

STA BOARD MEETING

Approved Minutes of January 22, 2026, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Lance Speirs, Small Cities Medical Lake, *Chair*
Pam Haley, City of Spokane Valley
Josh Kerns, Spokane County
Kitty Klitzke, City of Spokane
Michael Cathcart, City of Spokane
Sarah Dixit, 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*
Elsa Martin, Small Cities Cheney-*ex-officio*
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Al French, Spokane County
Bill Campbell, Small Cities Airway Heights-*ex-officio*

STAFF PRESENT

Karl Otterstrom, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Emily Poole, 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, McMahon, Lamberson,
VanWert and Oreskovich, P.C.

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1. Call to Order and Roll Call – Chair Speirs 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
Mr. Hattenburg moved to approve an excused absence for Mr. Campbell. Ms. Haley seconded, and the motion passed unanimously.
 4. Approve Board Agenda
Mr. Hattenburg moved to approve the Updated Agenda as presented. Ms. Haley seconded, and the motion passed unanimously.

Chair Speirs read a prepared statement acknowledging an incident that occurred Sunday, January 18, in which a Spokane Transit double decker bus failed to clear the railroad viaduct on Cedar Street between 1st and 2nd Avenue resulting in the top of the bus striking the overpass. He expressed concern for those affected by the incident and gratitude for first responders. He noted that Mr. Otterstrom kept the Board apprised of developments throughout the day on Sunday and into Monday. Further, he emphasized that safety continues to be STA's highest priority, that an investigation is under way, and that STA anticipates further information will be shared with the public as it undergoes the investigation and implements any necessary interim safety measures.

5. Public Expressions were offered in person by Mr. Erik Lowe and he distributed a written copy of his expressions to board members and staff. A written expression was sent in by Mr. Kevin Jones of Cheney which was distributed to Board members. The Chair called 3 times for additional public expression comments. None were forthcoming.

6. Recognitions & Presentations

- A. Lisa McMaster, Paratransit Van Operator, Retirement – Mr. Rapez-Betty presented a summary of Ms. McMaster’s 30-year career with STA and wished her the best in retirement. Ms. McMaster was not in attendance for the meeting.
- B. Years of Service – 4th Quarter 2025 – Ms. Williams advised that STA recognizes employees who reach milestone anniversary dates at STA. She read the names of employees who had reached 5 year, 10 year, 20 year, and 30 year milestones of service during the final quarter of 2025.
- C. Employee Recognition Committee (ERC) 4th Quarter Awards – Ms. Williams reminded Board members that employees are nominated to Employee Recognition Committee (ERC) for embodying and displaying STA’s core values. She advised this is a prestigious award as it comes from being nominated by a peer. She listed winners for the months of September, October, November, and December 2025.

Board members and staff recognized Ms. McMaster on her retirement, and congratulated and recognized the Years of Service and ERC winners.

7. Board Action - Consent Agenda

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

- A. Minutes of December 18, 2025, STA Board Meeting – Corrections/Approval – Approved as presented.
- B. December 2025 Vouchers – Approved claims as listed.

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Vouchers (December)	Nos. 635602 – 636013	\$ 5,779,945.11
Worker’s Comp Vouchers (December)	ACH – 2286	\$ 213,281.75
Payroll 12/12/2025	ACH – 12/12/2025	\$ 3,055,617.95
Payroll 12/26/2025	ACH – 12/26/2025	\$ 2,401,142.84
WA State – DOR (Excise Tax)	ACH – 1767	\$ 6,411.60
WFG NATIONAL TITLE COMPANY OF EASTERN WA	ACH – 1767	\$ 1,402,266.06
DECEMBER TOTAL		\$ 12,858,665.31

- C. Public Works Contracts under \$35,000: Final Acceptance - Approve, by motion, acceptance of the attached contracts as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20250697	Plaza Fall Window Cleaning	ABM Industry Groups, LLC	\$2,601.19	11/8/2025
20252734	Plaza Sewer Ejector Pump Repair	RC Worst & Company, Inc.	\$751.64	12/4/2025
20250653	Plaza Drain Jetting	Bulldog Rooter, Inc.	\$11,659.52	12/9/2025
20252733	Plaza ADA Door Closer Repair	Marlin Windows, Inc.	\$2,189.00	12/18/2025
20253070	Plaza Annual Door Maintenance	Marin Windows, Inc.	\$4,274.25	12/18/2025
20251711	Boone NW Garage Exterior Wall Repair - Door 9	Garco Construction, Inc.	\$27,082.00	12/19/2025
20250359	Annual Camera & Badge Access Service Maintenance	Everon, LLC	\$20,165.00	12/31/2025

- D. Boone Security Camera Replacement: Final Acceptance - Approve, by motion, acceptance of the contract with Everon, LLC for the Boone Campus Security Camera 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. Plaza Rotunda 1 Furniture: Final Acceptance - Approve, by motion, acceptance of the contract with Business Interiors of Idaho, *dba* Freeform Interiors, for the Plaza Rotunda 1 Furniture Project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law.

8. Board Action – Other

- A. Election of Chair Pro Tempore – Chair Speirs noted the City of Spokane was the jurisdiction in the STA rotation for the 2027 Chair position. As such, the Chair Pro Tempore should be nominated from that jurisdiction. He requested a motion.

Mr. Zappone moved to approve Ms. Klitzke as Chair Pro Tempore for 2026. Mr. Cathcart seconded, and the motion passed unanimously. Note: Item 8A required and received a majority vote of 5

9. Board Action – Committee Recommendation

Board Operations Committee

- A. Confirmation of Appointment of Board Members and Chairs to the Planning & Development (P&D) and the Performance Monitoring and External Relations (PMER) Committees for 2026 – Chair Speirs presented his recommended appointments for Chairs and members of the P&D and PMER committees, as follows:

Planning & Development Committee: Chair: Kitty Klitzke; Members: Al French, Spokane County; Pam Haley, City of Spokane Valley; Sarah Dixit, City of Spokane; Dan Dunne, Small Cities Liberty Lake (ex-officio); Elsa Martin, Small Cities Cheney (ex-officio); and Rhonda Bowers, Labor Representative (non-voting).

Performance Monitoring & External Relations Committee: Chair: Tim Hattenburg, City of Spokane Valley; Members: Josh Kerns, Spokane County; Zack Zappone, City of Spokane; Michael Cathcart, City of Spokane; Dan Sander, Small Cities Millwood (ex-officio); Bill Campbell, Small Cities Airway Heights (ex-officio).

STA CEO Karl Otterstrom is a member of both committees in an ex-officio capacity.

Mr. Cathcart moved to approve the Board Chair’s committee Chair and member appointments to the Planning & Development and Performance Monitoring & External Relations committees as presented. Ms. Klitzke seconded, and the motion passed unanimously. Note: Item 9A required and received a majority vote of 5

- B. Confirmation of Appointment of Board Members to Board Operations Committee – Chair Speirs asked Legal Counsel to review the rules for representation on Board Operations.

Ms. Clark reminded the Board of the composition of Board Operations Committee which includes of the Chair of the Board, the Chairs of the PMER and P&D committees, the Chair Pro Tempore of the Board, and the STA CEO. Ms. Clark also noted that in any calendar year in which the composition listed does not include at least one director appointed by the legislative body of each of the governments or groups of governments appointing Directors to the Board, the Chair shall make such additional appointments as are needed to provide such representation.

The Chair recommended the appointment of Mr. French to represent Spokane County to ensure the appropriate representation. With that addition, the Board Operations committee will consist 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. Cathcart moved to approve the Board Chair appointments to the Board Operations Committee as presented. Mr. Hattenburg seconded, and the motion passed unanimously.

Note: Item 9B required and received a majority vote of 5

10. Board Operations Committee

A. Chair Report (*Chair Speirs*)

i. 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, 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. He also shared a conceptual timeline for service delivery of the program and touched on some ideas for how the success of the Community Van Program could be measured. He reiterated this is a conceptual program being introduced and asked Board Members if they had questions. Brief discussion ensued.

11. Planning & Development Committee - No report due to no January meeting

12. Performance Monitoring & External Relations Committee - No report due to no January meeting

13. CEO Report - Mr. Otterstrom advised Board members that Emily Poole had been offered and accepted the open position of Chief Planning and Development Officer. He welcomed her to the team and provided brief details of her background and experience.

Mr. Otterstrom reported that Fixed Route ridership increased 4.0% in December 2025 vs. December 2024. Year-to-date ridership in Fixed Route was up 2.6%. Zero-Fare youth ridership continues to grow, realizing a 13% increase in December 2025 vs. December 2024 and 10.8% increase year-to-date. Paratransit and Rideshare ridership saw increases of 5.4% and 9.1%, respectively in December 2025 vs. December 2024, and has increased 2.9% and 2.5% year-to-date.

December 2025 voter-approved sales tax revenue (October 2025 sales) was \$10,070,143 compared to a budget of \$9,756,226, for a 3.2% difference. Year-to-date, sales tax was 1.1% above budget.

Mr. Otterstrom shared monthly fare revenue by service type for a rolling 13 months through December 2025, as well as the financial revenue and expense charts that are included in the Board packets each month.

A federal transportation appropriations update was provided, along with a state legislative update. Mr. Otterstrom shared that the governor's proposed supplemental transportation budget (released 12/19/25) reinstated funding for continuing regional mobility grants in future years;

retaining all funding for existing STA projects. He discussed SB 6252, SB 5581, and SB 6253 and how STA and WSTA are watching.

A reminder of the upcoming Special Board Workshop on February 19 from 11:45 to 1:15 (with lunch being provided at 11:30) was provided. Mr. Otterstrom noted the topics of the Workshop will include Division Street BRT and Capital Improvement Grant process with an in-person update from Sherry Little of Cardinal Infrastructure. In addition, a Facilities Master Plan update will be provided.

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

14. Board Information

- A. Committee Minutes
- B. December 2025 Sales Tax Revenue
- C. November 2025 Financial Results Summary

15. Executive Session

Ms. Clark advised that the Board would adjourn to Executive Session for a term of 45 minutes to discuss the following:

- Pursuant to 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.
- Pursuant to RCW 42.30.110.(1)(i) (i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- Pursuant to RCW 42.30.140(4)(b) Planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining negotiations.

The Board adjourned to Executive Session at 2:30 and was expected to return at 3:15

At 3:15, the Clerk advised the Board had requested an additional 15 minutes and would return at 3:30

At 3:30, the Clerk advised the Board had requested an additional 5 minutes and would return at 3:35

The Board reconvened in open session at 3:38 pm. There was no action as a result of the Executive Session.

16. New Business - none

17. Board Member Expressions

Mr. Dunne thanked leadership for their communication regarding the recent accident, stating the cadence, tone, and channel were well presented.

Chair Speirs advised that the Clerk could provide board member contact information for all new members – he said he is available to help in any way and for new members to feel free to reach out to him with questions. He offered kudos to Mr. Rapez-Betty, Mr. Otterstrom, and the entire STA team on the updates and communications following the recent accident.

18. Adjourn

With there being no further business to come before the Board, the Chair adjourned the meeting at 3:43 pm.

Sincerely,

A handwritten signature in cursive script that reads "Dana Infalt".

Dana Infalt
Clerk of the Authority