



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

CITIZEN ADVISORY COMMITTEE MEETING

Wednesday, October 7, 2026

5:00 p.m. – 6:30 p.m.

(October meeting will be held one week earlier)

**Northside Conference Room
Spokane Transit Authority
1230 W Boone Ave, Spokane, WA**
w/Virtual Public Viewing Option

AGENDA

1. Call to Order and Roll Call *(Chair Brown)*
2. Committee Chair Report *(Chair Brown) (5 minutes)*
3. Committee Action *(20 minutes)*
 - A. Minutes of September 9, 2026, Meeting – *Corrections/Approval*
 - B. Consideration of Applicants for Membership *(Chair Brown/Cortright)*
4. Reports to Committee *(50 minutes)*
 - A. Draft 2027 Budget *(Hamud)*
 - B. Division Street Bus Rapid Transit: Design and Schedule Update *(Poole)*
5. CEO Report – *(Otterstrom) (10 minutes)*
6. Committee Information – *no action or discussion*
7. Committee Member Expressions *(Chair Brown) (5 minutes)*
8. Review DRAFT CAC Agenda for November 11, 2026, Meeting
9. Adjourn

Virtual Link:	Click here to join meeting virtually
Meeting ID:	236 046 399 745 80
Passcode:	PR3Ut3pN
Call-in Number:	1-509-824-1714
Conference ID:	914 487 536#

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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Report to Committee

Meeting Date: October 7, 2026

Agenda Item: **2**

Presented To: Citizen Advisory Committee
Referral Committee: n/a
Title: COMMITTEE CHAIR REPORT
Submitted by: Dan Brown, Committee 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: October 7, 2026

Agenda Item: **3A**

Presented To: Citizen Advisory Committee
Referral Committee: n/a
Title: MINUTES OF THE SEPTEMBER 9, 2026, COMMITTEE MEETING—CORRECTIONS AND/OR APPROVAL
Submitted by: Yolanda P. Adams, Executive Assistant to the Chief Communications and Customer Service Officer

Purpose: For decision.
Recommendation: Correction and/or approval
Attachments and/or Online Links: n/a

SUMMARY: Attached for your information, corrections, and/or approval are the minutes of the September 9, 2026, Citizen Advisory Committee meeting.

CITIZEN ADVISORY COMMITTEE

Minutes of the September 9, 2026, Meeting

Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/ Virtual Public Viewing Option

MEMBERS PRESENT

Dan Brown, Chair
Linda Carroll
Chris Fortensky
Kinzie Michael
Michelle Johnson
Pablo Monsivais
Ben Parrish
Eileen Shurtz
Connor Williams
Rhonda Young

STAFF PRESENT

Karl Otterstrom, Chief Executive Officer
Brandon Rapez-Betty, Chief Operations Officer
Carly Cortright, Chief Communications & Customer Service Officer
Kade Peterson, Chief Information Officer
Emily Poole, Chief Planning & Development Officer
Delana Combs, Ombudsman & Accessibility Officer
Yolanda P. Adams, Executive Assistant to the Chief Communications & Customer Service Officer

MEMBERS ABSENT

Tyler Salyer

1. **CALL TO ORDER AND ROLL CALL**

Chair Dan Brown called the meeting to order at 5:00 p.m. Ms. Adams conducted roll call and a quorum was established.

Pablo Monsivais joined virtually at 5:20 p.m.

2. **COMMITTEE CHAIR REPORT**

Chair Brown reported attending summer community events in Hillyard, North Hill, Downriver, and Bemiss, where he shared STA ridership brochures and noted that many residents were surprised by STA's service reach to Liberty Lake, Cheney, and Medical Lake.

3. **COMMITTEE ACTION**

A. **Minutes of July 8, 2026, Committee Meeting**

Mr. Fortensky moved to approve of the minutes as presented. Dr. Carroll seconded, and the motion passed unanimously.

B. **Review CAC Candidate Applications**

Dr. Cortright reviewed the CAC charter, noting the Committee may have up to fifteen members who are appointed by the PMER Committee. She also discussed current membership, vacancies, and upcoming term expirations, noting the Committee had eleven members following Mr. Deese's resignation. Dr. Cortright emphasized the importance of maintaining diverse geographic, demographic, socioeconomic, lived-experience, and transit-use representation. Dr. Cortright and Chair Brown recommended interviewing nine applicants to fill near-term vacancies with staggered start dates. Committee members discussed candidates representing

community involvement, disability perspective, transit reliance, student representation and transit experience. The following applicants were voted to move forward to interview:

Jared Aranda
Emma Brown
Linda Hunter
Steven McCray
Isaac Olson
Zenthia Peterson
Susan Reimers
Margarita Vera
Nathaniel Witherow

Mr. Fortensky motioned to advance the nine recommended applicants to interview. Dr. Carroll seconded, and the motion passed.

Chair Brown asked the CAC for volunteers to join the interview committee. Chair Brown, Dr. Carroll, Ms. Johnson, Mr. Fortensky, Ms. Michael, and Mr. Parrish volunteered or were identified as available, subject to scheduling. Proposed in-person interview dates at the Plaza included September 17, September 21, and September 23.

4. COMMITTEE REPORTS

A. 2026 Second Quarter Year-to-Date Performance Measures

Mr. Rapez-Betty presented the second quarter year-to-date performance measures across STA's priorities, noting that Fixed Route ridership and cost efficiency remained on track, Paratransit ridership was projected to meet goal, and Rideshare ridership increased but may miss its target. Areas of continued focus included Fixed Route preventable accidents, on-time performance, Paratransit reservations, Paratransit cost efficiency, employee injury prevention, training progress, supervisor ride checks, and accessibility-related operator training. Mr. Rapez-Betty emphasized the full presentation is available on the STA website.

Mr. Fortensky raised a Paratransit booking concern, which Mr. Rapez-Betty agreed to review.

B. September 2026 Service Change

Ms. Poole reviewed the September 20, 2026, Fixed Route service change, which was based on adopted plans, *Connect 2035* initiatives, performance data, customer and operator feedback, jurisdictional coordination, and service reliability needs. Key changes include extending Route 36 into Hillyard, ending the Route 35/36 interline to improve Route 35 connections, making 30-minute Saturday service on Routes 7 and 63 permanent, and adjusting several routes to improve reliability, on-time performance, connections, and peak-period bus availability.

Ms. Poole presented STA Link, a mobility-on-demand pilot for the Latah Valley and North Spokane Valley zones, with rides bookable by app, web portal, or phone.

5. CEO REPORT

In his CEO report, Mr. Otterstrom reported that voters approved continuing the sales tax first approved in 2016, supporting service maintenance and *Connect 2035* initiatives, which include future bus rapid transit, STA Link, and other improvements over the next two decades. He also noted STA's most recent clean audit with no findings. Mr. Otterstrom also described STA's critical

response on August 1 with the Spokane Complex Fire, including vital evacuation support and assistance for affected employees.

7. COMMITTEE MEMBER EXPRESSIONS

Mr. Fortensky reported that the VA expressed interest in partnering with STA to increase awareness of bus service to the VA.

Mr. Parrish reported that he would contact Spokane County 4-H and its leaders in late September or October to discuss transit.

Ms. Shurtz promoted A Week Without Driving, scheduled for October 1-8, and shared outreach materials she created for getting around Spokane without a car.

Mr. Monsivais raised concerns about Route 144 service available on Mondays with late school starts noting that students had been bypassed because buses were full and that there is a large gap in stops between the 38th and 57th.

Ms. Johnson commended the STA app for being easy to use and helpful for real-time bus tracking.

Mr. Williams reported that Youth Safety Council outreach highlighted growing demand for bilingual tools to help drivers communicate with riders who speak English as a second language.

8. COMMITTEE MEETING DRAFT AGENDA REVIEW

The committee reviewed the draft agenda for the October 7, 2026, meeting. There were no suggested corrections or additions.

9. ADJOURN

With no further business, Chair Brown adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Yolanda P. Adams

Yolanda P. Adams

Executive Assistant to the Chief Communications & Customer Service Officer



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Committee Action

Meeting Date: October 7, 2026

Agenda Item: **3B**

Presented To: Citizen Advisory Committee
Referral Committee: n/a
Title: CONSIDERATION OF APPLICANTS FOR MEMBERSHIP
Submitted by: Dan Brown, Citizen Advisory Committee Chair
Carly Cortright, Chief Communications & Customer Service Officer

Purpose: For decision.

Recommendation: n/a

Attachments and/or

Online Links: n/a

SUMMARY: The Citizen Advisory Committee (CAC) was established in 2004 to represent the interests of the community and assist STA staff and the Board of Directors in making the region proud of its public transportation system. Members serve as conduits of information between the agency and the community by both relaying STA-related information to their networks and by providing input to STA. In 2015, the Citizen Advisory Committee became a subcommittee to Performance Monitoring and External Relations (PMER) Committee.

Per its charter, the CAC shall be composed of no more than 15 members who are appointed by the PMER Committee. Terms are for three (3) years, and Members may serve up to two (2) terms. Membership shall reflect the STA service area and strive for regional representation and diversity of opinion. Selection of members is through an application process followed by a vote from the PMER Committee to appoint members of the CAC. There are currently four (4) vacancies on the CAC; three (3) of these are unfilled terms and per the CAC charter, appointees are to serve the remainder of that term. One of these terms ends in January 2027; the other two end in May 2027 (there would be approximately 6 months to serve on those appointments). There is also one true vacancy to fill. There are also three pending vacancies at the end of December as these members end their second term. One other member terms off at end of March 2027, and two more are eligible to renew for a second term in January and March.

On September 21, 2026, the CAC Chair, Dan Brown, and CAC members Linda Carroll and Ben Parrish along with STA staff representative Carly Cortright interviewed eight CAC applicants recommended by the CAC at their September 2026 meeting. The interview panel will make their recommendation to the CAC at the meeting.



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Report to Committee

Meeting Date: October 7, 2026

Agenda Item: **4A**

Presented To: Citizen Advisory Committee
Referral Committee: Planning & Development Committee
Title: DRAFT 2027 BUDGET
Submitted by: Robert Hamud, Chief Financial Officer

Purpose: Receive report.
Recommendation: n/a
Attachments and/or Online Links: <https://www.spokanetransit.com/financial-information/>

SUMMARY: Staff will review the draft 2027 Budget at the Committee meeting, including the draft 2027 action plan and the draft 2027 operating and capital budgets.



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Report to Committee

Meeting Date: October 7, 2026

Agenda Item: **4B**

Presented To: Citizen Advisory Committee
Referral Committee: n/a
Title: DIVISION STREET BUS RAPID TRANSIT: DESIGN AND SCHEDULE UPDATE
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Dan Wells, Director of Capital Development

Purpose: Receive report.
Recommendation: n/a
Attachments and/or
Online Links: Division Street Bus Rapid Transit: Design and Schedule Update

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase of the Federal Transit Administration's (FTA) Capital Investment Grant Small Starts grant process. The project team has been working with FTA in preparation for the Risk and Readiness review workshop scheduled in October 2026. The purpose of this report is to highlight recent activities and outcomes of the risk and readiness review process.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **4B**

Presented to: Citizen Advisory Committee

SUBJECT: Division Street Bus Rapid Transit: Design and Schedule Update

Since the last Committee update in July 2026, the project team has continued design efforts towards the 60% design milestone. 60% design is complete for most of the stations, NEPA environmental review is complete, and the project cost estimate and schedule have been updated.

The cost estimate for the project at the 60% milestone has remained the same at \$166.5 million. While construction and vehicle costs have been reduced, rather than remove that amount from the total project cost, those funds were moved to unallocated contingency to account for project unknowns and meet contingency requirements by FTA (further discussion below).

The project schedule has also been updated. The 30% milestone schedule anticipated a revenue service date of September 2030 based on the status of the project at that time. As part of the 60% milestone completion, the schedule has been updated based on the status of the project. The current revenue service date is May 2031. There are several factors that have adjusted the revenue service date. These include: additional time needed for station design at the north end of the alignment, stations which required a change in location due to unforeseen impacts or direction from the authority having jurisdiction, several agency review timelines were identified as longer than originally anticipated, building permit issuance timelines have been refined, delays in external approvals of design documents, extension of NEPA environmental approval due to added requirements, and extending anticipated testing requirements.

The project is currently in the risk and readiness phase of Project Development. During this phase, FTA's Project Management Oversight Consultant (PMOC) has been reviewing the vast amount of information that was prepared for the project, primarily focused on risk management, scope, schedule and cost with the goal of determining the level of risk to the project's cost and schedule, and whether STA has the staff capacity to complete the project. On October 22-23, 2026, FTA, PMOC and the project team will conduct a workshop for the purposes of an in-depth review of all of the information related to scope, schedule, budget, and risk in order for FTA to develop a risk profile for the project and to establish the final cost and revenue service date for the project.

One major component of this process is to determine the level of risk for the project. The project team prepared a risk register which documents project risks that may impact the scope, schedule, and budget. The risk register is then used to perform an in-depth risk analysis by the PMOC to determine the appropriate level of cost and schedule contingency that should be added to the project, based on FTA guidelines and direction.

Based on the risks identified at that time, an internal risk analysis concluded that an additional \$9.4 million in contingency would be needed. Based on the updated cost estimate and the increase of

approximately \$17 million in contingency costs, this additional risk adjusted amount is included in the total project cost so no increase to the budget is necessary at this time.

The analysis also concluded that an additional 10-13 months is needed in the project schedule to account for project risk. Using the updated project schedule and the adjusted revenue service date of May 2031, an additional 12-months of schedule contingency has been added, with a new revenue service date in May 2032. This is a risk adjusted schedule not the managed schedule. The project will continue forward assuming May 2031 is the revenue service date.

It is important to note, one goal of the risk and readiness review process and workshop is for FTA to conduct their own risk analysis for the project and develop a risk adjusted cost estimate and schedule which will become the basis for the total cost and assumed revenue service date to be incorporated into the Small Starts Single Year Grant Agreement. As such, the final cost estimate and revenue service date may change upon the conclusion of the October 2026 workshop. Staff anticipate a final decision and direction by FTA in February 2027.



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Report to Committee

Meeting Date: October 7, 2026

Agenda Item: **5**

Presented To: Citizen Advisory Committee
Referral Committee: n/a
Title: CHIEF EXECUTIVE OFFICER REPORT
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: Receive report.
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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Report to Committee

Meeting Date: October 7, 2026

Agenda Item: **7**

Presented To: Citizen Advisory Committee
Referral Committee: n/a
Title: COMMITTEE MEMBER EXPRESSIONS
Submitted by: Yolanda P. Adams, Executive Assistant to the Chief Communications and Customer Service Officer

Purpose: n/a
Recommendation: n/a
Attachments and/or Online Links: n/a

SUMMARY: At this time, members of the Citizen Advisory Committee will have an opportunity to express comments or opinions.



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Committee Action

Meeting Date: October 7, 2026

Agenda Item: **8**

Presented To: Citizen Advisory Committee
Referral Committee: n/a
Title: REVIEW DRAFT AGENDA ITEMS FOR NOVEMBER 11, 2026, MEETING
Submitted by: Yolanda P. Adams, Executive Assistant to the Chief Communications and Customer Service Officer

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: November 11, 2026, Citizen Advisory Committee Draft Agenda

SUMMARY: At this time, members of the Citizen Advisory Committee will have an opportunity to review and discuss the items to be included on November 11, 2026, draft agenda.



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CITIZEN ADVISORY COMMITTEE MEETING

Wednesday, November 11, 2026
5:00 p.m. – 6:30 p.m.

Northside Conference Room
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DRAFT AGENDA

1. Call to Order and Roll Call (*Chair Brown*)
2. Committee Chair Report (*Chair Brown*) (5 minutes)
3. Committee Action (10 minutes)
 - A. Minutes of October 7, 2026, Meeting – *Corrections/Approval*
4. Reports to Committee (60 minutes)
 - A. 2026 Paratransit Survey Results (*Cortright*)
 - B. Winter Operations (*Rapez-Betty*)
 - C. Update from CAC Members on Activities (*Cortright*)
5. CEO Report – (*Otterstrom*) (10 minutes)
6. Committee Information – *no action or discussion*
7. Committee Member Expressions (*Chair Brown*) (5 minutes)
8. Review DRAFT CAC Agenda for November 11, 2026, Meeting
9. Adjourn

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