

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

**PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE**

Minutes of the November 4, 2015, Meeting  
Southside Conference Room

**MEMBERS PRESENT**

Chuck Hafner, City of Spokane Valley\*\*  
John Higgins, City of Medical Lake (Ex-Officio)  
Rhonda Bowers, Labor Representative

**MEMBERS ABSENT**

Amber Waldref, City of Spokane \*  
Steve Peterson, City of Liberty Lake  
Steve Lawrence, City of Airway Heights  
E. Susan Meyer, CEO Ex-Officio)

\* Chair \*\* Acting Chair

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance & Information Systems  
Beth Bousley, Director of Communications & Customer Svc.  
Steve Doolittle, Director of Human Resources  
Susan Millbank, Community Ombudsman &  
Accessibility Officer  
Don Reimer, Manager, Maintenance & Facilities  
Jessica Charlton, Project Manager  
Charlie Phillips, Maintenance Analyst  
Brandon Ropez-Betty, Sr. Communications Specialist

**GUESTS**

Dean Lynch, Chair, STA Citizen Advisory Committee

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

Acting Chair Hafner called the meeting to order at 1:30 p.m. Introductions were made. .

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

Acting Chair Hafner explained that Chair Waldref could not be present because she was attending a National Cities Conference in Virginia.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF THE OCTOBER 7, 2015, COMMITTEE MEETING**

**In the absence of a quorum, a recommendation for approval of the October 7, 2015, Committee meeting minutes will move to the December agenda.**

5. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **RENEWAL OF SPOKANE REGIONAL TRANSPORTATION MANAGEMENT CENTER (SRTMC) LETTER OF AGREEMENT**

Mr. Blaska explained that the jurisdictions/organizations who participate in the Spokane Regional Transportation Management Center set a deadline of December 2015 to reassess the value of continuing the current interlocal agreement. The assessment of the SRTMC Operating Board (of which STA is a member) is that the combined operation should continue.

Following its September meeting, the SRTMC Operating Board [City of Spokane, City of Spokane Valley, Spokane County, Washington State Department of Transportation (WSDOT), and STA] recommend to each of their respective jurisdictions/boards that the SRTMC continue to exist as a joint operation. This will be accomplished in the form of an amendment which extends the current agreement to December 2017, at which time a new agreement will be drafted for approval.

Staff is, therefore, recommending the STA Board of Directors approve, by resolution, this amendment. The continued joint operation provides an important regional asset that is consistent with the regional nature of public transportation

**In the absence of a quorum, the Committee agreed by consensus to recommend the Board approve a resolution to adopt Amendment No. 2 of Agreement No. GCA 1450, An Interlocal**

**Agreement Among Spokane Regional Transportation Council, Spokane County, City of Spokane, Washington State Department of Transportation, and Spokane Transit Authority, to Form a Regional Transportation Systems Center Operating Board, Define Its Organization and Authority, and Establish a Regional Transportation Systems Center Jurisdictional Area.**

2. **APPROVAL OF PROJECT AND APPROVAL TO RELEASE RETAINAGE FOR THE BOONE BUS WASHER REPLACEMENT**

Mr. Otterstrom explained that the CEO awarded a contract to Westmatic Corporation in March 2013 in the amount of \$587,151 for engineering, manufacturing, installation, commissioning and training for two new hybrid, touchless and brush bus wash systems. Project plans and specification for on-site demolition and infrastructure work was completed in early April 2015.

In June 2015, the CEO awarded Dardan Enterprises, Inc., a contract in the amount of \$361,496 to perform the demolition of all infrastructure and equipment that was part of the existing two-lane bus washer system and install new infrastructure to support installation of the two new bus wash systems.

Dardan Enterprises began site work July 2015, and reached substantial completion in October 2015. Westmatic equipment began arriving in September 2015, with installation of the system immediately following. STA began washing buses in earnest on October 19, 2015.

Federal State of Good Repair, Section 5307, funded \$566,000 of the project; the remaining was locally funded. The project was included in the CIP under the Boone Avenue Preservation and Maintenance Program, Project M&F 2011-199, having an original budget of \$707,500 which was increased to \$1,047,500 by action of the Board of Directors in June 2015.

In total, after all project costs including advertising, permits, contingency, A&E contract, manufacturer contract and construction contract, \$1,043,830 will have been spent. This value also includes the retainage yet to be paid and credits back to STA for some changes and omissions by the consulting teams

**In the absence of a quorum, the Committee agreed by consensus to 1.) Recommend the Board accept the on-site construction contract for the Boone Bus Washer Replacement Project as complete and conditionally authorize release of \$19,757.62 in retainage to Dardan Enterprises, Inc. 2.) Recommend the Board accept the manufacturer's contract for the Bus Washer Replacement project as complete and conditionally authorize release of \$28,093.35 in retainage to Westmatic Corporation. Each release is conditioned on pending certificates approving release from the Department of Revenue, Employment Security, and the Department of Labor and Industries.**

3. **EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PLANS - RESOLUTION**

Mr. Doolittle said that The Federal Transit Administration (FTA) requires that Spokane Transit reaffirm its commitment to equal employment opportunity and update its Affirmative Action Plans annually. Associated Industries performed an independent review of STA's Affirmative Action Plans and conducted the required utilization analysis. This analysis has been used to help establish goals and timeframes that are set forth in the plan.

A public hearing on the Affirmative Action Plans will be held on November 19, 2015, at 1:30p.m. A summary of the Plans will be reviewed.

Mr. Doolittle gave an overview of STA's current employee diversity statistics, noting that areas of underutilization include operators, maintenance personnel, and individuals with disabilities (all slightly under weighted market averages), and emphasized that STA plans to reinforce processes that will lead toward achievement of goals in those areas.

Staff is recommending adoption, by resolution, of STA's Affirmative Action Plans.

**In the absence of a quorum, the Committee agreed by consensus to recommend the Board approve a resolution adopting STA's Affirmative Action Plans (Women & Minorities, Veterans and Disabilities).**

B. Board Discussion Agenda

1. **CITIZEN ADVISORY COMMITTEE CHARTER UPDATE AND RESOLUTION**

Ms. Bousley introduced Citizen Advisory Committee Chair Dean Lynch. Mr. Lynch explained that the Citizen Advisory Committee (CAC) and Board Operations Committee has determined it is in the best interests of STA's high-impact governance model to recommend changes in the role and relationship of the CAC as a standing committee and to properly align this committee of external stakeholders directly with the Performance Monitoring and External Relations (PMER) Committee. In addition, the CAC has recommended changes in its composition, membership selection process, length of member term, and scope of work to better reflect its desired interaction with the PMER Committee.

The CAC is, therefore, asking the Board to approve the reorganization of the CAC as a standing committee of the Board to an advisory committee in direct interaction, communication, and supporting relationship to the PMER Committee.

Ms. Bousley commented that in order to accomplish this alignment, the following actions need to occur:

- 1.) A resolution to repeal Resolution No. 654-09 regarding the CAC as a Board standing committee, and directing the PMER Committee to formulate a Citizen Advisory Committee (Board action required);
- 2.) A resolution by the PMER Committee to formulate the CAC as an advisory committee (PMER Committee action required); and
- 3.) PMER appoints current members to the CAC in its new alignment and approves the revised CAC Charter (PMER Committee action required).

**In the absence of a quorum, the Committee recommended, by consensus, to 1.) recommend the Board approve a Resolution of the Board of Directors Repealing Resolution No. 654-09 Regarding A Board Standing Committee, Directing the Performance Monitoring and External Relations Committee to Formulate a Citizen Advisory Committee and Other Matters Properly Related Thereto.**

The following recommendations will move to the Performance Monitoring and External Relations Committee December agenda:

- 2.) A revised CAC Charter reflecting a change to the Citizen Advisory Committee's composition and duties, pending Board approval of Item 1; and
- 3) Adoption of a resolution formulating the CAC as an advisory committee to the Performance Monitoring and External Relations Committee will be placed on the December Committee agenda.

6. COMMITTEE REPORTS

A. **PREPARATION FOR FIXED ROUTE FLEET REPLACEMENT PROGRAM – PART 3 – PROCUREMENT MECHANISMS**

Mr. Blaska reminded Committee members that this is part 3 of a 3-part series being presented as preparation for the Fixed Route fleet replacement program. He explained that three contract options are available as a procurement mechanism:

- The first option is for STA to publish its own specifications and release a request for proposals (RFP). STA would award the contract to the best, qualified bidder. The maximum duration of the contract would be for five years from the date of the award and would be limited to the number of vehicles STA requires during that timeframe.
- The second option is for STA to partner with other agencies to purchase off their contract. The maximum duration for such a "piggyback" contract would also be for five years from the date of the awarding agency's award.
- The third option is for STA to purchase using the contract bids available through Washington State Department of Enterprise Services. Under this arrangement STA uses the pricing available under this consolidated bid. These contracts are good for five years from the date of the award with a defined cost escalator based on a Producer Price index.

Mr. Blaska reviewed the pros and cons of each option. He also covered the options for the delivery of replacement coaches. Four procurement scenarios were compared:

- Replace vehicles on their 15-year anniversary date;
- Balance current fleet replacement to average 13 vehicle purchased per year;
- Balance the current fleet replacement strategy to a 12-year cycle
- Balance the current fleet replacement to implement a 15-year cycle.

Mr. Blaska concluded, noting that staff has determined that a 15-year lifecycle maximizes the useful life of each vehicle's major components.

**B. PURCHASE OF TWELVE (12) PARATRANSIT REPLACEMENT VANS**

Mr. Blaska explained that in accordance with STA's Capital Improvement Program, Vehicle Replacement Plan, and the proposed 2016 Capital Budget, twelve Paratransit vehicles are scheduled for replacement in 2016. The vehicles scheduled for replacement exceed the Federal Transit Administration (FTA) minimum service life guidelines of four years or 100,000 miles. The 2016 Capital Budget has identified \$239,053 in Local funds and \$956,211 in Federal funds for a total of \$1,195,264 for the replacement of these vehicles.

In the past, staff has identified vehicles from the Washington State Cooperative Contract (WSCC) that satisfy STA's requirements. The current WSCC has expired, but the State is preparing to release a Request for Proposals for a new five-year contract and expects to allow purchases off that contract by February 2016. Staff is prepared to move forward with the purchase of a 22' Aerotech body, built upon a Chevrolet chassis, by Eldorado Manufacturing. These vehicles will be manufactured in a very similar configuration to existing 2011 through 2015 vehicles. The anticipated unit cost to purchase these 2016 diesel powered vehicles is currently \$96,348, which is less than 1% more than the 2015 purchases.

In addition, STA will be receiving one Liquid Propane Gas (LPG) configured vehicle later this year as part of its 2015 replacement schedule. Assuming a favorable pilot test, staff may elect to configure five of the twelve 2016 units to be LPG powered. Mr. Blaska noted that an LPG vehicle cost is approximately \$1,530 over a diesel-powered vehicle, but this cost could be recovered through substantial fuel savings. The total cost of the purchase (and travel for pre-and post-production meetings) will not exceed the budgeted amount of \$1,195,264. STA's Procurement Policy authorizes the CEO to award a contract for replacement of equipment in the Board-approved Capital Improvement Program and Budget.

**Ms. Bowers asked if propane vehicles would be serviced and fueled onsite.** Mr. Blaska said that STA has a propane tank onsite, but the fueling nozzle and mechanism would require replacement.

**7. CEO REPORT**

- A. In Ms. Meyer's absence, Mr. Blaska explained that at the Planning and Development (P&D) Committee earlier in the day, they covered the next steps to be taking regarding funding for the organization. The P&D Committee was presented with the STA budget and financial projections, as well as the Moving Forward concept of where the agency is heading. To ensure that all Board members have a full understanding of STA's budget, projections, and Moving Forward concepts, the November Board meeting will cover these items in more depth.

Mr. Blaska said that the special event fare structure for Valleyfest 2016 was held in abeyance at the September committee meeting to allow staff to assess the impact of the additional measures taken in support of the 2015 event. This year, STA partnered with the Spokane Valley Mall, Valleyfest, and Coats 4 Kids to provide a bus allowing attendees to fill the bus with coats for later distribution to those in need. Other than having a bus in a parade and at the mall for coat collection, there were no additional advertising costs to STA. STA did receive significant coverage on KXLY during the event later for helping with coat distribution to drop-off points.

The STA Board's philosophy has been that STA provided support to select special events (Bloomsday, Hoopfest, First Night, and Valleyfest) as a show of support to the community, and this support was not based on an expense/revenue basis. Mr. Blaska reviewed the special event fare structure for Valleyfest in 2015 and reviewed the ridership numbers, cost to STA for service, revenue received, and farebox return for each of the select special events.

He said that with a goal of increasing ridership by making this shuttle service more appealing, staff is proposing that free shuttle service (at 10-minute frequencies) be accomplished through a Universal Transit Access Pass (UTAP) agreement. Valleyfest (or its sponsors) would commit to paying a “not to exceed” fee of \$1,000, based on an \$0.85 fare per customer. Mr. Blaska noted that Valleyfest Executive Director Peggy Doering is also interested in this arrangement. A final recommendation will be presented at the February PMER meeting.

8. COMMITTEE INFORMATION

- A. September 2015 Financial Results Summary – *as presented.*
- B. October 2015 Sales Tax Revenue Information – *as presented.*
- C. Third Quarter Safety and Loss Summary – *as presented.*
- D. Third Quarter 2015 Performance Measures – *as presented.*
- E. September 2015 Operating Indicators – *as presented.*
- F. Community Outreach and Involvement – *as presented.*
- G. STA’s Holiday Services and Office Hours – *as presented.*
- H. Plaza Renovation Update – *as presented.*
- I. January 2016 Minor Service Change Update – *as presented.*

9. DECEMBER 2015 COMMITTEE PACKET AGENDA REVIEW

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

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS’ EXPRESSIONS

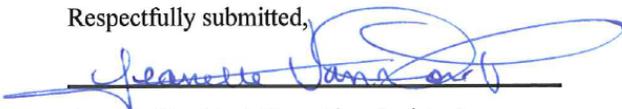
None.

12. ADJOURN

Acting Chair Hafner adjourned the meeting at 2:30 p.m.

13. NEXT MEETING – WEDNESDAY, DECEMBER 2, 2015, 1:30 P.M., STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Jeanette Van Dort, Executive Assistant