

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

## **STA BOARD MEETING**

Minutes of May 15, 2025, Meeting  
*STA Boardroom with Virtual Joining Option*

### **MEMBERS PRESENT**

Lance Speirs, Small Cities Medical Lake (*Chair*)  
Lili Navarrete, City of Spokane (*Virtual*)  
Josh Kerns, Spokane County  
Kitty Klitzke, City of Spokane  
Michael Cathcart, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
Paul Dillon, alternate for Zack Zappone, City of Spokane (*Virtual*)  
Chris Grover, Small Cities Cheney-*ex-officio* (*Virtual*)  
Dan Sander, Small Cities Millwood-*ex-officio*  
Hank Bynaker, Small Cities Airway Heights-*ex-officio* (*Virtual*)  
Rhonda Bowers, Labor Representative, *Non-Voting*

### **MEMBERS ABSENT**

Pam Haley, City of Spokane Valley, *Chair*  
Al French, Spokane County  
Dan Dunne, Small Cities Liberty Lake *ex-officio*

### **STAFF PRESENT**

Brandon Rapez-Betty, Interim Co-CEO,  
Chief Operations Officer  
Karl Otterstrom, Interim Co-CEO,  
Chief Planning & Development Officer  
Carly Cortright, Chief Communications & Customer  
Service Officer  
Nancy Williams, Chief Human Resources Officer  
Tammy Johnston, Interim 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.

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1. Call to Order and Roll Call – In Chair Haley’s absence, Chair pro tempore Speirs called the meeting to order at 1:30 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 - Chair Speirs requested excused absences for the April Board Operations Committee meeting and May Board Meeting for Mr. French and the May Board meeting for Ms. Haley.  
**Ms. Klitzke moved to approve as presented. Mr. Hattenburg seconded, and the motion passed unanimously.**
  4. Approve Board Agenda  
**Mr. Hattenburg moved to approve the agenda. Ms. Klitzke seconded, and the motion passed unanimously.**
  5. Board Chair Report – Chair Speirs had no report at this time.
  6. Public Expressions – Mr. Erik Lowe and Ms. Sarah Rose provided public expressions. Chair Speirs called three times for additional requests to provide expressions from those attending in person and virtually. There were none.
  7. Recognitions and Presentations
    - A. Mr. Rapez-Betty recognized and congratulated Mr. Glenn Schultheis, Coach Operator, on his retirement after 30 years of employment with STA.

8. Board Action - Consent Agenda

Ms. Bowers indicated she wanted to comment regarding Consent Agenda item 8I. Chair Speirs asked for a motion on the other Consent Agenda items and indicated we would address her comment and the approval of Agenda Item 8I afterwards items 8A through 8H & JH.

**Ms. Klitzke moved to approve Consent Agenda Items 8A through H and 8J as presented. Mr. Kerns seconded, and the motion passed unanimously.**

- A. Minutes of April 17, 2025, STA Board Meeting– Corrections/Approval
- B. Approval of the April 2025 Vouchers
- C. Public Works Contracts under \$35,000: Final Acceptance - Approved acceptance of the contracts as complete and authorized release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- D. Plaza Property Management & Leasing Agent Services: Final Acceptance – Approved acceptance of the contract with Black Realty Management, Inc, for Plaza Property Management & Leasing Services as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.
- E. HID Reader Replacement: Final Acceptance - Approved acceptance of the contract with The ADT Security Corporation, for the HID Card Reader Replacement Project as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. Third Party Workers Compensation Claims Administration-Award of Contract - Approved the award of contract for Worker’s Compensation Claims Administration and authorized the CEO to execute a five-year contract with Penser North America, Inc. for a total estimated cost of \$425,546.
- G. Project Management Software – Award of Contract - Authorized the CEO to execute a three-year contract with Carahsoft Technology Corporation for Procure project management software for a total value of \$607,584.59.
- H. Uniforms and Accessories – Award of Contract - Approved the award of contract for Uniforms and Accessories and authorized the CEO to execute a five-year contract with Galls, LLC using DES Contract 01417 for a total estimated cost of \$604,412.
- J. Bus Stop Site Improvements Property Acquisition – Resolution 837-25 – Approved, by resolution, the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed \$25,000 per parcel.
- I. West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority - Approved the delegation of authority to the CEO (Co-CEOs) to execute a contract with the lowest responsive and responsible bidder, in accordance with the procedures set forth in STA’s approved Procurement Resolution, and in an amount consistent with the project budget.

Chair Speirs called on Ms. Bowers for her comments and discussion regarding Consent Agenda Item 8I – West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority. Ms. Bowers expressed her concern regarding hearing about local residents and semi-trucks using the bus access only lane and driving through the parking lot at the WPTC instead of going around. She also noted concerns about a lack of crosswalks and lighting.

Mr. Rapez-Betty clarified that the agenda item authorized the interim Co-CEOs to award a construction contract for Phase 1 of the project and was approved by the PMER Committee. Mr. Otterstrom added this phase focuses on modifying the area to better accommodate double-decker buses by reducing the angle of entry and exit, addressing tail swing issues, and improving pedestrian safety with a new bus bay, lighting, and a crosswalk on the east side.

Mr. Otterstrom acknowledged the need and plan for future improvements, including expanded operator facilities. He also addressed concerns about unauthorized use of the lot, noting that STA can enforce its use and will coordinate with security and law enforcement for targeted patrols, especially in the transit-only lane.

Chair Speirs asked for a motion to approve Agenda Item 8I as presented.

**Ms. Klitzke moved to approve Consent Agenda Item 8I as presented. Mr. Hattenburg seconded, and the motion passed unanimously.**

9. Board Operations Committee

A. Chair Report – In Chair Haley’s absence, there was no report.

10. Planning & Development Committee (P&D)

A. Chair Report – Mr. Hattenburg said staff would be presenting reports on items received at the P&D Committee meeting to provide full details to the Board.

- i. Technology Master Plan: Introduction and Initial Scoping – Mr. Peterson discussed the development of a master plan for technology, estimated timeline and milestones for creation for the plan. He detailed an assessment of STA’s current technology landscape, the determination of divisional strategic goals, and an examination of the ability to support divisional goals from all layers. He reviewed the technological innovation and trends that have been examined and the technology roadmap, as well as budget and resources. He offered to answer questions. None were forthcoming.
- ii. Division Street Bus Rapid Transit: Implementation Strategy Refinement and Outreach – Mr. Otterstrom provided updates on the planning, design, and engineering as well as environmental, outreach, and coordination of the project. He shared a proposed implementation strategy for Phase 1 and Phase 2+ (future work) and then discussed the business access and transit (BAT) lanes. To conclude, he outlined the next steps for continued analysis and design; public and stakeholder outreach; multi-jurisdictional agreement(s); Board reviews and action; and FTA coordination and Small Starts rating package submittal. Mr. Otterstrom offered to answer questions. Discussion ensued regarding the modeling and analysis of traffic impacts prior to voting. Mr. Cathcart said he would like the information as soon as possible in advance of voting. Mr. Otterstrom said he understood and noted that it would be presented through the Planning & Development Committee as a planning project prior to coming to the Board for a vote.
- iii. 2026-2031 Transit Development Plan (TDP) Update – Mr. Otterstrom reviewed the TDP project timeline and key components. He discussed the 2026-2028 Service Improvement Program and the Capital Improvement Program.  
Ms. Johnston reviewed the financial aspects of the CIP by category, program name, year, and funding source. She provided revenue and expenditures assumptions and resulting financial forecast for the 2026-2031 TDP. Next steps were discussed, and brief discussion ensued.

11. Performance Monitoring & External Relations Committee

A. Chair Report – Mr. Speirs introduced Mr. Otterstrom to present.

- i. Connect 2035 Strategic Plan Update: Initial Report – Mr. Otterstrom reviewed the planned tracking and reporting of the proposed Connect 2035 plan. He noted the headline measures and initiatives, and 2025 actions assigned to each of the three goals. He spotlighted eligibility based low-income fare program, the best practices for eligibility and verification as well as discount and technology, and staffing and costs. He noted the reduced fare program criteria and examined the next steps for the low-income fare pilot program. Mr. Otterstrom offered to answer questions. Brief discussion ensued regarding staffing requirements.

12. CEO Report - Interim Co-CEOs, Brandon Rapez-Betty and Karl Otterstrom, provided updates on the following items:

Ridership for Fixed Route increased 4.0% month over month in April and 4.9% year-to-date.

Paratransit ridership realized a 5.9% increase in April and has increased 6.2% year-to-date. Rideshare noted an increase in ridership of 9.8% in April but decreased 3.6% year-to-date. Zero Fare Youth ridership increased 5.9% in April and 6.2% year-to-date.

Monthly Fare Revenue by Fare Type showed total fare revenue for April 2025 of \$696,868. (Fixed Route \$614,198, Paratransit \$56,062, and Rideshare \$26,607)

Sales Tax for April 2025 voter-approved sales tax revenue (February 2025 Sales) was \$257,802 below budget (-3.1%) and 0.4% year-to-date below budget (\$-0.2M).

2025 Legislative session key takeaways were shared including Operating Budget: \$77.9B budget, reliant on almost \$9B in new revenue & over \$5B in cuts over four years and includes \$3.1B in funding cuts 2025-27; Transportation Budget: \$15.5B budget, including \$1.3B in funding cuts and some delays in projects. Gas tax increase (6¢ + 2% yearly inflator) and new fees generating \$3B over six years. Transit highlights included Funding for Division Street BRT and other existing projects sustained; Secured funding for new projects: On-route BEB charging infrastructure, electric operations support vehicles; FIFA World Cup - \$9 million for transit agencies by formula distribution to provide enhanced service and incentives during the event (STA share estimated at \$540k); New transit governance: SHB 1418 allows two transit riders to vote on PTBA Governing Boards; Green Transportation & Rideshare funding reduced for new projects

Bloomsday Service on May 4<sup>th</sup> – STA had 4,492 advance purchases for the race pass, and 1,515 passes sold at the tradeshow. While paratransit saw a slight decline in ridership, all other service realized increased ridership for Bloomsday.

Mirabeau Transit Center ribbon cutting was held Wednesday, May 14. Featured speakers included Spokane Valley Mayor and STA Board Chair Pam Haley, WSDOT Eastern Region Administrator Char Kay, and Interim Co-CEO Karl Otterstrom. The ribbon cutting was followed by cake and a tour by Ryan Brodwater.

Safety Ambassador Pilot Program job for transit ambassador(s) have been posted. Purpose and key attributes were shared. Chief Human Resources Officer, Ms. Williams, will provide a full Board update in June.

APTA Legislative Conference travel scheduled to Washington DC on May 17 through May 21. In addition to the conference sessions, meetings scheduled include briefing breakfast with Cardinal Infrastructure; FTA meeting to discuss Division Street BRT; Capitol Hill visit: offices of Senator Murray, Senator Cantwell, and Congressman Baumgartner. Mayor Haley, Commissioner French, Council Members Speirs and Zappone are attending with Interim Co-CEOs.

Board Members were again invited to attend the STA 2025 Roadeo on May 31<sup>st</sup> at the STA training range at the fairgrounds, 404 N. Havana between 8am and 2pm.

Mr. Rapez-Betty and Mr. Otterstrom offered to answer questions. None were forthcoming.

13. Board Information
  - A. Committee Minutes
  - B. April 2025 Sales Tax Revenue
  - C. March 2025 Financial Results Summary
  - D. March 2025 Operating Indicators
  - E. 1<sup>st</sup> Quarter 2025 Service Planning Input Report
  - F. 2024 Fixed Route System Performance Report
  - G. 2025 Community Perception Survey Results Summary
  - H. Transit Oriented Development (TOD) Pilot Project Update
  - I. 2026-2029 Title VI Program Update
14. Executive Session – none
15. New Business – There was no new business presented.
16. Board Member Expressions – There were brief Board Member Expressions.
17. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 2:54 pm.

Respectfully submitted,



Dana Infalt  
Clerk of the Authority