



1230 W. Boone Avenue, Spokane, WA 99201
(509) 328-RIDE | www.spokanetransit.com

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, April 8, 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 (5 minutes)
 - A. Minutes of the March 11, 2026, Committee Meeting – Corrections/Approval
5. APTA Legislative Conference Overview (*Otterstrom*) (10 minutes)
6. Sales Tax Renewal Authorization: Resolution (*Otterstrom*) (30 minutes)
7. Committee Chair Reports (10 minutes)
 - A. Kitty Klitzke, Planning & Development
 - B. Tim Hattenburg, Performance Monitoring & External Relations
8. Board of Directors Draft April 16, 2026, Meeting Agenda – Corrections/Approval (*Otterstrom*) (5 minutes)
9. Board Operations Committee Draft May 13, 2026, Meeting Agenda – Information (*Otterstrom*) (5 minutes)
10. CEO Report (*Otterstrom*) (5 minutes)
11. New Business
12. Executive Session (*Etter, McMahon*) (15 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
13. Adjourn

Next Committee Meeting: Wednesday, May 13, 2026, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link: Join here	
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. 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. 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: April 8, 2026
Agenda Item: 2

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

Purpose: For decision.
Recommendation: Approve Board Operations Committee agenda.
Attachments and/or Online Links: APRIL 8, 2026, BOARD OPERATIONS COMMITTEE AGENDA

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: April 8, 2026
Agenda Item: 3

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

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

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: April 8, 2026
Agenda Item: 4A

Presented To: Board Operations Committee
Referral Committee: n/a
Title: MINUTES OF THE MARCH 11, 2026, COMMITTEE MEETING – CORRECTIONS AND/OR APPROVAL
Submitted by: Lance Speirs, STA Board Chair

Purpose: For decision.
Recommendation: Corrections and/or approval.
Attachments and/or Online Links: MARCH 11, 2026, BOARD OPERATIONS COMMITTEE DRAFT MINUTES

SUMMARY: The March 11, 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 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.

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



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Report to Committee

Meeting Date: April 8, 2026

Agenda Item: **5**

Presented To: Board Operations Committee
Referral Committee: n/a
Title: APTA LEGISLATIVE CONFERENCE OVERVIEW
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: Receive report.
Recommendation: n/a
**Attachments and/or
Online Links:** n/a

SUMMARY: At this time, Cardinal Infrastructure Managing Partner, Sherry Little, will join the group virtually to provide an update on the APTA Legislative Conference occurring April 12 through 15, in Washington, DC.



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Report to Committee
Meeting Date: April 8, 2026
Agenda Item: 6

Presented To: Board Operations Committee
Referral Committee: n/a
Title: SALES TAX RENEWAL AUTHORIZATION: RESOLUTION
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For decision.
Recommendation: No staff recommendation provided.
Attachments and/or Online Links: DRAFT RESOLUTION CONCERNING SALES TAX REAUTHORIZATION PROPOSITION

SUMMARY: Staff request guidance from the Committee on how to arrange a Board discussion about a future ballot proposition for renewal of the sales tax. As described below, this proposed discussion is preceded by extensive engagement with the Board and the community on the funding requirements to maintain and enhance public transportation in the region.

Board Resolution No. 818-24 established the Board’s financial framework for finalizing the *Connect 2035* plan, which was first adopted in December 2024. The resolution concluded that STA should plan to seek renewal of the existing voter-approved sales tax that has funded service increases and the overall delivery of the *STA Moving Forward Plan*, while leveraging STA’s financial position to deliver initiatives that support the strategic goals of *Connect 2035*.

Over the past six months, the Board has convened three workshop sessions to understand the funding requirements for maintaining service and enhancing public transportation. Staff conducted outreach to local jurisdictions and community members on the opportunities and requirements while gathering additional input. That additional input, in part, has resulted in recommended amendments to *Connect 2035* (recommended for approval by the Planning & Development Committee on April 2, 2026), and confirmation of broad public support for continued investment in public transportation.

At the Board workshop held on April 2, 2026, staff presented analyses indicating the financial expectations associated with maintaining and enhancing transit, the potential impacts of a temporary sales tax holiday, and a draft ballot title. Staff indicated the discussion would be referred to the Board Operations Committee to seek guidance and direction prior to revisiting the topic with the entire Board.

RESOLUTION NO. XXX-26

A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA AT THE PRIMARY ELECTION TO BE HELD ON AUGUST 4, 2026, OF A PROPOSITION REAUTHORIZING SPOKANE TRANSIT AUTHORITY TO COLLECT UP TO 2/10 OF 1% SALES TAX, FIRST AUTHORIZED BY VOTERS IN 2016, FOR THE PURPOSE OF MAINTAINING AND ENHANCING PUBLIC TRANSPORTATION SERVICES THROUGHOUT THE REGION; AND OTHER MATTERS PROPERLY RELATED THERETO.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, in prior elections, most recently on November 8, 2016, voters approved local funding with the purpose of providing quality and cost-effective public service and funding public transportation serving Spokane's transportation benefit area, and to implement the projects and purposes of a strategic planned known as *STA Moving Forward*;

WHEREAS, the local funding approved by voters in 2016 has been utilized to implement a significant increase in transit service, fulfilling the planned investments identified in the *STA Moving Forward* plan as amended, and other services, programs and activities generally consistent with Connect Spokane, STA's Comprehensive Plans;

WHEREAS, as a result of implementation of the *STA Moving Forward* plan, STA now provides more bus service than ever in its history, connecting people to more jobs and services, delivering bus rapid transit service on other high performance transit corridors, expanding the quality and frequency of service, extending paratransit service to new areas, and supporting an effective rideshare program;

WHEREAS, the Spokane Regional Transportation Council (SRTC) Metropolitan Transportation Plan: Horizon 2050, referencing the Washington State Office of Financial Management population forecasts, anticipates that Spokane County will grow by nearly 120,000 persons by the year 2050, with employment expected to grow at a higher rate, with regional activity centers, such as the West Plains/Spokane Airport, Fairchild Air Force Base, Northeast Spokane, and Spokane's Central Business District playing a central role in travel patterns;

WHEREAS, Spokane County is expected to complete the North Spokane Corridor in 2030, which will connect I-90 to US-2 and US-395, enabling the full implementation of bus rapid transit on Division Street in the near future;

WHEREAS, the local funding approved by voters in 2016 will expire on December 31, 2028, unless renewed in accordance with RCW 82.14.045;

WHEREAS, STA has developed and adopted a new strategic plan, *Connect 2035*, to maintain and enhance public transportation through 2035, seeking to advance goals to “elevate the customer experience, lead and collaborate with community partners to enhance the quality of life in our region, and strengthen our capacity to anticipate and respond to the demands of the region;”

WHEREAS, the STA Board of Directors has identified the sales and use tax as an authorized source of revenue and finds it is in the best interests and welfare of the inhabitants of STA’s public transportation benefit area to sustain the general scope of STA service and infrastructure, and carry out the investments and initiatives included in the *Connect 2035* plan and further finds, after reviewing all the funding methods within its authority, it would not be possible to implement said plan without maintaining the collection of voter-approved sales and use tax;

WHEREAS, with voter approval, STA shall be reauthorized to collect sales and use tax of up to two-tenths of one percent, as first authorized in November 2016 (STA’s existing sales tax authority), which will be used to maintain and enhance the existing transit system, including fixed-route bus, paratransit and rideshare services, and improve and expand the availability of public transportation through new modes and programs, and provide for essential transit support facilities;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. Findings.

The STA Board hereby finds that the best interests of the inhabitants of STA’s public transportation benefit area require STA be reauthorized to collect sales and use tax through this Resolution in the amount of two-tenths of one percent (0.2%) pursuant to RCW 82.12.045 for the purpose of providing a portion of the funds necessary to finance public transportation.

It is further found that the best interests of the citizens of the Spokane region, the users of STA's public transportation system, and the economic interests of the Spokane region require the submission to the qualified electors of STA a proposition of whether STA shall be reauthorized to collect sales and use tax of up to two-tenths of one percent (0.2%) first authorized in November 2016 (STA’s existing sales tax authority).

It is further found that, in consideration of the broader public interest in essential community services which promote public safety and health, and which are provided by or on behalf of Spokane County and its several municipalities, the reauthorization of the existing sales tax authority may be phased in during a period of no more than three years, subject to the phase-in provisions found in Section 3 of this resolution and consistent with the parameters set forth in Section 220(7) of SB 6005, as enacted by the 2025-2026 Washington State Legislature.

It is further found that the funding approved by the qualified electors shall be used to maintain and enhance the existing transit system, including fixed-route bus, paratransit and rideshare services, and improve and expand the availability of public transportation through new modes and programs, and provide for essential transit support facilities.

Section 2. Use of Proceeds. Upon approval of the reauthorization of the sales and use tax of two-tenths of one percent (0.2%) first approved in 2016, STA intends to continue providing quality and cost-effective public transportation services (as authorized in Ch. 36.57A RCW) as part of its general comprehensive plan, and improve and expand services as part of *Connect 2035* to best serve the public transportation benefit area, as amended from time to time to meet changed conditions and requirements.

Section 3. Phase-in Provisions. Subject to voter approval of the reauthorization of existing sales tax authority, the Board may adopt, by resolution, a phased-in implementation of said tax, effectively suspending the collection of up to 1/10 of 1% sales tax for a period of time that may begin no sooner than April 1, 2027, and extended no later than March 31, 2030. It is the intent of the Board that any phased-in implementation of the reauthorization of existing sales tax authority shall be coordinated with the effective date of a new sales and use tax that may be collected on behalf of Spokane County or its several municipalities for the purposes of public safety and health, and done in such manner as to preserve the eligibility of STA to receive state grant funding, including but not limited to that which is authorized under RCW 47.66.140 for transit support grants, as modified within the parameters set forth in Section 220(7) of SB 6005, as enacted by 2025-2026 Washington State Legislature.

Section 4. Calling of Election. The Spokane County Auditor, as ex officio supervisor of elections in Spokane County, Washington, is requested to submit to the qualified electors of STA for approval or rejection at the primary election to be held on August 4, 2026, a proposition reauthorizing sales and use tax of up to 2/10th of 1% (0.2%) within the limitations established by RCW 82.14.045.

Upon approval of the voters of the proposition hereinafter set forth, STA may use proceeds of such sales and use tax to fund the costs of public transportation, as more particularly described in this Resolution.

The Clerk of the Authority is hereby authorized and directed to certify a proposition to Spokane County Elections, as ex-officio supervisor of elections in Spokane County, Washington, in substantially the following form:

SPOKANE TRANSIT AUTHORITY
PROPOSITION NO. 1
MAINTENANCE AND ENHANCEMENT OF PUBLIC TRANSPORTATION SERVICES

The Spokane Transit Authority Board of Directors passed Resolution No. XXX-26 concerning reauthorizing sales and use tax funding for public transportation services.

This proposition would reauthorize existing voter-approved sales tax authority to maintain and enhance the existing transit system, expand the availability of public transportation through new modes and programs, and provide for essential transit support facilities; permitting a phased-in collection of the sales and use tax of up to 2/10th of 1% (0.2%), first authorized by voters in 2016, currently set to expire on December 31, 2028, unless renewed, as permitted under RCW 82.14.045.

Should this proposition be approved?

YES

NO

For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the STA Board of Directors hereby designates: (a) the Clerk of the Authority; and (b) STA's Legal Counsel, as the individuals to whom such notice should be provided. Legal Counsel and the Clerk of the Authority are each authorized individually to approve changes to the ballot title, if any, deemed necessary by the Spokane County Auditor.

The Clerk of the Authority is authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's or clerical errors, references, numbering, section/subsection numbers, and any reference thereto.

The proper STA officials are authorized to perform such duties as are necessary or required by law to submit the question of whether the collection of the 0.2% of sales and use tax shall be approved, as provided in this Resolution, to the electors at the August 4, 2026, primary election.

Section 5. Local Voters’ Pamphlet Authorized. The preparation and distribution of a local voters’ pamphlet providing information on the foregoing ballot measure is hereby authorized. The pamphlet shall include an explanatory statement and arguments advocating approval and disapproval of the ballot measure, if any. In accordance with RCW 29A.32.280, the arguments advocating approval and rejection of the ballot measure shall be prepared by committees appointed by STA’s Board of Directors. Each committee shall be composed of not more than three persons; however, a committee may seek the advice of any person or persons.

Section 6. Effective Date. This resolution shall take effect and be in force immediately upon passage.

Section 7. Severability. In the event any one or more of the provisions of this Resolution shall for any reason be held to be invalid, such invalidity shall not affect or invalidate any other provision of this Resolution, but this Resolution shall be construed and enforced as if such invalid provision had not been contained herein; provided that any provision which shall for any reason be held to be invalid shall be deemed to be in effect to the extent permitted by law.

ADOPTED by the Board of Directors of Spokane Transit Authority at a regular meeting thereof held on the ___ day of _____ 2026.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel



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Committee Information
Meeting Date: April 8, 2026
Agenda Item: 7A

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

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: APRIL 2, 2026, SPECIAL PLANNING & DEVELOPMENT COMMITTEE AGENDA
MAY 6, 2026, PLANNING & DEVELOPMENT COMMITTEE DRAFT AGENDA

SUMMARY: At this time, the Committee Chair will review the April 2, 2026, special committee meeting and draft May 6, 2026, meeting agenda as part of the report. Agendas are attached.

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

SPECIAL PLANNING & DEVELOPMENT COMMITTEE MEETING

Thursday, April 2, 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
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 4, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
 - A. Board Action - Consent Agenda *(20 minutes)*
 1. Connect 2035 Strategic Plan: Amendment Adoption (Resolution) *(Poole)*
 2. Special Revenue & Reserve Fund Designations (Resolution) *(Hamud)*
 - B. Board Action – Other/Committee Recommendation
5. Report to Committee *(45 minutes)*
 - A. 2027-2032 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions *(Hamud)*
 - B. 2027-2032 Transit Development Plan: Tactical Framework *(Poole)*
 - C. Wellesley Corridor Development Plan: Engagement and Analysis Update *(Poole)*
 - D. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Poole)*
 - E. Facilities Master Plan Update *(Rapez-Betty)*
6. CEO Report *(Otterstrom) (5 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review May 6, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, May 6, 2026, at 10:00 a.m. in person.

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

Meeting ID: 240 765 453 499 37

Password: q4bo3f7v

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

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, May 6, 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 April 2, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
 - A. Board Action - Consent Agenda *(5 minutes)*
 - B. Board Action – Other/Committee Recommendation
5. Report to Committee *(40 minutes)*
 - A. 2027-2032 Transit Development Plan *(Poole)*
 - i. Proposed 2027-2029 Service Improvements
 - ii. Proposed 2027-2032 Capital Improvements Program
 - iii. Review Financial Forecast
 - B. Transit Oriented Development: Pilot Project Update *(Poole)*
 - C. Facilities Master Plan Phase 2: Capital Program Update *(Rapez-Betty)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review June 3, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 3, 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: April 8, 2026
Agenda Item: 7B

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

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: APRIL 1, 2026, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE AGENDA
MAY 6, 2026, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE DRAFT AGENDA

SUMMARY: At this time, the Committee Chair will review the April 1, 2026, committee meeting and draft May 6, 2026, meeting agenda as part of the report. Agendas are attached.



1230 W. Boone Avenue, Spokane, WA 99201
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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 1, 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 (*20 minutes*)
 - A. Minutes of February 4, 2026, Committee Meeting - *Corrections/Approval*
 - B. Mobility on Demand Pilot Service Operations: Scope of Work Approval (*Poole*)
4. Committee Action – Recommendation (*none*)
 - A. Board Action - Consent Agenda
 - B. Board Action – Other/Committee Recommendation (*none*)
5. Reports to Committee (*45 minutes*)
 - ~~A. 2026-2027 Workforce Development Plan (*Williams*)~~
 - B. Safety & Security/STA Security Direct App Update (*Williams*)
 - C. STA Plaza Smoking Section Pilot Closure (*Williams*)
6. CEO Report (Otterstrom) (*10 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
 - A. February 2026 Operating Indicators (*Rapez-Betty*)
 - B. February 2026 Financial Results Summary (*Hamud*)
 - C. March Sale Tax Revenue (*Hamud*)
 - D. May 2026 Service Change (*Poole*)
 - E. 2026 Communications Plan Update (*Cortright*)
 - F. Legislative Update (*Cortright/Poole*)
 - G. 2026 Community Engagement Event Update (*Cortright*)
8. Review May 6, 2026, Meeting Draft Agenda (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members' Expressions (*5 minutes*)
11. Adjourn
12. Next PMER Committee Meeting: Wednesday, May 6, 2026, at 1:30 p.m.

Virtual Link: [April PMER Committee Meeting](#)

Meeting ID: 261 057 756 795 96

Password: yY7rk3Rr |

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

Conference ID: 220 371 401#

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: 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. 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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.



1230 W. Boone Avenue, Spokane, WA 99201
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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, May 6, 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 (*10 minutes*)
 - A. Minutes of April 1, 2026, Committee Meeting - *Corrections/Approval*
 - B. Battery Electric Bus Charging Infrastructure Route 9: Scope of Work Approval (*Poole*)
4. Committee Action – Recommendation (*25 minutes*)
 - A. Board Action - Consent Agenda
 1. Community Van Program Guidelines (*Rapez-Betty*)
 2. Public Transportation Agency Safety Plan (PTASP) (*Williams*)
 3. Battery Electric Bus Charging Infrastructure Route 9: Equipment Purchase (*Poole*)
 - B. Board Action – Other/Committee Recommendation (*none*)
5. Reports to Committee (*30 minutes*)
 - A. 2026-2027 Workforce Development Plan (*Williams*)
 - B. FIFA Plans (*Cortright/Rapez-Betty*)
 - C. 2025 Fixed Route System Performance Report (*Poole*)
 - D. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (Otterstrom) (*10 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
 - A. March 2026 Operating Indicators (*Rapez-Betty*)
 - B. March 2026 Financial Results Summary (*Hamud*)
 - C. April Sale Tax Revenue (*Hamud*)
 - D. 1st Quarter 2026 Service Planning Input Report (*Poole*)
8. Review June 3, 2026, Meeting Draft Agenda (*5 minutes*)
9. New Business (*5 minutes*)
10. Committee Members’ Expressions (*5 minutes*)
11. Adjourn
12. Next PMER Committee Meeting: Wednesday, June 3, 2026, at 1:30 p.m.

Virtual Link: [INSERT LINK HERE](#)

Meeting ID: 261 057 756 795 96

Password: yY7rk3Rr |

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

Conference ID: 220 371 401#

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA’s website: 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. 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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.



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Committee Action
Meeting Date: April 8, 2026
Agenda Item: 8

Presented To: Board Operations Committee
Referral Committee: n/a
Title: BOARD OF DIRECTORS DRAFT APRIL 16, 2026, MEETING AGENDA
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For decision.
Recommendation: Corrections and/or approval.
Attachments and/or Online Links: APRIL 16, 2026, BOARD DRAFT AGENDA

SUMMARY: The Board of Directors draft meeting agenda for April 16, 2026, is attached for the Committee's information, correction and/or approval.



1230 W. Boone Avenue, Spokane, WA 99201
(509) 328-RIDE | www.spokanetransit.com

BOARD MEETING

Thursday, April 16, 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*)
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda (*Chair*)
5. Public Expressions
6. Recognitions and Presentations: *10 minutes*
 - A. Paul Hoffman, Sr. Training Instructor, Retirement (*Nancy Williams*)
 - B. Years of Service Recognition-1Q 2026 (*Nancy Williams*)
 - C. Employee Recognition Awards 1Q 2026 (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of March 19, 2026, STA Board Meeting– Corrections/Approval
 - B. Approval of March 2025 Vouchers (*Robert Hamud*)
 - C. Public Works Contracts Under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. Connect 2035 Strategic Plan: Amendment Adoption - Resolution (*Emily Poole*)
 - E. S. Union Roofing Repair & Replacement: Final Acceptance (*Jordan Hayes-Horton*)
 - F. Special Revenue & Reserve Fund Designation – Resolution (*Robert Hamud*)
8. Board Action – Other: *20 minutes*
 - A. Sales Tax Renewal Authorization (*Karl Otterstrom*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Speirs*)
10. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Kitty Klitzke*)
 - i. 2027-2032 Transit Development Plan: Review Preliminary Revenue & Expenditure Forecast Assumptions (*Emily Poole*)
11. Performance Monitoring & External Relations Committee: *5 minutes*
 - A. Chair Report (*Tim Hattenburg*)
12. CEO Report: *15 minutes*

13. Board Information – no action or discussion
 - A. Committee Minutes
 - B. March 2026 Sales Tax Revenue (*Robert Hamud*)
 - C. February 2026 Financial Results Summary (*Robert Hamud*)
 - D. February 2026 Operating Indicators (*Brandon Ropez-Betty*)
 - E. May 2026 Service Change (*Emily Poole*)
 - F. STA Plaza Smoking Section Update (*Brandon Ropez-Betty*)
 - G. Legislative Update (*Emily Poole*)
 - H. 2026 Community Engagement Event Update (*Carly Cortright*)
 - I. Safety and Security / STA Direct App Update (*Nancy Williams*)
 - J. Wellesley Corridor Development Plan: Engagement & Analysis Update (*Emily Poole*)
 - K. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Emily Poole*)
 - L. 2027-2032 Transit Development Plan: Tactical Framework (*Emily Poole*)
14. Executive Session: *10 minutes*

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)

Cable 5 Broadcast Dates and Times of April 16, 2026, Board Meeting:

Saturday, April 18, 2026 - 4:00 p.m.

Monday, April 20, 2026 - 10:00 a.m.

Tuesday, April 21, 2026 - 8:00 p.m.

May Committee Meetings, Wednesday:

Planning & Development, May 6, 2026 - 10:00 a.m.

Performance Monitoring & External Relations, May 6, 2026 - 10:00 a.m.

Board Operations, May 13, 2026 - 1:30 p.m.

May Board Meeting:

Thursday, May 21, 2026, 1:30 p.m. 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. 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. 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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Committee Information
Meeting Date: April 8, 2026
Agenda Item: 9

Presented To: Board Operations Committee
Referral Committee: n/a
Title: BOARD OPERATIONS COMMITTEE DRAFT MAY 13, 2026, MEETING AGENDA
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For decision.
Recommendation: n/a
Attachments and/or Online Links: MAY 13, 2026, BOARD OPERATIONS COMMITTEE DRAFT AGENDA

SUMMARY: The Board Operations Committee draft meeting agenda for May 13, 2026, is attached for your information.



1230 W. Boone Avenue, Spokane, WA 99201
(509) 328-RIDE | www.spokanetransit.com

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, May 13, 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 (*5 minutes*)
 - A. Minutes of the April 8, 2026, Committee Meeting – Corrections/Approval
5. Board Composition (*Otterstrom*) (*10 minutes*)
6. Public Records Index Undue Burden Determination: Resolution (*Hamud*) (*30 minutes*)
7. STA Bylaws Review (*Otterstrom*) (*15 minutes*)
8. Committee Chair Reports (*10 minutes*)
 - A. Kitty Klitzke, Planning & Development
 - B. Tim Hattenburg, Performance Monitoring & External Relations
9. Board of Directors Draft April 16, 2026, Meeting Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)
10. Board Operations Committee Draft June 10, 2026, Meeting Agenda – Information (*Otterstrom*) (*5 minutes*)
11. CEO Report (*Otterstrom*) (*5 minutes*)
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, June 10, 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: April 8, 2026
Agenda Item: 10

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

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

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: April 8, 2026
Agenda Item: 11

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

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

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



1230 W. Boone Avenue, Spokane, WA 99201
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Executive Session
Meeting Date: April 8, 2026
Agenda Item: 12

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.