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

STA BOARD MEETING

Minutes of May 21, 2026, Meeting
STA Boardroom with Virtual Joining Option

MEMBERS PRESENT

Lance Speirs, Small Cities Medical Lake, *Chair*
Pam Haley, City of Spokane Valley
Josh Kerns, Spokane County *(Virtual)*
Kitty Klitzke, City of Spokane
Sarah Dixit, City of Spokane *(Virtual)*
Tim Hattenburg, City of Spokane Valley
Zack Zappone, City of Spokane
Michael Cathcart, City of Spokane
Dan Dunne, Small Cities Liberty Lake ex-officio
Dan Sander, Small Cities Millwood-ex-officio
Elsa Martin, Small Cities Cheney-ex-officio *(Virtual)*
Bill Campbell, Small Cities Airway Heights-ex-officio
Rhonda Bowers, Labor Representative, *Non-Voting*

MEMBERS ABSENT

Al French, Spokane County

STAFF PRESENT

Karl Otterstrom, Chief Executive Officer
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

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, VanWert and Oreskovich, P.C.

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1. Call to Order and Roll Call - Chair Speirs call the meeting to order at 1:31 PM and the Clerk conducted roll call.
2. Pledge of Allegiance – Board members, staff, and guests stood for the pledge of allegiance.
3. Excused Absences – There were no excused absences requested.
4. Approve Board Agenda –Chair Speirs noted the addition to the agenda of 2 items for Executive Session. **Ms. Haley moved to approve the Board Agenda as updated. Mr. Hattenburg seconded, and the motion passed unanimously.**
5. Public Expressions – The Chair advised that pursuant to RCW 29B.45.010, speakers may not use this public comment period to support or oppose any candidate or ballot measure. The Chair may interrupt comments that do not comply with this requirement.

   Mr. Erik Lowe and Ms. Tonya Comstock provided public expressions.
6. Recognitions and Presentations
   A. Mr. Rapez-Betty recognized John Ehnes, Facilities Electrician, and congratulated him on his retirement and thanked him for his 20-year career. The Board and staff wished him the best in his retirement.
   B. Mr. Rapez-Betty recognized Linda Hansen, Next Day Scheduler, and congratulated her on her retirement. He thanked Ms. Hansen for her 30-year career with STA and wished her the best in retirement.

C. Employee Recognition Committee - 1Q 2026 Awards - Nancy Williams reminded the Board that employees are nominated by their peers for embodying and displaying STA's core values. She read the names of employees awarded in January: Raul Zaragoza, Fixed Route Coach Operator, Brad Sevey, Journeyman Vehicle Technician, Josh Martindale, Fixed Route Supervisor; and February: Gage Robertson-Hathaway, Paratransit Van Operator, Wyatt Ingles, Facilities Laborer, and Aleksey Lapid, Fixed Route Coach operator.

7. Board Action – Consent Agenda

Mr. Hattenburg moved to approve the Board Consent Agenda items 7A through 7H. Ms. Haley seconded and the motioned passed unanimously.

A. Minutes of April 1, 2026, STA Special Board Workshop – Corrections/Approval
B. Minutes of April 16, 2026, STA Board Meeting – Corrections/Approval
C. Minutes of April 29, 2026, STA Special Board Meeting – Corrections/Approval
D. Approval of April 2026 Vouchers - Approve claims as listed below:

DESCRIPTION	VOUCHER/ACH NUMBERS	AMOUNT
Accounts Payable Bouchers (April)	Nos. 637288-637771	$ 5,144,289.17
Worker's Comp Vouchers (April)	ACH – 2286	$ 159,293.83
Payroll 04/03/2026	ACH – 04/03/2026	$ 2,974,030.42
Payroll 04/17/2026	ACH – 04/17/2026	$ 2,464,350.40
WA State – DOR (Excise Tax)	ACH – 1767	$ 29,871.46
APRIL TOTAL		**$ 10,771,835.28**

E. Public Works Contracts Under $35,000: Final Acceptance – Approved acceptance of the contracts below as complete and authorize release of retainage security subject to receipt of Department of Labor & Industries approved prevailing wage affidavits.

Purchase Order/ Contract Number	Project Description	Contractor	Purchase Order/ Contract Value	Substantial Completion Date of the Work
20260150	Plaza Sprinkler Troubleshoot & Repair	Patriot Fire Protection, Inc.	$1,518.67	2/3/2026
20260283	Plaza Riverside Skywalk Window Cleaning	Northwest Center Services	$844.68	2/4/2026
20260151	Plaza Plumbing Repair	Bulldog Rooter, Inc.	$940.44	4/22/2026
20252763	Fixed Route Supervisor Room Lockers	Leslie Enterprises, Inc.	$18,547.00	5/4/2026

F. Public Transportation Agency Safety Plan-Approval of 2026 Update (Resolution 857-26) - Approved, by Resolution 857-26, the STA Public Transportation Agency Safety Plan as presented.
G. Battery Electric Bus On-Route Charging: Equipment Purchase - Approved, by motion, the sole source purchase of charging equipment necessary for the Battery Electric Bus On-Route Charging project.
H. Bus Stop Site Improvements Property Acquisition (Resolution 858-26) - Approved, by Resolution 858-26, the Chief Executive Officer 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.

8. Board Action – Other

   I. Public Records Index Undue Burden Determination (Resolution 859-26) – Mr. Hamud presented a recap of prior Board action and approval of Resolution 853-26 in March that determined the creation and maintenance of a public records index was unduly burdensome. This resolution set an expiration date of June 19, 2026 as the Board requested additional information prior to approving a more permanent resolution.

      Mr. Hamud reviewed RCW 42.56.070 (3) *Documents and Indexes to be made public requiring an index be maintained* and RCW 42.56.070 (4) *that allows a local agency to determine maintaining the index would be unduly burdensome*. He explained that STA records exist in multiple formats, in a variety of diverse, and complex databases and electronic systems within every department of the agency. He advised that STA records management retention policy ensures compliance with the Public Records Act and public requests for records. He also mentioned that modern technology allows STA to locate and produce records quickly, making the need for an index obsolete and unduly burdensome.

      Mr. Hamud shared information on the local jurisdictions that have adopted similar resolutions prior to providing staff's recommendation to adopt, by Resolution 859-26, the determination that the creation and maintenance of a public records index is unduly burdensome.

      Chair Speirs legal counsel if there was anything to add. Ms. Clark noted adopting this resolution is permitted by the law and its passage actually ensures that STA is in compliance in order to move forward. She clarified the records encompassed include all correspondence, factual reports and studies, planning policies, and goals - all documents that STA does maintain and utilize. To keep an actual physical index of all the records would take an extensive amount of time.

      Discussion ensued.

      Mr. Zappone moved to adopt, by Resolution 859-26, the determination that the creation and maintenance of a public records index is unduly burdensome. Mr. Hattenburg seconded, and the motion passed unanimously.

9. <u>Board Operations Committee</u>

   A. Chair Report – Chair Speirs advised the Board Operations Committee discussed bus stop site improvements, property acquisitions, preliminary guidance for board compositions. There was a status update on the new board member orientations and a brief discussion about how to structure that in the future.

10. <u>Planning & Development Committee</u>

   A. Chair Report – Ms. Klitzke reviewed the items presented at the Planning & Development (P&D) Committee meeting and noted that staff will provide a brief on the TDP items shared at the P&D meeting.

      <u>2027-2032 Transit Development Plan</u>

      a) Proposed 2027-2029 Service Improvements – Ms. Poole presented and shared the project timeline, an introduction to the Service Improvement Program (SIP), the 2027-2029 SIP themes, a conceptual 2029 Fixed Route Network, as well as a map sharing requests for new service received during 2025.

         Ms. Poole offered to answer questions. Brief discussion ensued.

b) Proposed 2027-2032 Capital Improvements – Mr. Hamud briefly touched on the TDP project timeline. He shared and discussed the 2027-2032 Capital Improvement Program (CIP) of $392.5M by category, and then by planning initiative, which showed Connect 2035 initiatives representing 69% of the CIP by funding amount and maintaining current service at 30%, with the final 1% allocated to Near Term Investments. He discussed STA Moving Forward and Near-Term Investments prior to sharing a graph of the programs by name, sorted by category. Mr. Hamud shared details of the 2027-2032 CIP by year and funding sources.

c) Review Financial Forecast – Mr. Hamud provided context and detail of the 2027-2032 TDP Financial Assumptions for revenue and expenditures. He discussed designated funds and initial projections of the new funds. The 2027-2032 Total TDP Forecast was shared, along with the revenue forecast and expenditures and estimated ending cash balance. Mr. Hamud advised the final TDP forecast and resulting financial expectations will be informed by any adjustments to the final CIP and the TDP's financial assumptions help inform – not dictate – the 2027 budget preparation that will begin this summer.

Mr. Hamud offered to answer questions. Discussion ensued on the relationship of designated fund reserves and the financial forecast. Board members also expressed their appreciation of the clarity and detail provided by Mr. Hamud.

11. Performance Monitoring & External Relations Committee

A. Chair Report – Mr. Hattenburg noted the committee discussed approval for battery electric bus on route charging which will affect Liberty Lake and the Valley Transit Center. He noted those charging stations are expected be up and running by August 2027. There was also a presentation at the Public Transportation Agency Safety Plan as well as the 2026-2027 workforce development plan, FIFA planning. Team Egypt will be in Spokane. The Fixed Route System Performance report was reviewed and Mr. Dan Brown, Chair of the Citizen Advisory Committee (CAC) provided an update on CAC.

12. CEO Report - Mr. Otterstrom presented on the following:

Ridership: Overall ridership trended upward, with a slight decline in Paratransit. Fuel price increases may be influencing demand, though May comparisons will be affected by one fewer weekdays and an extra Sunday; future reporting will include average weekday metrics.

Sales Tax: Voter approved February sales tax revenue exceeded budget by 2.4% year-to-date and 5.6% for the month, reflecting favorable performance.

Fare Revenue: Fare revenue was generally on budget but slightly below in April despite increased ridership, likely due to higher youth ridership and student pass program participation at Spokane Colleges.

Bloomsday Service: Transit service for Bloomsday was highly successful, with 8,100 passes sold, participation from 32 states and multiple countries, and over 31,000 system rides, including 16,000 shuttle rides (50% increase from last year), including 1,000 shuttle rides. Staff collaboration was commended.

APTA Mobility Conference: Staff and board members attended the APTA Mobility Conference in Salt Lake City, including a site visit to UTA's Sandy Civic Center TOD project, highlighting strong transit-oriented development practices and future learning opportunities. He mentioned that Trevor Ribic, coach operator, placed fifth in the nation at the international bus rodeo in Salt Lake City.

Public Education & Compliance: Staff launched public education materials and outreach on the recent ballot measure. All communications are limited to factual information, with strict compliance to PDC laws prohibiting use of STA resources to advocate for or against the measure.

BUILD America 250 Act: Draft federal transportation legislation includes potential benefits (e.g., streamlined environmental review, increased fleet flexibility) and concerns (e.g., reduced discretionary funding, risk of state-controlled formula fund allocation impacting local control). Passage in 2026 is considered unlikely.

STA Roadeo & Recognition: The STA Roadeo for Fixed Route bus drivers and Paratransit van operators will be held at the fairgrounds on May 30 and Board members are invited to join STA for a family friendly fun day. Staff and volunteers were recognized for their contributions.

Summer of Soccer Support: STA is supporting events tied to the 2026 FIFA World Cup through increased service frequency, particularly on Route 7 and the City Line, funded by a state grant. Egypt will be the team here in Spokane for their practice sessions.

13. Board Information – *no action or discussion*

    A. Committee Minutes
    B. April 2026 Sales Tax Revenue
    C. March 2026 Financial Results Summary
    D. March 2026 Operating Indicators
    E. Transit Oriented Development: Pilot Project Update
    F. 2026-2027 Workforce Development Plan
    G. 2025 Fixed Route System Performance Report
    H. FIFA Planning
    I. 1st Quarter 2026 Service Planning Input Report

14. Executive Session

    The Board adjourned to Executive Session pursuant to the following:

    1. *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;*
    2. *For the purpose of discussing, planning, or adopting the strategy or position to be taken during the course of ongoing collective bargaining*
    3. *RCW 42.30.110(1)(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party*

        - The Board adjourned to Executive session at 2:55 PM with an anticipated return of 3:10 PM
        - At 3:10 PM, the Board requested an additional 5 minutes, with an expected return of 3:15 PM
        - At 3:15 PM, the Board requested an additional 3 minutes, intending to return at 3:18 PM.
        - At 3:18 the following Board members reconvened in open session.

Mr. Hattenburg, Ms. Klitzke, Ms. Dixit, Mr. Campbell, Mr. Dunne, Ms. Martin, and Ms. Bowers left the meeting following Executive Session.

Chair Speirs, Mr. Kerns, Mr. Zappone, Ms. Haley, Mr. Cathcart, and Mr. Sander returned from Executive Session.

Ms. Haley moved to approve, by Resolution, 860-26, to authorize the CEO to take such actions and execute all documents necessary to acquire parcel #551759049 situated near 20001 East

Country Vista Drive in the City of Liberty Lake for a total purchase price of $5,795,000. Mr. Zappone seconded and the motion passed unanimously.

15. New Business - *none*

16. Board Member Expressions - *none*

17. Adjourn – With there being no further business to come before the Board, the Chair adjourned the meeting at.3:20 PM.

Respectfully submitted,

Dana Infalt

Dana Infalt
Clerk of the Authority