

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the January 14, 2026, Meeting

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/ Virtual Public Viewing Option

MEMBERS PRESENT

Lance Speirs, Small Cities Representative,
(Medical Lake), *Chair*
Kitty Klitzke, City of Spokane
Al French, Spokane County
Karl Otterstrom, STA CEO, *Ex Officio*

Financial

MEMBERS ABSENT

Tim Hattenburg, City of Spokane Valley
Non-Voting

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

Officer and Chief Information Officer

STAFF ABSENT

None

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson,
Van Wert & Oreskovich, P.C.

1. **CALL TO ORDER AND ROLL CALL**

Chair Speirs called the meeting to order at 1:30 p.m. Ms. Infalt conducted roll call.

2. **APPROVE COMMITTEE AGENDA**

Mr. French noted the date for the Board meeting should be updated to January 22, 2026, from January 15, 2026.

Mr. French moved to approve the agenda as amended. Ms. Klitzke seconded, and the motion passed unanimously.

3. **CHAIR'S COMMENTS**

None

4. COMMITTEE ACTION

A. December 10, 2025, Committee Meeting Minutes

Mr. French moved to approve the December 10, 2025, Committee meeting minutes as submitted. Ms. Klitzke seconded, and the motion passed unanimously.

5. APPOINTMENT OF BOARD MEMBERS AND CHAIRS TO PLANNING & DEVELOPMENT AND PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEES

The Committee reviewed the Board Chair’s proposed appointment of committee members and chairs to the Planning & Development and Performance Monitoring & External Relations Committees as outlined below. Staff noted they are awaiting confirmations from the City of Spokane and Liberty Lake jurisdictions.

Planning & Development Committee	Performance Monitoring & External Relations Committee
<p>Kitty Klitzke, City of Spokane, Chair Al French, Spokane County Pam Haley, City of Spokane Valley Sarah Dixit, City of Spokane Dan Dunne, Small Cities (Liberty Lake) <i>(Ex-Officio)</i> Elsa Martin, Small Cities (Cheney) <i>(Ex-Officio)</i> Rhonda Bowers, Labor Representative <i>(Non-Voting)</i> Karl Otterstrom, CEO <i>(Ex-Officio)</i></p>	<p>Tim Hattenburg, City of Spokane Valley, Chair Josh Kerns, Spokane County Zack Zappone, City of Spokane Michael Cathcart, City of Spokane Dan Sander, Small Cities (Millwood) <i>(Ex-Officio)</i> Bill Campbell, Small Cities (Airway Heights) <i>(Ex-Officio)</i> Karl Otterstrom, CEO <i>(Ex-Officio)</i></p>

Ms. Klitzke moved to recommend the Board confirm the Chair’s appointment of members to the Planning & Development and Performance Monitoring & External Relations Committees as presented, and confirm, Kitty Klitzke, City of Spokane, as Chair of the Planning & Development Committee and Tim Hattenburg, City of Spokane Valley, as Chair of the Performance Monitoring & External Relations Committee for 2026. Mr. French seconded, and the motion passed unanimously.

6. APPOINTMENT OF BOARD MEMBERS TO BOARD OPERATIONS COMMITTEE

Chair Speirs presented the recommended appointments to the Board Operations Committee which consisted of Mr. Speirs (Board Chair, Small Cities Medical Lake), Mr. Hattenburg (PMER Chair, City of Spokane Valley), Ms. Klitzke (P&D Chair, Chair Pro Tempore, City of Spokane), Mr. French (Spokane County), and CEO Mr. Otterstrom (ex-officio).

Mr. French moved to recommend the Board confirm the appointments made by the Board Chair to the Board Operations Committee, as presented. Ms. Klitzke seconded, and the motion passed unanimously.

7. COMMUNITY VAN PROGRAM

Mr. Rapez-Betty presented an overview of the proposed Community Van Program and explained the intent was to expand access and advance equity access across Spokane. He noted the conceptual model is envisioned to be an innovative, affordable, and flexible mobility option designed to support community partners where Fixed Route, Paratransit, and Rideshare services cannot. He explored some examples of use cases that included areas outside the PTBA, nonprofits with limited budgets, education and youth programs, workforce and training cohorts, and aging and disability services.

Mr. Rapez-Betty reviewed the delivery concept and explained what community van partners would be responsible for and the areas STA would provide, and then he shared a conceptual timeline for service delivery of the program. He touched on some ideas for how the success of the Community Van Program could be measured and reiterated this is a conceptual program being introduced.

Committee members discussed potential nonprofit organizations that may take advantage of the program. Mr. Otterstrom explained that although the FTA would not view this program as a federally funded program, STA is able to run this program under STA's charter as part of the Connect 2035 initiative. The Committee further discussed potential service areas, potential lifespan and maintenance of the vehicles, and vehicle telematics. The proposal includes a pilot program with four vans for nonprofit organizations with the option of expanding in the future. Staff expect to seek formal approval of the program later this spring.

8. NEW BOARD MEMBER ORIENTATION PROGRAM

Mr. Otterstrom presented an overview of the proposed new Board Member Orientation. The first session will be held January 15th and include key items. A second session will include a tour of the facilities, and a third session will be scheduled virtually to answer any questions new members may have after having attended a few meetings.

Committee members discussed the option of allowing new Board Members the experience of sitting in the driver's seat of a parked bus to understand perspectives of STA's Coach Operators. Mr. Otterstrom confirmed Board Members receive STA bus passes. Mr. Speirs reflected on how he enjoyed the STA tours when he was a new member.

9. BOARD OF DIRECTORS DRAFT AGENDA JANUARY 15, 2026

Item D. December 2025 Operating Indicators was removed from the agenda.

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA FEBRUARY 11, 2026

The Committee reviewed the draft agenda and briefly discussed item 5Ai. Board Member Travel – APTA Conferences to ensure it was presented in a timely manner to schedule travel.

11. CEO REPORT

Mr. Otterstrom presented the CEO report, noting that sales tax revenue was 1.1% above budget YTD at \$1.3M, 2.1% above the December 2024 actuals at \$0.2M, and 1.8% above 2024 actuals at \$2.1M. Mr. Hamud clarified that sales tax numbers are behind by two months and explained potential impacts to sales tax.

12. NEW BUSINESS

None

13. EXECUTIVE SESSION

Ms. Clark advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(g); "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee."

The Committee entered Executive Session at 2:13 p.m., with a 15-minute projected timeframe. At 2:28 p.m., 2 additional minutes were requested. At 2:30 p.m., 3 additional minutes were requested. At 2:33 p.m., the Executive Session ended, and the meeting reconvened in open session.

14. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 2:33 p.m.

Respectfully submitted,

Amie Blain

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