

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

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

Minutes of the October 2, 2019, Meeting  
Southside Conference Room

### **MEMBERS PRESENT**

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

### **MEMBERS ABSENT**

Kate Burke, City of Spokane  
Sam Wood, City of Spokane Valley  
Veronica Messing, City of Airway Heights (Ex-Officio)

\* Chair

### **STAFF PRESENT**

Roger Watkins, Chief Operations Officer  
Karl Otterstrom, Director of Planning and Development  
Lynda Palmer, Chief Financial Officer (Outgoing)  
Monique Liard, Chief Financial Officer (Incoming)  
Brandon Rapez-Better, Director of Communications and Customer Service  
Nancy Williams, Director of Human Resources  
Sam Guzman, Executive Assistant to the Chief Operations Officer

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **GUESTS**

*(none)*

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

Chair Kinnear called the meeting to order at 1:32 p.m. Introductions were made. Ms. Meyer introduced Ms. Liard as the new Chief Financial Officer.

#### 2. **PUBLIC EXPRESSIONS**

*(none)*

#### 3. **COMMITTEE CHAIR REPORT**

Chair Kinnear had no report at this time.

#### 4. **COMMITTEE APPROVAL**

##### **A. Minutes of the July 10, 2019, Committee Meeting**

**Mr. Kerns moved to recommend approval of the July 10, 2019, Committee meeting minutes. Chair Kinnear seconded the motion and it passed unanimously.**

##### **B. Minutes of the September 4, 2019, Committee Meeting**

**Mr. Kerns moved to recommend approval of the September 4, 2019, Committee meeting minutes. Chair Kinnear seconded the motion and it passed unanimously.**

5. COMMITTEE ACTION

A. Board Consent Agenda

1. Acceptance of Boone Northwest Garage Contract

Mr. Otterstrom presented this item on behalf of Mr. Watkins, who was attending the American Bus Benchmarking Group annual meeting in Buffalo. Public works above \$250K require board acceptance prior to the release of the retainage. The authorized budget for the project is \$11.5M and breaks down as follows:

- \$7.5M – Garco Construction Contract
- \$200K – Construction Contingency
- \$118K – Sales Tax on Garco Contract
- \$1.8M – Other (permits, fees, security systems, etc.)

The total expense was \$9.6M, with an approximate favorable variance of \$1.8M. There are still some small outstanding bills and encumbrances that need to be cleared out, so the ending figures could vary slightly.

Mr. Otterstrom asked the Committee to recommend Board accept the construction contract as complete and to authorize the release of \$347K in retainage to Garco Construction. The release is conditioned on receipt of pending certificates.

**Mr. Kerns moved to approve item 5A1, Chair Kinnear seconded the motion, and it passed unanimously.**

B. Board Discussion Agenda

*(no items presented this month)*

6. REPORTS TO COMMITTEE

A. *(No items presented this month)*

7. COMMITTEE INFORMATION

- August 2019 Operating Indicators – *as presented*
- August 2019 Financial Results Summary – *as presented*
- September 2019 Sales Tax Revenue Information – *as presented*

8. NOVEMBER 6, 2019 - COMMITTEE PACKET DRAFT AGENDA REVIEW

- Ms. Meyer clarified that the Battery Electric Bus item will be moved to a later agenda.

9. NEW BUSINESS

*(No new business at this time)*

10. COMMITTEE MEMBERS' EXPRESSIONS

- Mr. Kerns shared that he is on the Workforce Development Council Board, as was in attendance at the Access Job Fair held on October 1<sup>st</sup>. He wanted to express his thanks for STA having a booth there and participating for a great cause.

11. ADJOURN

Chair Kinnear adjourned the meeting at 1:42 p.m.

11. NEXT MEETING – WEDNESDAY, NOVEMBER 6, 2019, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Sam Guzman, Executive Assistant