

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the April 4, 2012, Meeting
Southside Conference Room

MEMBERS PRESENT

Chuck Hafner, City of Spokane Valley*
Mike Allen, City of Spokane
Art Kulibert, City of Medical Lake
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-officio)

MEMBERS ABSENT

Mark Richard, Spokane County

* Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance
Molly Myers, Manager, Communications
Todd Griffith, Assistant Manager, Maintenance
Merilee Robar, Executive Assistant, Finance

GUESTS

Judy Cassell, AFSCME 3939
Tim Dompier, ATU 1015

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

- Chair Hafner called the meeting to order at 1:30 p.m. Introductions were made. There was no correspondence requiring the Committee's attention.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

- Chair Hafner shared some of his concepts regarding how he would like the Committee to proceed under the new structure: review Robert's Rules & Regulations; remember time is of the essence; keep the meetings positive and productive; be involved in the decision-making process; take ownership of decisions; define responsibilities and determine necessary procedures; be a "hands on" Committee; and engage in serious dialogue with appropriate staff members whenever necessary.
- Chair Hafner asked Mr. Blaska to give a brief explanation of STA's new committee process.

4. **COMMITTEE ACTION/DISCUSSION/INFORMATION**

A. **MINUTES OF THE MARCH 7, 2012, COMMITTEE MEETING**

- **Mr. Allen moved to recommend approval of the March 7, 2012, Committee meeting minutes. The motion was seconded by Mr. Kulibert and passed unanimously.**

B. **SCOPE OF WORK FOR EMERGENCY GENERATOR FOR INFORMATION, SECURITY, AND COMMUNICATIONS SYSTEMS – ACTION**

- STA currently has three emergency generators to provide limited backup power in the event of a power loss. One of the generators was replaced in 2007, and it is now necessary to replace the other two original units as they are unreliable and difficult to maintain. The project was anticipated and included in STA's 2012-2017 Capital Improvement Plan and funded in the 2012 capital budget in the amount of \$320K (\$200K local and \$120K federal). With Committee approval, staff, with the assistance of JUB Engineering, will prepare detailed specifications for the release of an invitation for bids.
- **Mr. Allen moved to recommend approval of the summary Scope of Work as presented and authorize staff to release an invitation for bids for the replacement of two emergency generators. The motion was seconded by Mr. Kulibert and passed unanimously.**

C. **AWARD OF CONTRACT FOR THE REPLACEMENT OF TWO VEHICLE HOISTS – ACTION**

- The Vehicle Maintenance Department uses four in-ground hoists to repair and maintain STA's fleet of vehicles. STA replaced two hoists in 2011 and the other two are scheduled for replacement this year. The hoists are over twenty-four years old and have reached their useful life cycle. Repairs to the hoists and obtaining replacement parts are becoming increasingly more difficult as the original manufacturer is no longer in business. Staff is recommending one hoist be replaced with an in-ground unit and the other

an above-ground mobile hoist. This project was anticipated and is included in the 2012 – 2016 Capital Improvement Plan.

- Staff has found new replacement hoists offered on the Washington State Purchasing Cooperative Contract that will satisfy our vehicle requirements. This project will require the removal and disposal of the two existing in-ground hoists and associated construction work to accommodate the new units. Staff is also requesting the current alignment pit be extended 25' to permit both front end and rear axle alignment. STA will use the services of JUB Engineering to develop the scope of work for the release of an invitation for bids for the demolition and construction work.
- The STA Board approved \$475K in the 2012 Capital Budget for this hoist replacement project (\$95K local and \$380K federal). The current cost to purchase the two hoist systems is \$172,950 (including installation and sales tax). The engineering cost to develop the scope of work and provide necessary construction oversight (including materials testing) is estimated to be \$36K. The engineer's estimate for the construction phase is \$150K. The total project cost is estimated to be \$358,950.
- **Mr. Kulibert moved to recommend the Board: 1) authorize the purchase of one Eco 60 hoist and one set of six mobile hoists from the Washington State Purchasing Cooperative Contract for the sum of approximately \$173,000, including installation and sales tax; 2) authorize the CEO to execute a contract for the services of JUB Engineering of Spokane, WA, to develop the scope of work and provide construction oversight for this project; 3) authorize the CEO to award a contract to the lowest responsive bid from a responsible bidder for the demolition and construction work to be performed for this project. Total price for the replacement of these hoists and expanding the alignment pit (including applicable sales tax) will not exceed \$400,000. The motion was seconded by Mr. Allen and passed unanimously.**

D. 2012 SUMMER DETOUR PLAN – INFORMATION

- Mr. Blaska gave a brief overview of major summer projects within the Public Transportation Benefit Area which will affect transit.
 - Significant detours: Francis Avenue – rebuild; 29th Avenue, Grand to High Drive – rebuild; Evergreen between 16th and 32nd – rebuild.
 - Minor detours/disruptions: Spokane Falls Blvd, Sherman to Division – improvements; Argonne/Knox/ Montgomery – widening; Barker Road between Appleway and Broadway – sewer construction; southbound Sullivan Bridge over the Spokane River – maintenance.
- Specific Rider Alerts will be printed and added to STA's website, and supervisors will tag bypassed stops.

E. 2011 DRAFT ROUTE PERFORMANCE REPORT - DISCUSSION

- Mr. Otterstrom gave a detailed overview of the 2011 Annual Route Performance Report. Three standards are used when determining the performance of individual routes: ridership productivity (measured by boardings per revenue hour); energy consumption (measured by average load factor, based on vehicle size), and farebox recovery (measured by farebox recovery ratio). Benchmarks were covered for each standard. A draft report will be available at the next Committee meeting.

F. PLAZA SECOND FLOOR OPERATIONS IMPROVEMENTS - UPDATE – INFORMATION

- Mr. Blaska explained that NAI Black made a proposal for use of the second floor of the STA Plaza which was compelling enough to warrant that staff hold in abeyance the recommendation made in March until details of the NAI Black could be explored further. Because the terms of the proposal would take extensive time to evaluate and bring to fruition, staff has decide to ask the Board to approve the Committee's original recommendation for that space.

5. FINANCIAL REPORT REVIEW/FEEDBACK – DISCUSSION

- Ms. Warren gave a detailed presentation on the monthly, quarterly, and annual financial reports STA currently produces in an effort to solicit Committee feedback on specific report types, frequency of reporting, and various format options available for clarity and simplification of information. Discussion ensued.
- The Committee said that overall, they liked the revised graphs, offered suggestions for some minor improvements, and will review the proposed new formats for further discussion at the next Committee meeting.

- Mr. Blaska added that the Citizen Advisory Committee will also have an opportunity to review these reports at their next meeting in order to solicit that committee's feedback on which types of reports, level of detail, and frequency they feel the public would be interested in seeing.

6. CEO REPORT

- Following release of a request for qualifications for the Small Starts (Central City Line) project, two statements of qualifications were received. Interviews will begin in mid-April. Staff anticipates making a recommendation to the Planning and Development Committee in May.
- STA is currently undergoing its annual state audit. There are no significant findings to date.
- Superintendent of Transportation Andrew Overhauser is retiring after 30 years of service to STA. A nationwide search is currently on to find a replacement. STA is also conducting a search for a Capital Projects Manager.
- Ms. Meyer was recently appointed to a national advisory committee that will make recommendations and provide guidance to the Transit Research Program on subjects for research and publication for articles on transportation and transit issues.

7. COMMITTEE INFORMATION

- A. February 2012 Financial Results Summary - *as presented.*
- B. February 2012 Operating Indicators – *as presented.*
- C. May 2012 Service Change Update – *as presented*
- D. Draft 2012 Communications Strategic Plan – *as presented.*
- E. Community Outreach and Involvement – *as presented.*

8. NEW BUSINESS

None.

9. COMMITTEE MEMBERS' EXPRESSIONS

None.

10. MAY 2012 COMMITTEE PACKET AGENDA REVIEW

As presented.

11. ADJOURN

Chair Hafner adjourned the meeting at 3:26 p.m.

12. NEXT MEETING – WEDNESDAY, MAY 2, 2012, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Jeanette Van Dort, Executive Assistant