

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, June 11, 2025

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 (*Haley*)
3. Chair's Comments (*Haley*) (*5 minutes*)
4. Committee Action/Discussion (*5 minutes*)
 - A. Minutes of the May 7, 2025, Committee Meeting – Corrections/Approval
5. Committee Chair Reports (*10 minutes*)
 - A. Tim Hattenburg, Planning & Development
 - B. Lance Speirs, Performance Monitoring & External Relations
6. Board of Directors Draft June 26, 2025, Meeting Agenda – Corrections/Approval (*Otterstrom & Rapez-Betty*) (*5 minutes*)
7. Board Operations Committee Draft July 16, 2025, Meeting Agenda – Information (*Otterstrom & Rapez-Betty*) (*5 minutes*)
8. CEO Report (*Otterstrom & Rapez-Betty*) (*20 minutes*)
9. New Business
10. Executive Session (*Etter, McMahon*) (*10 minutes*)

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;
11. Adjourn

Next Committee Meeting: Wednesday, July 16, 2025, at 1:30 p.m. in person with virtual public viewing option.

Virtual Link:	Join here	
Call-in Number:	1-253-205-0468	Meeting ID: 827 1355 5288 (then press #)
Password:	2025	Participant ID: Press #

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.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 2 : APPROVE COMMITTEE AGENDA

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY: At this time, the Board Operations Committee will review and approve the meeting agenda with any revisions provided.

RECOMMENDATION TO COMMITTEE: Approve Board Operations Committee agenda.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 3 : BOARD OPERATIONS COMMITTEE CHAIR'S COMMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, STA Board Chair

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 4A : MINUTES OF THE MAY 7, 2025, COMMITTEE MEETING – CORRECTIONS
AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Amie Blain, Executive Assistant to the Chief Financial Officer and Chief
Information Officer

SUMMARY: The May 7, 2025, meeting minutes are attached for your information and correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections 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 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.

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

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 5A : PLANNING & DEVELOPMENT COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, Chair, Planning & Development

SUMMARY: At this time, the Committee Chair will review the June 4, 2025, committee meeting and draft July 9, 2025, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 4, 2025

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 April 30, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(15 minutes)*
 1. Division Bus Rapid Transit (BRT): Parametrix, Inc., Work Order #6 Approval *(Otterstrom)*
 2. Training Facility Grant Submittal Approval *(Otterstrom)*
 - B. Board Discussion Agenda *(15 minutes)*
 1. Facilities Master Plan Phase I Report Acceptance (Resolution) *(Rapez-Betty)*
5. Report to Committee *(20 minutes)*
 - A. 2026-2031 Transit Development Plan: Complete Draft *(Otterstrom/Poole)*
(Public Hearing at the June 26, 2025, Board meeting)
 - B. Division Bus Rapid Transit: Locally Preferred Alternative Amendment *(Otterstrom)*
(Public Hearing at the June 26, 2025, Board meeting)
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review July 9, 2025, Committee Meeting Draft Agenda *(5 minutes) (one week later due to holiday)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, July 9, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2490 816 5298

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 9, 2025

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 June 4, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda (45 minutes)
 1. Division Street Bus Rapid Transit (BRT): Memorandum of Agreement Approval (*Otterstrom*)
 2. 2026-2031 Transit Development Plan: Finalize and Approve (Resolution) (*Rapez-Betty*)
 3. Federal Transit Administration Section 5310: Call for Projects (*Otterstrom*)
 - B. Board Discussion Agenda (5 minutes)
 1. Division Street Bus Rapid Transit (BRT): Locally Preferred Alternative Amendment Approval (Resolution) (*Otterstrom*)
 2. Division Street Bus Rapid Transit (BRT): Ratings Package (*Otterstrom*)
5. Report to Committee (5 minutes)
 - A. 2026-2029 Title VI Program Update: Engagement Plan (*Otterstrom*)
6. CEO Report (*Otterstrom/Rapez-Betty*) (15 minutes)
7. Committee Information
8. Review September 3, 2025, Committee Meeting Draft Agenda (5 minutes) (*no August meeting*)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 3, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 5B : PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE
CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Lance Speirs, Chair, Performance Monitoring & External Relations

SUMMARY: At this time, the Committee Chair will review the June 4, 2025, committee meeting and draft July 9, 2025, meeting agenda as part of the report. Agendas are attached.

RECOMMENDATION TO COMMITTEE: Receive report.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, June 4, 2025

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
 2. Committee Chair Report *(5 minutes)*
 3. Committee Action *(5 minutes)*
 - A. Minutes of April 30, 2025 (May meeting), Committee Meeting - *Corrections/Approval*
 - B. Electrical Systems Upgrade: Scope of Work Approval *(Rapez-Betty)*
 4. Committee Action *(15 minutes)*
 - A. Board Consent Agenda
 1. Customer Care Auditing Services – Award of Contract *(Cortright)*
 2. Data Feed & Customer Information Improvements – Award of Contract *(Cortright)*
 3. Cheney Transit Improvements Interlocal Agreement (ILA) *(Otterstrom)*
 - B. Board Discussion Agenda *(none)*
 5. Reports to Committee *(35 minutes)*
 - A. 2025 First Quarter Year-to-Date Performance Measures *(Rapez-Betty)*
 - B. Enhanced Transit Security Update *(Rapez-Betty/Williams)*
 - C. Alternative Low-Income Fare Program Structure *(Cortright)*
 - D. Citizen Advisory Committee Update *(Cortright)*
 6. CEO Report *(Rapez-Betty/Otterstrom)* *(15 minutes)*
 7. Committee Information (no discussion/staff available for questions)
 - A. April 2025 Operating Indicators *(Rapez-Betty)*
 - B. April 2025 Financial Results Summary *(Johnston)*
 - C. May 2025 Sales Tax Revenue *(Johnston)*
 - D. Disadvantaged Business Enterprise Program Proposed Goal for Federal Fiscal Years 2026, 2027, and 2028 *(Johnston)*
 8. Review July 9, 2025, Meeting Draft Agenda *(5 minutes)*
 9. New Business *(5 minutes)*
 10. Committee Members' Expressions *(5 minutes)*
 11. Adjourn
- Next Committee Meeting: Wednesday, July 9, 2025, at 1:30 p.m.

Optional Virtual Link: [JOIN HERE](#)

Password: **Members:** 2025

Guests: 0625

Call-in Number: 1-408-418-9388

Event #: 2488 384 6496

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PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, July 9, 2025

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
2. Committee Chair Report (5 minutes)
3. Committee Action (10 minutes)
 - A. Minutes of June 4, 2025, Committee Meeting - *Corrections/Approval*
 - B. Farebox Replacement - Scope of Work Approval (*Cortright*)
 - C. Telematics - Scope of Work Approval (*Rapez-Betty*)
4. Committee Action (15 minutes)
 - A. Board Consent Agenda
 1. Disadvantaged Business Enterprise Proposed Goal for Federal Fiscal Years 2026, 2027 and 2028 - Approval (*Johnston*)
 2. Public Transportation Agency Safety Plan (*Williams*)
 - B. Board Discussion Agenda (5 minutes)
 1. Low-Income Fare Pilot Program (*Cortright*)
5. Reports to Committee (35 minutes)
 - A. 2025 State Audit Report (*Johnston*)
 - B. Millwood Transit Improvements Interlocal Agreement (*Otterstrom*)
 - C. 2025 Service Revisions Interim Update (*Otterstrom*)
 - D. 2025 Paratransit Survey Results (*Cortright*)
 - E. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (15 minutes)
7. Committee Information (no discussion/staff available for questions)
 - A. May 2025 Operating Indicators (*Rapez-Betty*)
 - B. May 2025 Financial Results Summary (*Johnston*)
 - C. June 2025 Sales Tax Revenue (*Johnston*)
8. Review September 3, 2025, Meeting Draft Agenda (5 minutes) (No August Meeting)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 3, 2025, at 1:30 p.m.

Optional Virtual Link:	Join Here	
Password:	Members: 2025	Guests: 0725
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 6 : BOARD OF DIRECTORS MEETING AGENDA JUNE 26, 2025 –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

SUMMARY: The Board of Directors meeting agenda for June 26, 2025, is attached for the Committee's information, correction and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

BOARD MEETING

Thursday, June 26, 2025 *(1 week late)*
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 Haley)*
2. Pledge of Allegiance
3. Excused Absences
4. Approve Board Agenda *(Chair Haley)*
5. Public Expressions
6. Recognitions and Presentations: *none*
7. Public Hearing: *20 minutes*
 - A. 2026-2031 Transit Development Plan: Complete Draft *(Karl Otterstrom)*
 - B. Division Bus Rapid Transit: Locally Preferred Alternative Amendment *(Karl Otterstrom)*
8. Board Action - Consent Agenda: *5 minutes*
 - A. Minutes of May 15, 2025, STA Board Meeting– Corrections/Approval
 - B. Approval of the May 2025 Vouchers *(Tammy Johnston)*
 - C. Public Works Contracts under \$35,000: Final Acceptance *(Jordan Hayes-Horton)*
 - D. Division Bus Rapid Transit: Parametrix, Inc. Work Order #6 Approval *(Karl Otterstrom)*
 - E. Customer Care Auditing Service: Award of Contract *(Carly Cortright)*
 - F. Data Feed/Customer Information Improvements: Award of Contract *(Carly Cortright)*
 - G. Bus Stop Site Improvements Property Acquisition – Resolution *(Karl Otterstrom)*
 - H. Training Facility Grant Submittal Approval *(Karl Otterstrom)*
9. Board Action – Other: *10 minutes*
 - A. Facilities Master Plan Phase 1 Report Acceptance (Resolution) *(Brandon Rapez-Betty)*
10. Board Operations Committee: *5 minutes*
 - A. Chair Report *(Chair Haley)*
11. Planning & Development Committee: *5 minutes*
 - A. Chair Report *(Tim Hattenburg)*
12. Performance Monitoring & External Relations Committee: *25 minutes*
 - A. Chair Report *(Lance Speirs)*
 - i. 2025 1st Quarter Year-to-Date Performance Measures *(Brandon Rapez-Betty)*
 - ii. Enhanced Transit Security Strategy Update *(Brandon Rapez-Betty)*
 - iii. Cheney Transit Improvements Interlocal Agreement *(Karl Otterstrom)*
13. CEO Report: *15 minutes*

14. Board Information – *no action or discussion*
 - A. Committee Minutes
 - B. May 2025 Sales Tax Revenue (*Tammy Johnston*)
 - C. April 2025 Financial Results Summary (*Tammy Johnston*)
 - D. April 2025 Operating Indicators (*Brandon Rapez-Betty*)
 - E. Disadvantaged Business Enterprise Program Proposed Goal for Federal Fiscal Years 2026, 2027, & 2028 (*Karl Otterstrom*)
15. Executive Session: *10 minutes*
 - A. 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.*
 - B. *To evaluate the qualifications of an applicant for public employment and to review the performance of a public employee.* (RCW 42.30.110(g))
16. New Business
17. Board Member Expressions
18. Adjourn (*Chair*)

Optional Virtual link:	Click Here to Join Virtually	
Password:	Board Members: 2025	Guests: <i>Guest</i>
Call-in Number:	1-408-418-9388	Event #: 2489 582 8592

Cable 5 Broadcast Dates and Times of June 26, 2025, Board Meeting:

Saturday, June 28, 2025	4:00 p.m.
Monday, June 30, 2025	10:00 a.m.
Tuesday, July 1, 2025	8:00 p.m.

July Committee Meetings, Wednesday: (*July Committee Meetings are all one week late*)

Planning & Development	July 9, 2025, 10:00 a.m.
Performance Monitoring & External Relations	July 9, 2025, 10:00 a.m.
Board Operations	July 16, 2025, 1:30 p.m.

July Board Meeting: (*one week late*)

Thursday, July 24, 2025, 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)

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SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 7 : BOARD OPERATIONS COMMITTEE DRAFT JULY 16, 2025, MEETING
AGENDA – INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

SUMMARY: The draft Board Operations Committee meeting agenda for July 16, 2025, is attached for your information.

RECOMMENDATION TO COMMITTEE: For information and discussion.

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

BOARD OPERATIONS COMMITTEE MEETING

Wednesday, July 16, 2025 *(1 week late)*

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 *(Haley)*
3. Chair's Comments *(Haley) (5 minutes)*
4. Committee Action/Discussion *(5 minutes)*
 - A. Minutes of the June 11, 2025, Committee Meeting – Corrections/Approval
5. Real Estate Authorization (Resolution) *(Otterstrom) (10 minutes)*
6. Board Attendance Review *(Otterstrom & Rapez-Betty) (10 minutes)*
7. Review CEO 2025 Evaluation Process *(Otterstrom & Rapez-Betty) (10 minutes)*
8. Committee Chair Reports *(10 minutes)*
 - A. Tim Hattenburg, Planning & Development
 - B. Lance Speirs, Performance Monitoring & External Relations
9. Board of Directors Draft July 24, 2025, Meeting Agenda – Corrections/Approval *(Otterstrom & Rapez-Betty) (5 minutes)*
10. Board Operations Committee Draft September 10, 2025, Meeting Agenda – Information *(Otterstrom & Rapez-Betty) (5 minutes)*
11. CEO Report *(Otterstrom & Rapez-Betty) (30 minutes)*
12. New Business
13. Adjourn

Next Committee Meeting: Wednesday, September 10, 2025, at 1:30 p.m. in person with virtual public viewing option *(No August Meeting)*.

Virtual Link:	Join here	
Call-in Number:	1-253-205-0468	Meeting ID: 827 1355 5288 (then press #)
Password:	2025	Participant ID: Press #

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.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 8 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer

SUMMARY: At this time, the Interim Co-CEOs will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
BOARD OPERATIONS COMMITTEE MEETING

June 11, 2025

AGENDA ITEM 9 : NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to discuss new business relating to Board Operations.

RECOMMENDATION TO COMMITTEE: Information only.

10.

EXECUTIVE SESSION

At this time, the STA Board Operations Committee will adjourn to an executive session for the purpose of:

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.
(RCW 42.30.110(1)(b))

The STA Board Operations Committee will reconvene in open session after approximately 10 minutes. If it becomes necessary to extend the executive session, a member of the staff will return to announce the time at which the Committee 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 session.

Estimated time – 10 minutes