

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the December 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

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

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 amended with the removal of the Executive Session.
Mr. French seconded, and the motion passed unanimously.**

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. November 12, 2025, Committee Meeting Minutes

Mr. Speirs moved to approve the November 12, 2025, Committee meeting minutes as submitted. Mr. French seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. 2026 Board & Committee Meeting Calendar

Ms. Infalt reviewed the proposed calendar for 2026 with the Committee and noted exceptions to the traditional meetings days for meetings in January, August, and October. The Committee discussed potential quorum challenges for the dates of April 8 and July 1.

Mr. French moved to recommend the Board approve the 2026 Board & Committee Meeting Calendar. Mr. Speirs seconded, and the motion passed unanimously.

ii. Proposed CEO Performance Evaluation Framework

Chair Haley, Mr. Otterstrom, and Ms. Williams shared the Proposed CEO Performance Evaluation Framework with the Committee. Mr. Otterstrom recommended implementing research or a survey gathering feedback from key community stakeholders with a recommendation from the Committee to include all education rather than limiting it to higher education. Ms. Williams shared the proposed evaluation process with the Committee. After Committee discussion, Mr. Otterstrom agreed to incorporate a CEO personal work plan into the framework.

Ms. Klitzke moved to recommend the Board approve the Proposed CEO Performance Evaluation Framework as amended. Mr. French seconded, and the motion passed unanimously.

6. BOARD ATTENDANCE REVIEW

Mr. Otterstrom reviewed Board attendance from July 1 through November 30, 2025, with the Committee, and no concerns were noted.

7. 2026 BOARD OPERATIONS COMMITTEE WORK PROGRAM

Mr. Otterstrom shared the proposed work program with the Committee noting that it proposes discussing House Bill (HB) 1418 in May. HB 1418 enables the board of a Public Transportation Benefit Area to add two voting members that are transit users to the governing body. Discussions ensued on the implications of any future action the Board takes on HB 1418 on the timing and outcome of a ballot measure to renew the local option sales tax authorized by voters in 2016.

Chair Haley asked the Committee to amend the agenda by moving the Committee Chair Reports to item 8 since Mr. French had to leave the meeting within the following few minutes.

Mr. French moved to amend the Board Operations Committee agenda for December 10, 2025, by moving the Committee Chair Reports to item 8. Mr. Speirs seconded, and the motion passed unanimously.

8. COMMITTEE CHAIR REPORTS

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

Mr. Speirs reported on a discussion from the Performance Monitoring & External Relations meeting on December 3, 2025, regarding the PMER Committee's work program and committee members' desire for opportunities to expand their impact on STA policies and practices.

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

Mr. Hattenburg briefly reported on the items presented at the Planning & Development Committee meeting on December 3, 2025.

9. NEW BOARD MEMBER ORIENTATION PLAN

Mr. Otterstrom presented past Board Orientation processes with the Committee. CM Speirs expressed he enjoyed the facility tours and requested a checklist of Board Members and related responsibilities. CM Speirs noted the Small Cities could meet outside of STA Board and Committee meetings to discuss their process and organization regarding the STA Board and related assignments. The Committee discussed incorporating training regarding basic governance, Board Member responsibilities and responsibilities assigned to each Committee, processes for routing STA requests from community members being routed through Board Members, and processes for conveying data and reports to the Board with consideration of Board Member time. Staff will take input from the discussion in finalizing the orientation plan in early 2026.

10. BOARD OF DIRECTORS DRAFT AGENDA DECEMBER 18, 2025

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

11. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JANUARY 7, 2026

Mr. Otterstrom noted the addition of an Executive Session to discuss the 2026 CEO Work Plan.

12. CEO REPORT

Mr. Otterstrom presented the CEO report, noting that sales tax revenue was 0.9% above budget YTD at \$0.9M, 0.6% above the November 2024 actuals at \$61.8K, and 1.8% above 2024 actuals at \$1.9M.

13. NEW BUSINESS

None

14. 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 2:44 p.m., with a 10-minute projected timeframe. At 2:54 p.m., the Executive Session ended, and the meeting was called back into open session.

15. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:54 p.m.

Respectfully submitted,

Amie Blain

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