

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

STA BOARD MEETING

Minutes of September 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*)
Betsy Wilkerson, City of Spokane
Josh Kerns, Spokane County
Michael Cathcart, City of Spokane
Tim Hattenburg, City of Spokane Valley
Chris Grover, Small Cities Cheney-*ex-officio*
Hank Bynaker, Small Cities Airway Heights-*ex-officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Al French, Spokane County
Kitty Klitzke, City of Spokane
Zack Zappone, City of Spokane
Dan Dunne, Small Cities Liberty Lake *ex-officio*
Dan Sander, Small Cities Millwood-*ex-officio*

STAFF PRESENT

Karl Otterstrom, Chief Executive Officer
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

PROVIDING LEGAL COUNSEL

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

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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. Mr. Cathcart seconded, and the motion passed unanimously.
 5. Public Expressions – Erik Lowe offered comments about a Week Without Driving campaign. He distributed a copy of his comments, a sticker and flyer
 6. Recognitions and Presentations
 - A. Ms. Williams provided background on the Washington State Department of Transportation Wall of Fame awards. She recognized the 2023 recipients which included Nathan Mauger, Senior Communications & Marketing Manager; Jessica Kelch, Senior Project Manager; and the Zero Emission Bus Maintenance Team (Tony Jones, Chris Camarata, Michael Ketterer, and Christian Bigger). She read an excerpt from each of their nominations and the board members and staff congratulated the recipients.

7. Board Action - Consent Agenda

Mr. Hattenburg moved to approve Consent Agenda Items 7A -7K as presented. Ms. Klitzke seconded, and the motion passed unanimously.

- A. Minutes of July 26, 2025, STA Board Meeting– Corrections/Approval
- B. Minutes of August 21, 2025, Special STA Board Meeting– Corrections/Approval
- C. Approval of July and August 2025 Vouchers- Approved claims as listed.
- D. Public Works Contracts under \$35,000: Final Acceptance – Approved, by motion, acceptance of the contracts listed as complete and authorized release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.
- E. Plaza 222A Furniture Phase II: Final Acceptance - Approved, by motion, to accept the contract with Business Interiors of Idaho dba Freeform Interiors for the Plaza 222A Furniture Phase II Project as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.
- F. Route 95 Bus Stop Improvements: Final Acceptance - Approved, by motion, to accept the contract with Cameron-Reilly LLC for the Route 95 Bus Stop Improvements contract as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.
- G. Sprague Line-Phase 1: Final Acceptance - Approved, by motion, to accept the contract with Cameron-Reilly LLC for the Sprague Line - Phase 1 contract as complete and authorized release of retainage security subject to the receipt of such certificates and releases as are required by law.
- H. 2024 Service Change Bus Stop Improvements Phase 1: Final Acceptance - Approved, by motion, to accept the contract with Cameron Reilly, LLC. for the 2024 Service Change Bus Stop Improvements Phase 1 contract as complete and authorized release of retainage security to the receipt of such certificates and releases as are required by law.
- I. Millwood Transit Improvements Interlocal Agreement - Approved, by motion, the CEO to execute the Master Design and Construction Interlocal Agreement with the City of Millwood, along with Project Order #1, “Millwood Bus Stop Infrastructure.”
- J. Safety Telematics – Award of Contract - Approved, by motion, the award of contract for Safety Telematics Services and authorized the CEO to execute a five-year contract with Samsara, Inc. using Sourcewell contract 102924 for a total estimated cost of \$1.2 million.
- K. Argonne Station Park & Ride: Full Design Endorsement - Endorsed, by motion, the advancement of the Argonne Station Park & Ride project to final design.

8. Board Operations Committee

- A. Chair Report – Chair Haley mentioned items discussed at Board Operations and Mr. Otterstrom offered his recollection, too.

9. Planning & Development Committee (P&D)

- A. Chair Report – Mr. Hattenburg discussed the items covered at P&D Committee that were approved at this Board meeting. Mr. Hattenburg discussed the Connect 2035 Funding Review and reminded Board members of the upcoming Workshop on October 16 prior to the regular STA Board meeting.

10. Performance Monitoring & External Relations Committee

- A. Chair Report – Mr. Speirs reviewed the items approved and forwarded to the Board by the PMER Committee.

11. CEO Report – Mr. Otterstrom provided updates on the following items:

Ridership for Fixed Route decreased 2.7% month over month in August and has increased 2.4% year-to-date. Paratransit ridership realized a 0.8% decrease in August and has seen a 3.7% increase in ridership year-to-date. Rideshare noted an increase in ridership of 8.8% in August and 1.6% year-to-date. Zero Fare Youth ridership increased 9.7% in August and 9.5% year-to-date.

Monthly Fare Revenue by Fare Type showed total fare revenue for August 2025 of \$582,784. (Fixed Route \$507,902, Paratransit \$46,979, and Rideshare \$27,903). August 2025 Fare Revenue compared to 2024 was down 5.9%. Year-to-date comparisons show an 11.5% increase in Fare Revenue. A comparison of budget to actuals showed a decrease of 8.5% in August and an increase of 3.5% year-to-date.

Sales Tax for August 2025 voter-approved sales tax revenue (June 2025 Sales) was \$459,987 above budget (4.4%) and 0.8% year-to-date above budget (\$0.7M).

Financial Results Summaries for Revenues and Expenses were included in the slide presentation and are available in the Board Packet for review.

Mr. Otterstrom noted the Ribbon Cutting ceremony planned for the Double Decker buses at 12:00 pm on Saturday, September 20th at Eagle Station, 850 Elm Street, Cheney.

He also shared information on a Week Without Driving Challenge coming up September 29th through October 5th. Details are available at www.spokanetransit.com/weekwithoutdriving.com

Mr. Otterstrom offered to answer questions. None were forthcoming.

12. Board Information

- A. Committee Minutes
- B. August 2025 Sales Tax Revenue
- C. July 2025 Financial Results Summary
- D. July 2025 Operating Indicators
- E. 2025 Paratransit Survey Results Summary
- F. Division Street Bus Rapid Transit: Design and Public Outreach Update
- G. 2026-2029 Title VI Program Update
- H. Connect 2035 Strategic Plan Funding Review
- I. 2025 Second Quarter Year-to-Date Performance Measures
- J. 2024 State Audit Report
- K. June 2025 Semi-Annual Financial Reports
- L. 2nd Quarter 2025 Service Planning Input Report
- M. September 2025 Service Change
- N. Federal Transit Administration Section 5310: Call for Projects Preliminary Update

13. New Business – There was no new business presented.

14. Board Member Expressions – There were brief Board Member Expressions.

15. Executive Session – Ms. Clark informed that at this time, the Board would adjourn to Executive Session for 25 minutes to discuss the following:

RCW 42.30.110 (1)(i)(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

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; and

RCW 42.30.110(1)(a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.

No action is anticipated as a result of the executive session, and the meeting will adjourn as soon as the session concludes.

- The Board adjourned to Executive Session at 2:20 pm
- At 2:45, the Clerk advised the Board requested an additional 5 minutes
- At 2:50, the Clerk advised the Board requested an additional 10 minutes
- At 3:00, the Board returned from Executive Session and the meeting was adjourned

16. Adjourn - With there being no further business to come before the Board, the Chair adjourned the meeting at 3:00 pm.

Respectfully submitted,



Dana Infalt
Clerk of the Authority