

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

## **PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE**

Minutes of the September 1, 2021, Meeting

Virtual WebEx

### **MEMBERS PRESENT**

Lori Kinnear, City of Spokane, *Acting Chair*  
Josh Kerns, Spokane County  
Kate Burke, City of Spokane  
Veronica Messing, City of Cheney (*Ex-Officio*)  
Don Kennedy, City of Medical Lake (*Ex-Officio*)  
Rhonda Bowers, Labor Representative (*non-voting*)  
E. Susan Meyer, CEO (*Ex-Officio*)

### **MEMBERS ABSENT**

Chris Grover, City of Airway Heights\*

\*Committee Chair

### **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  
Dana Infalt, Executive Assistant to the CEO / Clerk of  
the Authority

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, Attorney, McAloon Law PLLC

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

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

#### 2. **COMMITTEE CHAIR REPORT**

Acting Chair Kinnear had no report at this time.

#### 3. **COMMITTEE APPROVAL**

##### A. **Minutes of the July 30, 2021, Committee Meeting**

**Mr. Kerns moved to approve the July 30, 2021, Committee meeting minutes. Ms. Burke seconded, and the motion passed unanimously.**

#### 4. **COMMITTEE ACTION**

##### A. **Board Consent Agenda**

##### 1. **Boone Elevator Modernization – Final Contract Acceptance**

Ms. Liard provided an overview of the Boone Elevator Modernization and shared before and after pictures of the work that had been completed.

She noted staff was asking the committee to recommend the Board approve a motion to accept the contract with Schindler Elevator Corporation for the Boone Elevator Modernization project as complete and authorize release of retainage security subject to receipt of such certificates and releases as are required by law.

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

##### 2. **Approval of Contract Renewal for Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) System Maintenance & Upgrade Services**

Ms. Liard provided background on the contract with Trapeze which was originally awarded in 2012. She noted that STA and Trapeze successfully implemented and deployed the TransitMaster CAD/AVL System in late 2016. At the time of contract award, STA negotiated extended maintenance and upgrade support which lapsed on April 30, 2021.

Staff began negotiating the new TransitMaster maintenance & upgrade agreement with Trapeze in January 2021. The negotiations took several months and yielded a new agreement with a five-year term, extending from May 1, 2021, to April 30, 2026.

Ms. Liard noted the committee was being asked to recommend the Board of Directors authorize the CEO to execute the TransitMaster maintenance and upgrade agreement with Trapeze for a five-year term in the amount of \$1,201,514.

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

5. REPORTS TO COMMITTEE (*No reports were presented this month*)

6. CEO REPORT

- Ms. Meyer provided a sales tax update on the August 2021 sales tax (collected on June Sales) which showed an increase of 11.0% above August 2020 actual (\$1.0M), 19.3% year-to-date above 2020 actual (\$11.0M), and, partially due to very conservative 2021 budgeting, 36.8% year-to-date above budget (\$18.3M).
- STA has partnered with Spokane County Fair and Spokane Community College to offer savings for fairgoers who ride STA to the fair. Fair Shuttle riders who show an STA Day Pass at the fair admissions gate will receive \$7.00 off adult tickets and \$4 off senior/ children's tickets (regularly \$13/adult and \$10/seniors & children). The Fair is going on from September 11<sup>th</sup> through September 19<sup>th</sup>.
- An APTA study is being undertaken to understand post pandemic travel and APTA has asked the Urban Institute and the Center for Neighborhood Technology to conduct the research. STA is being included as one of the properties whose results will be reported, along with LA Metro, Denver RTD, Pittsburgh, and Richmond, VA. Ms. Meyer surmised there may have been geographical reasoning for these specific entities being chosen, but said STA is pleased to be participating. The results of the study will be available at the APTA annual meeting in November.
- Ms. Meyer mentioned STA had job openings and asked committee members to refer people interested in working for STA to SpokaneTransit.com to complete an application. She noted a few of the openings currently available.
- The Washington State Transportation Commission has invited Ms. Meyer to provide a presentation on Public Transit Issues, Challenges, and Successes on September 22nd, on the 2<sup>nd</sup> day of the WSTC Spokane meetings. Meetings are being held virtually this year and other presenters include the Department of Transportation, Spokane International Airport, GSI, and Spokane Regional Transportation Council.
- Staff have been meeting with Spokane Public Schools and the Public Facilities District about the potential impact on Shuttle Park program when the construction on the new stadium begins, as well as after the stadium is complete and operational. The Shuttle Park program is a partnership between the Public Facilities District (to provide parking at the Arena), Downtown Spokane Partnership (to promote), and STA (to provide service). Participants pay \$40 per month to park at the Arena and take the shuttle from the Arena to the downtown area which allows for more parking availability in the downtown core for shoppers and visitors. An agreement has been reached for during construction and Brandon will be communicating to customers how this will work. There will not be much change during construction as

parking will be available one lot over from the current parking and the shuttle will continue. Research is ongoing to resolve the lack of parking availability after construction ends and the stadium becomes operational. Also, long-range planning is ongoing to determine how to best serve events at the new facility, along with the other existing venues.

- Ms. Meyer thanked members for attending the Board Strategic Planning session and noted she appreciated the input and guidance.

7. COMMITTEE INFORMATION

- A. July 2021 Operating Indicators
- B. July 2021 Financial Results Summary
- C. August 2021 Sales Tax Revenue Information
- D. 2021 Semi-Annual Reports
- E. Second Quarter 2021 Service Planning Input Report

8. OCTOBER 6, 2021 - COMMITTEE MEETING DRAFT AGENDA REVIEW

The October 6, 2021, Performance Monitoring and External Relations Committee Meeting draft agenda was reviewed. There were no changes at this time.

9. NEW BUSINESS

*(none)*

10. COMMITTEE MEMBERS' EXPRESSIONS

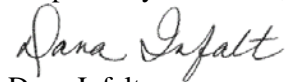
Mr. Kerns reiterated how much he liked the vintage bus paint job and suggested STA do a few more.

11. ADJOURN

With no further business to come before the Committee, Acting Chair Kinnear adjourned the meeting at 1:50 p.m.

The next committee meeting will be held on Wednesday, October 6, 2021, at 1:30 p.m. via WebEx

Respectfully submitted,



Dana Infalt  
Executive Assistant to the Chief Executive Officer  
Clerk of the Authority