

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

BOARD OPERATIONS COMMITTEE MEETING

Minutes of the May 13, 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
Robert Hamud, Chief Financial Officer
Dana Infalt, Clerk of the Authority
Amie Blain, Executive Assistant to the Chief Financial
Officer and Chief Information Officer

STAFF ABSENT

Nancy Williams, Chief Human Resources 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**

The Executive Session was cancelled and removed from the agenda.

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

3. **CHAIR'S COMMENTS**

There were no questions or comments.

4. COMMITTEE ACTION/DISCUSSION

A. Minutes of the April 8, 2026, Committee Meeting

Mr. French moved to approve the April 8, 2026, Committee meeting minutes as submitted. Mr. Hattenburg seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. CONSENT AGENDA

i. Bus Stop Site Improvements Property Acquisition (Resolution)

Ms. Poole introduced Mr. Brian Jennings who presented the Bus Stop Site Improvements Property Acquisition (Resolution) to the Committee. Mr. Jennings shared the background, overview, and requirements for the real property acquisition process. Ms. Clark clarified the meaning of “condemnation proceedings.” She explained if a property agreement cannot be reached with the property owner, STA has the option of using its eminent domain power, however, no condemnation proceedings advance without prior Board authorization. Ms. Clark further elaborated on the scope of the resolution, which provides flexibility for the varying property rights STA acquires to place shelters and other improvements at bus stops, and that typically, these property rights do not result in a need to property parcel that is distinct from public right of way.

Mr. Hattenburg moved to recommend the Board authorize, by resolution, the Chief Executive Officer to negotiate and execute all documents necessary to purchase any necessary property interests in connection with bus stop site improvements for the projects identified therein for parcels where the purchase price does not exceed \$25,000 per parcel. Mr. French seconded, and the motion passed unanimously.

6. BOARD COMPOSITION – PRELIMINARY GUIDANCE

Mr. Otterstrom introduced the Board Composition – Preliminary Guidance to the Committee. Ms. Clark provided an overview of HB 1418 regarding adding two transit-using members to the governing body of a public transportation benefit area (PTBA) authority within Washington State. She described the composition allowed under RCW 36.57A.050(3)(b). Ms. Clark further discussed considerations for STA, STA’s Board, and any potential new members. She shared information regarding other agencies within Washington State and their actions resulting from this bill. If the two additional transit-using members were added to STA’s Board, STA’s Bylaws, committee functions and guidelines, appointment procedures and processes, and Citizen Advisory Committee (CAC) processes would need to be updated. Chair Speirs shared he would appreciate jurisdictional input before moving forward with an STA Board discussion. He requested a list of the required updates to provide to the jurisdictions as talking points. Mr. French discussed the impact of the two positions and their decisions as they are not elected positions. Ms. Klitzke expressed the need for workshops and a menu of requirements to take a logical, step-by-step approach to making this decision. Mr. Hattenburg shared his support for all the committee member comments expressed thus far. He shared that Mr. Dan Brown from the Citizen Advisory Committee (CAC) attended the Performance Monitoring & External Relations Committee (PMER) meeting on May 6, 2026, sharing the difficulty of maintaining membership for the CAC. Mr. Hattenburg expressed concern about the challenge of balancing these two positions between the jurisdictions. Mr. French noted that when the tribes were added to the Spokane Regional Transportation Council (SRTC), it took approximately a full year to complete that

process. He also shared concern about this decision impacting the upcoming vote for reauthorizing STA's sales tax initiative. Mr. Otterstrom acknowledged the need for a Board Workshop as well as input from member jurisdictions providing materials to Board members for the jurisdictions. In consideration of feedback, Mr. Otterstrom suggested revisiting the topic in September and preparing for further engagement on the matter with the full Board, potentially through a special Board workshop. Ms. Klitzke recommended waiting to seek input from the jurisdictions until after Board engagement on the matter. She also suggested preparing alternative scenarios for future discussions, while being mindful of staff resources.

7. BOARD MEMBER ORIENTATION STATUS UPDATE

Mr. Otterstrom presented the Board Member Orientation status update to the Committee. He shared the activities and respective dates for the three newest Board Members, Councilmember Sarah Dixit, Mayor Elsa Martin, and Councilmember Bill Campbell. Mr. French recommended the bus tour include existing and future transit centers across the region to provide insight into the regional system. Chair Speirs suggested having the bus tours after a Board or Committee meeting for convenience. Mr. French also noted there are differences between the City Line buses and routes versus other buses and routes, and he noted the benefit of those different experiences.

8. PUBLIC RECORDS INDEX UNDUE BURDEN DETERMINATION (RESOLUTION)

Mr. Hamud presented the Public Records Index Undue Burden Determination (Resolution) to the Committee. He shared background on the Public Records Act and the requirement in RCW 42.56.070(3) requiring local agencies to maintain and make available for public inspection and copying, a current index for specific records. Mr. Hamud further explained this resolution does not alter or impact the way STA processes public records requests or impede the public's access to public records, and it brings STA into compliance with the Public Records Act by publishing a formal notice of our current practices. Mr. Hamud provided a list of other agencies and their adoptions of similar resolutions.

The Committee agreed to remove this item from the Board Consent Agenda to allow a full review by the Board at the Board meeting on May 21, 2026.

Mr. Hattenburg moved to recommend the Board adopt, by Resolution, the determination that the creation and maintenance of a public records index is unduly burdensome. Mr. French seconded, and the motion passed unanimously.

9. COMMITTEE CHAIR REPORTS

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

Ms. Poole shared the items presented at the Special Planning & Development Committee meeting on May 6, 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 May 6, 2026. The Committee discussed vacancies on the Citizen Advisory Committee (CAC). Dr. Cortright noted that discussion will take place at the CAC meeting later that evening during the regularly scheduled meeting time on May 13, 2026, between 5:00 p.m. and 6:30 p.m. Mr. Hattenburg commended STA staff on adapting routes for the upcoming FIFA World Cup activities planned for Spokane. Dr. Cortright advised the Committee she will receive additional details regarding STA's coordination for the events at future briefings.

10. BOARD OF DIRECTORS DRAFT MAY 21, 2026, MEETING AGENDA

The Committee reviewed the Board Draft Agenda for May 21, 2026. Mr. Otterstrom noted item 7I. *Public Records Index Undue Burden Determination (Resolution) 859-26* will be removed from the Consent Agenda and moved to Board Action.

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

11. BOARD OPERATIONS COMMITTEE DRAFT JUNE 10, 2026, MEETING AGENDA

The Committee reviewed the Board Operations Draft Agenda for June 10, 2026, with no suggested changes.

12. CEO REPORT

Mr. Otterstrom presented the CEO report, noting that sales tax revenue was 2.4% above budget year-to-date (YTD) at \$0.9M, 8.8% above the April 2025 actuals at \$0.7M, and 5.4% above 2025 actuals at \$2.0M. Mr. French shared that Spokane County's sales tax for the first quarter recognized a jump in sales tax due to RV sales, which he noted is most likely not sustainable. Mr. Otterstrom explained that the sales tax report provided to the Board each month breaks the information down by major economic sectors for more insight into the sales tax information.

Mr. Otterstrom suggested holding a Board Workshop on July 16, 2026, or another date that works better for Board members, to cover 2027 guidance including a budget overview and an annual action plan. The Committee was agreeable to holding it before the Board Operations Committee meeting on July 8, 2026.

13. NEW BUSINESS

There was no new business.

14. 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 2:39 p.m., with a 15-minute projected timeframe. At 2:54 p.m., 9 additional minutes were requested. At 3:03 p.m., the Executive Session ended, and the meeting reconvened in open session.

15. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:03 p.m.

Respectfully submitted,

Amie Blain

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