

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

STA BOARD MEETING

Approved Minutes of December 18, 2025, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley, *Chair*
Lance Speirs, Small Cities Medical Lake (*Chair pro tem*)
Al French, Spokane County
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Michael Cathcart, City of Spokane
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Dan Dunne, Small Cities Liberty Lake *ex-officio*
Dan Sander, Small Cities Millwood-*ex-officio*
Hank Bynaker, Small Cities Airway Heights-*ex-officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Betsy Wilkerson, City of Spokane
Chris Grover, Small Cities Cheney-*ex-officio*

STAFF PRESENT

Karl Otterstrom, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Emily Poole, Interim Chief Planning & Development Officer
Carly Cortright, Chief Communications & Customer Service Officer
Nancy Williams, Chief Human Resources Officer
Robert Hamud, Chief Financial Officer
Kade Peterson, Chief Information Officer
Dana Infalt, Clerk of the Authority

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahan, Lamberson,
VanWert and Oreskovich, P.C.

GUESTS

Bill Campbell, Council Member, Airway Heights

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1. Call to Order and Roll Call – The Chair called the meeting to order at 1:32 pm and the Clerk conducted roll call.
 2. Pledge of Allegiance - Board Members, staff, and guests stood for the Pledge of Allegiance.
 3. Excused Absences – none
 4. Approve Board Agenda
Mr. Hattenburg moved to approve the agenda as amended. Mr. Speirs seconded, and the motion passed unanimously.
 5. Public Expressions
Public expressions were presented in person by Mr. Erik Lowe, Ms. Sara Rose, and Ms. Silvia Blodorn. They spoke in favor of night-owl service, late night service, and free fares on buses.
At 1:34, Mr. Zappone arrived
At 1:36, Ms. Klitzke arrived.
 6. Recognitions and Presentations
 - A. Mr. Don Pierce, Fixed Route Supervisor, Retirement – Ms. Williams expressed her appreciation for Mr. Pierce’s 30 years of service and shared some of his accomplishments, noting he will be missed by the team. The Board and staff wished Mr. Pierce all the best in his retirement.

7. Board Action - Consent Agenda

Mr. Zappone moved to approve Consent Agenda Items 8A-8H as presented. Mr. Hattenburg seconded, and the motion passed unanimously.

- A. Minutes of November 20, 2025, STA Board Meeting– Corrections/Approval
- B. Approval of the November 2025 Vouchers - Approval of claims as listed.
- C. Public Works Contracts under \$35,000: Final Acceptance -Acceptance of the contracts listed as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- D. Plaza Trash Compactor Replacement: Final Acceptance - Acceptance of the contract with Solid Waste Systems, Inc. for the Plaza Trash Compactor Replacement project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.
- E. 2026-2029 Title VI Program: Adoption – Resolution - Adopt, by Resolution 850-25, the 2026-2029 Title VI Program.
- F. 2026 Performance Measures - Approval of the 2026 Performance Measures as presented.
- G. Farebox Replacement – Award of Contract – Approved the award of contract for Farebox Replacement and authorize the CEO to execute a five-year contract with LECIP INC. for a total estimated cost of \$3,692,502.87.
- H. 2026 Board & Committee Meeting Calendar - Approved the 2026 Board and Committee Meeting calendar as presented.

8. Board Action – Committee Recommendation

Planning & Development Committee

- A. Final Proposed 2026 Budget - Resolution (**Majority vote of five required**)

Mr. Hamud shared slides and reviewed the proposed 2026 budget. He called out and explained items that had changed since the last meeting and presentation. After his review, he offered to answer questions. None were forthcoming.

Mr. Speirs moved to approve, by Resolution 851-25, the proposed 2026 Budget as presented. Mr. Cathcart seconded. Mr. Speirs, Mr. Cathcart, Mr. Hattenburg, Ms. Klitzke, Mr. Zappone, Mr. Kerns, and Ms. Haley voted yes. Mr. French voted no. The motion passed 7-1.

Performance Monitoring & External Relations Committee

- B. 2026 State Legislative Focus and Priorities

Ms. Cortright reviewed the legislative focus and priorities recommended by the Performance Monitoring & External Relations committee and offered to answer questions. There were none.

Mr. Hattenburg moved to approve the 2026 State Legislative Focus and Priorities as presented. Mr. Cathcart seconded, and the motion passed unanimously.

Board Operations Committee

- C. Proposed CEO Performance Evaluation Framework (*Chair Haley*)

Chair Haley asked Mr. Otterstrom to present. Mr. Otterstrom explained the proposed CEO performance evaluation framework. He advised that based on Board Operations Committee member feedback, a 2026 CEO Work Plan will be presented at the January Board Operations Committee meeting for approval by the Board in Executive Session at the January meeting.

Mr. Hattenburg moved to approve the Proposed CEO Performance Evaluation Framework as presented. Mr. Zappone seconded and the motion passed unanimously.

9. Board Operations Committee
 - A. Chair Report – Ms. Haley provided a brief review of the meeting and mentioned the Committee Work Program which included establishing the CEO Performance Measures for 2026. Brief discussion ensued.
10. Planning & Development Committee (P&D)
 - A. Chair Report – Mr. Hattenburg gave an update from the P&D meeting.
11. Performance Monitoring & External Relations Committee (PMER)
 - A. Chair Report – Mr. Speirs shared an update from the PMER meeting.
12. CEO Report – Mr. Otterstrom reviewed the following topics:
 - Ridership for Fixed Route increased 0.2% in November 2025 vs 2024 and year to date is 2.5% higher than 2024. Paratransit ridership decreased 4.6% in November 2025 vs. 2024 and year-to-date has increased 2.7%. Rideshare realized a 3.9% decrease November 2025 vs. 2024 and has increased 1.9% year-to-date.
 - November 2025 voter approved sales tax came in at 0.9% above budget and 1.8% year-to-date above 2024 actual.
 - Monthly Fare revenue by service type through November 2025.
 - Financial Results summary of revenue and expenses charts were shared, and members were advised they could be found in the information section of the Board packet each month.
 - Opportunity Fare open enrollment for the low-income pilot program started December 1. Enrollment outreach with Spokane Housing Authority began two weeks earlier. To date, 89 participants have enrolled and 987 rides have been taken. Beginning in January, staff will partner with community-based organizations (CBOs) to maximize outreach.
 - Pictures were shared of the second annual free photo opportunity with Santa at the Plaza. It was estimated that 250 people attended. Families received a polaroid photo in a Christmas card and candy canes, and most people also took pictures with their cell phones. The event is increasing in popularity every year and staff enjoyed the time they spent spreading cheer.
13. Board Information
 - A. Committee Minutes (Board Operations, Planning & Development, and Performance Monitoring & External Relations Committees)
 - B. November 2025 Sales Tax Revenue
 - C. October 2025 Financial Results Summary
 - D. October 2025 Operating Indicators
 - E. January 2026 Service Change
 - F. 2026 Service Revisions Public Outreach Update
 - G. Review of Shelter Installs
 - H. STA Plaza Smoking Area Pilot Closure
 - I. Division Street Bus Rapid Transit: Design & Public Outreach Update
 - J. 2026 Planning & Development Committee Work Program
 - K. 2026 Performance Monitoring & External Relations Committee Work Program
 - L. Connect 2035 Funding Requirements Public Outreach Plan Update
 - M. 3rd Quarter Year-to-Date Performance Measures

14. Executive Session – At 2:20, the Board adjourned to Executive Session for the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining.
- At 2:30, the Board requested an additional 5 minutes.
 - At 2:35, the Board requested an additional 5 minutes.
 - At 2:35, the Board requested an additional 2 minutes.
 - At 2:37, the Board reconvened in open session. There was no action as a result of the Executive session.
15. New Business
- A. Election of 2026 Board Chair and Presentation of Gavel
- Chair Haley asked Mr. Otterstrom to review the rotation schedule. Mr. Otterstrom explained the STA Board rotation and advised the City of Medical Lake on the rotation to be Chair of STA Board in 2026. Chair Haley asked if anyone had questions or comments. There were none.
- Mr. Hattenburg moved to approve Lance Speirs as the 2026 Chair. Mr. Cathcart seconded, and the motion passed unanimously.**
- Ms. Haley passed the gavel to Mr. Speirs to complete the meeting.
16. Board Member Expressions (*2026 Chair*)
- A. Presentation of Commendation to Pam Haley - Outgoing Board Chair
- Incoming Chair Speirs presented a commendation to Pam Haley as outgoing Board Chair. He articulated the years Ms. Haley chaired the Board and Committees and provided her with a commemorative plaque. Mr. Haley thanked him and said how much she enjoys being on the STA Board.
- B. Presentation of Commendation to Chris Grover – Retiring Board Member
- Incoming Chair Speirs read a commendation into the record for Mr. Grover, who was unable to attend. A commemorative plaque in honor of his service to STA will be mailed to him.
- C. Presentation of Commendation to Hank Bynaker – Retiring Board Member
- Incoming Chair Speirs presented a commemorative plaque to Mr. Bynaker and thanked him for his service to STA. Mr. Bynaker also mentioned how he enjoyed being on the STA Board.
17. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 2:48 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority