

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

**PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE**

Minutes of the March 5, 2014, Meeting

Southside Conference Room

**MEMBERS PRESENT**

Mike Allen, City of Spokane \*  
Chuck Hafner, City of Spokane Valley  
Rhonda Bowers, Labor Representative

**MEMBERS ABSENT**

Tom Trulove, City of Cheney  
Richard Schoen, City of Millwood  
E. Susan Meyer, CEO (Ex-officio)

\* Chair

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance and Information Services  
Steve Doolittle, Director of Human Resources  
Beth Bousley, Director of Communications & Customer Svc.  
Jan Watson, Executive Assistant to the CEO & Clerk of the  
Authority

**GUESTS**

None

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

Chair Allen called the meeting to order at 1:33 p.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 FEBRUARY 5, 2013, COMMITTEE MEETING**

**Mr. Hafner moved to recommend approval of the February 5, 2014, Committee meeting minutes. The motion was seconded by Mr. Allen and passed unanimously.**

B. **APPROVAL OF SCOPE OF WORK FOR VALLEY TRANSIT CENTER IMPROVEMENTS PROJECT**

Mr. Otterstrom explained that the Valley Transit Center at the intersection of 4<sup>th</sup> Avenue and University Road in Spokane Valley is in need of repair. The roof over the transit island and the paint on its supporting frame is original to the structure, which was built in 1989.

STA's on-call architectural and engineering consultants were tasked with designing and providing plans and specifications for both the re-roof and re-painting of the facility. As the design progressed, the consultants found that the useful life of the roof could be extended 10-15 years by placing an overlay rather than a full tear-off and re-construct. The cost of this option is estimated to be less than half that budgeted. Other work such as improvements to customer amenities, improving ADA accessibility, and preparation for CAD/AVL signage will be included in the project.

As the facility is due for upgrades, staff recommended combining the individual projects programmed for the Valley Transit Center under the Capital Improvement Program into one cohesive project having a total budget of \$468,500. The budget for the project is a representation of the sum of three individual projects; there is no increase in overall budget.

**Mr. Hafner moved to approve the Scope of Work for the Valley Transit Center Improvements as one cohesive project and authorize staff to release an IFB for construction. The motion was seconded by Mr. Allen and passed unanimously.**

5. COMMITTEE ACTION

A. Board Consent Agenda

1. AWARD OF CONTRACT FOR DESIGN AND ENGINEERING SERVICES FOR THE WEST PLAINS TRANSIT CENTER

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

In August 2013, STA was awarded \$951.5K through a federal grant. Together with \$148.5K in local funds, a total of \$1.1M has been approved by the Board for preliminary design and engineering services through 90% of final design for this project. The current cost estimate for all other phases of the project, excluding the property purchase, is approximately \$12M, which is currently unfunded and will require future STA Board approval.

A Request for Qualifications for the preliminary design and engineering services was published in December 2013 and four responses were received. Interviews with the four firms were conducted in February 2014 and based upon independent scoring of the written materials and the presentations made by each firm, the internal evaluation committee determined that H. W. Lochner, Inc. was the most qualified.

As a qualifications-based procurement process is required for all engineering and architectural services, STA is required to negotiate with the most qualified firm. If we cannot successfully agree to a fair and reasonable price for services, negotiations will be conducted with the second-most qualified firm.

**Mr. Hafner moved to recommend the Board of Directors authorize contract negotiations between STA and H.W. Lochner, Inc. for design and engineering services for the West Plains Transit Center scope of work as published on December 15, 2013; and authorize the CEO to execute a contract if the terms are deemed to be fair and 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 BergerABAM. The motion was seconded by Mr. Allen and passed unanimously.**

2. 2014 TITLE VI PROGRAM – REQUEST FOR ADOPTION

Mr. Otterstrom explained that STA's Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin for agencies receiving federal financial assistance. As an agency that receives federal financial assistance, Spokane Transit is required to adopt a Title VI program and to update it every three (3) years. Spokane Transit's current Title VI Program expires March 23, 2014. In order to remain in compliance with federal requirements, STA is required to update the Title VI Program including a review of the past three (3) years.

A public hearing regarding the Title VI Program was held on February 20, 2014, at the Board of Directors meeting. There were no comments received from the public. To date, no comments have been received from the Federal Transit Administration.

**Mr. Hafner moved to recommend the Board adopt the 2014 Title VI Program along with the changes in the errata sheet. The motion was seconded by Mr. Allen and passed unanimously.**

B. Board Discussion Agenda

*(No items being presented this month.)*

6. COMMITTEE REPORTS

A. YEAR END 2013 UNAUDITED FINANCIAL REPORT AND UPDATED FORECAST

Ms. Warren reviewed the unaudited financial results highlights from 2013. She said that annual revenues exceeded budget by \$3.9 million. This reflects additional sales tax revenue of \$3.3 million above what was budgeted. Annual operating expenses were \$3.8 million below budget. Paratransit and Fixed Route combined for \$3.4 million of these savings. Federal capital grants of approximately \$18.1 million were approved and \$8.3 million was expended in 2013. Due to the timing of projects, approximately \$7.8 million of the adopted capital budget remained unexpended in 2013. The majority of this was incorporated into the 2014 capital budget. Ms. Warren also briefly covered the Capital Budget Status report and STA's updated Forecast Model.

B. YEAR END 2013 PERFORMANCE MEASURES

Mr. Blaska gave a presentation on the year end 2013 Performance Measures. He said that Fixed Route ridership increased 0.5% over 2012 (11,087,049 vs. 11,031,072); Paratransit ridership decreased 1.4% compared to 2012 (483,038 vs. 490,110), and Vanpool finished 2013 with 241,257 trips, which is the second highest ridership in program history; however, that was below the goal of 8.9% growth over the record set in 2012.

Both Fixed Route and Paratransit far surpassed the goal to keep the cost per passenger below 95% of the average cost of the urban systems in Washington State. Fixed Route cost per passenger was \$3.99, which is 65.8% of the urban systems' average (based on an extrapolation of other system's 2012 results). Paratransit cost per passenger was \$24.96, which is 56.4% of the urban systems' average. The Special Use Vanpool program, coupled with the efficiency of melded directly operated and contracted service, continues to provide these favorable results.

At 0.68, Fixed Route was above the standard of 0.50 preventable accidents per 100,000 miles. As presented at the September 2013 Committee meeting, the impact of counting "Type 0" (no damage) accidents contributed to this result. In 2014, we will continue the practice of counting "Type 0" accidents, and have adjusted our standard to 0.70 per 10,000 miles. Based on our membership in the American Bus Benchmarking Group, 0.70 per 10,000 miles represents a standard of excellence. At 0.73, Paratransit was well below our standard of 1.0 preventable accidents per 100,000 miles.

Mr. Blaska noted that the complete Performance Measures are available on the STA website.

C. VANPOOL PROGRAM REVIEW

Mr. Blaska said that at last month's meeting, Chair Allen requested that an overview of the Vanpool Program be presented to the Committee. Of particular interest was the benefit of allowing STA vanpool groups from Coeur d'Alene and Post Falls.

Mr. Blaska gave a brief presentation on the program and explained that Vanpool provides a commute option where regular bus service would be inefficient. Trips must have either an origin or destination within the Public Transportation Benefit Area. This flexibility is valuable because we have many employers and employees distributed in low-density populated areas.

Vanpools consist of between 5 and 15 people who use a van provided by STA. The group's fare is determined by their monthly commute miles and covers all operational and administrative costs associated with the maintenance, insurance, and management of the program. STA receives grant assistance for capital costs associated with purchasing vans to expand the program. In recent years, state grants have also helped fund replacement vehicles for vans reaching the end of their service life.

Currently there are 96 vanpool groups with approximately 900 participants and there are 118 vehicles in the fleet, with 10 designated as maintenance spares. Twenty-one vanpool groups originate in Coeur d'Alene, Post Falls, or Hayden and transport 212 vanpool participants who work for 60 different employers in Spokane.

Mr. Blaska concluded by saying that the Vanpool program is a cost-effective commute alternative for Spokane employers to recruit employees from a larger geographic area.

7. CEO REPORT

- A. In Ms. Meyer's absence, Mr. Blaska said that Spokane Transit has been invited to participate in a state-wide evaluation of an all-electric, zero-emissions bus produced by BYD Motors. These new hybrid buses will be fitted with an electric cooling systems technology that STA tested and found to improve fuel economy and reduce emissions by an additional 6% over hybrid buses using a conventional hydraulic cooling system. Mr. Blaska added that STA's testing of electric bus technology comes at an opportune time because the Board will be making decisions soon about bus replacements planned for delivery in 2018-2019.

8. COMMITTEE INFORMATION

- A. January 2014 Financial Results Summary (*Lynda Warren*) – as presented.  
B. February 2014 Sales Tax Revenue Information (*Lynda Warren*) – as presented.  
C. 2013 State Audit (*E. Susan Meyer/Lynda Warren*) – as presented.  
D. January 2014 Operating Indicators (*Steve Blaska*) – as presented.  
E. Fourth Quarter 2013 Safety and Loss Summary (*Steve Doolittle/Mike Toole*) – as presented.  
F. Year End 2013 Safety and Loss Summary (*Steve Doolittle/Mike Toole*) – as presented.  
G. Community Outreach and Involvement (*Beth Bousley*) – as presented.

9. APRIL 2014 COMMITTEE PACKET AGENDA REVIEW

**Chair Allen 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

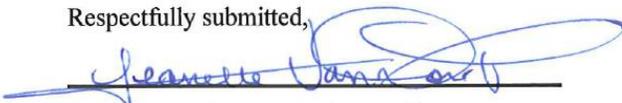
None.

12. ADJOURN

Chair Allen adjourned the meeting at 3:03 p.m.

13. NEXT MEETING – WEDNESDAY, APRIL 2, 2014, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Jeanette Van Dort, Executive Assistant