

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the February 3, 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
Veronica Messing, City 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

none

GUESTS

none

STAFF PRESENT

Brandon Rapez-Betty, Director of
Communications and 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
Sam Guzman, Executive Assistant to the Chief
Operations Officer

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

*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 had no report at this time.

3. COMMITTEE APPROVAL

A. Minutes of the December 2, 2020, Committee Meeting

Ms. Burke moved to recommend approval of the December 2, 2020, Committee meeting minutes. Ms. Kinnear seconded the motion, and it passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. IRS Environmental Acceptance of Contract as Complete

In August of 2019 STA contracted with IRS Environmental to:

- Construct an enclosure and set up air/dust monitoring,
- abate existing paint and epoxy coatings in three (3) maintenance pits along with two accesses
- Collect materials, test, and dispose as needed to an approved site

The IRS Environmental contract was \$62,207, which was part of an overall package of \$380,000 for the project. This particular portion of the contract started in August and was completed in November.

Ms. Burke moved to recommend the Board approve a motion to accept the contract with IRS Environmental as complete as related to the Lighted Pit Repair project and authorize release of retained funds in the amount of \$9,331.05 conditioned on receipt of pending certificates of release as are required by law. Ms. Kinnear seconded the motion, and it passed unanimously.

2. Scope of Work (SOW) and Budget Approval – Non-Diesel Underground Storage Tank (UST) Replacement

The non-diesel underground storage tanks are a project that dates back to 2015 when funds were set aside in the Capital Improvement Plan (CIP). There are nine (9) tanks scattered throughout the Boone campus that were installed between 1985 and 1986. Each UST has a 30 to 40 year life expectancy, so all nine tanks need to be replaced or filled in and closed off (abandoned). Mr. Nelson reviewed the positions and plans for all nine USTs, noting that the final decision about replacing or abandoning each tank will be left to the engineers.

The original budget for this project was set in 2015, however, now that the engineers have gathered some initial data, their estimate exceeds the \$1.48M currently designated in the CIP. The new engineer's construction cost estimate is \$1.52M. Adding in sales tax from Washington State, contingency, permitting, and architectural and engineering fees, the revised project total is \$2.10M, which is a budgetary increase of \$620K.

Discussion ensued about the life expectancy of the new USTs as well as the ramifications of abandoning tanks and possible associated costs.

Ms. Kinnear moved to recommend the Board approve a budgetary increase of \$620,000 to the Non-Diesel Underground Storage Tank Project, and Conditioned on board approval of the budgetary increase, approve the general scope of the work and authorize staff to release an invitation for bid for the construction of the Non-Diesel Underground Storage Tank Project. Ms. Burke seconded the motion, and it passed unanimously.

3. Spokane Falls Station Construction Final Acceptance

The Spokane Falls Station project improved the safety and on-time performance experience for passengers at the Spokane Falls Community College campus by eliminating a pair of on-street transit stops and creating three (3) on campus Transit bays. The Station also includes platforms for customer boarding and alighting, as well as amenities such as real time information signs and security cameras. In addition, there is a new traffic signal installed at Elliot Drive and W Fort George Wright Drive that accommodates both pedestrians and traffic movements. STA worked very closely with the Community College to develop the design to minimize the impact on existing parking.

The overall project budget, as authorized in the Capital Improvement Program, was \$2.96M. The project budget included the contract with NNAC inc., architectural engineering fees, permit fees, security cameras, utilities, etc. Total project expenses were \$2.66M, resulting in a remaining budget of about \$298K. Of that remainder, \$102K is derived from state grants, and any underspent state grant money is returned to the state, making the net savings on this project just under \$200K.

Ms. Kinnear moved to recommend the Board a motion to accept the contract with NNAC, Inc. for the Spokane Falls Station project as complete subject to the receipt of such certificates of release as are required by law which will then allow release of the retainage bond. Mr. Kerns seconded the motion, and it passed unanimously.

4. Swiftly Software Contract Agreement

In 2020 STA acquired a one-year software license with Swiftly. Swiftly is used throughout the country and helps improve bus service by providing information that can be used to actualize schedule improvements. It allows staff to look at the network in real-time and visualize existing information across the system as well as view historic data. It is cloud-based software, so there is no overhead in terms of maintenance for STA staff, and it allows for unlimited users inside the organization to review and access the data.

Three (3) modules are included in STA's current license:

- Run Times
- GPS Playback
- Live Operations

Initial goals for the software included improving the customer experience, improving performance and reliability, and reducing costs while increasing efficiency. Mr. Otterstrom provided a few examples demonstrating how these goals were realized and proposed a two (2) year contract extension. Swiftly as agreed to maintain the same annual license fee of \$78K if the contract were extended, so this extension would add on an additional \$156K to the contract, bringing the total to \$234K.

Discussion ensued regarding the software's ability to assist in altering schedules as Covid-19 restrictions lessen and ridership increases.

Ms. Burke moved to recommend the Board of Directors authorize the CEO to extend the agreement for three Swiftly Modules for two years for a total of \$156,000 plus sales tax. Ms. Kinnear seconded the motion, and it passed unanimously.

B. Board Discussion Agenda

1. *(no items presented this month)*

5. REPORTS TO COMMITTEE

A. *(no items presented this month)*

6. CEO REPORT

- Sales tax collected on November 2020 retail sales was 2.0% above January 2020 actual and 18.4% above budget.
- Two (2) transportation revenue packages have been made available in the legislature.
 - Senator Hobbs, Chair of the City Transportation Committee, has a 16-year, \$18 billion transportation revenue package that relies on 6 cents of additional gas tax and two carbon pricing options. There is also bonding in this package on the gas tax. This package includes \$25M for the Division Bus Rapid Transit project.
 - Representative Fey and five (5) of his colleagues have introduced a \$26B, 16-year package that has no debt. This package relies on an 18-cent gas tax that is indexed to provide funding for maintenance and preservation. It also has a carbon fee of \$15 per ton. There is no list of projects yet for this package.
- The Department of Transportation has rated and recommended to the legislature approval of Regional Mobility Grants. Two (2) of STA's projects, I-90 Valley High Performance Transit (\$7.5M) and the Sprague High Performance Transit (\$2M), are both being recommended to the legislature for approval.
- A federal mask requirement was announced regarding masks required on all forms of road, air, and rail transportation. Washington state already requires masking, and STA is currently doing everything that this requirement necessitates. However, staff is going to change the signage on buses and facilities so that the passengers understand this is now a federal requirement.
- STA is encouraging employees to educate themselves about vaccines, and STA has created an incentive for employees who wish to be vaccinated; they may get two (2) hours of paid time per vaccine.
- Ms. Williams has been working with the Health District and has arranged for Paratransit Operators to fill spots at the arena when there are unused vaccines from missed/canceled appointments.

7. COMMITTEE INFORMATION

- December 2020 Operating Indicators – *as presented*
- January 2021 Sales Tax Revenue Information – *as presented*
- 4th Quarter 2020 Service Planning Public Input Report – *as presented*

8. FEBRUARY 3, 2021 - COMMITTEE PACKET DRAFT AGENDA REVIEW

(No changes requested)

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

Chair Grover expressed his appreciation to his fellow committee members for serving STA and looks forward to the work that will be done this year.

Ms. Burke thanked STA for providing masks to passengers and alleviating the potential issue of them not having one or being able to procure one on their own prior to boarding.

11. ADJOURN

Chair Grover adjourned the meeting at 2:26 p.m.

12. NEXT MEETING – WEDNESDAY, MARCH 3, 2021, 1:30 P.M, VIA WEBEX

Respectfully submitted,



Sam Guzman, Executive Assistant to the Chief Operations Officer