

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

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the January 31, 2018, (February) Meeting
Southside Conference Room

MEMBERS PRESENT

Pamela Haley, City of Spokane Valley *
Josh Kerns, Spokane County
Lori Kinnear, City of Spokane
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-Officio)

MEMBERS ABSENT

Shirley Maike, City of Medical Lake
Odin Langford, City of Liberty Lake
(Ex-Officio)

STAFF PRESENT

Roger Watkins, Chief Operations Officer
Karl Otterstrom, Director of Planning and Development
Lynda Warren, Director of Finance and Information Services
Beth Bousley, Director of Communications and Customer Service
Nancy Williams, Director of Human Resources
Emily Arneson, Community Ombudsman & Accessibility Officer
Ralph Wilder, Manager Maintenance / Facilities & Grounds
Jessica Charlton, Capital Projects Manager
Kathleen Weinand, Capital Projects Manager

GUESTS

Charles Hansen, Citizen Advisory Committee Member
Mike Kunder, AFSME 3939 President

* Chair

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

Chair Haley called the meeting to order at 1:36 p.m. Introductions were made.

2. **PUBLIC EXPRESSIONS**

None.

3. **COMMITTEE CHAIR REPORT**

None.

4. **COMMITTEE APPROVAL**

A. **MINUTES OF NOVEMBER 29, 2017 COMMITTEE MEETING**

Mr. Kerns moved to recommend approval of the November 29, 2017, Committee meeting minutes. The motion was seconded by Chair Haley and passed unanimously.

B. **APPROVAL OF SCOPE OF WORK FOR 2018 ENERGY SAVINGS PROJECT**

Mr. Watkins presented this item for decision by the Committee. He provided background of STA's Board approved 2013 Interagency Agreement with Washington State Department of Energy Service (DES) and noted the Energy Savings Audit completed by McKinstry in 2017.

He advised the two Capital Improvement Projects (CIP) selected as a result of the audit are the *Replacement of the Paint Booth & Lift Systems* and the *Replacement of the Heating Ventilation and Air Conditioning (HVAC) controls at the Plaza*. Mr. Watkins informed the Committee of the potential annual energy savings and Avista incentives on the two projects.

Mr. Watkins reviewed the general scopes of work for the projects. The complete scopes of work were included in member's folders. Ms. Bowers asked about the impact on buses while the paint booth is being replaced. Mr. Watkins deferred to Mr. Wilder who advised there should not be any impact on operations.

Mr. Watkins said that staff are seeking approve the general scopes of work as presented for 2018 Energy Savings project and authorization for staff to request DES & McKinstry finalize the project contract.

Mr. Kerns moved to approve the general scopes of work as presented for 2018 Energy Savings project and authorize staff to request DES & McKinstry finalize the project contract. The motion was seconded by Chair Haley and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. AWARD OF CONTRACT FLUID MANAGEMENT SYSTEM

As background, Mr. Watkins reminded the committee that Spokane Transit's (STA) adopted *2016-2021 Capital Improvement Program (CIP)* provides for the integration of a fluid management system with the *ERP Maintenance Management System* in STA's vehicle maintenance department. This system will track and integrate diesel and gasoline dispensing used in STA's fleet of buses, vans, and service vehicles at three locations, as well as the Boone NW Garage when completed in 2019. It will also track vehicle mileage during the refueling process, eliminating the need to manually record odometer readings at each fueling.

He reviewed the timeline staff followed on the project and the successful bidders. Mr. Watkins noted the evaluation committee recommended S&A Systems, Inc. as the award of contract recipient.

Mr. Watkins presented this item to the Committee for Board recommendation. He reiterated that this item was approved in *Capital Improvement Program* and falls within the CEO authority, but since the final bids came in above the budgeted amount, staff are seeking Board approval. Ms. Watkins also mentioned this project is 80% federally funded.

He noted staff are asking the Committee to review and recommend the Board approve an award of contract for a Fluid Management System to S&A Systems, Inc. for \$589,482.00, applicable Washington State Sales Tax, and up to a 10% project contingency.

Brief discussion ensued.

Ms. Kennar moved to approve the Award of Contract for Fluid Management System as presented. Mr. Kerns seconded and the motion passed unanimously.

B. Board Discussion Agenda

(No items were presented this month.)

6. REPORTS TO COMMITTEE

A. September 2018 Service Revision (Draft Recommendation)

Mr. Otterstrom advised staff will be seeking a recommendation in the future but noted this is being presented as a report at this time. He said the STA website link below to the full 40+ page document is also at the end of the Agenda Item. https://www.spokanetransit.com/files/content/Sept_2018_Draft_Recommendation.pdf

He reiterated that although some of the concepts listed in the Draft Recommendation have been generally outlined in the STA Moving Forward (STAMF) plan and included in the 2017 Transit Development Plan, this September 2018 service change will be brought forward through a public process to receive additional public input before service can begin.

He reviewed the anticipated calendar of events and provided slides and commentary that addressed the service change timeline, planning process inputs, outreach, preliminary proposal overview, public engagement processes, and routes that will be affected. Mr. Otterstrom reviewed the preliminary proposal of changes to routes as well as staff's draft recommendation. He informed there will be more service on existing routes per STAMF and some routes will have service modified or added to improve service effectiveness.

Discussion ensued.

B. 2017 Communications Plan Recap and 2018 Communications Plan Review

Ms. Bousley reported the results of the Communication Department's planned objectives to support STA goals. She noted the results of the ridership and community perception goals and provided an overview of events which occurred in 2017.

In addition, Ms. Bousley reviewed the department organizational chart and plans for 2018, which include support of STA goals to increase fixed route ridership by 1.5% over 2017, and continue to improve community perception. She highlighted the communications priorities, and how they will support ridership in 2018.

Ms. Bousley relayed information on Communication's role in STA Moving Forward, strategic communications, new employee recruitment, internal communications, social media statistics, outreach, customer service, Plaza programming, and web governance performed in 2017 as well as goals for staff through the 2018 year.

She showed a few highlights and noted the full details are in members' packets.

7. CEO REPORT

- Ms. Meyer reported the legislative session is under way and is expected be completed on March 8, 2018. She reminded members that February 2, 2018, is bill cutoff date, unless it is a transportation bill or one with fiscal impact, and then the cutoff is February 6, 2018. She expressed her interest in sharing a couple of the bills with members, advising that staff's real analysis will form after it is seen which bills make it through.

- **SSB 6165** – Staff are supporting this bill. Expands definition of 3rd degree assault which currently covers transit drivers, supervisors, mechanics, and security officers. It adds “*a fare payment monitor, customer outreach staff*” to that description.

- **SSB 6080** –Electrification of Transportation, revising previous legislation. Ms. Meyer advised the sponsor is Palumbo and Senator Billig has also signed on to this bill. She reported the Department of Commerce has already gone through the rulemaking process and finished in mid-2016. STA staff participated with the State Transit Association in defining what is “practicable” (advising the key word for STA is practicable), and the Department of Commerce identified/defined what that was and one of those determined elements was “unaffordable”. Ms. Meyer advised this goes in a stronger direction toward electrification or biofuel and includes (as a definition of practicable) “within five percent of the cost of a diesel bus (in STA’s case), based on life-cycle costs, which would be 15 years of maintenance, fuel and all operating costs.”

Ms. Meyer reported staff are supportive of the state’s objectives but are also supportive of local control. STA’s board approves a fleet replacement strategy which happens over time. When staff orders a bus after getting Board approval, 12-18 months pass before the bus is received. Staff makes decisions about the types of vehicles to purchase and plans for them in the budget and cash flow projections and, while staff are very supportive of going to an electric fleet eventually, staff doesn’t have a garage yet to house or charge electric vehicles.

Staff are following this bill and suggest members also continue to watch because all units of government are responsible in this, including cities. Ms. Meyer reported there is an expanded income based sales tax exemption to allow people to get exemptions on electric vehicle purchases. There was a hearing this morning and Ms. Meyer reported she will speak with government affairs representative to find out how that was presented. It has gone to the Energy and Environment Committee, not Transportation.

- **SSB 6414** – This bill addresses population based representation on the governing body of a public transportation benefit area (PTBA). If this bill passes, it will be effective August 1, 2018. It impacts Spokane, Vancouver, and Tacoma transit agencies, but the transit agencies don’t have a role in this conversation because it involves the three county commissioners and the rest of the elected officials (one from each city) who decide what the governing body composition will be (within the maximum of nine voting members).

If this bill passes, the City of Spokane would have four seats (they currently have two), City of Spokane Valley and the County would have no change (two votes each), and the Small Cities would have one (currently they have three). This is based on the population estimates from Office of Financial Management (OFM) in 2017. She reported there is a Bill in the house – not exactly the same calculation, but this is the one with the most impact on STA’s board. If you are interested in that, she suggested members talk to Senator Billig.

- City of Spokane began an outreach on their development of Riverside Avenue and their first points of consideration are the two Central City Line (CCL) stations on Riverside at Stevens and Bernard. STA Board approved all of the 33 CCL stations in December, with a couple of exceptions where staff were still working either with a property owner, Gonzaga, or the City. The City indicated to staff that they wanted to see centered stations at these two locations, rather than the curb stations which staff recommended previously. Staff requested they could get back to STA by the end of March with their preferences. After the City completes their outreach (STA has completed their outreach), they can come to the Board and request a change through the STA Board. The invitation to this meeting was through Downtown Spokane Partnership (DSP) and given at the DSP Board meeting. That was the kickoff of their outreach.

On February 13, 2018, at the Plaza – from 4:30 – 6:30 – there will be a more traditional open house. Yesterday’s meeting was a presentation by the City of Spokane and all of their materials are online at the City of Spokane’s website. They are looking at six options, two of which include STA’s side stations (curb stations) and four iterations they are considering which involve center stations. There is also a survey on their website after looking at the presentation. STA has planned for side stations and they are to come back if they want to make a request to the Board to make a change. STA staff are being responsive to their requests and will see what they bring forward.

Ms. Kennar asked if they present something different than what STA has planned, what will STA’s plan be moving forward? Ms. Meyer advised staff is going to tell the Board staff’s professional opinion about the option, primarily based on operational impact and will probably not recommend anything other than what has already been planned as curb station but will provide our professional opinion about their recommendation.

- STA has an online Open House regarding the CCL designs (not their locations). Staff will send links to that innovative way of completing an online open house, sharing information, and receiving information.
- On March 25, 2018, STA will have the 2017 Safety Awards at the Northern Quest. This banquet is for all employees who have received safety awards throughout the year. It is an impressive collection of people that have safe driving records for everything from 1 to 30 years. All members and their guests are invited to join us for a fun night of recognition of STA staff. Invitations and information will be sent when available.
- Karl Otterstrom and Ms. Meyer visited the Federal Transit Administration (FTA) with some consultants and staff. She reported they spoke about the status of the CCL and advised that Karl meets monthly via phone with people from headquarters in Washington and Seattle. She also informed that they meet almost quarterly with the administrator and her staff in Seattle to review the bidding of everything that STA is working on and they provide a tremendous amount of direction and guidance and have someone from Washington, DC on the line who has been assigned to STA.

Travel to Washington, DC for the American Public Transportation Association (APTA) conference is planned for March, and staff will call on the FTA and our congressional delegation.

8. COMMITTEE INFORMATION

- A. January Sales Tax Revenue Information - *as presented*
- B. December 2017 Operating Indicators - *as presented*
- C. STA Outreach Update – *as presented*

9. FEBRUARY 28, 2018 COMMITTEE PACKET AGENDA REVIEW (MARCH MEETING)

No changes at this time.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

None.

12. ADJOURN

Chair Haley adjourned the meeting at 2:45 p.m.

13. NEXT MEETING – WEDNESDAY, FEBRUARY 28, 2018, 1:30 P.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE (MARCH MEETING)

Respectfully submitted,



Dana Infalt, Executive Assistant