

**PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE**

Minutes of the February 5, 2020, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Lori Kinnear, City of Spokane \*  
Josh Kerns, Spokane County  
Kate Burke, City of Spokane  
Tim Hattenburg, City of Spokane Valley  
Mike Kennedy, City of Liberty Lake (Ex-Officio)  
Rhonda Bowers, Labor Representative  
E. Susan Meyer, CEO (Ex-Officio)

**MEMBERS ABSENT**

(none)

**GUESTS**

(none)

**STAFF PRESENT**

Roger Watkins, Outgoing Chief Operations Officer  
Steve Blaska, Interim Chief Operations Officer  
Karl Otterstrom, Director of Planning and Development  
Monique Liard, Chief Financial Officer  
Brandon Rapez-Betty, Director of Communications and Customer Service  
Nancy Williams, Director of Human Resources  
Sam Guzman, Executive Assistant to the Chief Operations Officer

**PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

\*Chair

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

Chair Kinnear called the meeting to order at 1:32 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

(none)

3. **COMMITTEE CHAIR REPORT**

Chair Kinnear had no report at this time.

4. **COMMITTEE APPROVAL**

A. **Minutes of the December 4, 2019, Committee Meeting**

**Mr. Kerns moved to recommend approval of the December 4, 2019, Committee meeting minutes. Mr. Hattenburg seconded the motion, and it passed unanimously.**

5. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **2020 Performance Measures**

Mr. Watkins presented the updated performance measure goals for 2020, an in-depth review of the 2019 year-end goals will be reviewed next month.

**Ridership:** Adjusted during the budgeting process for revenue projections.

- Fixed Route ridership has increased its goal from 2% to 5% (approximately 10.6M trips)
- No changes to Paratransit or Vanpool ridership goals

**Maintenance costs:** Based on budgeted maintenance expenses and the projected miles

- Fixed Route = \$1.28 (or less) per mile
- Paratransit = \$1.02 (or less) per mile

Mr. Watkins recommended that the Committee review and recommend the Board approve the 2020 Performance Measures as presented. He added that the full set of 2020 goals are included in the meeting packet.

Ms. Bowers inquired about the increased Paratransit costs earlier in 2019 and how that affected the maintenance cost per mile. Mr. Watkins clarified that those costs did inflate the 2019 goal, but they have since been capitalized and do not affect the 2020 goal.

**Mr. Kerns moved to approve item 5A1, Ms. Burke seconded the motion, and it passed unanimously.**

**2. I-90/Valley Corridor Award of Contract for Design and Engineering Services**

The I-90/Valley corridor projects date back to 2010 with the adoption of *Connect Spokane*, and it is also included in STA Moving Forward (STAMF). There are three capital projects in the Capital Improvement Program including:

- CIP 545 – Preliminary Engineering I-90 HPT Corridor Facilities
- CIP 469 – Mirabeau P&R Relocation and/or Expansion
- CIP 477 – Liberty Lake P&R Relocation and/or Expansion

The overall programmatic cost of the Corridor in the Capital Improvement Program is \$14.8M, half of which is secured currently.

STA is seeking engineering services to evaluate and select sites for the Mirabeau Transit Center and Liberty Lake P&R, design and engineer projects committed in STAMF, assist in right-of-way acquisition, provide construction management services, and support public outreach.

The procurement process began last spring when the Planning and Development Committee approved the scope of work. Requests for Qualifications (RFQs) were issued November 13<sup>th</sup>, December 20<sup>th</sup> was the submittal deadline, and on January 8, 2020, the RFQs were evaluated by a committee.

Three (3) firms submitted statements of qualifications; KPFF, Parametrix, and All West. All West was deemed non-responsive because they did not supply qualifications for all the required services. Based on the initial evaluation and informed by in-person interviews, KPFF scored highest at 96.77, and Parametrix followed with a score of 88.22.

Upon Board approval, STA will enter into negotiations with KPFF to agree on a full contract. If negotiations fail, the STA CEO will begin negotiations with Parametrix.

Mr. Otterstrom asked that the Committee recommend the Board authorize contract negotiations between STA and KPFF for planning, design, and engineering services for the I-90/Valley HPT Corridor Improvements scope of work as issued on November 13, 2019; and, authorize the CEO to execute said contract if the terms are deemed to be fair, reasonable, and in the best interest of STA. Furthermore, if said terms cannot be agreed to, recommend the CEO be authorized to proceed with said negotiations and contract execution with Parametrix.

Ms. Burke suggested that an Operator or Union representative be a part of the process, Ms. Bowers clarified that involvement during the design phase could be beneficial. Mr. Kennedy inquired about how PTBA boundaries are determined (example: going into Post Falls and/or CDA). Chair Kinnear asked a few clarifying questions about the overall contract scope.

**Mr. Kerns moved to approve item 5A1, Mr. Hattenburg seconded the motion, and it passed unanimously.**

B. Board Discussion Agenda

(none)

6. REPORTS TO COMMITTEE

A. 2021-2022 Service Revisions Preliminary Proposal

Mr. Otterstrom presented an overview of the service improvements and revisions planned for 2021 and 2022. Mr. Otterstrom began by describing the process surrounding creating and implementing major service changes. The focus areas of the 2021-2022 service revisions are the greater Spokane Valley, Airway Heights, and Northeast Spokane.

Greater Spokane Valley:

- Address performance of Rt. 95 Mid-Valley
- New Rt. 92 SFCC/VTC would provide new service to north Millwood and Upriver Dr
- New Rt. 71 Mirabeau Point Express and 72 Indiana/Mission, Rt. 98 revised to stay on the south side of the freeway (introduces new service from Barker Rd to Liberty Lake Rd.)
- Modified Rt. 94 East Central/Broadway/Mission
- New Computer Express Rt. 171 Mirabeau/Pinecroft Express which would work in tandem with Rt. 71 to provide 15-minute service at peak
- Rt. 172 would be paired with the new Rt. 174 Meadowwood Express to provide a reverse commute to those working in Liberty Lake

Airway Heights:

- Two concepts put forward for feedback
  - More direct trips Airway Heights
  - More frequent trips to the airport

Northeast Spokane:

- Two concepts put forward for feedback
  - Both options increase service levels, introduce service to the North YMCA, extend service north along Market and Crestline, introduce new cross-town service east-west and north-south.
    - Concept A has less frequent routes directly serve more locations
    - Concept B has a frequent grid, more transfers would be required, but bus comes more often
- New Rt. 47 Crestline, Logan, and Lincoln also has two concepts with different north layover locations

All areas would have Paratransit service boundary expansions to mirror the new service. There is a potential boundary change on Fairchild Air Force Base that would shrink the service area slightly. Seventeen (17) Paratransit customers traveled to destinations in 2019 that would be outside the new boundary.

Discussion ensued amongst the group clarifying the revisions and discussing what other areas Committee members would like to see considered for future service.

B. Legislative Report

Ms. Meyer reported that the legislature began on the 13<sup>th</sup> of January and is scheduled to end on March 12<sup>th</sup>.

- I-976 is being heard in Thurston County. The Supreme Court issued an injunction to prevent the measure from being implemented while it makes its way through the courts on the constitutional challenges.

- Both the House and Senate budget chairs will prepare their budgets. The House will go first this year to conform to I-976 and work on ways to restore projects that are paused. The financial gap they are facing is \$450 million.
- The Senate Transportation Committee is having a work session later today and will review the transportation funding proposal. One option for generating revenue is through a carbon tax, and the other is through a cap and invest.
  - There are two STA projects on the list that would be funded with this additional revenue; the Division Street BRT and Sprague Avenue Phase II Improvement.
- The Green Transportation Bill is a program to help with the electrification of transportation.
  - STA submitted an application for a competitive grant to help fund battery-electric bus infrastructure. STA's project is currently rated first on the list for that bill.

7. COMMITTEE INFORMATION

- December 2019 Operating Indicators – *as presented*
- 2018 State Audit Timeline – *as presented*
- January 2020 Sales Tax Revenue Information – *as presented*
- 4<sup>th</sup> Quarter 2019 Service Planning Public Input Report – *as presented*

8. March 4, 2020 - COMMITTEE PACKET DRAFT AGENDA REVIEW

*(No changes requested)*

9. NEW BUSINESS

*(No new business at this time)*

10. COMMITTEE MEMBERS' EXPRESSIONS

*(none)*

11. ADJOURN

Chair Kinnear adjourned the meeting at 2:44 p.m.

11. NEXT MEETING – WEDNESDAY, MARCH 4, 2020, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Sam Guzman, Executive Assistant