

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

**BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the March 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, 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.

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

3. **CHAIR'S COMMENTS**

There were no questions or comments.

4. **COMMITTEE ACTION/DISCUSSION**

A. **Minutes of the February 11, 2026, Committee Meeting**

**Mr. Hattenburg moved to approve the February 11, 2026, Committee meeting minutes as submitted. Mr. French seconded, and the motion passed unanimously.**

Ms. Klitzke arrived at 1:35 p.m.

5. BOARD OPERATIONS POLICY REVIEW CYCLE

Mr. Otterstrom presented the Board Operations Policy Review Cycle to the Committee, which included the list of current governance policies and associated resolution numbers, prior approval and review dates, and a proposed timeline. The timeline included the Public Transportation Improvement Conference (PTIC) and the quadrennial meeting of the member jurisdictions of the Spokane County Public Transportation Benefit Area (PTBA). Mr. French noted the other jurisdictions will be updating their 20-year comprehensive plans by December 31, 2026, which will also include revisiting the urban growth area. In the past, the PTBA boundaries have been aligned to include urban growth areas, recognizing transit as a key urban service. Mr. French requested to change the due date of the Public Transportation Improvement Conference (PTIC) to January 2027 to allow the jurisdictions to complete their comprehensive plans. Ms. Clark advised there is flexibility in the PTIC timeline. Mr. Otterstrom advised the last time the PTBA was adjusted to accommodate the urban growth areas was 2006, and he expects it would take multiple sessions to determine any changes to the boundaries of the PTBA. Mr. Otterstrom sought input on potential Bylaw changes from Committee members in advance of the June 2026 Board Operations Committee meeting, with a final proposed version for adoption estimated in September 2026.

6. APRIL 1, 2026, STA BOARD WORKSHOP AGENDA REVIEW

Mr. Otterstrom shared the April 1, 2026, STA Board Workshop Agenda with the Committee and provided updates on the Connect 2035 Outreach, financial outlook and considerations, and sales tax reauthorization. The Committee discussed STA Board attendance at the Council of Governments meeting scheduled for the morning of April 1, and the potential conflict with the regular Planning & Development Committee meeting. Ms. Klitzke expressed her thoughts that the entire STA Board attend. Mr. Otterstrom also explained the timeline needed for the sales tax reauthorization if a ballot measure moves forward this year. This timeline will be discussed in more detail at the April Board Workshop.

7. PUBLIC RECORDS INDEX UNDUE BURDEN DETERMINATIONS – RESOLUTION

Mr. Hamud explained this resolution is a housekeeping item and aims to remove the burden of maintaining an index of public records. Ms. Clark further explained the recent increase of public record requests for these indexes. Without a resolution indicating this undue burden for an agency, the agency is out of compliance if an index is not in place. Ms. Clark confirmed STA has not received a public records request for an index recently. Ms. Clark further explained this resolution does not relate to the keeping of the records themselves, only for an index of those records.

**Mr. Hattenburg moved to recommend the STA Board adopt a resolution determining the creation and maintenance of a public records index to be unduly burdensome. Ms. Klitzke seconded, and the motion passed unanimously.**

8. COMMITTEE CHAIR REPORTS

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

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

Mr. Otterstrom advised that the PMER Committee recommended the agenda item for the Paratransit Operating Strategy be moved to the Board for discussion without a recommendation. Mr. Rapez-Betty shared some of the concerns from the PMER Committee members that included contractor cost growth over time as compared to STA's cost growth over time and cost projections, and he advised that additional information would be presented at the Board meeting in March.

9. BOARD OF DIRECTORS DRAFT AGENDA MARCH 19, 2026

The Committee reviewed the Board Draft Agenda for March 19, 2026. Ms. Infalt noted the increase in minutes to the Executive Session from 10 to 30 minutes, and the addition of a collective bargaining discussion, too.

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

10. BOARD OPERATIONS COMMITTEE DRAFT AGENDA APRIL 8, 2026

The Committee reviewed the Board Operations Draft Agenda for April 8, 2026. Mr. Otterstrom noted the "Sales Tax Renewal Ballot Proposition – Resolution" item will be based on results from the Board Workshop on April 1, 2026.

11. CEO REPORT

Mr. Otterstrom presented the CEO report, noting that sales tax revenue was 2.4% above budget YTD at \$0.5M, 5.6% above the February 2025 actuals at \$0.6M, and 5.5% above 2025 actuals at \$1.1M. Mr. Hamud explained retail sales were up significantly in January year over year, however construction was down year over year. Mr. Otterstrom explained the new state taxes imposed in October 2025 are contributing to the strong numbers for December 2025. The Committee agreed the new state millionaire's tax should be considered for STA's future revenues. Mr. Otterstrom clarified that tax takes effect in 2029, and the Committee discussed potential impacts to cities and counties.

Mr. Otterstrom shared the legislative update regarding the 2025-2027 Supplemental Budget (ESSB 6005) released that morning. Mr. Otterstrom highlighted the section declaring "The legislature deems that a voter-approved phased-in reauthorization of existing sales tax authority that maintains current levels of service hours, does not constitute a delay or suspension of voter-approved taxes under RCW 47.66.140." Mr. Otterstrom further explained this is a Yes/No vote and is expected to pass within the next 24 hours. The Committee discussed how this could impact STA's sales tax reauthorization timeline.

12. NEW BUSINESS

There was no new business.

13. 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 2:10 p.m., with a 20-minute projected timeframe. At 2:30 p.m. the Executive Session was extended by 5 minutes. At 2:35 p.m., an additional 5-minute extension was requested. At 2:40 p.m., the Executive Session ended, and the Committee reconvened in open session.

14. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 2:40 p.m.

Respectfully submitted,

*Amie Blain*

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