

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the March 1, 2017, Meeting
Southside Conference Room

MEMBERS PRESENT

Amber Waldref, City of Spokane*
Odin Langford, City of Liberty Lake
Josh Kerns, Spokane County
Rhonda Bowers, Labor Representative
E. Susan Meyer, CEO (Ex-Officio)
Tom Trulove, City of Cheney (Ex-Officio)

MEMBERS ABSENT

John Higgins, City of Medical Lake

* Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning and Development
Lynda Warren, Director of Finance and Information Services
Steve Doolittle, Director of Human Resources
Susan Millbank, Community Ombudsman & Accessibility Officer
Brandon Rapez-Betty, Customer & Community Relations Mgr.
Todd Griffith, Assistant Manager Maintenance
Charlie Phillips, Analyst
Merilee Robar, Executive Assistance Finance & Information Services.

GUESTS

Mike Kunder, AFSME 3939 Representative
Thomas Leighty, ATU 1015 Representative
Victor Frazier, Citizen Advisory Committee Member

1. CALL TO ORDER AND ROLL CALL

Chair Waldref called the meeting to order at 1:42 p.m. Introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE APPROVAL

A. Minutes of November 2, 2016 Committee Meeting

Mr. Langford moved to recommend approval of the November 30, 2016, committee meeting minutes as presented. The motion was seconded by Mr. Kerns and passed unanimously.

B. Approval of West Plains Transit Scope of Work

Staff recommended the Committee approve the Scope of Work and authorize staff to release an Invitation for Bids for the construction of the West Plains Transit Center and all associated improvements, and plan to reallocate \$220,000 in Regional Mobility Grant funds to the construction phase of the project as part of the development of the 2018-2023 Capital Improvement Program for a total of \$9,332,000 for CIP Project #503.

Mr. Langford moved to recommend approval of the Scope of Work as presented. The motion was seconded by Mr. Kerns and passed unanimously.

C. Approval of Monroe / Regal / Sprague Design and Engineering Scope of Work

To support the design and construction of the Monroe / Regal Sprague improvements, a consultant design team must be selected. Staff is proposing to issue a Request for Qualifications (RFQ) to solicit qualifications from architectural and/or engineering teams to complete all phases of planning, land surveying, architectural and engineering design, community outreach and marketing support, grant preparation support, right-of-way acquisition and construction management services.

Staff recommended the Committee review and approve the Scope of Work for design and engineering services and authorize staff to release the Request for Qualifications.

Mr. Kerns moved to recommend approval of the Design and Engineering Scope of Work as presented. The motion was seconded by Mr. Langford and passed unanimously.

Mr. Trulove left the meeting at 2:03.

D. Recommendation to Appoint One New Member to the Citizen Advisory Committee

In accordance with the CAC rules, staff recommended the Committee review and approve the appointment of Mr. Brian Kamp to serve on the Citizen Advisory Committee.

Mr. Langford moved to recommend appointment of Mr. Brian Kamp to the Citizen Advisory Committee. The motion was seconded by Mr. Kerns and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. Award of Contract for Purchase of Seven (7) 60-Foot Fixed Route Coaches.

Mr. Blaska presented background and staff recommendation for the purchase of seven (7) 60-foot coaches from New Flyer Industries for the contract amount not to exceed \$5,610,000 (including sales tax and contingency).

Following Mr. Blaska's presentation and a brief discussion among committee members, Mr. Langford motioned to recommend the Board approve the purchase of seven (7) 60-foot coaches from New Flyer Industries as presented. The motion was seconded by Mr. Kerns and passed unanimously.

B. Board Discussion Agenda

(No items presented this month)

6. REPORTS TO COMMITTEE

A. Year End 2016 Performance Measures

Mr. Blaska presented the year end 2016 Performance Measures.

B. Year End 2016 Unaudited Financial Report

Ms. Warren reported the 2016 Unaudited Financial Report

C. 2017 Phase II – September Service Change Preliminary Proposal

This report was presented at the earlier Planning & Development committee meeting. Chair Waldref suggested moving past this report in light of the time constraints of the current meeting, the fact that all committee members had attended the Planning & Development meeting when it was presented earlier in the day, and that Mr. Blaska had reviewed it with her previously. She asked if there were questions regarding the proposal or if Mr. Otterstrom had made any changes since the report was previously presented. No questions were forthcoming.

Mr. Otterstrom advised of an online survey that remains open and noted that staff is still looking for feedback. Mr. Rapez-Betty informed that the survey will remain open until March 15th. Chair Waldref requested Mr. Rapez-Betty provide an electronic link to the full board for the review and further disbursement to the community. Mr. Rapez-Betty agreed. Brief discussion ensued concerning proposed options.

7. CEO REPORT

E. Susan Meyer reported on the following overview of Bills in legislature which may have impact or relationship with STA:

- House Bill 1860 – Require proportional representation based on population for composition of Transit Boards. The new language in the Amendment that passed was that no one jurisdiction would have a majority of the seats. This applies to Spokane, Vancouver, and Tacoma.
- House Transportation Committee passed out a substitute House Bill refining distracted driving. There have been other bills introduced to address distracted driving, but this provides an exemption for transit operators who are communicating important information to dispatch.
- Public Records Bills are in House Rules 1) Establish a Grant Program to help smaller jurisdictions comply with public records law, and 2) explore the feasibility of a centralized portal for public information. HB1595 would also allow agencies to charge for electronic records. They have a customized charge for complex requests.
- A Bill that would increase the amount available for Transit Agencies with a vote of the electors in the Public Transportation Benefit Area (PTBA) to increase the sales tax for Intercity transit in Olympia from 9/10 of a cent to 1.2 cents and that follows Community Transit and Snohomish County doing the same. Ms. Waldref discussed why they are looking at it district by district, or transit by transit. Ms. Millbank reported we have not requested the increase, advising that most transits have not requested it. Ms. Meyer reported STA will be at 7/10 in April and 8/10 two years after that date.

- There are two senate bills in Rules regarding Collective Bargaining. One would require public sector unions to disclose their finances and the other would require public employers to make collective bargaining proposals available to the public and would require employers to do a fiscal impact analysis on the proposed final agreements. Employers who bargain in public are exempt from these requirements. This bill is aimed at the State of Washington but it does include all public employees.
- STA held a Board Workshop regarding the Central City Line (CCL). Cardinal Infrastructure consultants are here from Washington DC, former leadership of Federal Transit Administration. They have been guiding STA for a number of years regarding the CCL project and are now working with staff to continue preparing the application for federal funds.
- The corridor between Riverside and Sprague at the Plaza will open next week. The waiting area is almost finished but will be opening soon. Signs have been placed at the Plaza designating future tenants, spaces for lease, real time monitors, and open areas to walk.
- Mr. Doolittle is retiring and this is his last Performance Monitoring & External Relations Committee meeting. She thanked him for his 11 years of service to STA.

8. COMMITTEE INFORMATION

- A. February 2017 Sales Tax Revenue Information - *as presented*
- B. 2017 State Audit Timeline - *as presented*
- C. January 2017 Operating Indicators - *as presented*
- D. Year End Safety and Loss Summary Report - *as presented*
- E. Fourth Quarter Safety and Loss Summary Report - *as presented*
- F. Communications Update - *as presented*

9. APRIL 5, 2017 COMMITTEE PACKAGE AGENDA REVIEW

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

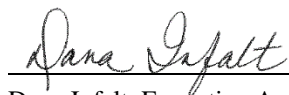
None.

12. ADJOURN

Chair Waldref adjourned the meeting at 3:03 p.m.

13. NEXT MEETING – WEDNESDAY, APRIL 5, 2017, 1:30 P.M, STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE

Respectfully submitted,



Dana Infalt, Executive Assistant