

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the June 6, 2012, Meeting
Southside Conference Room

MEMBERS PRESENT

Chuck Hafner, City of Spokane Valley*
Art Kulibert, City of Medical Lake
Mark Richard, Spokane County
Rhonda Bowers, Labor Representative

MEMBERS ABSENT

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

* Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynn Holmes, Assistant Director of Finance
Molly Myers, Manager, Communications
Don Reimer, Manager, Maintenance & Facilities
George Hanrahan, Manager, Information Systems
Teresa Overhauser, Technology Projects Manager
Jacque Tjards, Manager, Purchasing
Susan Millbank, Community Ombudsman & Accessibility
Linda Brown, Financial Analyst
Jan Watson, Clerk of the Authority
Merilee Robar, Executive Assistant, Finance

LEGAL COUNSEL

Laura McAloon, K & L Gates, LLP

GUESTS

Randy Knapick, IBI Group

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 thanked the Committee members for their efforts in making good decisions for transit and for our community.

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

A. **MINUTES OF THE APRIL 4, 2012, COMMITTEE MEETING**

Mr. Kulibert moved to recommend approval of the April 4, 2012, Committee meeting minutes. The motion passed unanimously.

B. **MINUTES OF THE MAY 2, 2012, COMMITTEE MEETING**

Mr. Kulibert moved to recommend approval of the May 2, 2012, Committee meeting minutes. The motion passed unanimously.

C. **AWARD OF CONTRACT FOR COMPUTER-AIDED DISPATCH/AUTOMATED VEHICLE LOCATION (CAD/AVL) AND COMMUNICATIONS SYSTEM (SMART BUS) – ACTION**

The Board has consistently identified the Smart Bus Program as an essential capital program. The next element of the program, computer-aided dispatch/automated vehicle location (CAD/AVL), would allow for real-time bus location information. Dispatchers would have the ability to better manage the reliability and efficiency of STA's service, and customers would have timely information about the system. Funding for this element of the program was approved by the Board in the amount of \$8.1M, which includes a Federal Congestion Mitigation Air Quality (CMAQ) grant of \$1.5M.

Release of a Request for Proposals was approved by the Operations and Customer Service Committee in September 2011. Proposals were packaged in two parts: Part 1 quantified the base cost of system engineering, design, installation of on-board and dispatch systems, key hardware and software, and supporting project management, testing, training, and warranties. Part 2 quantified priced options for end user applications (i.e., ADA stop announcements, real time arrival and departure signage, phone applications, etc.). In addition, there is an unfunded element of the project which offers further opportunities for enhancements to the system as funding allows.

Proposals were received from two responsive and responsible vendors: Trapeze Software Group and INIT. The evaluation committee recommends negotiating with Trapeze Software Group because of better pricing and software compatibility with STA's existing systems. However, if an agreement cannot be reached, staff is asking the Board to authorize the CEO to negotiate with the next-ranked firm until a successful agreement can be reached. Following deliberation, the Committee decided to forward this item to the Board discussion agenda for additional input.

Mr. Kulibert moved to recommend action by the Board of Directors to authorize the CEO to award a contract to Trapeze Software Group in an amount not to exceed \$8.1M, contingent upon successful contract negotiations. In the event STA and Trapeze are unable to negotiate a final contract agreement, authorize the CEO and staff to begin negotiations with the next-ranked firm until a successful agreement can be reached. The motion was seconded by Mr. Richard and passed unanimously.

D. ENTERPRISE RESOURCE PLANNING SCOPE OF WORK – ACTION

In November 2011, the Board approved the selection of the Government Finance Officers Association (GFOA) to provide assistance in developing a request for proposals for the Enterprise Resource Planning (ERP) system.

Staff has worked with GFOA to map the current processes and develop the specifications as needed in sixteen areas including accounts payable and receivable, budget, inventory, grants, projects, purchasing, attendance, and human resources. More than 1,755 specifications were identified and developed into a scope of work for inclusion in the request for proposals.

Funding for the project is included in the Capital Improvement Plan and includes \$1,731,902 in federal funding and \$525,098 in local funding over the next three years. Actual costs will depend on vendor and functionalities selected.

Mr. Richard moved to approve the scope of work represented by the technical and functional specifications in the aforementioned areas developed by the Government Finance Officers Association and staff. The motion was seconded by Mr. Kulibert and passed unanimously.

E. J-U-B ENGINEERS, INC., CONTRACT AMENDMENT - REQUEST FOR APPROVAL – ACTION

The contract with J-U-B Engineers, Inc., for architectural and engineering on-call consulting services will expire at the end of July 2012. Due to the number of projects under current and proposed task orders, staff is recommending the contract be amended to extend services until the end of November 2012. This amendment would create a temporary overlap with the new five-year contract currently in development for this service.

Mr. Richard moved to recommend the Board authorize the CEO to amend the original J-U-B Engineers, Inc., contract (07-STA-346) to extend architectural and engineering on-call consulting services through November 30, 2012. The motion was seconded by Mr. Kulibert and passed unanimously.

F. SCOPE OF WORK FOR ARCHITECTURAL AND ENGINEERING ON-CALL CONSULTING SERVICES – ACTION

The five-year contract for architectural and engineering on-call consulting services will expire on July 21, 2012. To help facilitate the maintenance, growth, and development of STA, staff must begin the process of procuring a consultant for this service.

Staff is seeking approval of a scope of work and authorization to release a Request for Quotes for this service.

Mr. Kulibert moved to approved the summary scope of work as presented and authorize staff to release a Request for Quotes for architectural and engineering on-call consulting services. The motion was seconded by Mr. Richard and passed unanimously.

G. BOONE AVENUE ROOF REPLACEMENT – ACCEPTANCE OF PROJECT AND RELEASE OF RETAINAGE – ACTION

In July 2011, the Board awarded a contract to ICON Corporation to replace the roofing membranes and skylights on both the north and south buildings of the Boone Avenue facility. The project was funded using 85% federal and 20% local funds.

On May 9, 2012, STA was provided a letter from the construction management firm handling the project recommending that the project be considered complete.

The amount invoiced by ICON for the project was \$1,863,830, which is within the contracted amount, the CEO's 15% change order authority, and within the project budget. Staff is asking the Board to accept the project as complete and authorize payment of \$93,191 in retainage (once the Department of Revenue, Employment Security Department, and Department of Labor and Industries releases the retainage).

Mr. Kulibert moved to recommend the Board accept the Boone Avenue roofing project as complete and authorize release of \$93,191 in retainage. The motion was seconded by Mr. Richard and passed unanimously.

H. RECOMMENDATION FOR REVISIONS TO STA'S RULES OF CONDUCT – ACTION

STA's *Rules of Conduct for Transit Vehicles, Facilities, and Properties* were first adopted by the Board in May 1995. As circumstances change or new rules become necessary, the Rules of Conduct are revised. Along with correcting minor scrivener errors, changes are made to clarify current rules, as well as to add information that reflects STA's current policies and practices and/or mirrors Washington State law.

Mr. Richard moved to recommend the Board of Directors approve the revisions to the Rules of Conduct as recommended by staff and legal counsel. The motion was seconded by Mr. Kulibert and passed unanimously.

I. FINANCIAL REPORT RECOMMENDATION - ACTION

Following review and discussion at the April and May 2012 Performance Monitoring and External Relations Committee and the Citizen Advisory Committee meetings, formatting and reporting frequency of the financial reports have been determined. Staff is asking final approval from the Board for these formats and frequencies. Discussion ensued. It was suggested that the Travel Report details did not need to be forwarded to the Board since the amount allocated for travel was already approved in the annual budget.

At the request of the Committee, Ms. Holmes said she would forward the reports to the State Auditor's office to ensure compliance with their reporting standards and requirements.

Mr. Kulibert moved to recommend the Board of Directors approve the revised financial reporting format and frequency. The motion was seconded by Mr. Richard and passed unanimously.

5. DEPARTMENT MANAGER'S REPORT – MAINTENANCE AND FACILITIES DIVISION

Mr. Reimer gave a brief presentation regarding the activities of the Maintenance Department, focusing on the various projects his staff does to assist other departments within STA in keeping transit moving and serving our customers.

6. COMMITTEE INFORMATION

- A. April 2012 Financial Results Summary - *as presented.*
- B. April 2012 Operating Indicators – *as presented.*
- C. Community Outreach and Involvement – *as presented.*
- D. September 2012 Service Change – *as presented.*

7. NEW BUSINESS

None.

8. COMMITTEE MEMBERS' EXPRESSIONS

None.

9. JUNE 2012 COMMITTEE PACKET AGENDA REVIEW

As presented.

10. ADJOURN

Chair Hafner adjourned the meeting at 3:00 p.m.

11. NEXT MEETING – WEDNESDAY, JULY 11, 2012, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Jeanette Van Dort, Executive Assistant