



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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, June 10, 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 May 13, 2026, Board Operations Committee – Corrections/Approval
5. Committee Action/Discussion (25 minutes)
 - A. Consent Agenda
 - i. Downtown Office Lease Agreement (*Poole*)
 - ii. Mobility on Demand Pilot Service Operations: Award of Contract (*Poole*)
 - iii. Demand Response Transit Software: Award of Contract (*Poole*)
6. Bylaws Initial Review/Update (*Otterstrom*) (10 minutes)
7. Committee Chair Reports (15 minutes)
 - A. Kitty Klitzke, Planning & Development
 - B. Tim Hattenburg, Performance Monitoring & External Relations
8. Board of Directors Draft June 18, 2026, Meeting Agenda – Corrections/Approval (*Otterstrom*) (5 minutes)
9. Board Operations Committee Draft July 8, 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(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee
13. Adjourn

Next Committee Meeting: Wednesday, July 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

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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: June 10, 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: JUNE 10, 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: June 10, 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: June 10, 2026
Agenda Item: 4A

Presented To: Board Operations Committee
Referral Committee: n/a
Title: MINUTES OF THE MAY 13, 2026, BOARD OPERATIONS COMMITTEE – CORRECTIONS/APPROVAL
Submitted by: Lance Speirs, STA Board Chair

Purpose: For decision.
Recommendation: Approve committee minutes as presented.
Attachments and/or Online Links: MAY 13, 2026, BOARD OPERATIONS COMMITTEE DRAFT MINUTES

SUMMARY: The May 13, 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 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



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Board Action-Consent Agenda

Meeting Date: June 10, 2026

Agenda Item: **5Ai**

Presented To: Board Operations Committee
Referral Committee: n/a
Title: DOWNTOWN OFFICE LEASE AGREEMENT
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Brian Jennings, Director of Community Development

Purpose: For decision.
Recommendation: Recommend the Board of Directors approve, by motion, the CEO to negotiate and execute all documents necessary to secure a lease agreement for office space in Downtown Spokane on the terms as will be presented.
Attachments and/or Online Links: STAFF REPORT: DOWNTOWN OFFICE LEASE REPORT

SUMMARY: STA is seeking authorization to finalize and execute an office lease to address longstanding space needs and to respond to planned renovations in line with STA's Facilities Master Plan Update. The accompanying staff report provides background on the office space requirements, the history of the evaluation and site selection process, and a high-level summary of the proposed lease framework. Staff are preparing to present the full details of the proposed lease, including rates, terms and other considerations, during the Committee meeting for consideration and possible recommendation by the Board Operations Committee to the Board of Directors.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **5Ai**

Presented to: Board Operations Committee

SUBJECT: DOWNTOWN OFFICE LEASE REPORT

Overview

STA proposes to lease office space on multiple floors within an existing downtown commercial building to accommodate approximately 60 staff, addressing longstanding space needs and responding to planned renovations consistent with STA's Facilities Master Plan Update. Following an extensive evaluation and site selection process, staff have identified commercial space that satisfies evaluation criteria. Through a standard broker-led negotiation process, proposed terms have been outlined subject to Board authorization to finalize and execute a lease agreement.

Purpose and Need

STA's existing administration offices are situated primarily on its Boone Campus north of the Spokane County Courthouse, as well as the STA Plaza in central downtown Spokane. The configuration and location of offices reflect a practice of incremental adjustments and expansions to address administrative staffing needs as the agency has grown to meet the demands of a growing region. This incremental approach has distributed staff to multiple buildings and sites that, in many instances, spaces are not purpose-built for administration and are now obsolete or deficient. These unconventional office spaces include temporary office spaces converted from former retail pads on the second floor of the STA Plaza. Deficiencies include heating and cooling systems that are inadequate or outdated, and staff offices that are not fully accessible. The distribution of staff has also impacted collaboration, as some work groups are distanced from those with whom they closely collaborate.

The Facilities Master Plan (FMP) Update seeks to address current and future space needs to ensure STA can reliably respond to community growth into the future. In addition to additional office space to address existing shortfalls, Phase I of the FMP, as accepted by Board Resolution No. 838-25, identified a deficit of approximately 17,000 square feet in administration office space. It also called for centralized public and executive meeting spaces, which are intended to be situated in the STA Plaza, renovating those former second floor retail spaces that currently house offices. After consideration of the FMP recommendations, and through an extensive review process, staff identified the need to accommodate approximately 60 staff outside the current facilities footprint. Some relocations would only be required for two to five years, until renovations and updates are completed, while other space requirements would last for at least seven years.

Due Diligence

Following a qualifications-based procurement process, Jones Lang Lasalle (JLL) was contracted to serve as the broker representing STA for commercial leasing purposes. Given STA's commitment to a vibrant downtown, a collaborative in-person work environment, and transit accessibility, the STA CEO directed staff and the broker to focus the site selection process on properties within downtown Spokane.

Beginning in November 2025, staff and the broker considered seven separate sites, requesting formal proposals from four prospective office spaces in February 2026. Evaluation criteria included: proximity to the Plaza, access to transit routes, long-term stability of the property, ability to accommodate all required staff, functional layout of spaces, expansion/contraction flexibility, safety and security, overall building and systems condition, cost-value comparison, and turnaround time of any required tenant improvements.

Through the robust evaluation described above, a final preferred site has been identified encompassing approximately 24,000 square feet for lease by STA. Some of the space within that footprint will be needed for a shorter term (two to five years), which the building owner has agreed to accommodate. Key elements of the proposed lease will be presented, including the property location, space configurations, lessor information, proposed term, pricing information, and tenant improvement allowances.

Alignment and Next Steps

This proposed lease initiative supports the implementation of *Connect 2035*—specifically Goal 2- Lead and collaborate with community partners, and Goal 3- Strengthen our organizational capacity—through STA’s commitment to operating staff and resources in Downtown Spokane for the foreseeable future. It also advances the implementation of Essential Support Facilities identified in the FMP by making room to renovate the Plaza for public meeting and administrative space.

Subject to Board authorization, the anticipated lease would commence no later than July 1, 2026, to provide space for a small group of staff with the balance of space delivered no later than November 1, 2026, for the phase in of the full contingent of STA staff envisioned to occupy the leased facilities.



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Committee Recommendation-Board Consent
Meeting Date: June 10, 2026
Agenda Item: 5Aii

Presented To: Board Operations Committee

Referral Committee: n/a

Title: MOBILITY ON DEMAND PILOT SERVICE OPERATIONS: AWARD OF CONTRACT
Emily S. Poole, Chief Planning & Development Officer
Jordan Hayes-Horton, Director of Procurement

Submitted by: Dylan Jouliot, Associate Transit Planner

Purpose: For decision.

Recommendation: Recommend the Board approve, by motion, the award of contract for Mobility on Demand Pilot Services Operations and authorize the CEO to execute a three-year contract with Direct Medical Transportation, Inc. with an optional three-year extension, for a total estimated cost of \$6,675,160.

Attachments and/or Online Links: STAFF REPORT: PROCUREMENT OF MOBILITY ON DEMAND SERVICE OPERATIONS

SUMMARY: As part of implementing Mobility on Demand, the service model for several *Connect 2035* pilot initiatives, staff are seeking Board approval, in accordance with Spokane Transit’s procurement policy, to award a contract to Direct Medical Transportation, Inc. for Mobility on Demand Pilot Service Operations. The proposed contract would be for a period of up to six years, which aligns with the pilot period identified in *Connect 2035*, and has an estimated cost of up to \$6,675,160.

The accompanying staff report provides a summary of the Mobility on Demand initiatives, an overview of the competitive procurement process, and additional information regarding the estimated cost of the contract.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **5Aii**

Presented to: Board Operations Committee

SUBJECT: STAFF REPORT ON PROCUREMENT OF MOBILITY ON DEMAND SERVICE OPERATIONS

STA’s primary goal is to introduce Mobility on Demand (MOD) service to expand transit coverage for STA customers and better connect workers to jobs. The six MOD pilots will help STA understand how MOD services should be included in its overall long-range service plans. To assist in this decision making, STA must continue to understand how and if MOD improves mobility for communities, provides enhanced customer experience, and meets operational and economic requirements.

On April 1, 2026, the Performance Monitoring & External Relations Committee approved the scope of work to seek a vendor to provide the operational services for STA’s Mobility on Demand (MOD) pilot program with an anticipated launch in fall of 2026.

On April 14, 2026, Request for Proposals (RFP) 2026-11182 for Mobility on Demand Pilot Services Operations was advertised on the STA website and on Washington’s Electronic Business Solution (WEBS) platform. A pre-proposal conference was held on April 22, 2026, and proposals were due on May 15, 2026. Three (3) responsive proposals were received from responsible contractors: Direct Medical Transportation, Inc., MedStar Cabulence, Inc., and Management of Transportation Services (MTS) – Ace Consortium.

The evaluation committee met on June 3, 2026, and was comprised of voting members from multiple divisions within STA. The proposals were evaluated on the following criteria: 1) Technical Approach & Work Plan; 2) Implementation, Management, & Staffing Plan; 3) Qualifications & Experience of Key Personnel; 4) Qualifications & Experience of the Firm; and 5) Cost.

Final evaluation scores were as follows:

Proposer	Evaluation Score (Max 100%)
Direct Medical Transportation, Inc.	84.1
MedStar Cabulence, Inc.	71.9
The MTS-Ace Consortium	59.8

The evaluation committee determined Direct Medical Transportation, Inc. received the highest evaluation score and is a qualified firm offering the best value for Mobility on Demand Pilot Service Operations.

The anticipated three-year cost of this pilot was between \$3,222,000 and \$4,160,000 which is in alignment with the cost of the initial three-year term of the contract at \$4,179,220. The total estimated cost of the contract over the full, optional six-year term is \$6,745,160. This contract will be billed at an all-inclusive fixed cost per revenue hour with year one starting at \$107.00/hour. Annual revenue hour rates will increase between 2.5% and 2.8% each year. Expenses will be allocated to a planned annual operating budget.



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Committee Recommendation-Board Consent
Meeting Date: June 10, 2026
Agenda Item: 5Aiii

Presented To: Board Operations Committee

Referral Committee: n/a

Title: DEMAND RESPONSE TRANSIT SOFTWARE: AWARD OF CONTRACT
Emily S. Poole, Chief Planning & Development Officer
Jordan Hayes-Horton, Director of Procurement

Submitted by: Dylan Jouliot, Associate Transit Planner

Purpose: For decision.

Recommendation: Recommend the Board approve, by motion, the award of contract for Demand Response Transit Software and authorize the CEO to execute a five-year contract as presented for an estimated cost of up to \$2,333,000.

Attachments and/or Online Links: STAFF REPORT: DEMAND RESPONSE TRANSIT SOFTWARE: AWARD OF CONTRACT

SUMMARY: In alignment with the initiatives of *Connect 2035 and* in accordance with Spokane Transit’s procurement policy, staff are seeking Board approval to award a contract for Demand Response Transit Software. The proposed contract would be for a period of five years with an estimated cost of up to \$2,333,000 and will provide software that will support both Paratransit operations and the Mobility on Demand pilot program.

The accompanying staff report provides background on the software scope of work requirements, the competitive procurement process, and a summary of the proposed contract terms and cost estimate. Staff are preparing to present details of the proposed contract award during the Committee meeting for consideration and possible recommendation by the Board Operations Committee to the Board of Directors.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **5Aiii**

Presented to: Board Operations Committee

SUBJECT: DEMAND RESPONSE TRANSIT SOFTWARE: AWARD OF CONTRACT

Connect 2035 includes initiatives to launch Mobility on Demand (MOD) pilot services as a part of Goal 1: Elevate the Customer Experience. To support these initiatives, a need for software to plan, schedule, dispatch, analyze, and document the MOD pilot was identified. The requirement for this new software created an opportunity to simultaneously upgrade the software capabilities for Paratransit services since both services have overlapping requirements.

On March 4, 2026, the Performance Monitoring & External Relations Committee approved the scope of work to seek a vendor to provide a Software as a Service (SaaS) Scheduling and Dispatch System (PSDS) to support demand response modes, including STA Paratransit and upcoming Mobility on Demand pilot services.

On April 1, 2026, Request for Proposals (RFP) 2026-11180 for Demand Response Transit Software was advertised on the STA website and on Washington’s Electronic Business Solution (WEBS) platform. A pre-proposal conference was held on April 9, 2026, and proposals were due on April 30, 2026. Seven (7) responsive proposals were received from responsible proposers.

The evaluation committee met on May 21, 2026, and was comprised of voting members from multiple divisions within STA. The proposals were evaluated on the following criteria: 1) Software License & Operations and Maintenance Agreements; 2) Meets Software Capability Requirements; 3) Project Plan & Approach; 4) Qualifications & Experience of Assigned Personnel; 3) Qualifications & Experience of the Firm; and 5) Cost.

Initial evaluation scores identified two proposers in the competitive range, and they were selected for onsite demonstrations of their software capabilities which are scheduled for June 8, 2026. It is anticipated that the evaluation committee will finalize the scoring of the demonstration round and present to the committee the initial scores, demonstrations scores, and final recommendation for award of contract during the Board Operations Committee meeting.

The anticipated cost for this effort was \$2,315,000, which is in alignment with the price proposals from the proposers in the competitive range. The total estimated cost of the contract over the five-year term is up to \$2,333,000. Expenses will be allocated to a planned annual operating budget.



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Report to Committee
Meeting Date: June 10, 2026
Agenda Item: 6

Presented To: Board Operations Committee
Referral Committee: n/a
Title: BYLAWS INITIAL REVIEW/UPDATE
Submitted by: Karl Otterstrom, Chief Executive Officer

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

SUMMARY: The Board Operations 2026 work plan calls for a review of the Board Bylaws, last revised in 2018. Staff will provide a redlined copy of the bylaws with some initial suggested edits. Staff and Legal Counsel will solicit Committee member feedback for preparing an updated redline copy for additional review in July. The updated redline draft copy would be the basis for review and input from the full Board of Directors. The current work plan contemplates finalizing edits for Board adoption in September 2026.



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Committee Information
Meeting Date: June 10, 2026
Agenda Item: 7A

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

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: JUNE 3, 2026, PLANNING & DEVELOPMENT COMMITTEE AGENDA
JULY 1, 2026, PLANNING & DEVELOPMENT COMMITTEE DRAFT AGENDA

SUMMARY: At this time, the Committee Chair will review the June 3, 2026, committee meeting and draft July 1, 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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 3, 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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the May 6, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
 - A. Board Action - Consent Agenda
 - B. Board Action – Other/Committee Recommendation
5. Report to Committee *(55 minutes)*
 - A. 2027-2032 Transit Development Plan: Complete Draft *(Poole)*
(Public Hearing at the June 18, 2026, Board meeting)
 - B. Facilities Master Plan Phase 2: Capital Program Update *(Rapez-Betty)*
 - C. Five Mile Mobility Hub Study Project: Update *(Poole)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review July 1, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, July 1, 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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PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 1, 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 *(5 minutes)*
 - A. Minutes of the May 6, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
 - A. Board Action - Consent Agenda *(20 minutes)*
 1. 2027-2032 Transit Development Plan: Finalize and Approve (Resolution) *(Poole)*
 2. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval *(Poole)*
 - B. Board Action – Other/Committee Recommendation *(5 minutes)*
 1. Facilities Master Plan Phase 2: Capital Program Draft Plan *(Rapez-Betty)*
5. Report to Committee *(30 minutes)*
 - A. Transit Oriented Development: Pilot Project Update *(Poole)*
 - B. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Poole)*
 - C. Wellesley Corridor Development Plan: Analysis and Engagement Update *(Poole)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review September 2, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, September 2, 2026, at 10:00 a.m. in person. *(No August meeting.)*

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

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
(509) 328-RIDE | www.spokanetransit.com

Committee Information
Meeting Date: June 10, 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, Committee Chair

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: JUNE 3, 2026, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE AGENDA
JULY 1, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE DRAFT AGENDA

SUMMARY: At this time, the Committee Chair will review the June 3, 2026, committee meeting and draft July 1, 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, June 3, 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 May 6, 2026, Committee Meeting - *Corrections/Approval*
4. Committee Action – Recommendation (*none*)
 - A. Board Action - Consent Agenda
 - B. Board Action – Other/Committee Recommendation
5. Reports to Committee (*45 minutes*)
 - A. 2026 First Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
 - B. Opportunity Fare Program Update (*Cortright*)
 - C. 2026 Community Perception Survey Results Summary (*Cortright*)
6. CEO Report (Otterstrom) (*10 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
 - A. April 2026 Operating Indicators (*Rapez-Betty*)
 - B. April 2026 Financial Results Summary (*Hamud*)
 - C. May 2026 Sales Tax Revenue (*Hamud*)
8. Review July 1, 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, July 1, 2026, at 1:30 p.m.

Virtual Link: [Join PMER Committee Meeting-June 3, 2026](#)

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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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 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

DRAFT AGENDA

1. Call to Order and Roll Call (*Chair*)
2. Committee Chair Report
3. Committee Action (*5 minutes*)
 - A. Minutes of June 3, 2026, Committee Meeting - *Corrections/Approval*
 - B. Citizen Advisory Committee Appointment (*Cortright*)
4. Committee Action – Recommendation (*40 minutes*)
 - A. Board Action - Consent Agenda
 1. Enterprise Asset Management Solution: Award of Contract (*Rapez-Betty*)
 2. Demand Response Transit Software: Award of Contract (*Poole*)
 3. Mobility on Demand Pilot Service Operations: Award of Contract (*Poole*)
 4. Community Van Pilot Program Fare Resolution (*Rapez-Betty*)
 - B. Board Action – Other/Committee Recommendation (*none*)
5. Reports to Committee (*20 minutes*)
 - A. 2025 State Audit Report (*Hamud*)
 - B. City Line Project Close-Out Update (*Poole*)
6. CEO Report (Otterstrom) (*10 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
 - A. May 2026 Operating Indicators (*Rapez-Betty*)
 - B. May 2026 Financial Results Summary (*Hamud*)
 - C. June 2026 Sales Tax Revenue (*Hamud*)
8. Review September 2, 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, September 2, 2026, at 1:30 p.m. **(No August Meeting)**

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#

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Committee Action
Meeting Date: June 10, 2026
Agenda Item: 8

Presented To: Board Operations Committee
Referral Committee: n/a
Title: BOARD OF DIRECTORS DRAFT JUNE 18, 2026, MEETING AGENDA
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For decision.
Recommendation: Corrections and/or approval.
Attachments and/or Online Links: JUNE 18, 2026, BOARD DRAFT AGENDA

SUMMARY: The Board of Directors draft meeting agenda for June 18, 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, June 18, 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. Public Hearing: *10 minutes*
 - A. 2027-2032 Transit Development Plan: Complete Draft (*Emily Poole*)
Comments may be addressed to xx at xx (*Action at the July Board meeting*)
7. Recognitions and Presentations: *5 minutes*
 - A. Amy Weber, Next Day Scheduler, Retirement (*Brandon Rapez-Betty*)
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of May 21, 2026, STA Board Meeting – Corrections/Approval
 - B. Approval of May 2026 Vouchers (*Robert Hamud*)
 - C. Public Works Contracts Under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. Route 23 Segment Improvements-Phase 1: Final Acceptance (*Emily Poole*)
 - E. Boone NW Garage Central Control & Monitoring: Final Acceptance (*Robert Hamud*)
 - F. Valley Transit Center Security Camera Upgrade: Final Acceptance (*Robert Hamud*)
 - G. West Plains Transit Center Security Camera Upgrade: Final Acceptance (*Robert Hamud*)
 - H. Downtown Office Lease Agreement (*Emily Poole*)
 - I. Mobility on Demand Pilot Service Operations: Award of Contract (*Emily Poole*)
 - J. Demand Response Transit Software: Award of Contract (*Emily Poole*)
9. Board Action – Other: *none*
10. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Speirs*)
11. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Kitty Klitzke*)
 - i. Facilities Master Plan-Phase 2: Capital Program Update (*Brandon Rapez-Betty*)
12. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Tim Hattenburg*)
 - i. 2026 1Q Year-to-Date Performance Measures (*Brandon Rapez-Betty*)

13. CEO Report: *15 minutes*
14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2026 Sales Tax Revenue (*Robert Hamud*)
 - C. April 2026 Financial Results Summary (*Robert Hamud*)
 - D. April 2026 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Five Mile Mobility Hub Study Project: Update (*Emily Poole*)
 - F. 2026 Community Perception Survey Results Summary (*Carly Cortright*)
 - G. Opportunity Fare Program Update (*Carly Cortright*)
15. Executive Session: *none*
16. New Business
17. Board Member Expressions
18. Adjourn (*Chair*)

Virtual Joining link: [click this link to join the meeting via Webex](#)
 Password: Board Members: **2026** | Guests: **Guest**
 Call-in Number: 1-408-418-9388 | Event #: 2482 595 7055

Cable 5 Broadcast Dates and Times of June 18, 2026, Board Meeting:

Saturday, June 20, 2026	4:00 p.m.
Monday, June 22, 2026	10:00 a.m.
Tuesday, June 23, 2026	8:00 p.m.

July Committee Meetings, Wednesday:

Planning & Development, July 1, 2026	10:00 a.m.
Performance Monitoring & External Relations, July 1, 2026	1:30 p.m.
Board Operations, July 8, 2026	1:30 p.m.

July Board Meeting:

Thursday, July 16, 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: June 10, 2026
Agenda Item: 9

Presented To: Board Operations Committee
Referral Committee: n/a
Title: BOARD OPERATIONS COMMITTEE DRAFT JULY 8, 2026, MEETING AGENDA
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For decision.
Recommendation: n/a
Attachments and/or Online Links: JULY 8, 2026, BOARD OPERATIONS COMMITTEE DRAFT AGENDA

SUMMARY: The Board Operations Committee draft meeting agenda for July 8, 2026, is attached for your information.



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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, July 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

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 June 10, 2026, Board Operations Committee – Corrections/Approval
 5. Board Bylaws Review: Updated Draft (*Otterstrom*) (20 minutes)
 6. Board Attendance Review (*Otterstrom*) (5 minutes)
 7. Committee Chair Reports (10 minutes)
 - A. Kitty Klitzke, Planning & Development
 - B. Tim Hattenburg, Performance Monitoring & External Relations
 8. Board of Directors Draft July 16, 2026, Meeting Agenda – Corrections/Approval (*Otterstrom*) (5 minutes)
 9. Board Operations Committee Draft September 9, 2026, Meeting Agenda – Information (*Otterstrom*) (5 minutes)
 10. CEO Report (*Otterstrom*) (5 minutes)
 11. New Business
 12. Executive Session (*Etter, McMahon*) (10 minutes)
 13. Adjourn
- Next Committee Meeting: Wednesday, September 9, 2026, at 1:30 p.m. in person with virtual public viewing option. (No August Meeting)

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#

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CEO Report
Meeting Date: June 10, 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: June 10, 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.



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Executive Session
Meeting Date: June 10, 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(g) the Board Operations Committee will adjourn to Executive Session for the purpose of:

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

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.