public transportation.

Staff will present the outreach framework and gather committee members’ input. Outreach efforts are expected to run from early December 2025 to late February 2026.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

November 12, 2025

**AGENDA ITEM 8A :** 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 November 5, 2025, committee meeting and draft December 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  
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## 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*

### 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 *(20 minutes)*
    1. Federal Transit Administration Section 5310: Recommend Funding Awards *(Poole)*
  - B. Board Discussion Agenda
5. Report to Committee *(45 minutes)*
  - A. Proposed 2026 Budget *(Hamud)*  
*(Public Hearing at the November 20, 2025, Board meeting)*
  - B. 2026-2029 Title VI Program Draft *(Poole)*  
*(Public Hearing at the November 20, 2025, Board meeting)*
  - C. Connect Spokane Comprehensive Plan: Minor Update Redline Review *(Poole)*
  - D. Wellesley Corridor Development Plan: Overview *(Poole)*
  - E. Draft 2026 Planning & Development Committee Work Program *(Poole)*
  - F. Transit Oriented Development Pilot: Input and Guidance *(Poole)*
6. CEO Report *(5 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 #: 2491 564 4410

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.

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## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 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 (5 minutes)
  - A. Minutes of the November 5, 2025, Committee Meeting – *Corrections/Approval*
  - B. Draft 2026 Planning & Development Committee Work Program (Poole)
4. Committee Action
  - A. Board Consent Agenda (5 minutes)
    1. 2026-2029 Title VI Program: Adoption Recommendation (Poole)
  - B. Board Discussion Agenda (20 minutes)
    1. Final Proposed 2026 Budget (Hamud)
5. Report to Committee (45 minutes)
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update (Poole)
6. CEO Report (Otterstrom) (15 minutes)
7. Committee Information
8. Review February 4, 2025, Committee Meeting Draft Agenda (5 minutes) *(No January meeting)*
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, February 4, 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**

November 12, 2025

**AGENDA ITEM 8B :** 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 November 5, 2025, committee meeting and draft December 3, 2025, meeting agenda as part of the report. Agendas are attached.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**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 (10 minutes)
  - A. Minutes of October 1, 2025, Committee Meeting - Corrections/Approval
  - B. Appointment of Members to Citizen Advisory Committee (Cortright)
4. Committee Action (25 minutes)
  - A. Board Consent Agenda
    1. Legislative & Government Consulting Services - Award of Contract (Otterstrom)
    2. Boone Electrical Systems Upgrade - Award of Contract (Rapez-Betty)
    3. Customer Safety & Security Reporting Solution - Award of Contract (Williams)
  - B. Board Discussion Agenda (none)
5. Reports to Committee (25 minutes)
  - A. Draft 2026 Performance Monitoring & External Relations Committee Work Program (Rapez-Betty)
  - B. FIFA World Cup Grant (Cortright & Poole)
  - C. 2026 Service Revisions: Draft for Public Input (Poole)
  - D. Draft 2026 State Legislative Priorities (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. 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

Optional Virtual Link:	<a href="#">JOIN HERE</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 1125
Call-in Number:	1-408-418-9388	Event #: 2492 130 1656

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

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**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

Wednesday, December 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 (10 minutes)
  - A. Minutes of November 5, 2025, Committee Meeting - Corrections/Approval
  - B. Draft 2026 Performance Monitoring & External Relations Committee Work Program - Finalize and Approve (Rapez-Betty)
  - C. Downtown Charging Layover - Scope of Work (Poole)
4. Committee Action (30 minutes)
  - A. Board Consent Agenda
    1. 2026 Performance Measures (Rapez-Betty)
  - B. Board Discussion Agenda (10 min)
    1. Draft 2026 State Legislative Focus and Priorities (Cortright)
5. Reports to Committee (30 minutes)
  - A. 2025 Third Quarter Year-to-Date Performance Measures (Rapez-Betty)
  - B. 2026 Service Revisions Public Outreach Update (Poole)
  - C. Citizen Advisory Committee Update (Cortright)
6. Committee Information (no discussion/staff available for questions)
  - A. October 2025 Operating Indicators (Rapez-Betty)
  - B. October 2025 Financial Results Summary (Hamud)
  - C. November 2025 Sales Tax Revenue (Hamud)
  - D. 2026 Service Revisions: Preliminary Proposal Outreach Update (Poole)
  - E. January 2026 Service Changes (Poole)
7. Review February 4, 2026, Meeting Draft Agenda (5 minutes)
8. New Business (5 minutes)
9. Committee Members' Expressions (5 minutes)
10. Adjourn

Next Committee Meeting: Wednesday, February 4, 2026, at 1:30 p.m. (No January 2026 Meeting)

Optional Virtual Link:	Join Here		
Password:	<b>Members:</b> 2025		<b>Guests:</b> 1225
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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

November 12, 2025

**AGENDA ITEM 9** : BOARD OF DIRECTORS MEETING AGENDA NOVEMBER 20, 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 November 20, 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, November 20, 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*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair*)
5. Public Expressions
6. Recognitions and Presentations: *5 minutes*
  - A. Rahfel Hairston, Fixed Route Supervisor, Retirement (*Brandon Rapez-Betty*)
7. Public Hearing: *30 minutes*
  - A. Proposed 2026 Budget (*Robert Hamud*)
  - B. 2026-2029 Title VI Program Draft (*Emily Poole*)
8. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of October 16, 2025, STA Special Board Workshop – Corrections/Approval
  - B. Minutes of October 16, 2025, STA Board Meeting – Corrections/Approval
  - C. Approval of October 2025 Vouchers (*Robert Hamud*)
  - D. Public Works Contracts Under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
  - E. Legislative & Government Consulting Services: Award of Contract (*Karl Otterstrom*)
  - F. Boone Electrical Systems Upgrade: Award of Contract (*Brandon Rapez-Betty*)
  - G. Customer Safety & Security Reporting Solution: Award of Contract (*Nancy Williams*)
  - H. Fleck Fuel Facility Replacement: Final Acceptance (*Emily Poole*)
  - I. Division Street Bus Rapid Transit Boring Repairs & Paving: Final Acceptance (*Emily Poole*)
  - J. Plaza First Floor Rotunda Tenant Improvements: Final Acceptance (*Brandon Rapez-Betty*)
  - K. Federal Transit Administration Section 5310: Recommend Funding Awards (*Emily Poole*)
9. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chair Haley*)
10. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Tim Hattenburg*)
11. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Lance Speirs*)
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. October 2025 Sales Tax Revenue (*Robert Hamud*)
  - C. September 2025 Financial Results Summary (*Robert Hamud*)
  - D. September 2025 Operating Indicators (*Brandon Rapez-Betty*)
  - E. Draft 2026 Planning & Development Committee Work Program (*Emily Poole*)
  - F. Draft 2026 Performance Monitoring & External Relations Committee Work Program (*Brandon Rapez-Betty*)
  - G. Connect Spokane Comprehensive Plan: Minor Update Redlin Review (*Emily Poole*)
  - H. Wellesley Corridor Development Plan (*Emily Poole*)
  - I. FIFA World Cup Grant (*Carly Cortright*)
  - J. 2026 Service Revisions: Preliminary Proposal (*Emily Poole*)
  - K. Third Quarter 2025 Service Planning Input Report (*Emily Poole*)
  - L. Transit Oriented Development Pilot: Input and Guidance (*Emily Poole*)
13. Executive Session: *15 minutes*  
*RCW 42.30.110(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.*  
*For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.*
14. New Business
15. Board Member Expressions
16. Adjourn (*Chair*)

Virtual Joining link:	<a href="#">Click here to join November Board meeting</a>	
Password:	<b>Board Members: 2025</b>	<b>Guests: Guest</b>
Call-in Number:	1-408-418-9388	Event #: 2497 282 9541

Cable 5 Broadcast Dates and Times of November 20, 2025, Board Meeting:

Saturday, November 22, 2025	4:00 p.m.
Monday, November 24, 2025	10:00 a.m.
Tuesday, November 25, 2025	8:00 p.m.

December Committee Meetings, Wednesday:

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

December Board Meeting:

Thursday, December 19, 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**

November 12, 2025

**AGENDA ITEM 10 :** BOARD OPERATIONS COMMITTEE DRAFT DECEMBER 10, 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 December 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, December 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 November 12, 2025, Committee Meeting – Corrections/Approval
5. 2025 Board & Committee Meeting Calendar (*Infalt*) (*5 minutes*)
6. Committee Chair Reports (*10 minutes*)
  - A. Tim Hattenburg, Planning & Development
  - B. Lance Speirs, Performance Monitoring & External Relations
7. Board of Directors Draft December 18, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)
8. Board Operations Committee Draft January 7, 2026, Meeting Agenda – Information (*Otterstrom*) (*5 minutes*)
9. CEO Report (*Otterstrom*) (*15 minutes*)
10. New Business
11. Executive Session – CEO Annual Performance Measures (*Etter, McMahon*) (*15 minutes*)
12. Adjourn

Next Committee Meeting: Wednesday, January 7, 2026, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link: Join [here](#)

Meeting ID: 290 126 207 271 6

Password: km6jY76T

Call-in Number: 1-509-824-1714

Conference ID: 401 522 887#

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**

November 12, 2025

**AGENDA ITEM 11 :** 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**

November 12, 2025

**AGENDA ITEM 12 :** 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.

# 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 15 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 – 15 minutes