

PERFORMANCE MONITORING AND EXTERNAL RELATIONS COMMITTEE

Minutes of the October 5, 2016, Meeting
Southside Conference Room

MEMBERS PRESENT

Tom Trulove, City of Cheney*
Steve Peterson, City of Liberty Lake
Pamela Haley, City of Spokane Valley
E. Susan Meyer, CEO (Ex-Officio)

MEMBERS ABSENT

Steve Blaska, Director of Operations
Arne Woodard, City of Spokane Valley
Aspen Monteleone, City of Airway Heights
Rhonda Bowers, Labor Representative
John Higgins, City of Medical Lake (Ex-Officio)

STAFF PRESENT

Beth Bousley, Director of Communication & Customer Service
Karl Otterstrom, Director of Planning
Susan Millbank, Community Ombudsman &
Accessibility Officer

GUESTS

Victor Frazier, Citizen Advisory Committee Member
Mike Kunder, 3939 Union Representative
Jan Watson, Executive Assistant to CEO and Clerk of the Authority
Merilee Robar, Executive Assistant to Director of Finance &
Information Services

* Chair

1. CALL TO ORDER AND ROLL CALL

Chair Trulove called the meeting to order at 1:30 p.m. Introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE APPROVAL

A. MINUTES OF THE SEPTEMBER 07, 2016, COMMITTEE MEETING

Mr. Peterson moved to recommend approval of the September 07, 2016, Committee meeting minutes. The motion was seconded by Ms. Haley and passed unanimously.

B. RECOMMENDATION TO APPOINT TWO NEW MEMBERS TO THE CITIZEN ADVISORY COMMITTEE

Ms. Bousley reviewed that in 2015 the Citizen Advisory Committee (CAC) became a subcommittee to Performance Monitoring and External Relations (PMER) Committee. She further informed that the CAC is to be composed of no more than 15 members appointed by PMER. Selection of members is through an application process followed by a vote from the PMER Committee to appoint members of the CAC.

Ms. Bousley reported the CAC is seeking approval to appoint two new members: Mr. Dennis Anderson and Mr. Dick Denenny. She went on to further inform the group of their individual backgrounds.

Mr. Peterson moved to recommend approval of appointment of Mr. Dennis Anderson and Mr. Dick Denenny to the Citizen Advisory Committee. The motion was seconded by Ms. Haley and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. ACCEPTANCE OF PROJECT AND APPROVAL TO PAY RETAINAGE FOR THE PLAZA ELEVATOR MODERNIZATION

Ms. Bousley stated that on December 17, 2015, the Board authorized an exception to the procurement policy to allow the CEO the authority to approve the award contract to Schindler Elevator Corporation to modernize the two elevators at the Plaza for an amount up to \$300,000. The work began on May 2, 2016, and was completed on July 6, 2016.

Ms. Bousley explained that there were two change orders required during the modernization. Change order #1 added a security camera to each car. Work related to the Plaza Upgrade and re-installation of the cougars blocked the view into the elevators, necessitating this change. Change order #2 was for the addition of a drip pan to each elevator cooling unit. This requirement arose from a change in the state code that occurred mid-2016, after the

contract had been executed and was conditional for final approval of the work by the Department of Labor and Industries.

Ms. Bousley provided a summary of the costs and noted that staff are seeking approval to accept the project and authorize release of retainage in the amount of \$10,465.78. Mr. Peterson asked for clarification that the figure included the tax and Ms. Bousley confirmed.

Summary of Costs		
	Original Contract	Actual
Schindler	\$198,680.00	\$198,680.00
Change Order #1	\$0.00	\$8,517.44
Change Order #2	\$0.00	\$2,107.61
Tax	\$17,285.16	\$18,209.54
Total	\$215,965.16	\$227,514.59

Ms. Bousley reiterated that staff was recommending the Board accept the Plaza Elevator Modernization project as complete and conditionally authorize release of \$10,465.78 in retainage to Schindler Elevator Corporation. She noted that release is conditioned upon pending certificates approving release from the Department of Revenue, Employment Security Department, and the Department of Labor and Industries.

Mr. Peterson motioned to recommend the Committee accept the Plaza Elevator Modernization project as complete and conditionally authorize release of \$10,465.78 in retainage to Schindler Elevator Corporation. The motion was seconded by Ms. Haley and passed unanimously.

2. AWARD OF CONTRACT FOR DESIGN AND ENGINEERING SERVICES FOR CHENEY HIGH PERFORMANCE TRANSIT CORRIDOR IMPROVEMENTS

Mr. Otterstrom advised this is the second of multiple High Performance Transit Corridors in STA's network for which staff are seeking design work. This is contingent upon the approval of Spokane Transit Authority Moving Forward (STAMF) funding, with exception of the Four Lakes Station component which is currently budgeted. He continued to explain that, as with any of these award of contracts where the overall contract value is estimated to exceed \$200,000, staff is required to seek Board approval.

Mr. Otterstrom provided background and reviewed the Cheney High Performance Transit (HPT) corridor route and ridership. He stated that routes on the West Plains provide 1.4 million boardings per year and 13.7 million passenger miles, reporting that is one of the highest ratios in the system. Mr. Otterstrom stated that as part of STAMF Phase II, the planning process that led to our current plan STAMF, a Corridor Advisory Panel was established by the Board that met and held open houses and received substantial feedback.

He further recapped that the approved STA Moving Forward plan identifies a vision for implementing a number of improvements to the Cheney Corridor. Mr. Otterstrom advised that future projects may include enhancements to existing park and ride facilities, relocation and/or enhancement of existing stop locations, new station and stop design and construction, street and highway improvements, and right of way acquisition. He reported that to support the design and construction of these improvements, a consultant design team must be selected. Mr. Otterstrom reviewed the recent timeline:

- June 16, 2016 - Board approved the Scope of Work for the Cheney HPT Corridor project and authorized staff to issue a Request for Qualifications (RFQ).
- June 22, 2016 - RFQ issued, notice published in the local newspaper and distributed to 93 potential proposers.
- June 28, 2016 - Notice was published on Transit Talent.
- July 14, 2016 - Pre-proposal meeting held - sixteen (16) firms were represented.
- August 1, 2016 - Statements of Qualifications were received from 1) CH2M, 2) H.W. Lochner, Inc. and 3) Huitt-Zollars, Inc.
- August 15, 2016 - Evaluation committee made up of STA staff and the City of Cheney's Public Works Director reviewed the proposals and determined it would be appropriate to advance all three firms to the interview phase of the evaluation process.

- September 13, 2016 - Interviews conducted with the three firms. Based upon independent scoring of the written materials and the presentations made by each firm, the internal evaluation committee reached the following composite scores:

Firm/Team	Score
H.W. Lochner, Inc.	94.8
CH2M	93.4
Huitt-Zollars	90.2

Mr. Otterstrom reported the Scope of Work and the term of this contract would be 5 years, with some options to extend contingent on the project schedule. He advised this looks at the overall corridor as a scope, but the only item currently funded is the Four Lakes Station. He indicated that the way to accomplish architectural and engineering services is to identify a Scope of Work. The contract would represent a master contract which would not authorize any spending of money, except on a work order basis. Those work orders would be in line with budgeted resources in the case of Four Lakes which has already been set aside and budgeted. Mr. Otterstrom stated if the ballot measure were approved, the Board would update the capital budget to reflect that fact and there would be authorization from the Board to proceed on the other fronts.

Mr. Otterstrom reminded the committee that the Four Lakes Station project was awarded a State Transportation Program (STP) grant in the amount of \$280,000, with a local match of \$110,500, for a total project budget of \$390,500. He stated funding for future corridor projects is dependent upon additional funding, which would be available should voters approve STA Proposition 1 in November.

He continued to state that as a qualifications-based procurement process which is required for all engineering and architectural services, STA is required to negotiate with H.W. Lochner, Inc. If STA and H.W. Lochner cannot agree to a fair and reasonable price for services, negotiations will be conducted with the second-most qualified firm, CH2M. Staff's recommendation is to contract with H.W. Lochner. If negotiations are successful, staff will bring to the CEO for execution of the contract. Mr. Otterstrom repeated that this item is asking the Board for the authority for the CEO to negotiate and execute that contract.

Mr. Peterson questioned if Lochner was the firm that came up in discussion when the Four Lakes project was discussed in this committee during the June meeting. Mr. Otterstrom replied that Coffman Engineers did some pre-planning back in 2014 and that they are a subcontractor on that, but they did not participate in the scoping of the overall RFQ, they did some initial sketches. Discussion ensued with Mr. Peterson questioning who prepared the RFQ and Mr. Otterstrom replying that staff at STA completed the RFQ. Mr. Peterson continued to express his lack of support for the agenda item due to its connection with the sales tax increase on the upcoming ballot. He expressed his concern over the Liberty Lake residents shopping in Idaho if the ballot measure passed. Mr. Trulove attempted to define and clarify exactly what staff was requesting. Mr. Peterson said he did not want to pass the item on, stating it was his personal choice. Additional discussion ensued.

Chair Trulove asked if there was a motion to approve the item. Ms. Haley made a motion to approve. Mr. Trulove seconded the motion. The motion passed.

Mr. Otterstrom asked for clarification that the item was approved on the Consent Agenda and Ms. Haley replied, "As it is presented here".

B. Board Discussion Agenda

(No items are being presented this month.)

6. COMMITTEE REPORTS

A. CITIZEN ADVISORY COMMITTEE – 2ND AND 3RD QUARTER 2016 UPDATE

Ms. Bousley introduced Mr. Victor Frazier as a Citizen Advisory Committee (CAC) member. Mr. Frazier thanked the committee for the invitation to be present. He advised of his history with Spokane Transit committees, as well as his personal involvement with finance and financial services. Mr. Frazier reported he is an advocate for public transportation.

Mr. Frazier reminded staff of the recent loss of Dr. Phillip Rudy from the CAC, stating they were delighted to have had him during his time and noted CAC is gaining two members pending board approval. Mr. Frazier believes the quality of committee members continues to improve and that members are engaged and active people in our committee. He also added, the CAC welcomes people that are not pro-transit on the committee, stating there have been some good discussions, like here today, and said he thinks it's a good education process for all committee members to engage in these conversations.

Mr. Frazier indicated he was looking forward to working with this committee and said thank you for the invite and allowing him to be here.

Chair Trulove asked if there were any questions. None were forthcoming.

7. CEO REPORT

Ms. Meyer reported that Valleyfest transpired a weekend and a half earlier. She presented STA's year-by-year passenger counts and informed that STA provides service on one day and has done this every year since 2007. This year, STA provided 15 minute service all day on Saturday. She advised STA is considering providing 10 minute service next year to make it even more accessible. Ms. Meyer said that visitors enjoyed the Coats for Kids bus that was parked in front of the table and many were there to drop off coats. Ms. Meyer conveyed that it was a great event – lots of people and great weather - with STA providing service to 19 passengers per revenue hour. She further reported that attendance hadn't been provided for 2016 yet but advised that staff will report the 2016 number as soon as it becomes available.

Ms. Meyer informed that Steve Blaska has been appointed to the City of Spokane Parking Advisory Committee, saying the Greater Spokane Partnership (GSP) made the request to STA. She indicated staff are pleased to have a representative on the committee.

Ms. Meyer stated that the STA skywalk is under construction to install a fire door in order to separate the north and south buildings in the event of fire. The fire door will close and prevent fire from traveling to the other building.

Also reported by Ms. Meyer was the fact that the Central City Line (CCL) Steering Committee met last week, chaired by Ms. Amber Waldref. Ms. Meyer said there was discussion about what is happening now in terms of developing the final information to submit our application for the CCL Federal Transit Administration's Small Starts Grant.

The final item Ms. Meyer reported on was recent media coverage. She informed the committee that the *Inlander* is publishing an article about the ballot measure coming out in their next issue. Additionally, the *Spokesman Review* interviewed Ms. Bousley and that article will be out on Sunday, as well as a KXLY television interview with Brandon Rapez-Betty which was recently done.

Chair Trulove asked if there were any questions. None were forthcoming.

8. COMMITTEE INFORMATION

- A. August 2016 Financial Results Summary (*Warren*)
- B. September 2016 Sales Tax Revenue Information (*Warren*)
- C. August 2016 Operating Indicators (*Blaska*)
- D. Communications Update (*Bousley*)

9. NOVEMBER 2, 2016 COMMITTEE PACKAGE AGENDA REVIEW

Chair Trulove asked for comments on the November 2, 2016, Committee Agenda.

Mr. Otterstrom clarified the Phase I Service Revisions for 2017 constituted the May Service changes and noted that was contingent on STA Moving Forward. He reported staff is receiving feedback and have provided an outreach session at the Valley Transit Center, Providence, and have sent out multiple emails to stakeholders in Spokane Valley and Liberty Lake, requesting people to weigh in on the subject. He reported staff will close the survey instrument in approximately 10 days and will be working to draft that recommendation to review at the November PMER meeting, with no action scheduled or

anticipated. Mr. Otterstrom reported this would be on the Board Agenda for November for public hearing and action in December, further stating, if the vote fails, staff will cancel the public hearing and drop the proposal altogether.

Mr. Trulove clarified that Mr. Otterstrom was thinking through the different options. Mr. Otterstrom advised that staff didn't have much time at the last committee meeting so it was put in the packet for information and that staff are receiving input on all three options. He reported that STA can only do one in terms of what is budgeted to accomplish. He repeated that we have received a lot of good input and are seeking input for another 10 days or so before we have to wrap that up to develop the recommendation. He reiterated it is a Draft Recommendation that is subject to public hearing and no action until December.

Ms. Meyer offered information regarding Item 5A7 of the Board Consent Agenda. She reported it should read "Hope Works Spokane" and stated this is a program that constitutes a partnership of Catholic Charities, the City, and the Downtown Spokane Partnership. Staff are going to recommend that one of STA's vans be granted to this group in order for them to start a program that will pick people up who are potentially involved in unproductive activities and invite them to come and get paid to do some work for the City of Spokane. Ms. Meyer believes it sounds like a great idea and STA has vans that typically are granted once a year in February. However, she stated there is a van available now and staff are going to talk about doing that in November. Mr. Peterson asked for clarification. Ms. Haley stated it's a good idea, adopted from a program that someone started in Oregon. She stated that a van basically gives potentially homeless people the option of working and hopefully puts them together with Catholic Charities where they can get housing and maybe clothing and hopefully jobs. Mr. Peterson agreed it sounded like a good program.

Chair Trulove asked for additional comments on the November 2, 2016, Committee Agenda. None were presented.

10. NEW BUSINESS

None.

11. COMMITTEE MEMBERS' EXPRESSIONS

Chair Trulove asked if there were any members' expressions.

Mr. Peterson stated he had talked about embracing the future, driverless cars, driverless buses, and how transportation is changing. He reported he has talked about a General who came up and talked to the Airmen a month ago and stated he is up here and works for the largest private transportation, bus transportation, paratransit firm in the country. Mr. Peterson said the General has offered to come and talk to our committee and stated he would hope that STA would reach out and have him talk about the future and he's going to be up here in the next 60 days, repeating that he wants staff to reach out to him.

Ms. Meyers addressed Mr. Trulove, stating, "Mr. Chair, we did that." Ms. Meyer reported she has personally spoken with General Michel about the potential of a January meeting. She reports he is leaving MV Transportation as of October 15th and stated that it sounded as if he is not associated with them now but as of October 15th, it will be official. Staff will bring that information to the Board Operations Committee.

Mr. Peterson said he would like to have him come up, stating that he'd be an excellent resource. Mr. Peterson also said one of the things the General did was create the Patriot Express which picks up the veterans that need healthcare and takes them to VA and back. Mr. Peterson reported the service is based on an Uber-type Paratransit-type thing so he thinks the General would be an excellent resource for this group, stating, "Hopefully, he can come up in January."

Mr. Trulove expressed he was not sure he was ready to get into a driverless car after seeing his computer act up this morning. Mr. Peterson replied, "I don't care if you get in a driverless car, but I want you to get into a driverless bus." Brief banter with Mr. Trulove and Mr. Peterson ensued.

Chair Trulove asked if there were any other expressions. None were forthcoming.

12. ADJOURN

Mr. Trulove adjourned the meeting adjourned at 2:21 p.m.

13. NEXT MEETING: NOVEMBER 2, 2016, 1:30 P.M. (STA SOUTHSIDE CONFERENCE ROOM, 1230 WEST BOONE AVENUE)

Respectfully submitted,



Dana Infalt, Executive Assistant