

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

## **BOARD OPERATIONS COMMITTEE MEETING**

Minutes of the May 7, 2025, Meeting

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

### **MEMBERS PRESENT**

Pam Haley, City of Spokane Valley, *Chair*  
Lance Speirs, Small Cities Representative  
(Medical Lake), *Chair Pro Tempore*  
Kitty Klitzke, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
*Non-Voting*  
Karl Otterstrom, Interim Co-CEO,  
*Ex Officio*  
Brandon Rapez-Betty, Interim Co-CEO,  
*Ex Officio*

### **MEMBERS ABSENT**

Al French, Spokane County

### **STAFF PRESENT**

Carly Cortright, Chief Communications &  
Customer Service Officer  
Kade Peterson, Chief Information Officer  
Nancy Williams, Chief Human Resources Officer  
Tammy Johnston, Interim Chief Financial Officer  
Dana Infalt, Clerk of the Authority  
Amie Blain, Executive Assistant to the Chief Financial  
Officer and Chief Information Officer

### **STAFF ABSENT**

None

### **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 Haley called the meeting to order at 1:30 p.m. Ms. Infalt conducted roll call.

#### 2. **APPROVE COMMITTEE AGENDA**

**Mr. Speirs moved to approve the agenda as presented. Chair Haley seconded, and the motion passed unanimously.**

#### 3. **CHAIR'S COMMENTS**

Chair Haley will be out of town during the Board meeting on May 15, 2025. Mr. Speirs, Chair Pro Tempore, will chair the meeting.

#### 4. **COMMITTEE ACTION**

##### A. **April 9, 2025, Committee Meeting Minutes**

**Chair Haley moved to approve the April 9, 2025, Committee meeting minutes as submitted. Mr. Speirs seconded, and the motion passed unanimously.**

## 5. COMMITTEE ACTION

### A. Consent Agenda

- i. West Plains Transit Center Operational Expansion and Enhancements: Delegation of Award of Contract Authority

Mr. Otterstrom presented this item to the Committee. Due to time constraints and the cost potentially exceeding \$1M, the Board is being asked to delegate authority to the CEO for the Award of Contract. The contract will need to be awarded at the May Board meeting in order to meet the September 2025 service change.

*Ms. Klitzke joined the meeting at 1:37 p.m.*

**Ms. Klitzke moved to recommend the Board of Directors delegate authority to the CEO (Co-CEOs) to execute a contract with the lowest responsive and responsible bidder in accordance with the procedures set forth in STA's approved Procurement Resolution in an amount consistent with the project budget. Mr. Speirs seconded, and the motion passed unanimously.**

- ii. Bus Stop Site Improvements Property Acquisition (Resolution)

Mr. Otterstrom presented this item to the Committee. He explained STA will need to acquire parcels of property adjacent to bus stops requiring improvements in amounts not to exceed \$25,000 per parcel. He clarified that although the exact number of properties needed for this project is unknown at this time, additional engineering and design is required. Mr. Otterstrom estimated that at least one-fifth of all bus stops slated for improvements are affected.

**Mr. Speirs moved to recommend the Board authorize, by resolution, the Chief Executive Officer (Interim Co-CEOs) 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. Ms. Klitzke seconded, and the motion passed unanimously.**

## 6. COMMITTEE CHAIR REPORTS

### A. Tim Hattenburg, Chair, Planning & Development (P&D)

Mr. Hattenburg shared the items presented at the Planning & Development Committee meeting on April 30, 2025.

### B. Lance Speirs, Chair, Performance Monitoring & External Relations

Mr. Speirs and Mr. Rapez-Betty shared the items presented at the Performance Monitoring & External Relations meeting on April 30, 2025.

## 7. BOARD OF DIRECTORS AGENDA MAY 15, 2025

**Chair Haley moved to approve the Board of Directors agenda as amended. Mr. Speirs seconded, and the motion passed unanimously.**

## 8. BOARD OPERATIONS COMMITTEE DRAFT AGENDA JUNE 11, 2025

There were no questions or comments.

## 9. CEO REPORT

The Co-CEOs shared the March 2025 voter-approved sales tax revenues representing February 2025 sales. Actual was \$8.1M, compared to the budget of \$8.4M, for a 3.1% difference, or \$-0.3M. Year-to-date results are 0.4% below budget.

The Co-CEOs presented the following items:

- EWU Double Decker Dignitary Tour
- Sunday, May 5, Bloomsday Service
  - Bloomsday 2025
  - 2025 Bloomsday Ridership
- Legislature Adjourns Sine Die
- Mirabeau Transit Center Ribbon Cutting
- APTA Legislative Conference
- 2025 Spokane Transit Rodeo
- Uniting Division: A Roundtable on Developing the Corridor's Next Era

## 10. NEW BUSINESS

None

## 11. EXECUTIVE SESSION

Chair Haley advised the purpose of the Executive Session was in accordance with RCW 42.30.110(1)(b); *"considering 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 2:03 p.m., with a 5-minute projected timeframe. At 2:08 p.m., the Executive Session ended and the meeting was called back into open session.

## 12. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:08 p.m.

Respectfully submitted,

*Amie Blain*

Amie Blain  
Executive Assistant to the Chief Financial Officer and Chief Information Officer