

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the June 30, 2021 (July) Meeting

Virtual WebEx

MEMBERS PRESENT

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

MEMBERS ABSENT

Kate Burke, City of Spokane
Veronica Messing, City of Cheney (*Ex-Officio*)
Don Kennedy, City of Medical Lake (*Ex-Officio*)

GUESTS

Emily Arneson, Ombudsman
Office of the Washington State Auditor

- Walter Green, Audit Lead
- Alex Lycan, Audit Supervisor

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 COO

PROVIDING LEGAL COUNSEL

Kendel Froese, Attorney, 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 the exciting discussion from the 2021 STA Strategic Planning Workshop. He believes the key to a successful long term strategic plan is to focus on our vision and mission.

3. **COMMITTEE APPROVAL**

A. **Minutes of the June 2, 2021, Committee Meeting**

Ms. Kinnear moved to approve the June 2, 2021, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.

B. **Rules of Conduct Update**

Ms. Arneson, STA Ombudsman, provided information on Spokane Transit Rules of Conduct that specifically deal with prohibitive behavior.

The Board of Directors first adopted the Spokane Transit Rules of Conduct for Transit Vehicle, Facilities, and Properties on May 24, 1995. As circumstances change or new rules become necessary, the Rules of Conduct are updated.

Spokane Transit has received direction from the Federal Transit Administration that the requirement of seatbelt use for passengers under the Revised Code of Washington does not apply to STA Paratransit vehicles. Therefore, Rule 44 will be deleted from the Rules of Conduct.

Paratransit riders will continue to be asked to use the seatbelt and offered assistance to secure it if necessary; however, they will not be denied service if they refuse to use it.

With the deletion of Rule 44, Rules 45-51 are consequently renumbered. A draft of the proposed deletion and renumbering, with tracked changes, was included in the packet.

Ms. Arneson requested the committee recommend the Board approve the revisions to the Rules of Conduct as recommended by staff and legal counsel.

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

COMMITTEE ACTION

A. Board Consent Agenda

1. Community Access Pass Pilot Program – Three Month Extension

The CAP Pilot Program was unanimously recommended by PMER and approved by the Board of Directors on July 16, 2020.

Beginning September 1, 2020, for a one-year pilot period, approved nonprofit human service organizations may purchase discounted (50%) 2-hour, one-ride, and day-passes from STA. The intent of the program is to enable organizations that serve vulnerable populations to increase access to public transit. The program is slated to end on August 31, 2021.

Staff request the term of the pilot program be extended until November 30, 2021 (3 months) to provide sufficient time to review a full year's worth of data to present to the Board. Extending the term will allow the program to continue while the analysis is conducted and until the board makes its determination about the program's future.

Mr. Rapez-Betty recommends the Board extend the Community Access Pass (CAP) Pilot Program to November 30, 2021.

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

5. REPORTS TO COMMITTEE

A. 2020 State Audit Exit Briefing

On June 7, 2021, the Washington State Auditor's Office held an Audit Exit Conference with STA staff and the Chair of the Board of Directors regarding the 2020 Audit results.

Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, briefed the Committee on the 2020 Audit results.

Reports are publicly available on their website: <https://sao.wa.gov/reports-data/audit-reports>.

6. CEO REPORT

- June 2021 sales tax (collected on April Sales) was 47.5% above June 2020 actual, 21.1% YTD above 2020 actual, and 39.4% YTD above budget.
- STA and Avista partnered to provide free rides thru Friday, July 2nd, to cooling centers throughout the county. Due to capacity rates being lifted, the STA Plaza is open to customers and others who need to get out of the heat. However, masks are still required inside the Plaza.

- Free rides to vaccines were extended to July 5. After July 5, anyone who took advantage of a free ride for the first shot can also get a free ride for a second shot.
- Safe Start Reopening Plan – exception: on Public Transit, masks are still required. This is consistent with Transportation Security Administration (TSA) which has a directive until September 15th that includes planes, trains, buses, or a station.
 - STA offers employees 2 hours of pay to get the vaccination.
- Department of Labor Industry (L&I) guidance gives employers 4 ways to learn if employees are vaccinated. Acceptable types of verification include:
 1. Vaccine card or photo of vaccine card
 2. Documentation from a health care provider
 3. State immunization information system record
 4. Hard copy or electronically signed self-attestation from the employee
- The FTA awarded STA a 6.38M grant. This grant will be used to replace 10 diesel buses that have reached their useful life with 10 battery electric buses. We only need funding for 10 more buses, this will complete the capacity at the Boone Northwest garage. The project, part of an ongoing fleet replacement strategy, will reduce diesel emissions and improve air quality for Spokane residents.
- Summer Youth Pass provided 9000 rides in the first 2 weeks.

7. COMMITTEE INFORMATION

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

8. September 1, 2021 - COMMITTEE MEETING DRAFT AGENDA REVIEW

Ms. Kinnear moved to approve the September 1st 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 2:11 p.m.

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

Respectfully submitted,



Dawn Scartozzi
Executive Assistant to the Chief Operations Officer