

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the December 4, 2013, Meeting

Southside Conference Room

MEMBERS PRESENT

Nancy McLaughlin, City of Spokane **
Gary Schimmels, City of Spokane Valley
Art Kulibert, City of Medical Lake
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

Mike Allen City of Spokane *
E. Susan Meyer, CEO (Ex-officio)

* Chair ** Acting Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Steve Doolittle, Director of Human Resources
Beth Bousley, Director of Communications & Customer Svc.
Susan Millbank, Community Ombudsman & Accessibility
Mike Toole, Assistant Manager, Safety & Security
Jan Watson, Executive Assistant to the CEO & Clerk of the
Authority
Merilee Robar, Executive Assistant, Finance & Information
Systems

GUESTS

None

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

Acting Chair McLaughlin called the meeting to order at 10:00 a.m. Introductions were made. There was no correspondence requiring the Committee's attention.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF THE NOVEMBER 6, 2013, COMMITTEE MEETING**

Mr. Kulibert moved to recommend approval of the November 6, 2013 Committee meeting minutes. The motion was seconded by Mr. Schimmels and passed unanimously.

B. **APPROVAL OF SCOPE OF WORK FOR SECURITY SERVICES**

Mr. Toole explained that the five-year contract for security services will expire on June 30, 2014. Consistent with STA's practice of soliciting for contracted services to ensure competitiveness and cost efficiency, staff is recommending issuing a request for proposals for these services. This service involves foot and vehicle patrol security coverage at all STA facilities and park and ride lots. Estimated cost of the five-year contract is \$2,569,400, which assumes an annual inflation factor of 2%.

Mr. Kulibert moved to approve the Scope of Work for Security Services and authorize staff to release a Request for Proposals for a five-year contract. The motion was seconded by Mr. Schimmels and passed unanimously.

C. **APPROVAL OF SCOPE OF WORK FOR DESIGN AND ENGINEERING SERVICES**

Mr. Otterstrom explained that as part of the STA Moving Forward planning study, STA initiated a project to evaluate a transit center in the West Plains area (Exit 272) that would provide quick and safe access to I-90 both eastbound and westbound. The purpose of the transit center is to improve connectivity between cities in the West Plains area, provide transit access to residential areas located south of I-90, and increase productivity on routes in the area.

Staff has analyzed the operational and passenger benefits of the options provided (by JUB Engineering) and has narrowed down an option for further development: to construct a bus lane along I-90 in the westbound direction. A "bus only" lane would be constructed alongside of the Exit 272 off-ramp (eastbound direction) stopping at a transit parking area, and a pedestrian bridge would be constructed from the parking area to the westbound I-90 bus lane. As STA continues preparation for the implementation of the High Performance Transit (HPT) Network, staff believes that continued pursuit of state and federal funding for a future transit center at Exit 272 is timely and consistent with the adopted

vision of the HPT Network. The total amount of funds available for preliminary engineering through 90% design is \$1,100,000, which includes federal funds of \$951,500 and local funds of \$148,500. The cost estimate for all other phases of the project is approximately \$12 million, which is currently unfunded and will require future STA Board approval. The property purchase is not included in the estimate and will also require future STA Board approval. The next phase of this project is to conduct preliminary design through 90% final design of the park and ride along with improvements associated with transit service adjacent to Exit 272 along I-90.

Mr. Schimmels moved to approve the Scope of Work for design and engineering services and authorize staff to release the Request for Qualifications. The motion was seconded by Mr. Kulibert and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. 2014 PERFORMANCE MEASURES

Mr. Blaska explained that each of STA's performance measures is tied to a specific Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability. Ridership goals for 2014 include:

- Fixed Route: 1% growth – largely based on anticipated success of the bus pass program for the community colleges. Additionally, passengers per revenue hour has increased from 24 to 28, which is more reflective of how efficient the system has become.
- Paratransit: No growth – continued success of Mobility Training, In Person Assessments, and the Van Grant Program are expected to help control demand for this service.
- Vanpool: 9% growth – the economy is recovering and with the aid of new ride-matching software and a supporting marketing effort, STA should meet this aggressive goal.

Mr. Blaska also noted that membership in the American Bus Benchmarking Group has influenced certain STA objectives, particularly those related to accident rates and maintenance training. Staff is researching ABBG methodology for potential changes to STA's 2015 goals. He added that this is STA's "report card" to the community, and asked Acting Chair McLaughlin if this might be something the Board would like to review in more detail at the December 19th meeting. Brief discussion ensued.

Committee members present agreed by consensus to forward the Performance Measures to the Board discussion agenda rather than the consent agenda.

Mr. Kulibert moved to recommend the Board approve the 2014 Performance Measures as presented. The motion was seconded by Mr. Schimmels and passed unanimously.

2. RENEWAL OF SPOKANE POLICE DEPARTMENT INTERLOCAL AGREEMENT

Mr. Blaska announced that this item is for information only at this time because the draft interlocal agreement between STA and the City of Spokane to provide for a police officer to be based out of the Plaza has not yet been returned by the City of Spokane. The essence of the changes to the agreement include a provision for one additional officer to be located at the Plaza and codification that STA will provide seven parking stalls at the Plaza for use by the Spokane Police Department. If the agreement is returned prior to the Board meeting, this item will be presented and voted on by the Board at that time.

B. Board Discussion Agenda

1. DRAFT 2014 STATE LEGISLATIVE PRIORITIES

Ms. Millbank explained that each year the Board adopts State Legislative Priorities to guide staff and STA's Government Relations Consultant during the legislative session and beyond. The 2014 session begins on January 13, 2014, and is scheduled to last 60 days. It is anticipated that a supplemental transportation revenue and project package will be a major topic during this session. During the session, staff will watch for any legislation that may pose a threat or offer new opportunities to Spokane Transit. Because legislation may come forward at any time, the CEO requests authority from the Board to determine STA's interest on specific pieces of legislation and convey those interests to legislators and others, and update the Performance Monitoring and External Relations Committee and the Board during the legislative session.

Mr. Schimmels moved to recommend the Board approve the 2014 State Legislative Priorities as presented and grant authority to the CEO to determine STA's interest on specific pieces of legislation and convey those interests to legislators and others, and update the Performance Monitoring and External Relations Committee and the Board during the legislative session. The motion was seconded by Mr. Kulibert and passed unanimously.

6. COMMITTEE REPORTS

A. 2014 TITLE VI PROGRAM UPDATE

Mr. Otterstrom said that as an agency which receives federal financial assistance, STA is required to adopt a Title VI program and update it every three years. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. The program must include discussion of fare and service changes over the last three years, updating demographic analysis of minority and low-income populations with the 2010 census, route analysis data, public outreach processes, and updating the Limited English Proficiency plan. The Federal Transit Administration (FTA) published a circular in October 2012 updating Title VI requirements to include requiring Board approval of the plan, demographic breakdown of all committees, and inclusion of fixed route system-wide service standards and policies. STA plans to hold a public hearing at the February 20th Board meeting to allow the public to comment on the proposed Title VI program, with a recommendation for adoption scheduled for the March Board meeting. Final submission to the FTA is scheduled for late March 2014.

7. CEO REPORT

- A. In Ms. Meyer's absence, Mr. Blaska said that STA Board and staff members met with the Spokesman-Review editorial board recently to discuss decisions made by STA's Board of Directors regarding the Plaza, the Comprehensive Plan, and proposed system improvements.
- B. In reference to the Zone 1 test, the only conflicts involved Paratransit vans coming and going into that zone. Ms. Meyer will meet with the City and other interested parties on the results.
- C. STA's current Performance Monitoring and External Relations Committee members will most likely not be returning in 2014. Mr. Blaska said it was rewarding to be associated with the group, and thanked them for all their contributions over the past year.

8. COMMITTEE INFORMATION

- A. October 2013 Financial Results Summary – *as presented.*
- B. November 2013 Sales Tax Summary – *as presented.*
- C. October 2013 Operating Indicators – *as presented.*
- D. Third Quarter 2013 Safety and Loss Summary – *as presented.*
- E. Community Outreach and Involvement – *as presented.*
- F. Holiday Service and Office Hours – *as presented.*

9. FEBRUARY 2014 COMMITTEE PACKET AGENDA REVIEW

Acting Chair McLaughlin asked if there were any comments about the agenda for the next Committee meeting. None were forthcoming.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

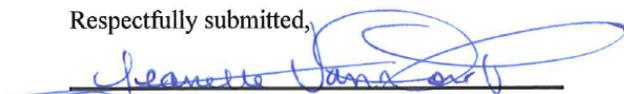
None.

12. ADJOURN

Acting Chair McLaughlin adjourned the meeting at 11:02 a.m.

13. NEXT MEETING – WEDNESDAY, February 5, 2014, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Jeanette Van Dort, Executive Assistant