



1230 W. Boone Avenue, Spokane, WA 99201  
(509) 328-RIDE | [www.spokanetransit.com](http://www.spokanetransit.com)

**BOARD OPERATIONS COMMITTEE MEETING**

Wednesday, February 11, 2026  
1:30 p.m. – 3:00 p.m.

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

**AGENDA**

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Speirs*)
3. Chair’s Comments (*Speirs*) (*5 minutes*)
4. Committee Action/Discussion (*10 minutes*)
  - A. Minutes of the January 14, 2026, Committee Meeting – Corrections/Approval
  - B. 2026 Board Operations Committee Work Program (*Otterstrom*)
5. Committee Action/Discussion (*20 minutes*)
  - A. Consent Agenda
    - i. Facilities Department Print Shop Relocation Lease (*Rapez-Betty*)
    - ii. Board Member Travel – 2026 American Public Transportation Association (APTA) Conferences (*Otterstrom*)
6. Committee Chair Reports (*10 minutes*)
  - A. Kitty Klitzke, Planning & Development
  - B. Tim Hattenburg, Performance Monitoring & External Relations
7. Board of Directors Draft February 19, 2026, Meeting Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)
8. Board Operations Committee Draft March 11, 2026, Meeting Agenda – Information (*Otterstrom*) (*5 minutes*)
9. CEO Report (*Otterstrom*) (*5 minutes*)
10. New Business
11. Executive Session (*Etter, McMahon*) (*10 minutes*)  
*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*
12. Adjourn

Next Committee Meeting: Wednesday, March 11, 2026, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link: <a href="#">Join here</a>	
Meeting ID: 213 068 861 809 7	Call-in Number: 1-509-824-1714
Password: RZ66Gk7u	Conference ID: 906 909 811#

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA’s website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.



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Approve Agenda
Meeting Date: February 11, 2026
Agenda Item: <b>2</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** APPROVE COMMITTEE AGENDA  
**Submitted by:** Lance Speirs, STA Board Chair

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**Purpose:** For decision.  
**Recommendation:** Approve Board Operations Committee agenda.  
**Attachments and/or Online Links:** February 11, 2026, Board Operations Committee Agenda

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**SUMMARY:** At this time, the Board Operations Committee will review and approve the meeting agenda with any revisions provided.



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Chair Report
Meeting Date: February 11, 2026
Agenda Item: <b>3</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS  
**Submitted by:** Lance Speirs, STA Board Chair

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**Purpose:** For information.  
**Recommendation:** n/a  
**Attachments and/or  
Online Links:** n/a

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**SUMMARY:** At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.



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Committee Action
Meeting Date: February 11, 2026
Agenda Item: <b>4A</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** MINUTES OF THE JANUARY 14, 2026, COMMITTEE MEETING – CORRECTIONS AND/OR APPROVAL  
**Submitted by:** Lance Speirs, STA Board Chair

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**Purpose:** For decision.  
**Recommendation:** Corrections and/or approval.  
**Attachments and/or Online Links:** January 14, 2026, Board Operations Committee Draft Minutes

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**SUMMARY:** The January 14, 2026, draft meeting minutes are attached for your information and correction and/or approval.

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

**BOARD OPERATIONS COMMITTEE MEETING**

Draft 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.

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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><b>Kitty Klitzke, City of Spokane, Chair</b>                      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><b>Tim Hattenburg, City of Spokane Valley, Chair</b>                      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 15<sup>th</sup> 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



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Committee Action
Meeting Date: February 11, 2026
Agenda Item: <b>4B</b>

**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** 2026 BOARD OPERATIONS COMMITTEE WORK PROGRAM  
**Submitted by:** Karl Otterstrom, Chief Executive Officer

**Purpose:** For decision.  
**Recommendation:** Approve the Board Operations Committee Work program as presented.  
**Attachments and/or Online Links:** Draft 2026 Board Operations Committee Work Program

**SUMMARY:** In December 2025, the CEO presented a draft 2026 Board Operations Committee Work Program for Committee input to be considered and approved in February 2026.

**BACKGROUND:** STA Board Resolution No. 832-24 states the Board Operations Committee is responsible for the effective functioning of the Board of Directors and the Board-CEO working relationship, among other duties assigned therein. In 2024, the Committee approved a work program to aid in calendaring its activities and ensuring key activities are considered. While not required, Committee members have continued to express a desire to have an annual work program.

In October 2025, the CEO introduced the opportunity to develop a Work Program for 2026 and received initial input from Committee members. In November 2026, the CEO presented a preliminary Work Program, proposing to organize activities into four topical areas, or Work Program “buckets,” as follows:

- Board Governance
- CEO Performance
- Board Leadership
- Other Activities

Built from past guidance from the Committee, the final Work Program is being brought forward for approval by the Board Operations Committee today.

**SPOKANE TRANSIT AUTHORITY**

**Staff Report:** Agenda Item **4B**

**Presented to:** Board Operations Committee

**SUBJECT:** 2026 BOARD OPERATIONS COMMITTEE WORK PROGRAM

**Board Operations Work Program “Buckets”**



Board Governance  
(BG)



CEO Performance  
(CEO)



Board Leadership  
(BL)



Other Activity  
(OA)

Month	Agenda Item/Related Activity	
February	2026 Work program approval	● (OA)
	CEO/Chair orientation with new members	● (BL)
	Identify/recommend Board member attendance at APTA and other travel	● (BL)
March	Board member facility tours	● (BL)
April	Board member facility tours	● (BL)
May	HB 1418 Board composition discussion	● (BG)
June	Bylaws Review – Initial draft	● (BG)
July	Bylaws Review – Revised draft for Board review and input	● (BG)
September	Bylaws Review – Proposed Bylaw revisions for recommendation, adoption by Board	● (BG)
October	Board leadership feedback and review discussion	● (BL)
November	CEO performance review	● (CEO)
	2027 Work program draft review	● (OA)
December	CEO Performance review	● (CEO)
	2027 Work program revised draft	● (OA)
January	Committee assignments, including committee chairs	● (BG)



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Committee Recommendation-Board Consent
Meeting Date: February 11, 2026
Agenda Item: <b>5Ai</b>

**Presented To:** Board Operations Committee

**Referral Committee:** n/a

**Title:** FACILITIES DEPARTMENT PRINT SHOP RELOCATION LEASE

**Submitted by:** Brandon Rapez-Betty, Chief Operations Officer  
Brian Jennings, Director of Community Development

**Purpose:** For decision.

**Recommendation:** Recommend the Board of Directors authorize the CEO to negotiate and execute a lease agreement for the STA Facilities Print Shop for a five-year term, plus two (2) three-year extension options, with an initial rate not to exceed \$8,000 per month, with 3% annual escalation thereafter.

**Attachments and/or Online Links:** n/a

**SUMMARY:** STA is seeking authorization to execute a lease of office and workspace for the STA Facilities Print Shop beginning in Q1 2026, for a total possible term of five (5) years.

**BACKGROUND:** STA operates an in-house Print Shop to a broad range of signage and related printing. This includes all bus stop signage, bus wraps and other STA vehicle decals, vinyl applications for multiple station amenities, temporary signage, public outreach and communication materials, window treatments, building signage, and other various needs.

Current space available to the STA Facilities Print Shop is limited to approximately 500 square feet. As part of the recent analysis completed for the Facilities Master Plan, the Print Shop was determined to be operating with a substantial space deficit. Staff commenced the search for a suitable Print Shop location in November of 2025 and identified a property approximately two-thirds of a mile east of STA’s campus that meets the specifications and operational needs located at 230 W. Boone Avenue.

The Print Shop in the leased building would utilize approximately 4,800 SF, which meets the optimal space requirements. The additional capacity will greatly improve productivity and print quality. Negotiations with the property owner have settled on \$20 per square foot (\$96,000 annually, \$8,000 per month) for an initial term of five years, with options for two three-year terms. Funding would be derived from local funds in the adopted operating budget.



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Board Action-Consent Agenda
Meeting Date: February 11, 2026
Agenda Item: <b>5Aii</b>

**Presented To:** Board Operations Committee

**Referral Committee:** n/a

**Title:** BOARD MEMBER TRAVEL – 2026 AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) CONFERENCES

**Submitted by:** Karl Otterstrom, Chief Executive Officer

**Purpose:** For decision.

**Recommendation:** Recommend the Board approve, by motion, travel for Board members to attend APTA conferences in 2026.

**Attachments and/or Online Links:** n/a

**SUMMARY:** The STA Bylaws require Board approval for Board member travel.

The American Public Transportation Association (APTA) has scheduled its 2026 conferences as listed below:

- Legislative Conference in Washington, D.C., April 12-14, 2026. In addition to the conference, there may be opportunities for staff and Board members to meet with legislators and Federal Transit Administration (FTA) staff
- Mobility Conference, Salt Lake City, UT, May 17-20, 2026
- Transit Board Member/Transit Board Administrator (TBM/TBA) Seminar, Detroit, Michigan, July 17-20, 2026
- APTA TRANSform Conference & EXPO, Chicago, Illinois, October 4-7, 2026

STA has budgeted for Board members to attend APTA conferences in the year 2026, at an approximate cost of \$3,000 each.



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Committee Information
Meeting Date: February 11, 2026
Agenda Item: <b>6A</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT  
**Submitted by:** Kitty Klitzke, Chair, Planning & Development

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**Purpose:** Receive report.  
**Recommendation:** n/a  
**Attachments and/or Online Links:** February 4, 2026, Planning & Development Committee Agenda  
March 4, 2026, Planning & Development Committee Draft Agenda

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**SUMMARY:** At this time, the Committee Chair will review the February 4, 2026, committee meeting and draft March 4, 2026, meeting agenda as part of the report. Agendas are attached.



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**PLANNING & DEVELOPMENT COMMITTEE MEETING**

Wednesday, February 4, 2026  
1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

**AGENDA**

1. Call to Order and Roll Call (*Chair*)
2. Committee Chair Report
3. Committee Action (*5 minutes*)
  - A. Minutes of December 3, 2025, Committee Meeting - *Corrections/Approval*
4. Committee Action – Recommendation
  - A. Board Action - Consent Agenda
  - B. Board Action – Other/Committee Recommendation
5. Reports to Committee (*50 minutes*)
  - A. 2026 Planning & Development Committee Work Program: Review (*Poole*)
  - B. 2027-2032 Transit Development Plan: Overview (*Poole*)
  - C. Wellesley Corridor Development Plan: Report on Existing Conditions and Upcoming Engagement (*Poole*)
  - D. Connect Spokane Minor Update: Draft Review (*Poole*)
  - E. Transit Oriented Development Pilot Update (*Poole*)
  - F. Redistribution of Federal Transit Administration Section 5310 Funds for 2021-2024 (*Poole*)
  - G. February Board Workshop Preview (*Otterstrom*)
6. CEO Report (*Otterstrom*) (*15 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
8. Review March 4, 2026, Meeting Draft Agenda (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Member Expressions (*5 minutes*)
11. Adjourn

Next Planning & Development Committee Meeting: Wednesday, March 4, 2026, at 10:00 a.m.

Optional Virtual Link:	<a href="#">Join the meeting now</a>	
Meeting ID:	240 765 453 499 37	Call-in Number: 1-509-824-1714
Password:	q4bo3f7v	Conference ID: 228 756 876#

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 4, 2026

10:00 a.m. – 11:30 a.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
  - A. Minutes of the February 4, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda *(5 minutes)*
    1. Connect Spokane Minor Update: Final Draft Recommendation *(Poole)*
  - B. Board Discussion Agenda - *none*
5. Report to Committee *(40 minutes)*
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Poole)*
  - B. Connect 2035 Strategic Plan: Draft Amendment *(Poole)*
  - C. Five Mile Mobility Hub Update *(Poole)*
  - D. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach *(Poole)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review April 1, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 1, 2026, at 10:00 a.m. in person.

Optional Virtual Link: [Join the meeting now](#)

Meeting ID: XXX XXX XXX XXX X

Password: XXXXXXXX

Call-in Number: 1-509-824-1714

Conference ID: XXX XXX XXX

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Committee Information
Meeting Date: February 11, 2026
Agenda Item: <b>6B</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE CHAIR REPORT  
**Submitted by:** Tim Hattenburg, Chair, Performance Monitoring & External Relations

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**Purpose:** Receive report.  
**Recommendation:** n/a  
**Attachments and/or Online Links:** February 4, 2026, Performance Monitoring & Relations Committee Agenda  
March 4, 2026, Performance Monitoring & Relations Committee Draft Agenda

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**SUMMARY:** At this time, the Committee Chair will review the February 4, 2026, committee meeting and draft March 4, 2026, meeting agenda as part of the report. Agendas are attached.



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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, February 4, 2026  
1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### AGENDA

1. Call to Order and Roll Call (*Chair*)
2. Committee Chair Report
3. Committee Action (*5 minutes*)
  - A. Minutes of December 3, 2025, Committee Meeting - *Corrections/Approval*
4. Committee Action – Recommendation (*10 minutes*)
  - A. Board Action - Consent Agenda
    1. High Performance Transit Markers & Light Poles: Award of Contract (*Poole*)
    2. Technology Master Plan Development Services: Award of Contract (*Peterson*)
  - B. Board Action – Other/Committee Recommendation (*none*)
5. Reports to Committee (*50 minutes*)
  - A. Legislative Update (*Cortright/Poole*)
  - B. 2025 Fixed Route Rider Survey Results (*Cortright*)
  - C. 2026 Service Revisions Outreach Update (*Poole*)
  - D. Connect 2035 Funding Requirements Public Outreach Plan Update (*Cortright*)
6. CEO Report (Otterstrom) (*10 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
  - A. December 2025 Operating Indicators (*Rapez-Betty*)
  - B. January 2026 Sales Tax Revenue (*Hamud*)
  - C. 4th Quarter 2025 Service Planning Public Input Report (*Poole*)
8. Review March 4, 2026, Meeting Draft Agenda (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members’ Expressions (*5 minutes*)
11. Adjourn

Next PMER Committee Meeting: Wednesday, March 4, 2026, at 1:30 p.m.

Virtual Link: [Join the meeting now](#)

Meeting ID: 261 057 756 795 96

Password: vY7rk3Rr

Call-in Number: 1-509-824-1714

Conference ID: 220 371 401#

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## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, March 4, 2026  
1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### DRAFT AGENDA

1. Call to Order and Roll Call (*Chair*)
2. Committee Chair Report
3. Committee Action (*5 minutes*)
  - A. Minutes of February 4, 2026, Committee Meeting - *Corrections/Approval*
4. Committee Action – Recommendation (*5 minutes*)
  - A. Board Action - Consent Agenda
    1. Public Transportation Agency Safety Plan (PTASP) (*Williams*)
  - B. Board Action – Other/Committee Recommendation (*none*)
5. Reports to Committee (*55 minutes*)
  - A. Title 2025 Year-End Performance Measures (*Rapez-Betty*)
  - B. Opportunity Fare Program Update (*Cortright*)
  - C. 2025 State Audit Timeline (*Hamud*)
  - D. 2026 Service Revision Final Report Review (*Poole*)
  - E. Legislative Update (*Cortright/Poole*)
  - F. 2025 Unaudited Year-End Financial Report (*Hamud*)
  - G. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (Otterstrom) (*10 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
  - A. January 2026 Operating Indicators (*Rapez-Betty*)
  - B. January 2026 Financial Results Summary
  - C. February 2026 Sales Tax Revenue (*Hamud*)
  - D. Meadowglenn Layover Project Order Update (*Poole*)
8. Review April 1, 2026, Meeting Draft Agenda (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members’ Expressions (*5 minutes*)
11. Adjourn

Next PMER Committee Meeting: Wednesday, April 1, 2026, at 1:30 p.m.

Virtual Link: [Join the meeting now](#)

Meeting ID: 261 057 756 795 96

Password: yY7rk3Rr

Call-in Number: 1-509-824-1714

Conference ID: 220 371 401#

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Committee Action
Meeting Date: February 11, 2026
Agenda Item: <b>7</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** BOARD OF DIRECTORS DRAFT FEBRUARY 19, 2026, MEETING AGENDA  
**Submitted by:** Karl Otterstrom, Chief Executive Officer

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**Purpose:** For decision.  
**Recommendation:** Corrections and/or approval.  
**Attachments and/or Online Links:** February 19, 2026, Board Draft Agenda

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**SUMMARY:** The Board of Directors draft meeting agenda for February 19, 2026, is attached for the Committee’s information, correction and/or approval.



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## BOARD MEETING

Thursday, February 19, 2026  
1:30 – 3:00 p.m.

**STA Boardroom**  
**1230 West Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link on Page 2*

## DRAFT AGENDA

1. Call to Order and Roll Call (*Chair Speirs*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair Speirs*)
5. Public Expressions
6. Public Hearing: *10 minutes*
  - A. Connect Spokane Minor Update: Draft Review (*Emily Poole*)
7. Recognitions & Presentations
  - A. FTA Section 5310 Subrecipient Recognition (*Emily Poole*)
  - B. Robert Setterlund, Journeyman Vehicle Technician, Retirement (*Brandon Rapez-Betty*)
  - C. CommuterSmart NW Award Presentation (*Karl Otterstrom*)
8. Board Action - Consent Agenda: *5 minutes*
  - A. Minutes of January 19, 2026, STA Board Meeting – Corrections/Approval
  - B. Approval of the January 2026 Vouchers (*Robert Hamud*)
  - C. Public Works Contracts under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
  - D. South Union Fence Repair & Replacement: Final Acceptance (*Jordan Hayes-Horton*)
  - E. High Performance Transit Markers & Light Poles: Award of Contract (*Emily Poole*)
  - F. Technology Master Plan Development Services: Award of Contract (*Kade Peterson*)
  - G. Board Member Travel – American Public Transportation Association (APTA) Conferences (*Karl Otterstrom*)
  - H. Facilities Department Print Shop Relocation Lease (*Brandon Rapez-Betty*)
9. Board Operations Committee: *5 minutes*
  - A. Chair Report (*Chair Speirs*)
10. Planning & Development Committee: *5 minutes*
  - A. Chair Report (*Chair Klitzke*)
11. Performance Monitoring & External Relations Committee: *5 minutes*
  - A. Chair Report (*Chair Hattenburg*)
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
  - A. Committee Minutes
  - B. January 2026 Sales Tax Revenue (*Robert Hamud*)
  - C. December 2025 Financial Results Summary (*Robert Hamud*)
  - D. December 2025 Operating Indicators (*Brandon Rapez-Betty*)
  - E. 2025 Fixed Route Rider Survey Results (*Carly Cortright*)
  - F. 2026 Board Operations Committee Work Program (*Karl Otterstrom*)
  - G. 2026 Planning & Development Committee Work Program: Review (*Emily Poole*)
  - H. 2026 Service Revisions Outreach Update (*Emily Poole*)
  - I. 2027-2032 Transit Development Plan: Overview (*Emily Poole*)
  - J. 4Q 2025 Service Planning Public Input Report (*Emily Poole*)
  - K. Connect 2035 Funding Requirements Public Outreach Plan Update (*Carly Cortright*)
  - L. Legislative Update (*Emily Poole*)
  - M. Redistribution of FTA Section 5310 Funds for 2021-2024 (*Emily Poole*)
  - N. Transit Oriented Development Pilot Update (*Emily Poole*)
  - O. Wellesley Corridor Development Plan: Report on Existing Conditions and Upcoming Engagement (*Emily Poole*)
  
14. Executive Session (*Etter, McMahon*): 10 minutes  
*At this time, the Board will adjourn to Executive Session, pursuant to 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*
  
15. New Business
16. Board Member Expressions
17. Adjourn (*Chair*)

Optional Virtual link:	<a href="#">Click Here to Join Virtually</a>	
Password:	<b>Members:</b> 2026	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: 2497 844 2549

Cable 5 Broadcast Dates and Times of February 19, 2026, Board Meeting:

Saturday, February 21, 2026	4:00 p.m.
Monday, February 23, 2026	10:00 a.m.
Tuesday, February 24, 2026	8:00 p.m.

Next Committee Meetings, Wednesday:

Planning & Development	March 4, 2026, 10:00 a.m.
Performance Monitoring & External Relations	March 4, 2026, 1:30 p.m.
Board Operations	March 11, 2026, 1:30 p.m.

Next STA Board Meeting:

Thursday, March 19, 2025, 11:30am and 1:30pm, STA Boardroom, 1230 West Boone Avenue, Spokane, Washington (A virtual joining option will be available for all Committee and Board meetings)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting on STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). A video of the Board meeting may be viewed on the website the week after the meeting. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Anyone wishing to address the Board of Directors on a specific subject at a Board meeting may do so by submitting written comments to the STA Chair of the Board (1230 West Boone Avenue, Spokane, WA 99201-2686) 24 hours prior to the Board meeting. Mail addressed to the Board of Directors will be distributed by STA at its next meeting. Mail addressed to a named Board Member will be forwarded to the Board Member, unopened. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least for



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Committee Information
Meeting Date: February 11, 2026
Agenda Item: <b>8</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** BOARD OPERATIONS COMMITTEE DRAFT MARCH 11, 2026, MEETING AGENDA  
**Submitted by:** Karl Otterstrom, Chief Executive Officer

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**Purpose:** For decision.  
**Recommendation:** n/a  
**Attachments and/or Online Links:** March 11, 2026, Board Operations Committee Draft Agenda

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**SUMMARY:** The Board Operations Committee draft meeting agenda for March 11, 2026, is attached for your information.



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**BOARD OPERATIONS COMMITTEE MEETING**

Wednesday, March 11, 2026  
1:30 p.m. – 3:00 p.m.

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

**DRAFT AGENDA**

1. Call to Order and Roll Call
2. Approve Committee Agenda (*Speirs*)
3. Chair’s Comments (*Speirs*) (5 minutes)
4. Committee Action/Discussion (10 minutes)
  - A. Minutes of the February 11, 2026, Committee Meeting – Corrections/Approval
  - B. Board Operations Policy Review Cycle (*Otterstrom*)
5. Committee Chair Reports (10 minutes)
  - A. Kitty Klitzke, Planning & Development
  - B. Tim Hattenburg, Performance Monitoring & External Relations
6. Board of Directors Draft March 19, 2026, Meeting Agenda – Corrections/Approval (*Otterstrom*) (5 minutes)
7. Board Operations Committee Draft April 8, 2026, Meeting Agenda – Information (*Otterstrom*) (5 minutes)
8. CEO Report (*Otterstrom*) (5 minutes)
9. New Business
10. Adjourn

Next Committee Meeting: Wednesday, April 8, 2026, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link: [Join here](#)

Meeting ID: 213 068 861 809 7

Password: RZ66Gk7u

Call-in Number: 1-509-824-1714

Conference ID: 906 909 811#

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CEO Report
Meeting Date: February 11, 2026
Agenda Item: 9

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** CEO REPORT  
**Submitted by:** Karl Otterstrom, Chief Executive Officer

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**Purpose:** For information.  
**Recommendation:** n/a  
**Attachments and/or  
Online Links:** n/a

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**SUMMARY:** At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.



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New Business
Meeting Date: February 11, 2026
Agenda Item: <b>10</b>

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**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** NEW BUSINESS  
**Submitted by:** Karl Otterstrom, Chief Executive Officer

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**Purpose:** For information.  
**Recommendation:** n/a  
**Attachments and/or  
Online Links:** n/a

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**SUMMARY:** At this time, the Committee will have the opportunity to discuss new business relating to Board Operations.



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Executive Session
Meeting Date: February 11, 2026
Agenda Item: <b>11</b>

**Presented To:** Board Operations Committee  
**Referral Committee:** n/a  
**Title:** EXECUTIVE SESSION  
**Submitted by:** Karl Otterstrom, Chief Executive Officer

**Purpose:** For information.  
**Recommendation:** n/a  
**Attachments and/or Online Links:** n/a

**SUMMARY:** At this time, in accordance with RCW 42.30.110(1)(b) the Board Operations Committee will adjourn to Executive Session for the purpose of:

*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 STA Board of Directors will reconvene in open session at approximately \_\_\_\_\_ p.m. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the STA Board will reconvene.

If any action is to be taken as a result of discussions in the executive session, that action will occur at the open public meeting.