

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the September 30, 2020 (October), Meeting
Virtual WebEx

MEMBERS PRESENT

Lori Kinnear, City of Spokane *
Josh Kerns, Spokane County
Tim Hattenburg, City of Spokane Valley
Kate Burke, City of Spokane
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-Officio)
Mike Kennedy, City of Liberty Lake (Ex-Officio)

MEMBERS ABSENT

Veronica Messing, City of Airway Heights (Ex-Officio)

GUESTS

none

STAFF PRESENT

Fred Nelson, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Monique Liard, Chief Financial Officer
Brandon Rapez-Betty, Director of Communications and Customer Service
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 Kinnear called the meeting to order at 1:30 p.m. Introductions were made.

2. **COMMITTEE CHAIR REPORT**

Chair Kinnear thanked Mr. Rapez-Betty for stepping in and being the STA point of contact for the PMER committee.

3. **COMMITTEE APPROVAL**

A. **Minutes of the September 2, 2020, Committee Meeting**

Mr. Hattenburg moved to recommend approval of the September 2, 2020, Committee meeting minutes. Mr. Kerns seconded the motion, and it passed unanimously.

4. **COMMITTEE ACTION**

A. **Board Consent Agenda**

1. **Award of Contract for Fare Collection System**

The current fare collection system has been in place since 2006 and handles all existing fare media and programs that are in use at STA. That includes cash, magnetic strip, and smartcards.

Some of the goals for the fare collection system project are to further reduce cash transactions (currently 26% of collections), make sure riders are engaged, and offer more ways for passengers to be efficiently transported and pay for that transportation.

Moving to an account-based system will let riders manage their relationship with STA. They will get to govern when they buy passes, how they use passes, as well as review the history of their transactions and trips. This system also allows STA to equip the buses and platforms with validators that can read smart cards and barcodes on mobile devices, which will reduce dwell time by offering options that have a quick validation.

STA is planning to continue maintaining fare boxes to collect cash where appropriate.

The fare collection system was originally scoped and solicited in 2018. At that time STA did not make an award, as the project had a fairly broad scope that included all forms of fare collection, including ticket vending machines. Through that solicitation STA found that no single vendor was able to provide all the needed components, so the procurement was split up to have ticket vending machines as one scope and the account-based mobile ticketing as another.

In 2019, STA solicited the account-based mobile ticketing and conducted a virtual site visit with one of the customers of the top proposers and found that their reliability was not going to meet STA's expectations and that solicitation was canceled.

In late June, the third solicitation was advertised to ninety-six (96) different vendors. Eight (8) responses were received and on August 17th an evaluation committee met to evaluate those proposals. The responses were narrowed down from eight (8) to three (3), and those vendors were invited for demonstrations on September 11th.

The three (3) evaluated organizations were Kontron, INIT, and Scheidt & Bachmann. The committee then narrowed the scope down to two finalists, INIT and Scheidt & Bachmann. Final scoring ranked INIT at 90.8 and Scheidt & Bachmann at 84.8.

The five-year contract period with INIT is estimated at \$8.185M. There is a total of \$11.7M of available funding for this project from CIP 347 (\$3.3M for the City Line – Fare Collection SCC 50.06) and CIP 431 (\$8.39M for the Fare Collection Project).

Mr. Hattenburg moved to recommend the Board of Directors authorize the CEO to negotiate and execute a five (5) year contract for a Fare Collection System to INIT for a rounded price not to exceed \$8,186,000, inclusive of Washington State sales tax, Mr. Kerns seconded the motion, and it passed unanimously.

2. Division Street Stops, Phase II Final Acceptance

Mr. Otterstrom presented an overview of the Division Street stops project, phase I, was completed in 2019, phase II was completed in July 2020, and phase III is currently underway. The approved phase II contract amount was \$263,385.54, one stop location was removed resulting in a deductive change order making the final cost \$254,672.

Once all three phases are complete, the Division Street Stops project is expected to come in approximately \$75,000 under budget.

Mr. Kerns recommend the Board approve a motion to accept the contract with Wm. Winkler Company for the Division Stops Phase II project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law, Mr. Hattenburg seconded the motion, and it passed unanimously.

3. Moran Station Park and Ride Construction Final Acceptance

The Moran Station Park and Ride project had an authorized construction budget of \$4.7M. In addition to the contract with LaRiviere, expenses related to sales tax and security, and other professional services such as geotechnical inspections, construction management, and permits brought the total construction phase expenditures to \$4.2M. The remaining budget will accommodate other expenses that are still forthcoming (HPT shelters, real-time information, platform lighting, etc.).

Discussion ensued about the vetting process for contractors.

Mr. Hattenburg moved to recommend the Board approve a motion to accept the contract with LaRiviere Inc. for the Moran Station Park and Ride as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law, Mr. Kerns seconded the motion, and it passed unanimously.

4. Monroe-Regal Phase I Construction Final Acceptance

The Monroe-Regal Line provides a one-ride service from north Spokane to south Spokane and serves several neighborhoods across the city. Construction was staged over two phases to make sure the project right sized the scope of improvements relative to the budget. Most of the phase I improvements were completed in 2019 and the service launched in September 2019. Phase II will add more amenities to the corridor this fall and into next year, including a station marker, real-time information, and more station lighting. Phase I improvements included nine (9) station platforms with robust infrastructure to support future amenities, eleven (11) enhanced stops to improve ADA access, and nineteen (19) new shelters.

The total construction expenditures for phase I totals \$723,068 and the Board approved total project budget is \$5.435M.

Mr. Hattenburg moved to Recommend the Board approve a motion to accept the contract with Bacon Concrete for the Monroe-Regal Line, Phase I project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law, Mr. Kerns seconded the motion, and it passed unanimously.

B. Board Discussion Agenda

1. *(no items presented this month)*

5. REPORTS TO COMMITTEE

A. 2022 Service Revisions: Preliminary Proposal

Mr. Otterstrom reviewed the 2022 service revisions preliminary proposal. The complete report is available for review here:

https://www.spokanetransit.com/files/content/2022_Service_Revisions_Revised_Preliminary_Proposal.pdf

6. CEO REPORT

- September distribution of voter-approved sales tax that was collected on July retail sales was up 1.5% compared to last year and 7.5% year to date above 2019 actual.
- City Line construction is underway, and each station takes about six weeks to complete. STA is working with the city, the contractor (Cameron Riley), and local businesses to minimize the impact of the work. Currently, there are plans to remove traffic control cones/barrels that are blocking parking spots on West Main between Division and Browne during evenings and weekends. Options for food delivery access/parking are also being explored. STA will also promote on its social media channels that those businesses are open and that there is a project liaison available to answer any questions (1-844-879-3988).
- Kick-off meeting for battery-electric charging infrastructure installation with Proterra.
- The new police precinct has opened across the street from the Plaza and STA is paying for a full-time officer to be at the plaza every day. CM Haley spoke at the Planning and Development meeting this morning and said she could already see a difference in the environment around the Plaza.

7. COMMITTEE INFORMATION

- August 2020 Operating Indicators – *as presented*
- August 2020 Financial Results Summary – *as presented*
- September 2020 Sales Tax Revenue Information – *as presented*

8. NOVEMBER 4, 2020 - COMMITTEE PACKET DRAFT AGENDA REVIEW

(No changes requested)

9. NEW BUSINESS

(none)

10. COMMITTEE MEMBERS' EXPRESSIONS

(none)

11. ADJOURN

Chair Kinnear adjourned the meeting at 3:01 p.m.

11. NEXT MEETING – WEDNESDAY, NOVEMBER 4, 2020, 1:30 P.M, VIA WEBEX

Respectfully submitted,

Sam Guzman

Sam Guzman, Executive Assistant to the Chief Operations Officer