

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the May 1, 2013, Meeting

Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

None

* Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance
Steve Doolittle, Director of Human Relations
Molly Myers, Manager, Communications
Don Reimer, Manager, Maintenance & Facilities
Lance Durbin, Supervisor, Paratransit Services
Merilee Robar, Executive Assistant, Finance

GUESTS

None

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

Chair Allen 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 MARCH 6, 2013, COMMITTEE MEETING**

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

B. **MINUTES OF THE APRIL 3, 2013, COMMITTEE MEETING**

Ms. McLaughlin moved to recommend approval of the April 3, 2013, Committee meeting minutes. The motion was seconded by Mr. Kulibert and passed unanimously.

C. **APPROVAL OF SUMMARY SCOPE OF WORK FOR FACILITY PAINTING**

Mr. Blaska said that the Boone Avenue facility was last painted about fourteen years ago and is beginning to show signs of wear. Approximately 84,000 square feet of surface needs to be cleaned, prepped, and painted. This includes exterior walls, planters, the skywalk, and all metal doors. Funding for this project was included in the 2013 Operating Budget.

Mr. Kulibert moved to approve the Scope of Work for facility painting and authorize staff to release an Invitation for Bids. The motion was seconded by Mr. Schimmels and passed unanimously.

D. **APPROVAL OF SCOPE OF WORK FOR TIRE MILEAGE LEASING AND SERVICES**

Mr. Blaska explained that STA has a leasing arrangement for Fixed Route vehicle tires and service. The current agreement will expire November 30, 2013. The contract includes maintaining the tire inventory, mounting and balancing, siping, rotation, air pressure checks and tire inspections, and tire repair and disposal.

Ms. McLaughlin moved to approve the Scope of Work for tire leasing and services and authorize staff to release a Request for Proposals. The motion was seconded by Mr. Schimmels and passed unanimously.

5. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **SEPTEMBER 2013 SERVICE REVISIONS – FINAL RECOMMENDATION**

Mr. Otterstrom explained that moderate service revisions and changes require public input and Board approval prior to implementation. The Final Recommendation is based on the draft recommendation,

further technical analysis, and customer input. Feedback on the preliminary proposal and draft recommendation came from 31 online surveys related to the preliminary proposal, and 14 online surveys following publication of the draft recommendation. In general, public feedback has been positive with some specific suggestions for improvement. A Public Hearing at the April 19, 2013, Board meeting yielded no comments. The Final Recommendation includes other changes to respond to emerging opportunities at Spokane Community College which involves creating a new route to improve service delivery.

Mr. Otterstrom briefly reviewed the proposed schedule revisions and changes from the draft recommendation, and the project timeline, noting that if approved, bus route changes would become effective on September 15, 2013.

Staff is asking the Committee to recommend the Board approve the September 2013 Service Revisions as presented in the Final Recommendation, effective September 15, 2013.

2. PROCUREMENT RESOLUTION REPEALING RESOLUTIONS NO 655-09 AND 685-11

Ms. Warren said that Procurement Resolution 655-09 needs to be updated to reflect streamlining and incorporation of Resolution 685-11. As part of a streamlining effort, the Board adopted authority limit revisions on April 18, 2013. There was also an opportunity to make minor grammatical corrections and clarifications. Highlighted changes included:

- Establish CEO approval limits for specifications and Board-approved Capital Improvement Program budgeted items. (Section 4)
- Integrate Resolution No. 685-11 regarding Professional Services. (Sections 5 & 10)
- Reference RCW 42.56 -- Public Records (Sections 13 & 31)
- Change CEO authority for disposal of equipment. (Section 30)

Staff is asking the Committee to recommend the Board repeal Resolutions 655-09 and 685-11 and replace them in entirety with the new Procurement Resolution.

3. REVENUE CONTRACTS (NON-TARIFF) RESOLUTION

Ms. Warren said that as part of its streamlining effort, the Board adopted the ability for the CEO to enter into some revenue contracts that are non-tariff related (e.g., lease renewals of real property and other revenue contracts).

Staff is asking the Committee to recommend the Board approve the Revenue Contracts (Non-Tariff) resolution.

Mr. Schimmels moved to recommend all three items be forwarded to the Board consent agenda. The motion was seconded by Ms. McLaughlin and passed unanimously.

B. Board Discussion Agenda

No items were presented this month.

6. COMMITTEE REPORTS

A. PLAZA UPDATE

Ms. Meyer explained that two additional officers from the Spokane Police Department (SPD) will be moving to the Peyton Building for a total of seven officers at that location. These officers will be a security team for the area between Riverside and Sprague. The STA Board approved renting additional parking spaces to SPD in the Plaza basement parking area to accommodate the additional staffing.

Ms. Meyer also noted that she was invited to make a presentation to the Downtown Spokane Partnership (DSP) Board regarding the Plaza. *Visit Spokane* President Cheryl Kilday will also be meeting with DSP President Mark Richard and Ms. Meyer to discuss safety issues in the downtown core. Brief discussion ensued.

B. BUS SHELTER AND BENCH POLICY

At the request of Chair Allen at the last meeting, Mr. Blaska briefly reviewed STA's current Bus Shelter and Bench Policy. He said that STA works with local authorities to recommend bench locations based on ten or more weekday average boardings, that the location is a transfer point between two or more routes, and that it is adjacent to a ridership generator with a high percentage of riders with limited mobility. The ultimate decision on bench placement is made by the jurisdictions, most of whom have contracts with advertising vendors. STA also works with local and regional jurisdictions to position bus shelters in locations where there are twenty-five or more weekday boardings, where there is a transfer point between two or more routes, or where the shelter would be adjacent to a ridership generator with a high percentage of riders with limited mobility. Brief discussion ensued.

7. CEO REPORT

- A. Ms. Meyer said that a letter was sent to the Northwest Regional Director of the Bureau of Indian Affairs (BIA), Northwest Region, regarding the West Plains Casino and Mixed-Use Development Project Final Environmental Impact Statement (FEIS). The Planning Department has reviewed the FEIS, and while some of the mitigation measures that were proposed were incorporated, there were still some errors and misstatements requiring correction. STA will work with the BIA to discuss acceptable mitigation measures.
- B. The 2013-2015 Biennium House Budget includes \$19.5M statewide for special transportation and it is anticipated that STA would receive \$1.4M for the biennium. The Regional Mobility Grant proposed that \$200K be re-appropriated for the final Plaza renovations and \$500K for the Central City Line in 2013-2015, and \$1.7M in 2015-2017 be appropriated. No decision has been made yet. Representative Judy Clibborn sponsored a new House Transportation Revenue and Budget package of \$7.8B over 12 years to be funded through an increase in the fuel tax and other auto-related fee increases. Only \$10M per year is designated for public transportation, of which STA's share is estimated to be \$620K.
- C. Ms. Meyer said that STA received \$10M in additional grant funding thanks to the hard work of Mr. Otterstrom and the Planning team. She thanked him for his hard work in finding this funding.

8. COMMITTEE INFORMATION

- A. March 2013 Financial Results Summary - *as presented.*
- B. April 2013 Sales Tax Summary – *as presented.*
- C. First Quarter 2013 Performance Measures – *as presented.*
- D. First Quarter 2013 Safety and Loss Summary – *as presented.*
- E. March 2013 Operating Indicators – *as presented.*
- F. Community Outreach and Involvement – *as presented.*
- G. Bus Stop Consolidation Project – Update – *as presented.*
- H. Disadvantaged Business Enterprise (DBE) Program and Goal for Fiscal Years 2014, 2015, and 2016 – *as presented.*

9. JUNE 2013 COMMITTEE PACKET AGENDA REVIEW

Chair Allen asked if there were any comments about the agenda for the next Committee meeting. Ms. Warren said that the results of the 2012 Audit should be added to the agenda.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Kulibert asked about STA's policy regarding animals on buses. Mr. Blaska responded that drivers can challenge anyone bringing an animal on a bus by asking, "Is that a service animal?" To qualify as a service animal, it must be trained to perform functions and tasks that the owner cannot perform for him or herself. If the animal is a pet, then it must be in a carrier that is small enough to be kept on the owner's lap or under the seat. If an animal becomes unruly or dangerous, the driver can evict the animal, but not the owner, from the bus.

12. ADJOURN

Chair Allen adjourned the meeting at 10:57 a.m.

13. NEXT MEETING – WEDNESDAY, JUNE 5, 2013, 10:00 A.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,

Jeanette Van Dort, Executive Assistant