

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the May 5, 2021 Meeting

Virtual WebEx

MEMBERS PRESENT

Chris Grover, City of Airway Heights*
Lori Kinnear, City of Spokane
Josh Kerns, Spokane County
Kate Burke, City of Spokane
Don Kennedy, City of Medical Lake (*Ex-Officio*)
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Kate Burke, City of Spokane

GUESTS

Pamela Haley, City of Spokane Valley, STA Board
Chair

STAFF PRESENT

Brandon Rapez-Betty, Director of Communications &
Customer Service
Fred Nelson, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Dawn Scartozzi, Executive Assistant to the Chief
Operations Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

*Committee Chair

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

Chair Grover recognized STA's exciting progress.

3. COMMITTEE APPROVAL

A. Minutes of the March 31, 2021 (April), Committee Meeting

Ms. Kinnear moved to approve the March 31, 2021, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Spokane Regional Transportation Council (SRTC) Interlocal Agreement

SRTC is responsible to coordinate a regional transportation planning process. Local and State government organizations created SRTC, STA joined the signatories to this agreement in 1994. The current interlocal agreement was approved in 2013.

The SRTC undertook a revision of its Interlocal Agreement beginning in November 2020 which was approved on April 15, 2021. This Interlocal Agreement defines how SRTC and its member agencies cooperate and coordinate in the regional transportation planning process.

Key highlights of the proposed SRTC Interlocal Agreement are: SRTC is designated by the State as a Regional Transportation Planning Organization (RTPO) and federally designated Metropolitan Planning Organization (MPO) for Spokane County; Definition of SRTC boundaries and areas of jurisdiction and definition of RTPO and MPO duties.

Chair Grover recognized the CEO and team. He stated that everyone on the committee as elected officials will be asked to approve through resolution the Interlocal Agreement.

Ms. Meyer recommended the Board approve, by resolution, the proposed 2021 Spokane Regional Transportation Council (SRTC) Interlocal Agreement.

Ms. Kinnear moved to approve as presented and forward to the Board Consent Agenda. Mr. Kerns seconded, and the motion passed unanimously.

2. Award of Contract for Non-Diesel Underground Storage Tank (UST) Replacement Project

The PMER committee and the Board of Directors approved the Non-Diesel UST project scope of work and an increase to the project budget in February 2021. The original CIP in 2015 was considered short and the Board approved budget of \$2.1M for this locally funded project.

The tanks are used by STA for every day operational needs. The replacement project will result in replacement, removal, and/or abandonment of nine (9), thirty-five to thirty-six year-old underground storage tanks located at STA's Administrative and Maintenance headquarters. Life expectancy of the tanks is 30-40 years. Tank locations are at Boone North, both inside the building and outside, and Boone South indoors.

Physical construction is scheduled to start in June and be complete by November 19, 2021. Actual project length will be determined by what is found as they excavate and test the existing tanks.

Mr. Nelson requested the committee review and recommend the Board approve an award of contract for the Non-Diesel UST Replacement project to Granite Petroleum for \$1,337,710 plus applicable Washington State sales tax, and allow the CEO to apply 20% contingency funds, as necessary, within the project budget.

Mr. Kerns moved to approve as presented and forward to the Board Consent Agenda, Ms. Kinnear seconded, and the motion passed unanimously.

3. Award of Contract for WEX Fuel Card Conversion

Spokane Transit Authority Vanpool and Special Transportation Needs Rideshare (SUV) programs include the provision of fuel for program participants. Fuel purchases are made by the approved volunteer drivers using an STA provided fleet fuel card.

STA uses the fleet fuel card vendor awarded by the Washington State Department of Enterprise Services (DES) for administration of fuel cards and related purchases. From 2014 to June 30, 2021, the WA DES contract was awarded to US Bank Voyager Fleet Commander.

A new contract was awarded by Department of Enterprise Services (DES) to WEX Fleet Card Services for the period of January 1, 2021 through December 31, 2025. To maintain Vanpool and Special Transportation Needs Rideshare program operations, STA will need to transition to WEX Fleet Card Services prior to expiration of the US Bank Voyager Fleet Commander contract on June 30, 2021.

The WEX Fleet Card Services provide the same services as the previous provider, which includes driver authentication, fuel purchase and tracking analytics, tax exemptions, tax recovery, and tax reporting.

The fuel card agreement is directly with WEX is governed by DES contract 00819, and meets all STA procurement requirements. During the life of this new contract, expected fuel purchases will exceed \$200,000, which requires Board approval to authorize the CEO

to execute the contract for services with WEX. For perspective, 2019 one-year total spent was \$132,480.

Mr. Nelson requested the committee recommend the Board authorize the CEO to execute a contract for the Vanpool and Special Transportation Needs Rideshare program fuel card use agreement with WEX under DES contract 00819.

Ms. Kinnear moved to approve as presented and forward to the Board Consent Agenda. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda

1. May 2022 Service Revisions: Final Recommendation

Mr. Otterstrom provided information for discussion on the May 2022 Service Revisions and requested STA Board action on major (as defined in Connect Spokane) fixed-route service changes to take place in 2022 at the same time as the City Line. The changes result in an approximately 13% growth in annual revenue hours compared to the current fixed-route system. In addition to the starting of service on the City Line, the change includes STA Moving Forward improvements to routes and frequency in Northeast Spokane/Hillyard, as well as other revisions to improve system performance, respond to input and serve emerging destinations. A full final recommendation report was provided as a link in the PMER packet.

Mr. Otterstrom requested the committee recommend the Board approve a motion to approve the May 2022 Service Revisions Final Recommendation as presented.

Ms. Kinnear moved to approve as presented and forward to the Board Consent Agenda. Mr. Kerns seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. 2021 Van Grant Recipients Award

Each year, in accordance with Board Resolution 677-11, up to ten surplus vans are made available to eligible community agencies to enhance transportation service provided within Spokane Transit's Public Transportation Benefit Area (PTBA).

Human Service Organizations that serve individuals of the Spokane Transit Public Transportation Benefit Area (PTBA) who have a disability, are of low income, or have mobility limitations due to advanced age are eligible to apply. Since 2012, Spokane Transit has granted 86 vans to eligible applicants.

Applications for the 2021 Van Grant were accepted from January 18, 2021 through and including February 26, 2021. Applicants are asked to provide a brief description of who they are, the proposed use of the vehicle, an estimate of the monthly number of one-way trips, and what transportation issue would be addressed if a van was awarded

A committee of eight STA employees independently review each application. It was the consensus of the selection committee that the following applicants should receive vehicles:

- Adult & Teen Challenge Pacific Northwest
- Armstrong Adult Family Home
- Excelsior
- Liberty Baptist Church
- Mid City Concerns, Inc.
- New Horizon Care Centers/Isabella House

- Peak 7 Adventures
- Transitions
- Veterans First Organization
- Youth Build Spokane/NEWESD 101

6. CEO REPORT

- April 2021 sales tax (collected on February Sales) was 19.7% above April 2020 actual, 7.9% YTD above 2020 actual, and 24.6% YTD above budget.
- Legislature adjourned April 25th and passed the Regional Transportation Budget. STA grants awarded include three Regional Mobility Grants: I-90 Valley HPT, Sprague High Performance, and Cheney High Performance Corridor (approved last cycle). Additionally, STA was awarded a Green Transportation Grant: Monroe-Regal Electric Bus.
- Transportation Security Administration has extended the federal mask requirement on buses, stations, airports, and airplanes from May 11 to September 13.
- Approximately 40% of STA employees have been vaccinated.
- Vaccine clinic on site with Rite Aid has been cancelled due to the provider's requirement of 25 shots per hour being more than STA can fill. STA is searching for another provider.
- The Utilities and Transportation Commission allowed a new rate structure proposed by Avista that is going to reduce the cost of energy for bus electrification charging at the Boone Northwest garage. STA has separate meters established to track the electricity being used for bus charging and that being used by the building. Savings of approximately 20% less expensive energy costs than budgeted for the City Line over the long run.
- Video shared to show a battery electric bus and the charging apparatus at the Moran Station. Four charging stations total, two at Spokane Community College and two at Moran Station have all been commissioned.
- The fourth 60-foot, 5 door, Battery Electric City Line bus arrived.

7. COMMITTEE INFORMATION

- 1st Quarter 2021 Performance Measures – *as presented*
- March 2021 Operating Indicators – *as presented*
- March 2021 Financial Results Summary – *as presented*
- April 2021 Sales Tax Revenue Information – *as presented*
- 1st Quarter 2021 Service Planning Input Report – *as presented*

8. June 2, 2021 - COMMITTEE MEETING DRAFT AGENDA REVIEW

Ms. Kinnear moved to approve the June 2 Draft Agenda. Mr. Kerns seconded, and the motion passed unanimously.

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Kerns recognized the 40th Anniversary bus video and stated the bus looks even better in person.

Chair Grover recognized the CEO's update. He extended thanks to STA staff and committee members for their service.

11. ADJOURN

Chair Grover adjourned the meeting at 2:25 p.m.

12. NEXT MEETING – WEDNESDAY, June 2, 2021, 1:30 P.M, VIA WEBEX

Respectfully submitted,



Dawn Scartozzi
Executive Assistant to the Chief Operations Officer