

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the October 6, 2021, Meeting

Via 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*)

*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

GUESTS

Emily Arneson, Ombudsman & Accessibility Officer
Severn Miller, Cardinal Infrastructure

PROVIDING LEGAL COUNSEL

Kendel Froese, Attorney, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Grover called the meeting to order at 1:30 p.m. and Dana Infalt conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair Grover had no report at this time but welcomed Sev Miller from Cardinal Infrastructure.

3. COMMITTEE APPROVAL

A. Minutes of the September 1, 2021, Committee Meeting

Mr. Kerns moved to approve the September 1, 2021, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.

B. Citizen Advisory Committee: New Member Nomination Approval

Ms. Arneson provided background of the Citizen Advisory Committee (CAC) and advised they are requesting approval of the nomination of Mr. JT Ramsey to the committee. She provided information on the CAC's charter and Mr. Ramsey's qualifications.

Chair Grover noted the recommendation to the committee was to approve by motion the appointment of JT Ramsey to the Citizen Advisory Committee, for a term of three years, commencing immediately.

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

C. Diesel and Unleaded Gasoline Invitation for Bids – Scope of Work Approval

Ms. Liard advised this Invitation for Bids is for gasoline and diesel fuels. She described the items being sought, the manner in which bidders typically set their pricing and the STA's expected usage of the gasoline and diesel fuels in 2022.

Ms. Liard noted the recommendation to the committee was to approve the Scope of Work and specifications as presented and authorize staff to release an Invitation for Bids for diesel and unleaded fuels.

Chair Grover asked if there were any questions. Ms. Bowers asked if the cost was anticipated to be much larger during next five years. Ms. Liard replied that based on what staff have budgeted, fuel price is expected to slightly increase over the 2021 budget (approximately \$0.10 per gallon). She noted the price will be variable on the "then" market prices, plus the margin. She stated it would be hard to predict beyond 2022. There were no additional questions. There were no further questions.

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

D. Temporary Staffing Services – Scope of Work Approval

Ms. Williams provided background and noted Committee approval is required due to the work anticipated to be greater than \$1M for a five-year contract.

Ms. Williams noted the recommendation to the committee was to review and approve the Scope of Work for Temporary Staffing Services and authorize release of Request for Proposals for a five (5) year contract.

Chair Grover asked if there were questions. Ms. Bowers asked if the intent was to replace all the different contracts and put it with one source to avoid outsourcing to several staffing agencies. Ms. Williams advised the intent was to issue a Request for Proposals and have at least two responsive proposals, so STA is not limited to utilizing one provider of temporary services. Ms. Bowers then asked if this would cover Security. Ms. Williams said that additional Security help is contracted out with Securitas. Ms. Bowers further asked for clarification that there would be no contract positions affected by this contract. Ms. Williams said this staffing falls under the agreement in the contract that allows STA to hire temporary staff. Ms. Bowers thanked Ms. Williams.

Mr. Kerns confirmed the intent is to release an RFP and not to have the committee approve an agreement with a specific company. Chair Grover confirmed it was for an RFP and asked if there were any other questions or comments. None were forthcoming.

Mr. Kerns moved to approve the Scope of Work for temporary staffing services and authorize a release of an RFP for a five-year contract. Ms. Kinnear seconded, and the motion passed unanimously.

4. CITY LINE PROJECT UPDATE

Ms. Meyer discussed the City Line project, noting the project was announced to be operational in May 2022. However, the pandemic and current supply chain shortages have impacted construction of the station shelters and the new City Line launch date is July 2023. She detailed the station design

specific for City Line, noting station and shelter related materials are the reasons for the delay and the cumulative effect is 10-11 months on top of the original May 2022 service date.

Ms. Meyer reminded members of the \$92.2M project budget and noted there is no change to City Line budget, stating the current forecast is approximately \$11 million under the \$92.2 million budget. Ms. Meyer reviewed the project schedule and next steps.

She then introduced Sev Miller, former Chief Council of FTA, from Cardinal Infrastructure, to share about potential impact on STA's funding from FTA.

Chair Grover welcomed Mr. Miller to speak to the committee. Mr. Miller provided an overview of the impact to STA. He noted while it is not perfect news, projects all around the country are experiencing the same or much worse issues with respect to delay and costs. He said STA is still in a position of having a large amount of uncommitted contingency and has been very diligent in updating its forecasts, allocating, reserving, and anticipating. As a result, the budget looks very solid.

In the history of the FTA program, projects can go over time or over budget, or both. He said STA is doing a great job of managing that down and are being realistic in terms of scheduling and forecasting the additional costs due to that delay. Mr. Miller noted that Sherry Little met with FTA yesterday and she reports there's no indication that FTA is thinking of pulling anyone's funds or otherwise punishing people for being over time or over budget, particularly in this environment.

Chair Grover asked for questions on the topic. He applauded STA for working through the challenges and coming up with a plan to get to the finish line.

Mr. Kerns asked about the additional costs due to the delay. Mr. Otterstrom noted they represent forecasts, with the largest part of that being the contract with Wesslen, who is contracted to install the shelters. A brief discussion ensued.

Chair Grover asked if there were other questions. None were forthcoming. Chair Grover thanked Ms. Meyer and noted he appreciated the update. He also thanked Mr. Miller for his perspective.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. Fleck Service Center Energy Savings: Contract Final Acceptance

Ms. Liard provided a contract summary of the work performed at the Fleck Service Center and noted Board acceptance is required for all public works projects over \$35,000. She reviewed the key replacements, the utility energy consumption reductions, and provided a budget summary which reflected the project being completed \$130,805 under the \$1.8M budget.

Ms. Liard noted staff are asking the Committee to recommend the Board approve a motion to accept the contract, made by DES on behalf of STA, with McKinstry Essention, LLC, for the Fleck Service Center Energy Savings Project as complete subject to receipt of such certificates and releases as required by law.

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

2. Community Access Pass Pilot Program Approval

Mr. Rapez-Betty reported on the overall performance of the program over the course of the pilot of the Community Access Pilot Program. He provided a summary of the program, noting it is being well utilized by the participating organizations.

Mr. Rapez-Betty reported on the marketing efforts, the non-profits that responded, the requirements of the program, and how many of the participants were new to pass purchasing. He also compared 2019 performance to the current year and reported on the total sales and revenue. He mentioned the success of the program and how well it was utilized in the community.

Staff recommended the Community Access Pass Program become a permanent program with no changes.

Ms. Kinnear asked how Mr. Rapez-Betty forecast the future of the program? Mr. Rapez-Betty indicated he sees room for growth and that many of the people who use HSA organizations are using transit, but believes there is additional room for modest growth.

Chair Grover asked for a motion for the Board to approve a motion to approve the Community Access Pass Program become a permanent program with no changes.

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

6. REPORTS TO COMMITTEE

A. Summer Youth Pass Pilot Program Update

Mr. Rapez-Betty provided a robust summary of the Summer Youth Pass program. He noted over 73,000 rides were taken and 4,300 passes distributed. STA purchased 15,000 cards for the program. He showed the top 3 routes and highest distribution sites, noting the libraries were significant partners in getting passes into the hands of students. In addition, Mr. Rapez-Betty reviewed heat maps showing the areas traveled, age/grade distribution, UTAP billing, ridership statistics. He shared some examples of the media campaign and told the committee that STA won awards based on this marketing effort.

Mr. Rapez-Betty asked if there were questions. Ms. Kinnear expressed her excitement about the program and asked to review the objectives. Mr. Rapez-Betty read the objectives: increase access to transit, develop future transit users, and establish UTAP cost estimates for future programs. Ms. Kinnear said although not stated as an objective, one of the results of the program is economic development in that it provides youth greater access to shopping or recreational opportunities and to transport them to jobs if in that 16–18-year age group. She stated that piece shouldn't be overlooked. Mr. Rapez-Betty and Chair Grover expressed their agreement. Chair Grover expressed how fun the marketing of program was and noted how it was relatable to the youth.

7. CEO REPORT

- Ms. Meyer deferred her report to the Board meeting but paused to ask if there were any questions regarding City Line schedule. No questions were forthcoming. She indicated members could email or call her with questions or comments that might come up after the meeting.

8. COMMITTEE INFORMATION

- A. August 2021 Operating Indicators
- B. August 2021 Financial Results Summary
- C. September 2021 Sales Tax Revenue Information
- D. Second Quarter Performance Measures

9. NOVEMBER 3, 2021 - COMMITTEE MEETING DRAFT AGENDA REVIEW

The November 3, 2021, Performance Monitoring and External Relations Committee Meeting draft agenda was reviewed.

10. NEW BUSINESS (*none*)

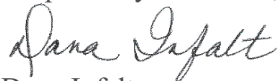
11. COMMITTEE MEMBERS' EXPRESSIONS (*none*)

12. ADJOURN

With no further business to come before the Committee, Chair Grover adjourned the meeting at 2:30 p.m.

The next committee meeting will be held on Wednesday, November 3, 2021, at 1:30 p.m. via WebEx

Respectfully submitted,



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