



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

Approve Agenda
Meeting Date: July 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: JULY 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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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

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 - Discussion (*Otterstrom*) (*20 minutes*)
6. Board Attendance Review - Information (*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 July 16, 2026, Draft Agenda – Corrections/Approval (*Otterstrom*) (*5 minutes*)
9. Board Operations Committee Draft September 9, 2026, Agenda – Information (*Otterstrom*) (*5 minutes*)
10. CEO Report (*Otterstrom*) (*5 minutes*)
11. New Business
12. Executive Session (*Etter, McMahon*) - *none*
13. Adjourn

Next Committee Meeting: Wednesday, September 9, 2026, at 1:30 p.m. in person (*with virtual joining option*) (No Committee or Board meetings in August)

Virtual Link: Click this link to join the meeting virtually	
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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Chair Report
Meeting Date: July 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: July 8, 2026
Agenda Item: 4A

Presented To: Board Operations Committee
Referral Committee: n/a
Title: MINUTES OF THE JUNE 10, 2026, BOARD OPERATIONS COMMITTEE – CORRECTIONS/APPROVAL
Submitted by: Dana Infalt, Clerk of the Board

Purpose: For decision.
Recommendation: Approve committee minutes as presented.
Attachments and/or Online Links: JUNE 10, 2026, BOARD OPERATIONS COMMITTEE DRAFT MINUTES

SUMMARY: The June 10, 2026, draft meeting minutes are attached for information, 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 June 10, 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
Karl Otterstrom, STA CEO, *Ex Officio*

MEMBERS ABSENT

Al French, Spokane County
Tim Hattenburg, City of Spokane Valley

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

Ms. Klitzke moved to approve the agenda as amended. Chair Speirs seconded, and the motion passed unanimously.

3. CHAIR'S COMMENTS

There were no questions or comments.

4. COMMITTEE ACTION/DISCUSSION

A. Minutes of the May 13, 2026, Committee Meeting

Ms. Klitzke moved to approve the May 13, 2026, Committee meeting minutes as submitted. Chair Speirs seconded, and the motion passed unanimously.

5. COMMITTEE ACTION/DISCUSSION

A. CONSENT AGENDA

i. Downtown Office Lease Agreement

Ms. Poole introduced Mr. Brian Jennings who presented the Downtown Office Lease Agreement to the committee. He shared the background, current office spaces, STA's due diligence, property selection, timeline, and lease terms, options, and costs. Furniture costs are not included in the lease as they are classified as capital costs.

Committee members discussed long-term relocation plans. Mr. Rapez-Betty provided additional insight into future plans and locations for staff and operations.

Mr. Michael Sharapata, Senior Managing Director of JLL, attended the committee meeting and explained the breakdown of the costs as compared to another potential lease location.

Ms. Klitzke moved to recommend the Board of Directors approve, by motion, the CEO to negotiate and execute all documents necessary to secure a downtown office lease agreement for 601 W. Riverside Avenue with Redstone Group, LLC for up to 92 months and for an amount not to exceed \$3,833,529 plus tenant operating expenses. Chair Speirs seconded, and motion passed unanimously.

ii. Mobility on Demand Pilot Service Operations: Award of Contract

Ms. Poole presented background, proposal evaluation, and contract terms to the committee. She explained the three additional one-year renewal options have reduced revenue hours as each pilot approaches the end of each of the one-year renewal contract periods. There are options for the pilots to be extended within the six-year framework.

Ms. Klitzke moved to recommend the Board of Directors approve, by motion, the award of contract for Mobility on Demand Pilot Service and authorize the CEO to execute a six-year contract with Direct Medical Transportation, Inc. for a total estimated cost of \$6,745,160. Chair Speirs seconded, and motion passed unanimously.

iii. Demand Response Transit Software: Award of Contract

Ms. Poole presented the background, planning process, proposal evaluation, and contract terms of the Demand Response Transit Software: Award of Contract.

Ms. Klitzke moved to recommend the Board of Directors approve, by motion, the award of contract for Demand Response Transit Software and authorize the CEO to execute a five-year contract with Spare Labs, Inc. for a total estimated cost of \$2,333,000. Chair Speirs seconded, and motion passed unanimously.

6. BYLAWS INITIAL REVIEW/UPDATE

Ms. Clark presented staff's proposed changes to the committee. Committee members discussed alternate small cities representatives and Ms. Clark explained the proposed language allows for the ex-officio small cities representatives to serve as the alternate voting member in case of an absence of the small cities voting member. This change is in lieu of a small cities councilmember who is not

currently serving on STA's Board of Directors serving as the alternate. Other edits included the resolution table under the CEO portion of the Bylaws relates to specific authority delegated by other resolutions to the CEO which keeps the delegations of the Board in one place; Section 5L "as amended," to account for potential amendments which will allow for distinguishing between the original Bylaw language and amended language, and ensures the amended language takes precedence over the original language. A Microsoft Word version of the redlined Bylaws will be sent to the Committee members for their further suggested edits prior to the July Board Operations committee meeting.

7. COMMITTEE CHAIR REPORTS

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

Ms. Klitzke shared the items presented at the Planning & Development Committee meeting on June 3, 2026.

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

In Mr. Hattenburg's absence, Mr. Rapez-Betty discussed the items presented at the Performance Monitoring & External Relations Committee meeting of June 3, 2026. Dr. Cortright informed the committee about the Community Perception Survey, advising that the survey results are available online.

8. BOARD OF DIRECTORS DRAFT JUNE 18, 2026, MEETING AGENDA

The Committee reviewed the Draft Board Agenda for the meeting on June 18, 2026. Staff will provide slides for item *8H. Downtown Office Lease Agreement* per Chair Speirs request, in advance of the Board meeting. Minor scrivener's errors were noted to be corrected.

Ms. Klitzke moved to approve the Board of Directors agenda as amended. Chair Speirs seconded, and the motion passed unanimously.

9. BOARD OPERATIONS COMMITTEE DRAFT JULY 8, 2026, MEETING AGENDA

The Committee reviewed the Board Operations Draft Agenda for July 8, 2026, with no suggested changes.

10. CEO REPORT

Mr. Otterstrom noted that sales tax revenue was 2.5% above budget year-to-date (YTD) at \$1.2M, 6.1% above the May 2025 actuals at \$0.6M, and 5.6% above 2025 actuals at \$2.6M. Mr. Hamud shared that national inflation is over 4% as of today. He further noted food services and construction had increased, while auto sales had decreased.

Mr. Otterstrom thanked Ms. Poole for her work on the projects she presented today as she has continued working on them through her job transitioning from Director of Service Development to Chief Planning and Development Officer.

11. NEW BUSINESS

There was no new business.

12. EXECUTIVE SESSION

Ms. Clark advised the purpose of the executive session was in accordance with RCW 42.30.110(1g);

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

The Committee entered Executive Session at 3:01 p.m., with a 10-minute projected timeframe. At 3:11 p.m., 8 additional minutes were requested. At 3:19 p.m., the Executive Session ended, and the meeting reconvened in open session.

13. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:19 p.m.

Respectfully submitted,

Amie Blain

Amie Blain
Executive Assistant to the CFO & CIO



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Committee Discussion
Meeting Date: July 8, 2026
Agenda Item: 5

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

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: BYLAWS UPDATED – REDLINED

SUMMARY: The Board Operations 2026 Work Plan calls for a review of the Board Bylaws which were last revised in 2018.

Staff provided a redlined copy of the Bylaws at the June 10, 2026, Board Operations Committee meeting, with some initial suggested edits which legal counsel reviewed during the meeting. Committee member feedback was solicited in preparing an updated redline copy for further review by the Board Operations Committee. To date, no additional suggestions have been received.

The attached redlined draft copy, as may be updated during the committee meeting, is the basis for review and input from the full Board of Directors. The current Board Operations Work Plan contemplates finalizing edits for Board adoption in September 2026.

BYLAWS
OF THE SPOKANE COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

ARTICLE I. - POWERS, PURPOSE AND RESPONSIBILITIES

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to the laws of the State of Washington shall be "SPOKANE TRANSIT AUTHORITY" (STA) hereinafter referred to as the "Corporation". The offices of the Corporation shall be in the Administration Building at ~~West 1230~~1230 West Boone Avenue, Spokane, Washington.

Sec. 1.2 Powers, Purpose and Responsibilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the constitution and laws of this State.

Sec. 1.3 Interpretation. These Bylaws are not intended to limit the powers granted to a public transportation benefit area, and, therefore, should be liberally construed to carry out the intent of any grant of power thereto.

ARTICLE II - THE GOVERNING BODY - BOARD COMPOSITION

Sec. 2.1 Board Composition. The governing body of the Spokane Transit Authority shall be a Board of Directors, hereinafter referred to as the "Board" and shall consist of a Board of nine (9) voting members, as constituted by the Public Transportation Improvement Conference, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities located within the corporation and Spokane County and one (1) non-voting member selected by and serving at the pleasure of the labor

organizations representing Spokane Transit Authority employees who are members of a bargaining unit ("Directors").

~~There shall be one (1) non-voting member, as required by state law, selected by and serving at the pleasure of the labor organizations representing Spokane Transit Authority employees who are members of a bargaining unit.~~

Pursuant to RCW 36.57A.055, the voting membership of the Board shall be proportional to the population of the component cities and the unincorporated County located within the boundaries of the Authority. Accordingly, the voting membership of the Board shall consist of the following:

(a) One (1) elected official ~~selected by and~~ serving ~~at the pleasure of~~ behalf of the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake and Millwood in a continuing rotation for two (2) consecutive years according to the order stated below ~~and effective January 1, 2019.:~~

City of Cheney
City of Airway Heights
City of Liberty Lake
City of Medical Lake
City of Millwood

These cities are authorized to amend the rotation schedule by Interlocal Agreement filed with the Clerk of the Authority, but, together are limited to no more than one elected official as a voting member of the Board unless the proportionate population of the component cities and unincorporated area of the County within the boundaries of the Corporation require a change.

(b) Four (4) elected officials selected by and serving at the pleasure of the City of Spokane.

(c) Two (2) elected officials selected by and serving at the pleasure of the City of Spokane Valley.

(d) Two (2) elected County Commissioners selected by and serving at the pleasure of the Board of County Commissioners of Spokane County.

Sec. 2.2 Alternates.

(a) The cities of Spokane and Spokane Valley, the Board of County Commissioners of Spokane County, and the labor organizations may appoint alternate members whose name(s) shall be forwarded to and kept on file with STA.

(b) For ~~cities whose~~ the voting members ~~are~~ selected pursuant to Section 2.1(a), alternate members shall be an Ex-officio Director pursuant to Section 2.3 and appointed delegated by the absent voting membership which is a voting member of the Board, whose name shall be forwarded to and kept on file with STA.

(c) For cities whose members are selected pursuant to Section 2.1(a), alternates shall only be appointed from the elected officials representing the cities listed under Section 2.1(a).

Sec. 2.3 Ex-officio Directors. Jurisdictions not serving a voting term shall be entitled to appoint an *ex officio* Director to the Board and shall notify the Clerk of the Authority of the appointment in writing. *Ex officio* Directors shall participate in all Board meetings and discussions but are prohibited from voting by state law.

Sec. 2.4 Term. Each voting and non-voting Director shall be appointed for a term of one year in January of each year; provided, the voting Director appointed pursuant to Section 2.1(a) shall be appointed for a term of two years.

Sec. 2.5 Vacancy. In the event of a vacancy the appointing jurisdiction shall promptly appoint a new Director and the newly appointed Director shall serve the unexpired term of the Director he or she replaces.

Sec. 2.6 Succession. Each member of the Board shall hold office until their successor has been selected, unless such person is legally ineligible to hold such position. (e.g. expiration of the elected term, resignation, etc.)

Sec. 2.7 New City. If a city or town is created within the boundaries of the Corporation, then the public transportation improvement conference, consisting of an elected representative selected by the legislative body of each city within the county and by the county commissioners, shall meet to provide for the selection of a new governing body of the Corporation in the manner provided by law.

ARTICLE III - DUTIES OF THE BOARD AND BOARD MEETING

Sec. 3.1 Duties of the Board. The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board may create such ~~departments, offices or committees~~ or advisory boards as it finds necessary ~~or advisable and may determine the powers and duties of each department or office to assist and advise the Board.~~

The Corporation acting through the Board shall have the power to:

(a) Prepare, adopt and carry out a general comprehensive plan for public transportation service, which will best serve the residents of the Corporation and to amend said plan from time to time to meet changed conditions and requirements; and

(b) Acquire by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Corporation or the state, including systems of surface, underground or overhead railways, tramways, buses, or any other means of local transportation, except taxis, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from

such people-moving systems, terminal and parking facilities and properties, together with all lands, rights of way, property, equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city, may be acquired or used by the Corporation only with the consent of the city council of the city owning such facilities. Cities are hereby authorized to convey or lease such facilities to a public transportation benefit area authority or to contract for their joint use on such terms as may be fixed by agreement between the city council of such city and the public transportation benefit area authority, without submitting the matter to the voters of such city. The facilities and properties of the Corporation's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and

(c) Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and

(d) Employ legal counsel; and

(e) Prepare and adopt a budget; and

(f) Audit the Corporation's administrative affairs; and

(g) Approve travel requests of members; and

(h) Authorize committees to act on their behalf; and

(i) Issue general obligation bonds for public transportation capital purposes, subject to limitations of indebtedness imposed by law, and pledge any taxes authorized to be levied and pledged by law; and

(j) Levy taxes as authorized by law; and

(k) To participate in and support research, demonstration, testing, and development of public transportation systems; and

(l) Issue revenue bonds; and

(m) Have all other powers that are necessary to carry out the purposes of the Corporation as defined by law as it presently exists or as it may be hereinafter amended.

Sec. 3.2 Meetings and Meeting Notice.

(a) Regular Meetings. The time and place of regular meetings of the Board shall be established and adopted by ~~a resolution of~~ the Board. ~~Such resolution may also and may~~ specify the appropriate notification of such meetings.

(b) Special Meetings. Special meetings may be called at any time by the Chairperson or by ~~a majority of the~~ whole total voting membership of the Board.

(c) Notice of all Board meetings shall be in conformance with the Open Public Meetings law (Chapter 42.30 RCW) now and as thereafter amended.

(d) Executive Sessions. The Board may hold executive sessions if such sessions are not otherwise prohibited by state statutes.

Sec. 3.3 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business, provided, a Director may participate in a meeting of the Board via ~~an amplified telephone connection~~ a remote connection and such Director shall be deemed present in determining the existence of a quorum and for voting purposes. A majority of those voting members present is necessary to take action on any item coming before the Board. Provided, however, that the following enumerated actions shall take an affirmative vote of a majority of the total voting membership of the Board;

- (a) Adoption, alteration or modification of the budget; and
- (b) Adoption, alteration or modification of a general comprehensive plan for public transportation service; and
- (c) Adoption, alteration or modification of rates, tolls, fares and charges for the use of the Corporation's facilities; and
- (d) Establishment of routes and classes of service; and
- (e) Revision or amendment of the Bylaws; and

- (f) Selection of Chairperson and Chairperson Pro Tempore; and
- (g) Appointment of qualified electors to committees.; and
- (h) Removal of a member of a committee other than a Board member.

Sec. 3.4 Parliamentary Procedure. Unless otherwise governed by the provisions of these Bylaws or laws of the State of Washington, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Board meetings. The Chairperson or his/her designee shall be the Parliamentarian.

Sec. 3.5 Board Acting as a Body. The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Sec. 3.6 Records of Board Meetings. Minutes. The proceedings of the Board meetings shall be recorded and maintained in the offices of the Corporation. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Directors prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Sec. 3.7 Committees. The Chairperson, from time to time, may nominate Directors to serve on committees.

(a) All committees created by resolution of the Board may be composed of Directors, other elected representatives of cities requesting and designating representatives not directly appointed as members of the Board, and qualified electors.

(b) The Corporation has established three Standing Committees: (1) Board Operations, (2) Planning and Development, and (3) Performance Monitoring and External Relations, adopted and governed by Resolution Nos. 771-19 and 767-19, as amended (the "Standing Committees").

~~(a) Committees created by resolution of the Board may be composed of Directors, other elected representatives of cities requesting and designating representatives not directly appointed as members of the Board, and qualified electors.~~

~~(b)(a)~~ (c) All electors shall be qualified electors as defined by the election laws of the State of Washington and shall remain so throughout the term to which appointed and shall reside within the Spokane Transit Authority boundaries. Nominations shall be by the Chairperson and approved by the Board, and the Chief Executive Officer shall be an ex-officio, non-voting member of each committee. The Chairperson may appoint, with the approval of the Board, alternates to each committee to act in the absence of any regularly appointed member.

~~(c)(b)~~ (d) All Directors, including ex-officio Directors, Directors and elected representatives of cities not directly sitting on the Board, shall be appointed to the Standing Committees annually after the election of the Chairperson ~~to all committees~~. The Director sitting on the Board pursuant to Section 2.1(a) shall occupy a seat on the Board Operations Committee, or its successor committee, at all times. Electors shall be appointed to all committees by the Chairperson to serve two-yeara one-year terms. ~~Terms of electors shall be staggered in such a manner so that at least one elector is appointed each year.~~

~~(d)(c)~~ Committee members will continue to serve until a successor is appointed.

~~(e)(d)~~ All meetings of the Committees shall be subject to the Open Public Meetings Act of 1971, as amended (Chapter 42.30 RCW).

Sec. 3.8 Secretary of Board. The Chief Executive Officer or his/her designee, as provided for in Article V, shall be the Secretary of the Board.

ARTICLE IV. - SELECTION AND DUTIES OF THE CHAIRPERSON AND CHAIRPERSON PRO TEMPORE

Sec. 4.1 The Board shall select a Chairperson and a Chairperson Pro Tempore from among its voting members. The Chairperson shall hold office until the first day of January

of each year. The office of the Chairperson shall rotate on a yearly basis among the following representative categories and in the following sequence: (1) towns and cities, excluding the Cities of Spokane and Spokane Valley; (2) City of Spokane; (3) County of Spokane; and (4) City of Spokane Valley. In any year, the rotation of the office of the Chairperson may be altered with the approval of six of the voting members of the Board, voting on the terms of such rotation in a regular or special meeting of the Board.

Sec. 4.2 The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Chairperson Pro Tempore shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Chairperson Pro Tempore is selected as the new Chairperson, then a new Chairperson Pro Tempore shall be selected for the remainder of the vacated Chairperson Pro Tempore's term.

Sec. 4.3 The Chairperson may act as spokesperson for the Corporation and may act as its representative at meetings with other organizations, committees and other such activities, unless another representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any Director the duty of being a spokesperson or representative, and such person shall make no pronouncements that will obligate or commit the Corporation, except pursuant to prior authorization of the Board.

Sec. 4.4 The Chairperson shall be the chief executive and administrative officer of the Corporation until a Chief Executive Officer or Acting Chief Executive Officer is selected by and approved by the Board or when the Corporation is without a Chief Executive Officer or Acting Chief Executive Officer. When the Chairperson is acting as the chief executive and administrator of the Corporation, all persons employed or contracting service with the Corporation will be selected or discharged by the Chairperson, subject to the approval of the Board. The Chairperson when acting as the chief executive and administrator of the Corporation shall receive such remuneration as approved by the Board, in accordance with the law.

ARTICLE V. - CHIEF EXECUTIVE OFFICER

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint a Chief Executive Officer. The Chief Executive Officer shall serve at the pleasure of the Board and shall perform such duties as may be designated from time to time by the Board.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

(a) To have general supervision over the administrative and operational affairs of the Corporation, including the authority to organize and direct the work force within an approved budget and to act as a spokesperson or representative of the Corporation, provided he or she may not obligate or commit the Corporation, except pursuant to prior authorization of the Board.

(b) To appoint and remove at any time any employee of the Corporation;

(c) To attend all meetings of the Board at which his/her attendance may be required by that body;

(d) To recommend for adoption by the Board such measures as he/she may deem necessary or expedient;

(e) To prepare and timely submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to that Board;

(f) To keep the Board fully advised of the financial condition of the Corporation and its future needs;

(g) To prepare and submit to the Board yearly a proposed budget and to be responsible for its administrative adoption;

(h) To approve and sign all vouchers for the payment of any items authorized in the approved budget;

(i) To approve all travel requests of employees of the Corporation and travel related expenses for job candidates, subject to the approved budget;

(j) To procure for periods not to exceed 45 days liability, physical damage, directors and officers, and other insurance coverages which have lapsed, been cancelled, or for other reason been terminated on an emergency basis until the Board of Directors can meet and give direction on insurance coverages;

(k) To manage and approve the leasing or short- term rental of real property owned by the Corporation to third parties;

~~(l)~~ In an emergency or disaster, as defined in RCW 38.52.010(13)(a), as amended, to act in any manner to ensure the safety and security of the system, customers, and employees of the Corporation, provided the Board is notified of any such actions taken as soon as reasonably practicable.

(m) To perform such other duties as may be directed by the Board. The Chief Executive Officer may employ and designate ~~such assistants or~~ others to assist in carrying out these duties.

~~(n)~~ Resolution Table – incorporated by reference.

ARTICLE VI. - SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VII. - SERVICE OF PROCESS

The Chief Executive Officer, or his/her designated representative in writing, shall receive, on behalf of the STA, all pleadings commencing an action against the STA. Service upon the Chief Executive Officer shall constitute service on the STA.

ARTICLE VIII. - INDEMNIFICATION

Sec. 8.1 General. The Corporation, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as hereafter amended, shall indemnify any person who was or is an elected or appointed director, officer, (including committee members), or employee of the Corporation,

and is threatened to be or has been made a party to an action, claim, or other proceeding by a third party.

Sec. 8.2 Scope of Indemnification. The Corporation shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgments, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding, within the standard of conduct referred to in paragraph 8.3 herein, and for which notice has been given pursuant to state law and these Bylaws: The Board shall be the sole judge of the reasonable and necessary expenses to be borne by the Corporation. Indemnification shall not extend to any claim, action, or other proceeding against the Corporation, either for indemnification or for other cause.

Sec. 8.3 Standard of Conduct. Indemnification shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed Director, officer, or employee, and arising out of such person's performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Corporation.

Sec. 8.4 Determination of Conduct.

(a) Unless ordered or adjudged by a court of competent jurisdiction, indemnification may be authorized only as follows:

(1) To the extent that the person has been successful on the merits, or otherwise in defense, such person shall be indemnified.

(2) With respect to any other determination of conduct, a majority vote of all the voting Directors not interested in or a party to the action, claim, or other proceeding. In the event a majority vote cannot be obtained because of disqualification of Directors, then the alternate or alternates of those disqualified shall be permitted to vote.

(b) Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule, or regulation punishable by fine, imprisonment, or both, or for any claim or action against the Corporation.

(c) Every Director, officer, or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the Chief Executive Officer of his or her interest to seek indemnification before incurring any costs, disbursements, or attorneys' fees for which indemnification is sought, and provide a copy of any and all claims, pleadings, reports, or other written statements regarding the allegations.

Sec. 8.5 Expenses Prior to Determination. Expenses actually incurred in defending any action, claim, or other proceeding may be paid as incurred, and prior to a final determination of conduct, if the action, claim, or other proceedings makes no assertion that the person named acted outside the scope of his or her employment or authority, and that the Corporation makes no claim that the person's acts or failure to act were outside the scope of the person's employment or authority.

Sec. 8.6 Interpretation. This Article of the Bylaws is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes, and laws as hereafter amended, and interpretative case law. The failure of the Corporation to obtain insurance for any claim, action, or other proceedings against the Corporation shall not be construed to limit this indemnification.

ARTICLE IX. - AMENDMENTS

These Bylaws, as adopted by the Board of the Spokane Transit Authority, may be revised or amended at any regular or special meeting of the Board, with the provision that ~~members~~ Directors receive copies of the proposed change(s) at least **two** weeks prior to that meeting.

These Bylaws of the Spokane Transit Authority, have been adopted and approved by the majority of the total Board on the 15th day of November, 2018.

| [Kevin Freeman](#)
Chair, Spokane Transit Authority

ATTEST:

| [Janet Watson](#)
Clerk of the Authority



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

Committee Information
Meeting Date: July 8, 2026
Agenda Item: 6

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

Purpose: Receive report.
Recommendation: N/A
**Attachments and/or
Online Links:** N/A

SUMMARY: Board member attendance is monitored at Board and Committee meetings. The attendance records from January 1, 2026, through June 30, 2026, will be presented at the meeting.



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

Committee Information
Meeting Date: July 8, 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: JULY 1, 2026, PLANNING & DEVELOPMENT COMMITTEE AGENDA
SEPTEMBER 2, 2026, PLANNING & DEVELOPMENT COMMITTEE DRAFT AGENDA

SUMMARY: At this time, the Committee Chair will review the July 1, 2026, committee meeting and draft September 2, 2026, meeting agenda as part of the report. Agendas are attached.

There are no Committee meetings in August.

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

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

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 *(15 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 Acceptance (Resolution) *(Rapez-Betty)*
5. Report to Committee *(35 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Poole)*
 - B. Wellesley Corridor Development Plan: Analysis and Engagement Update *(Poole)*
 - C. Annual Budget & Action Plan Workshop Agenda Review *(Otterstrom)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
 - A. Green Transportation Grant: Project Information *(Otterstrom)*
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: 240 765 453 499 37

Password: q4bo3f7v

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

Conference ID: 228 756 876#

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.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 2, 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 July 1, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
 - A. Board Action - Consent Agenda *(5 minutes)*
 1. Division Street Bus Rapid Transit: Work Order #7 Approval *(Poole)*
 - B. Board Action – Other/Committee Recommendation - *none*
5. Report to Committee *(50 minutes)*
 - A. Transit Oriented Development: Pilot Project Update *(Poole)*
 - B. Wellesley Corridor Development Plan: Draft Plan *(Poole)*
 - C. City Line Project Close-Out Update *(Poole)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review October 7, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 7, 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

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: July 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, Committee Chair

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: JULY 1, 2026, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE AGENDA
SEPTEMBER 2, 2026, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE DRAFT AGENDA

SUMMARY: At this time, the Committee Chair will review the July 1, 2026, committee meeting and draft September 2, 2026, meeting agenda as part of the report. Agendas are attached.

There are no Committee meetings in August.



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

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

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 Member Appointment (*Cortright*)
4. Committee Action – Recommendation (*40 minutes*)
 - A. Board Action - Consent Agenda
 1. Community Van Pilot Program Adoption (Resolution) (*Rapez-Betty*)
 2. Battery Electric Bus On-Route Charging: Award of Contract (*Poole*)
 3. STA Moving Forward Conclusion (Resolution) (*Poole*)
 4. Minor Fare Table Update (Resolution) (*Poole*)
 - B. Board Action – Other/Committee Recommendation (*none*)
5. Reports to Committee (*none*)
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#

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, September 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

DRAFT AGENDA

1. Call to Order and Roll Call (*Chair*)
2. Committee Chair Report
3. Committee Action (*5 minutes*)
 - A. Minutes of July 1, 2026, Committee Meeting - *Corrections/Approval*
4. Committee Action – Recommendation (*15 minutes*)
 - A. Board Action - Consent Agenda
 1. Enterprise Asset Management Solution: Award of Contract (*Rapez-Betty*)
 2. Argonne Station Park & Ride: Scope of Work & Invitation for Bid (*Poole*)
 - B. Board Action – Other/Committee Recommendation (*none*)
5. Reports to Committee (*45 min*)
 - A. 2026 Second Quarter Year-to-Date Performance Measures (*Rapez-Betty*)
 - B. Opportunity Fare Program Update (*Cortright*)
 - C. 2025 State Audit Report (*Hamud*)
 - D. 2026 Community Engagement Events (*Cortright*)
 - E. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (Otterstrom) (*10 minutes*)
7. Committee Information (*no discussion/staff available for questions*)
 - A. July 2026 Operating Indicators (*Rapez-Betty*)
 - B. July 2026 Financial Results Summary (*Hamud*)
 - C. August 2026 Sales Tax Revenue (*Hamud*)
 - D. June 2026 Semiannual Financial Reports (*Hamud*)
 - E. 2nd Quarter 2026 Service Planning Input Report (*Poole*)
 - F. September 2026 Service Change (*Poole*)
8. Review September 30, 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 30, 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.



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

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

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

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

SUMMARY: The Board of Directors draft meeting agenda for July 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, July 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: *5 minutes*
 - A. Employee Recognition Awards- Q2 2026 (*Nancy Williams*)
 - B. Years of Service Recognitions – Q2 2026 (*Nancy Williams*)
7. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of May 21, 2026, STA Board Meeting – Corrections/Approval
 - B. Approval of June 2026 Vouchers (*Robert Hamud*)
 - C. Public Works Contracts Under \$35,000: Final Acceptance (*Jordan Hayes-Horton*)
 - D. 2027-2032 Transit Development Plan: Finalize and Approve (Resolution) (*Emily Poole*)
 - E. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval (*Emily Poole*)
 - F. Green Transportation Grant: Project Information (*Emily Poole*)
 - G. Enterprise Asset Management Solution: Award of Contract (*Brandon Ropez-Betty*)
 - H. Community Van Pilot Program Adoption (Resolution) (*Brandon Ropez-Betty*)
 - I. Battery Electric Bus on-Route Charging; Award of Contract (*Emily Poole*)
 - J. STA Moving Forward Conclusion (Resolution) (*Emily Poole*)
 - K. Minor Fare Table Update (Resolution) (*Emily Poole*)
8. Board Action – Other: *10 minutes*
 - A. Facilities Master Plan Phase 2: Capital Program Draft Plan (*Brandon Ropez-Betty*)
9. Board Operations Committee: *5 minutes*
 - A. Chair Report (*Chair Speirs*)
 - i. STA Bylaws Review: Updated Draft (*Karl Otterstrom*)
10. Planning & Development Committee: *10 minutes*
 - A. Chair Report (*Kitty Klitzke*)
11. Performance Monitoring & External Relations Committee: *10 minutes*
 - A. Chair Report (*Tim Hattenburg*)
12. CEO Report: *15 minutes*

13. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. June 2026 Sales Tax Revenue (*Robert Hamud*)
 - C. May 2026 Financial Results Summary (*Robert Hamud*)
 - D. May 2026 Operating Indicators (*Brandon Rapez-Betty*)
 - E. 2025 State Audit Report (*Robert Hamud*)
 - F. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Emily Poole*)
 - G. Wellesley Corridor Development Plan: Analysis and Engagement Update (*Emily Poole*)
14. Executive Session: *none*
15. New Business
16. Board Member Expressions
17. Adjourn (*Chair*)

Virtual Joining link:

Password:	Board Members: 2026	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: xx

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

Saturday, July 18, 2026	4:00 p.m.
Monday, July 20, 2026	10:00 a.m.
Tuesday, July 21, 2026	8:00 p.m.

September Committee Meetings, Wednesday:

Planning & Development, September 2, 2026	10:00 a.m.
Performance Monitoring & External Relations, September 2, 2026	1:30 p.m.
Board Operations, September 9, 2026	1:30 p.m.

September Board Meeting:

Thursday, September 17, 2026, 1:30 p.m. STA Boardroom, 1230 West Boone Avenue, Spokane, Washington

There are no Committee or Board Meetings held in August

(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.



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

Committee Information
Meeting Date: July 8, 2026
Agenda Item: 9

Presented To: Board Operations Committee
Referral Committee: n/a
Title: BOARD OPERATIONS COMMITTEE DRAFT SEPTEMBER 9, 2026, AGENDA
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: SEPTEMBER 9, 2026, DRAFT BOARD OPERATIONS COMMITTEE AGENDA

SUMMARY: The Board Operations Committee draft meeting agenda for September 9, 2026, is attached for review and information.



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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, September 9, 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 July 8, 2026, Board Operations Committee – Corrections/Approval
5. Argonne Station Park & Ride: Lease Agreement– Recommendation (*Poole*) (10 minutes)
6. Board Bylaws Adoption - Recommendation (*Otterstrom*) (15 minutes)
7. Committee Chair Reports (10 minutes)
 - A. Kitty Klitzke, Planning & Development
 - B. Tim Hattenburg, Performance Monitoring & External Relations
8. Board of Directors Draft September 17, 2026, Meeting Agenda – Corrections/Approval (*Otterstrom*) (5 minutes)
9. Board Operations Committee Draft October 7, 2026, Meeting Agenda – Information (*Otterstrom*) (5 minutes)
10. CEO Report (*Otterstrom*) (5 minutes)
11. New Business
12. Executive Session (*Etter, McMahon*) (none)
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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1230 W. Boone Avenue, Spokane, WA 99201
(509) 328-RIDE | www.spokanetransit.com

CEO Report
Meeting Date: July 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.



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

New Business
Meeting Date: July 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.