

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the February 11, 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
Tim Hattenburg, City of Spokane Valley
Karl Otterstrom, STA CEO, *Ex Officio*

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 Financial
Officer and Chief Information Officer

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. Hattenburg moved to approve the agenda as presented. Mr. French seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

There were no questions or comments.

4. COMMITTEE ACTION/DISCUSSION

A. Minutes of the January 14, 2026, Committee Meeting

Mr. Hattenburg moved to approve the January 14, 2026, Committee meeting minutes as submitted. Ms. French seconded, and the motion passed unanimously.

B. 2026 Board Operations Committee Work Program

Mr. Otterstrom presented the 2026 Board Operations Committee Work Program to the Committee. Mr. Otterstrom provided background for the development of the program. Although not required, Committee members have expressed interest in continuing an annual work program. The work program is broken down into four buckets with each of the monthly agenda items falling into one of the four buckets. The Committee discussed a potential review of the Bylaws that is currently anticipated to occur later this year.

Mr. Hattenburg moved to approve the Board Operations Committee Work Program as presented. Mr. French seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. Consent Agenda

i. Facilities Department Print Shop Relocation Lease

Mr. Rapez-Betty presented the Facilities Department Print Shop Relocation Lease to the Committee. He provided background regarding current print shop responsibilities and the facilities they currently work in. The proposed location of the Print Shop is 230 W Boone Ave, Spokane, WA. Mr. Rapez-Betty reviewed proposed lease terms and benefits. This location is temporary until a permanent location is identified which will be part of STA's Facilities Master Plan. The Committee discussed the usage of the space at the temporary location, and Mr. Rapez-Betty confirmed the space will be adequately filled with staff and equipment. The cost of the new equipment is estimated around \$10,000 and will be funded from the Capital Improvement Program. This cost does not include new printers that will need to be purchased.

Mr. Hattenburg moved to recommend the Board of Directors authorize the CEO negotiate and execute a lease agreement for the Facilities Print Shop Expansion for a five-year term, plus two, three-year extension options, with an initial rate of \$8,000 per month with 3% escalation. Mr. French seconded, and the motion passed unanimously.

ii. BOARD MEMBER TRAVEL – 2026 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

Mr. Otterstrom presented the Board Member Travel to the 2026 APTA Conferences to the Committee. STA has budgeted \$3,000 per Board Member for 2026 conferences. Conferences include the Legislative Conference in Washington DC, from April 12-14, the Mobility Conference in Salt Lake City, UT, from May 17-20, the Transit Board Member/Transit Board Administrator Seminar in Detroit, MI, from Jul 18-22, and the APTA TRANSform Conference & Expo in Chicago, IL, from October 4-7. Mr. French suggested either traveling a day early or staying a day later for the conference in Salt Lake City, UT, to tour their TOD-related systems. Since the approval for the Board Member Travel doesn't specify dates, it is feasible to add extra days for other STA business.

Mr. French moved to recommend the Board approve, by motion, travel for Board Members to attend APTA conferences in 2026. Mr. Hattenburg seconded, and the motion passed unanimously.

6. COMMITTEE CHAIR REPORTS

A. Kitty Klitzke, Chair, Planning & Development (P&D)

Ms. Klitzke shared the items presented at the Planning & Development Committee meeting on February 4, 2026.

B. Tim Hattenburg, Chair, Performance Monitoring & External Relations (PMER)

Mr. Hattenburg shared the items presented at the Performance Monitoring & External Relations Committee meeting on February 4, 2026. The Committee noted Mr. Otterstrom received a phone call from Senator Patty Murray congratulating STA for being approved to receive funds for Division BRT during the PMER Committee meeting.

7. BOARD OF DIRECTORS DRAFT AGENDA FEBRUARY 19, 2026

The Committee reviewed the Board Draft Agenda for February 19, 2026. Mr. Otterstrom noted that although this is a light agenda, there is a Board Workshop prior to the meeting. He also brought attention to item 6A. Connect Spokane Minor Update: Draft Review and advised the draft is available on STA's website.

Mr. Hattenburg moved to approve the Board of Directors agenda as presented. Mr. French seconded, and the motion passed unanimously.

8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA MARCH 11, 2026

The Committee reviewed the Board Operations Draft Agenda for March 11, 2026, and noted the light agenda.

9. CEO REPORT

Mr. Otterstrom presented the CEO report, noting that sales tax revenue was 2.3% above budget YTD at \$0.2M, 5.4% above the January 2025 actuals at \$0.5M, and 5.4% above 2025 actuals at \$0.5M. Mr. Otterstrom shared information regarding the Pilot Service to Kootenai County, and explained a letter has been sent to the Kootenai County Board of County Commissioners regarding the pilot program. Kootenai County's response will determine whether the pilot project can move forward. Mr. Otterstrom noted Kootenai County's Board Meeting on Tuesday, February 10, did not address this letter or pilot program. He explained the cross-state service concept including the potential route, service days, and span. Mr. Otterstrom presented an update on the federal funding allocated for Division Street BRT. The enacted federal 2026 transportation budget bill allocates \$82M to the project. A Special Board Workshop will be held prior to the Board Meeting next Thursday, February 19, from 11:45 a.m. to 1:15 pm, after which the Board Meeting will be held from 1:30 p.m. to 3:00 p.m.

10. NEW BUSINESS

There was no new business.

11. EXECUTIVE SESSION

Ms. Clark advised the purpose of the executive session was in accordance with 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.”

The Committee entered Executive Session at 2:05 p.m., with a 10-minute projected timeframe. At 2:15 p.m., 5 additional minutes were requested. At 2:20 p.m., 4 additional minutes were requested. At 2:24 p.m., the Executive Session ended, and the meeting reconvened in open session.

12. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 2:24 p.m.

Respectfully submitted,

Amie Blain

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