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

BOARD OPERATIONS COMMITTEE MEETING

Approved Minutes of the July 8, 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*
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

MEMBERS ABSENT

Kitty Klitzke, City of Spokane

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C

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1. Call To Order and Roll Call

   Chair Speirs called the meeting to order at 1:30 p.m. and the Clerk conducted roll call.

2. Approve Committee Agenda

   Commissioner French moved to approve the agenda. Deputy Mayor Hattenburg seconded, and the motion passed unanimously.

3. Chair's Comments – The Chair had no comments at this time.

4. Committee Action/Discussion

   A. Minutes of the June 10, 2026, Committee Meeting

      Deputy Mayor Hattenburg moved to approve the June 10, 2026, Committee meeting minutes as submitted. Commissioner French seconded, and the motion passed unanimously.

5. Board Bylaws Review: Updated Draft – Mr. Otterstrom stated the Bylaws were being reviewed as part of the 2026 Board Operations Committee Work Plan and today would be the second review of the recommended edits. Updates will be shared with the Board for their review and feedback at the July 16, 2026, STA Board meeting. He asked legal counsel to review the recommended updates.

   Ms. Clark advised a red-lined version of the approved Bylaws had been distributed to committee members reflecting edits made to date. She stated the edits were reviewed at the June Board Operations committee and emailed to committee members following that meeting for further edits. Ms. Clark indicated she had received no additional suggestions or requests from committee members since that time. However, as two committee members were absent in June, she reviewed the proposed edits, reiterating that most of the changes were for clarity, either to clarify language for those reading it, or to update language to be consistent with actual operations. She spoke to each proposed update and explained the reasoning and purpose behind the change.

   She specifically noted a proposed change concerning the small cities' voting member's alternate, which instructs the voting member of the small cities to appoint another small city representative as their alternate as opposed to appointing a member from their own jurisdiction. Discussion ensued. Commissioner French commented that this section could be clearer in terms of alternates for Board meetings and not committee meetings.

   Ms. Clark continued to review the other proposed edits to the Bylaws and brief discussions ensued. She advised the committee that today's suggestions will be reflected in an updated draft and provided to the full Board prior to and at the next Board meeting.

6. Board Attendance Review – The Board Operations Work Program dictates a review of Board member attendance at Board meetings twice each year. Mr. Otterstrom reviewed the attendance for the first six months of 2026 and indicated no concerns.

7. Committee Chair Reports

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

      In Ms. Klitzke's absence, Ms. Poole shared topics discussed at the P&D Committee meeting.

   B. Performance Monitoring & External Relations (PMER) - Deputy Mayor Tim Hattenburg, Chair

      Deputy Mayor Hattenburg shared information on the PMER agenda items.

      Commissioner French brought up the topic of farebox recovery and the discussion held at the PMER meeting reported to him by Commissioner Kerns. He offered his historical perspective for the committee.

8. Board Of Directors Draft July 16, 2026, Meeting Agenda

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

9. Board Operations Committee Draft September 9, 2026, Meeting Agenda

   The Committee reviewed the draft Agenda for September 9, 2026, with no suggested changes.

10. CEO Report

Mr. Otterstrom advised the June voter approved sales tax revenue (which is reported on April 2026 sales) was 5.4% above budget for June; 3.0% above budget year-to-date (YTD) at $1.7M, 8.6% above the June 2025 actuals at $0.8M, and 6.1% above YTD 2025 actuals at $3.4M.

Mr. Otterstrom shared a graphic to provide clarity on how STA carries zero debt and funds the capital projects. The graphic depicted the cost of a project using savings compared to funding a project paid through bonds (debt). He also shared a graphic likening STA paying for daily operations with savings to a family paying for monthly bills with savings. In both cases, funds run out and the family and STA end in debt. Mr. Otterstrom asked for feedback and brief discussion ensued.

The APTA TRANSform Conference and EXPO are being held October 4-7, 2026, in Chicago. Five board members are attending and the final day of the conference conflicts with the regular Board Operations Committee meeting. Staff recommend canceling the Board Operations Committee meeting in October to take full advantage of STA's participation in the APTA conference. Discussion ensued and committee members agreed to cancel the October 7, 2026, Board Operations Committee meeting.

11. New Business

There was no new business.

12. Adjourn

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 2:21 p.m.

Respectfully submitted,

Dana Infalt

Dana Infalt
Clerk of the Authority