

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

## PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the June 2, 2021 Meeting

Virtual WebEx

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Kate Burke, City of Spokane

### STAFF PRESENT

Brandon Rapez-Betty, Director of Communications & Customer Service  
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

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#### 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 Memorial Day.

#### 3. COMMITTEE APPROVAL

##### A. Minutes of the May 5, 2021 (April), Committee Meeting

**Ms. Kinnear moved to approve the May 5, 2021, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.**

##### B. Diesel Underground Storage Tank (UST) Replacement and Grounds Landscaping Scope of Work

STA is seeking to replace diesel fuel underground storage tanks currently located underneath the Boone Campus' Boone South Garage that are over 35 years old. In concert with this project, STA is seeking to update landscaping on the south and east ends of the garage consistent with the Capital Improvement Program.

Adjustments required for the new fuel facility require adjustment to landscaping along the Monroe Street and Gardner Avenue frontages. Trees along Gardner Avenue have also outgrown their vaults and grating resulting in the need to replace heaved and broken sidewalks as well as replacing the trees with more a sustainable variety. Since 2015, the capital improvement program has anticipated completing this grounds landscaping work in parallel. The proposed scope implements this work as an integral part of the UST replacement project because of overlapping construction activities.

Coffman Engineers and Budinger & Associates, Inc. have been tasked to aid STA in the design, engineering, creation of bid documents, permitting and construction inspections for the project. The project will include permitting and reporting with the City of Spokane Fire Department and Washington State Department of Ecology once a contractor is selected.

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The budget as approved in the Capital Improvement Program, project #207, is \$4,828,000. The current estimate for the construction contract is approximately \$3.6M. This is in addition to other project costs, including design and engineering, bid advertisement, permitting, environmental fees, construction contingency, construction management and so forth.

Ms. Liard recommended the Committee approve the Scope of Work as presented and authorize staff to release an invitation for bid (IFB) for construction of the Diesel Underground Storage Tank (UST) Replacement and Ground Landscaping project.

**Mr. Kerns moved to approve as presented. Ms. Kinnear seconded, and the motion passed unanimously.**

4. COMMITTEE ACTION

A. Board Consent Agenda

1. 2021 Equal Employment Opportunity Program

The Federal Transit Administration (FTA) requires entities with 100 or more transit-related employees who receive capital or operating assistance in excess of \$1 million, or requests or receives planning assistance in excess of \$250,000, in the previous federal fiscal year implement all of the Equal Employment Opportunity (EEO) Program elements and submit an EEO Program every 4 years. Spokane Transit Authority updates the EEO plan annually and provides this information to the Federal Transit Administration.

The EEO Program requirements for 2021 include the following program elements: Statement of Policy, Dissemination, Designation of Personnel Responsibility, Utilization Analysis, Goals and Timetables, Assessment of Employment Practices, Monitoring and Reporting.

Ms. Williams requested the committee recommend the Board adopt, by resolution, STA's Equal Employment Opportunity Program for 2021.

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

2. Plaza 1<sup>st</sup> Floor Restroom Partition Replacement – Final Acceptance

Dardan Enterprises, Inc. was awarded a contract in the amount of \$107,469 to perform construction activities associated with replacing the partitions in the public men's and women's restrooms on the first floor of the Plaza. Work began on March 24, 2021 and was completed May 10, 2021.

During construction, one additive change order was executed. Changes were made as a result of variable and unknown field conditions. The change increased the contract value by \$3,817.73 resulting in a final contract value of \$111,286.73.

Five percent, or \$5,564.34, of the contract value was withheld as retainage as required by RCW 60.28.011. As allowed by RCW 39.08.010, the contractor also elected to have STA withhold an additional ten percent, or \$11,128.67, in lieu of bond. Submissions of affidavits of wages paid are under way and, as of May 28, the final progress payment will have been made. As required for any public works project over \$35,000, a Notice of Completion will be sent to the Department of Revenue and Employment Security Department, and the Department of Labor and Industries.

The project had a budget of \$160,000. Costs associated with the project included, but are not limited to, A&E services, this construction contract, contingency funds, and sales tax. The project will be \$34,264 under budget.

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In accordance with closeout requirements for Public Works Contracts in excess of \$35,000, staff requested the Committee's recommendation that the Board of Directors accept the Dardan Enterprises, Inc. contract as complete.

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

### 3. Plaza HPT Platforms: Phase 2 Construction – Final Acceptance

On May 28, 2020, STA entered into Contract #2019-10434 with Wm. Winkler Company for the construction of Plaza HPT Platforms – Phase 2 (Riverside Avenue and Wall Street) in the amount of \$266,714.50. Wm Winkler received Notice to Proceed on June 9, 2020 and reached Substantial Completion on September 9, 2020.

The work included demolition, installation of conduit, construction of footings, curb line and sidewalk. Work also included installation of a new signal pole, demolition of several zone marker signs around the perimeter of the Plaza, installation of conduit and footings for new zone markers, and extending communication and electrical conduit from inside the Plaza to handhole locations.

Throughout construction, additive and deductive change orders were executed. Each change was required for the successful completion of the project. Changes during construction resulted in a net \$30,526.19 increase to the contract with Wm. Winkler Company for a final contract value of \$297,240.69. No retainage was withheld because Wm. Winkler posted a Retainage Bond.

The final Affidavit of Wages Paid was received by STA on December 18, 2020. Notice of Completion was filed on December 21, 2020 with the State Department of Revenue, the Department of Labor and Industries, and the Employment Security Department. Releases have been received from each the three state departments.

Mr. Ottermann requested the Committee recommend the Board approve a motion to accept the contract with Wm. Winkler Company for the Plaza HPT Platforms – Phase 2 (Riverside Avenue and Wall Street) contract as complete and authorize release of retainage security.

**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. 2020 Community Perception Summary

Staff presented the results of the 2020 Community Perception Survey. Conducted by Critical Data Strategies, LLC primarily in the final two months of the year. The study gathered opinions, insights, and feedback from residents living within the Public Transportation Benefit Area regarding their perceptions about the services provided by STA.

In addition to the standard questions asked annually, the 2020 survey included questions about STA's response to the pandemic to gauge perception of the agency's efforts. STA's overall approval ratings are very similar to previous survey findings, and the agency received high marks regarding its response to the pandemic.

### B. 2020 System Performance Report

Staff presented information on the 2020 System Performance Report. Annex 1.4 of the adopted *Connect Spokane: A Comprehensive Plan for Public Transportation*, calls for an annual report on the performance of each route based on established performance standards. Data is focused on Fixed Route and passenger facilities. This year marks the twelfth publication of such report.

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The COVID-19 Global Pandemic had a dramatic impact on ridership, resulting in STA's lowest fixed route ridership since 1981, with 5.8 million boardings, a 42% decline over 2019. At the end of 2020 STA had 1,610 bus stops, 81% (345,079 people) of the urban Public Transportation Benefit Area population resided within one-half mile of a bus stop.

C. 2020/2021 FTA Triennial Review

*Item deferred to June 17, 2021, STA Board meeting.*

6. CEO REPORT

- May 2021 Voter-Approved Sales Tax Update – Revenue collected on March retail sales: 56.3% above May 2020 actual (\$3.4M), 16.4% YTD above 2020 actual (\$5.7M), and 34.2% YTD above budget (\$10.2M).
- Division BRT Project – The CEO provided an update on the Federal funding opportunities including the Capital Investment Grant Program for which the Division BRT Project will be eligible. She highlighted the value of Cardinal Infrastructure involvement in seeking funding and noted the Division Line has been submitted for the FY2022 community projects appropriations process.

7. COMMITTEE INFORMATION

- April 2021 Operating Indicators – *as presented*
- April 2021 Financial Results Summary – *as presented*
- May 2021 Sales Tax Revenue Information – *as presented*

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

**Ms. Kinnear moved to approve the June 2, 2021, Draft Agenda. Mr. Kerns seconded, and the motion passed unanimously.**

9. NEW BUSINESS

*(none)*

10. COMMITTEE MEMBERS' EXPRESSIONS

*(none)*

11. ADJOURN

Chair Grover adjourned the meeting at 2:28 p.m.

12. NEXT MEETING – WEDNESDAY, JUNE 30, 2021 (JULY), 1:30 P.M. VIA WEBEX

Respectfully submitted,



Dawn Scartozzi

Executive Assistant to the Chief Operations Officer