

Spokane Transit Authority  
1230 West Boone Ave.  
Spokane, WA 99201

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the July 6, 2022, Meeting  
Via Virtual WebEx

### **MEMBERS PRESENT**

Pam Haley, City of Spokane Valley\*  
Josh Kerns, Spokane County  
Lori Kinnear, City of Spokane  
Veronica Messing, City of Cheney (*Ex-Officio*)  
Don Kennedy, City of Medical Lake (*Ex-Officio*)  
Rhonda Bowers, Labor Representative (*non-voting*)  
E. Susan Meyer, CEO (*Ex-Officio*)

### **MEMBERS ABSENT**

Zack Zappone, City of Spokane

*\*Committee Chairwoman*

### **STAFF PRESENT**

Brandon Rapez-Betty, Chief Operations Officer/  
Interim Chief Communications and Customer  
Service Officer  
Karl Otterstrom, Chief Planning and Development  
Officer  
Monique Liard, Chief Financial Officer  
Nancy Williams, Chief Human Resources Officer  
Molly Fricano, Executive Assistant to the COO

### **PROVIDING LEGAL COUNSEL**

Laura McAloon, McAloon Law PLLC

### **GUESTS**

Walter Green, Washington State Auditor's Office,  
Audit Lead  
Alex Lycan, Washington State Auditor's Office, Audit  
Supervisor

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

Chair Haley called the meeting to order at 1:30 p.m. and roll call was conducted.

#### 2. COMMITTEE CHAIR REPORT

Chair Haley had no report at this time.

#### 3. COMMITTEE APPROVAL

##### A. Minutes of the June 1, 2022, Committee Meeting

**Mr. Kerns moved to approve the June 1, 2022, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.**

##### B. Passenger Shelter Scope of Work Approval

Mr. Otterstrom explained STA's need for a new passenger shelters contract since the existing contract has reached its quantity limit and additional shelters are needed.

The new contract which would be for 5 years and up to 125 shelters, has a cost estimate ranging from \$1.45 million to \$1.82 million over the life of the contract. Mr. Otterstrom described the general scope of work and the proposal evaluation criteria.

**Mr. Kerns moved to approve the attached general scope of work as presented and authorize staff to release the request for proposals for the Passenger Shelters contract. Ms. Kinnear seconded, and the motion passed unanimously.**

#### 4. COMMITTEE ACTION

##### A. Board Consent Agenda

##### 1. Monroe-Regal High Performance Transit Phase II Construction Contract: Final Acceptance

Mr. Otterstrom provided information on the final phase II construction along Route 4 which included installation of four (4) HPT station platforms along with associated infrastructure, and installation of twelve (12) HPT enhanced stops. The total contract cost was \$734,212.06 and has a remaining budget of \$113,376.63.

**Ms. Kinnear moved to recommend the Board authorize the contract with Wm. Winkler Co. for the Monroe-Regal High Performance Transit 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. Kerns seconded, and the motion passed unanimously.**

##### 2. Division Street Stops Phase III Construction Contract: Final Acceptance

Mr. Otterstrom described the work completed on the installation of four (4) bus stop locations, which also included approximately 2,280 linear feet (0.42 miles) of sidewalk. The total contract cost was \$581,964.13 and has a remaining budget of \$50,190.97.

**Mr. Kerns moved to recommend the Board authorize the contract with NNAC, Inc. for the Division Street Stops Phase III project as complete and authorize release of retainage security subject to the receipt of such certificates and releases as are required by law. Ms. Kinnear seconded, and the motion passed unanimously.**

##### 3. Disadvantaged Business Enterprise Program and Proposed Goal for Federal Fiscal Years 2023, 2024 and 2025

Ms. Liard provided background information on the Disadvantaged Business Enterprise (DBE) Program and explained STA is required, as a recipient of federal funding, to participate in this program for the solicitation of procurements. STA is required to set a goal every three (3) years and to report progress on a semi-annual basis to the Federal Transit Administration. Ms. Liard described the DBE recruiting strategy which will help to ensure STA meets or exceeds this goal. The STA projected DBE goal for FFYs 2023, 2024, and 2025 is 0.753%.

**Ms. Kinnear moved to recommend the Board adopt by resolution the proposed 0.753% DBE Goal for federal fiscal years 2023, 2024, and 2025 and forward to the Board consent agenda. Mr. Kerns seconded, and the motion passed unanimously.**

B. Board Discussion Agenda

1. Fare Policy Revisions: Final Recommendation-Zero-Fare for Youth (Resolution)

Mr. Otterstrom provided background information on the Transit Support Grant Program which was created to provide direct funding allocations for transit agencies for public transportation needs. To be eligible, transit agencies must enact a zero-fare policy for riders ages 18 years old and younger, and verification must be submitted to WSDOT by October 1, 2022. Based on programmed expenditures, STA could receive \$6.46 million annually. STA recommends updating its fare structure to reflect a zero-fare for youth by adding ages 13-18 to those eligible for zero-fare. Mr. Otterstrom discussed implementation steps, Title VI Requirement analysis, policy outreach summary, and implementation timeline.

**Mr. Kerns moved to recommend the Board adopt by resolution the revised STA Zero-Fare for Youth Policy as presented. Ms. Kinnear seconded, and the motion passed unanimously.**

5. REPORTS TO COMMITTEE

A. 2021 State Audit Exit Briefing

Ms. Liard explained that on June 27, 2022, the Washington State Auditor's Office held an Audit Exit Conference with STA staff regarding the 2021 Audit results.

Alex Lycan, Audit Supervisor, and Walter Green, Audit Lead, briefed the Committee on the 2021 Audit results. The State Auditor's Office determined STA's financial statements were fairly presented as of December 31, 2021, and issued an unmodified audit opinion on such statements dated June 14, 2022.

B. 2022 Equal Employment Opportunity Program Update

Ms. Williams provided background information on the purpose of the Equal Employment Opportunity (EEO) Program and gave a progress report on the 2021-2024 EEO Program. Job categories of focus for 2022 were discussed. Ms. Williams explained reviewing the data annually allows us to note areas of excellence as well as course-correct early in areas of concern.

C. STA-Spokane Public Schools Update

Mr. Otterstrom provided background information on how the partnership with Spokane Public Schools (SPS) developed and the goal of the partnership. Mr. Otterstrom explained the implementation efforts underway which include service requirements, Summer Youth Cards and Connect Card assignment and distribution, service agreement, communications plan, training/marketing materials, and addressing family expectations. The next steps needed to finalize the partnership were discussed.

6. CEO REPORT

- Ms. Meyer reported the June 2022 voter-approved sales tax revenue, collected on April sales, had a budget of \$9.3M. The actual receipts were \$9.2M, which is 1.4% below budget and totaling approximately \$129,412. Year-to-date is 5.0% above budget and totaling approximately \$2.6M.
- Ms. Meyer provided background information on the Van Grant Program and explained STA makes available approximately ten (10) retired vanpool or paratransit vehicles to organizations who provide transportation to those who are low-income, minorities, or disabled. Ms. Meyer announced the Van Grant application period is now open. STA staff will do the evaluations

internally and look for organization who meet certain criteria. The winners will be announced in September.

- Ms. Meyer discussed the STA Awards Banquet scheduled for July 17<sup>th</sup> and her excitement to have the opportunity to recognize the achievements of our STA employees after not being able to do it due to the pandemic. All Board members were sent an invitation to attend.
- Ms. Meyer announced the departure of Laura McAloon for a career opportunity in Nebraska. Laura will be with STA through mid-August. STA will have an opportunity to recognize Laura at the July board meeting. Ms. Meyer explained there is no time for a full RFP; therefore, STA will want a contract that is less than two (2) years and has a budget of no more than \$200,000. STA has reached out to a few legal firms to ask them to submit a letter of interest. After an interview process, we will need a special meeting in late July or early August to approve the recommended firm.

7. COMMITTEE INFORMATION

- A. May 2022 Operating Indicators
- B. May 2022 Financial Results Summary
- C. June 2022 Sales Tax Revenue

8. AUGUST 31, 2022 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The August 31, 2022, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed. There were no changes at this time.

9. NEW BUSINESS

None

10. COMMITTEE MEMBERS' EXPRESSIONS

None

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:31 p.m.

The next committee meeting will be held on Wednesday, August 31, 2022, at 1:30 p.m. via WebEx.

Respectfully submitted,

*Molly Fricano*

Molly Fricano  
Executive Assistant to the Chief Operations Officer