

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [OCTOBER COMMITTEE MEMBER LINK](#)

General Public: [OCTOBER GUEST AND ATTENDEE LINK](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2499 186 6676 | Password: 2022

UPDATED AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(15 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the August 31, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(30 minutes)*
 - A. Board Consent Agenda
 1. ~~Approval of the 2022-2021-2023 Spokane Police Department Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services (Williams)~~
 2. Transit System Map & Route Schedule Design & Maintenance Award of Contract *(Cortright)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(none)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. August 2022 Operating Indicators *(Rapez-Betty)*
 - B. August 2022 Financial Results Summary *(Liard)*
 - C. September 2022 Sales Tax Revenue *(Liard)*
8. Review November 2, 2022, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(15 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, November 2, 2022, at 1:30 p.m. via WebEx

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 2 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pamela Haley, Chair, Performance Monitoring & External Relations

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 3A : MINUTES OF THE AUGUST 31, 2022, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING – CORRECTIONS OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Molly Fricano, Executive Assistant

SUMMARY: Attached are the minutes of the August 31, 2022, Performance Monitoring & External Relations Committee meeting for corrections or approval.

RECOMMENDATION TO COMMITTEE: Corrections or approval.

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the August 31, 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*)
Rhonda Bowers, Labor Representative (*non-voting*)
E. Susan Meyer, CEO (*Ex-Officio*)

MEMBERS ABSENT

Zack Zappone, City of Spokane
Don Kennedy, City of Medical Lake (*Ex-Officio*)

STAFF PRESENT

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

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van Wert
& Oreskovich, P.C.

*Committee Chairwoman

GUESTS

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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. Haley seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. **Board Consent Agenda**
 1. **On-Call Architectural and Engineering Consulting Services: Award of Contract**
Mr. Otterstrom provided an overview of the 5-year on-call services contract and discussed the types of services included in the contract. He explained the procurement process timeline and the evaluation criteria and scoring. Coffman Engineers, Inc. is the lead firm with an average score of 96.4, and the second firm is KPFF, Inc. with an average score of 91.1.
Ms. Kinnear moved to recommend the Board authorize the contract negotiations between STA and Coffman Engineers, Inc., for the 5-year On-Call Architectural and Engineering Consulting Services contract, and authorize the CEO to execute said

contract if the terms are deemed to be fair and reasonable and in the best interest of STA. Furthermore, if said terms cannot be agreed to, authorize the CEO to proceed with said negotiations and contract execution with KPFF, Inc. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda (None)

5. REPORTS TO COMMITTEE

A. 2021 Fixed Route System Performance Report

Mr. Otterstrom explained that for the past thirteen (13) years STA has published both a fixed route and facilities performance report annually, but as of 2018 both reports were combined. The report data is focused on fixed-route bus service and related passenger facilities. Mr. Otterstrom discussed the impact Covid-19 has had on ridership. He reported routes with the lowest and highest decrease in ridership, as well as the top ten (10) routes which performed above average. Mr. Otterstrom shared results regarding bus stop and service availability, transit shelters, passenger and operational facility improvements, and the top five (5) boarding locations without shelters and park and ride lots. He explained Route Profile Sheets, which are available in the full 2021 Annual Performance Report.

B. 2nd Quarter 2022 Performance Measures

Mr. Ropez-Betty presented the 2nd Quarter 2022 Performance Measures Summary. Each performance measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability. He advised the full packet of Performance Measure results for the 2nd Quarter may be viewed on the STA website through the link provided on the packet cover page. Mr. Ropez-Betty presented a summary of the 2nd Quarter Performance Measures and highlighted the Ridership data.

Fixed Route: Ridership for Fixed Route ended the quarter up 24.8% compared to ridership in the 2nd quarter of 2021. Fixed Route provided 3,083,782 trips in 2022 vs. 2,470,537 in 2021. The ridership goal for Fixed Route in 2022 is a 20.3% increase from 2021 (approximately 6.3 million trips).

Paratransit: Ridership for Paratransit ended the quarter up 41.0% compared to ridership in the 2nd quarter of 2021. Paratransit provided 156,193 trips in 2022 vs. 110,737 in 2021. The ridership goal for Paratransit in 2022 is a 11.2% increase from 2021 (approximately 277,000 trips).

Vanpool: Ridership for Vanpool ended the quarter up 21.7% compared to ridership in the 2nd quarter of 2021. Vanpool provided 42,210 trips in 2022 vs. 34,695 in 2021. The ridership goal for Vanpool in 2022 is a 25.7% increase from 2021 (approximately 88,000 trips).

C. Fare Collection System Update

Ms. Liard provided a recap of the new fare collection system and gave an update on recent progress made. There was a press release describing customer benefits and announcing the new system launch on October 1, 2022. Ms. Liard provided a timeline which covered the public launch in October, No Fare November, account credit for the top 100 riders from No Fare November, and the addition of InComm Retailers for purchasing Connect cards. System testing will be completed in two phases. Phase 1, which was from June 15 – July 31, included 30 STA employees. Phase 2, which started on August 8 and ends on September 30, includes 60 members from the public. Overall, the feedback has been positive. Ms. Liard described the marketing and education plan which will include hands-on personnel called "Connectors" who will be present on buses and at the Plaza to assist riders and ensure they have a positive

experience while learning the new system. Ms. Liard provided additional information on the new website, Connect card packaging, Connect brochure, and fare mobile app.

6. CEO REPORT

- Ms. Meyer reported the August 2022 voter-approved sales tax revenue, collected on June sales, had a budget of \$9.85M. The actual receipts were \$10.29M, which is 4.5% above budget and totaling approximately \$441,741. Year-to-date is 4.1% above budget and totaling approximately \$2.9M.
- Ms. Meyer shared an email she wrote to the STA Board regarding the approved partnership between STA and Spokane Public Schools (SPS) which will allow eligible high school students to ride STA buses. Students who reside outside a 1.5 mile walk area from the school, and who are a reasonable distance to transit, are eligible to participate in this program. This special program for SPS includes summer passes for students to use at the beginning of the school year until Connect cards are available on October 1, 2022. SPS created and handed out the summer passes. Students will ride on regular routes, but STA will add two tripper buses to accommodate the high capacity before and after school. SPS will reimburse STA for the cost of the additional tripper buses. They will also compensate STA for fares for students nineteen (19) years of age or older. In this partnership, STA and SPS are managing and sharing those additional costs. Ms. Meyer thanked STA staff for their hard work in a short time frame to make this achievement happen.

7. COMMITTEE INFORMATION

- A. July 2022 Operating Indicators
- B. July 2022 Financial Results Summary
- C. August 2022 Sales Tax Revenue
- D. June 2022 Semi-Annual Financial Reports
- E. 2nd Quarter 2022 Service Planning Input Report

8. October 5, 2022 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The October 5, 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, October 5, 2022, at 1:30 p.m. via WebEx.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 4A2 : TRANSIT SYSTEM MAP & ROUTE SCHEDULE DESIGN & MAINTENANCE
AWARD OF CONTRACT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer
Marc Morris, Communications Specialist II

SUMMARY: Spokane Transit (STA) currently maintains an on-call 5-year System Map Design and Maintenance contract. This contract is set to expire on November 30, 2022. As part of the process of procuring a consultant to continue this on-call service, staff are seeking board authorization to negotiate and award a new five-year contract with the most qualified consultant team, CHK America, identified through an open, competitive procurement process as outlined below.

BACKGROUND: In preparation for acquiring a new five (5) year contract on June 27, 2022, the CEO approved the Scope of Work (SOW) for Transit System Map & Route Schedule Design & Maintenance and authorized staff to release a Request for Qualifications (RFQ).

This contract is estimated at \$260,000 over its five-year duration. The purpose of this contract is to update STA system maps and route schedule brochures to incorporate service changes and update the customer facing information at transit facilities and shelters on an as-needed basis.

On July 7, 2022, a Request for Proposal (RFP) to provide these services was advertised on the STA website and in Transit Talent. The RFP was sent to twenty-nine (29) prospective proposers during the solicitation period, which ended on August 29, 2022.

Five (5) proposals were deemed responsive to the RFP from responsible proposers Chaptico Hundred, CHK America, D2 Creative, Jarrett Walker and SCJ Alliance. An evaluation committee composed of internal stakeholders participated in the review on September 15, 2022. Members of the committee scored the qualifications of the consultant firms based on the following:

- Commitment to Project, Methodology, Allocation of Resources & the Ability to Meet Established Time Frame (20 points)
- Qualifications of Firm (20 points)
- Quality of Work (20 points)
- Aesthetic & Artistic Creativity (20 points)
- Proposed Hourly Rate (15 points)
- References (5 points)

Based on independent scoring of the written materials, the committee reached the following composite scores (based on a maximum score of 100):

PROPOSER	AVERAGE SCORE
CHK America	95
Jarrett Walker	92
SCJ Alliance	89
D2 Creative	87
Chaptico Hundred	65

After careful consideration of the submissions, the evaluation committee has determined CHK America is the most qualified firm to provide the Transit System Map & Route Schedule Design & Maintenance.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize contract negotiations between STA and CHK America for the 5-year On-Call Transit System Map & Route Schedule Design & Maintenance, and authorize the CEO to execute said contract if the terms are deemed to be fair and reasonable and in the best interest of STA.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 6 : CEO REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only .

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 7A: AUGUST 2022 OPERATING INDICATORS
REFERRAL COMMITTEE: n/a
SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: There was one (1) less weekday in August 2022 compared to August 2021.

FIXED ROUTE

Total monthly ridership increased 25.1% (539,161 vs. 431,090) in August 2022 compared to August 2021.

Average weekday ridership increased 20.5% (19,812 vs. 16,439) in August 2022 compared to August 2021.

- Adult Ridership increased 25.5% (304,747 vs. 242,810) in August 2022 compared to August 2021.
- CCS Pass Ridership increased 118.3% (7,227 vs. 3,310) in August 2022 compared to August 2021.
- Eagle Pass Ridership increased 52.6% (5,162 vs. 3,383) in August 2022 compared to August 2021.
- Youth Ridership increased 85.1% (57,320 vs. 30,965) in August 2022 compared to August 2021.
- Reduced Fare / Paratransit Ridership increased 10.2% (80,340 vs. 72,871) in August 2022 compared to August 2021.

PARATRANSIT

Total ridership for Paratransit increased 21.1 % (26,210 vs. 21,649) in August 2022 compared to August 2021.

Total ridership for Paratransit has increased 26.4% (29,215 vs. 23,106) in August 2022 compared to August 2021.

Detailed breakdown:

Directly operated service increased 20.6% (14,852 vs. 12,319) in August 2022 compared to August 2021.

Contracted service increased 44.3% (12,734 vs. 8,822) in August 2022 compared to August 2021.

Special Use Van ridership decreased 17.1% (1,629 vs. 1,965) in August 2022 compared to August 2021.

VANPOOL

Vanpool ridership increased 41.5% (8,786 vs 6,208) in August 2022 compared to August 2021.

Vanpool vans in service increased 15.9% (73 vs. 63 in 2021) in August 2022 compared to August 2021.

CUSTOMER SERVICE/PASS SALES

Total monthly pass sales decreased 28.6% (3,812 vs. 5,337) in August 2022 compared to August 2021.

Adult Pass/Smartcard monthly pass sales decreased 29.6% (1,753 vs. 2,491) August 2022 compared to August 2021.

Shuttle Park monthly sales increased 19.8% (224 vs. 187) August 2022 compared to August 2021.
2

7-Day Pass/Smartcard monthly sales decreased 64.0% (558 vs. 1,550) in August 2022 compared to August 2021.

ESBP monthly sales increased 34.4% (414 vs. 308) in August 2022 compared to August 2021.

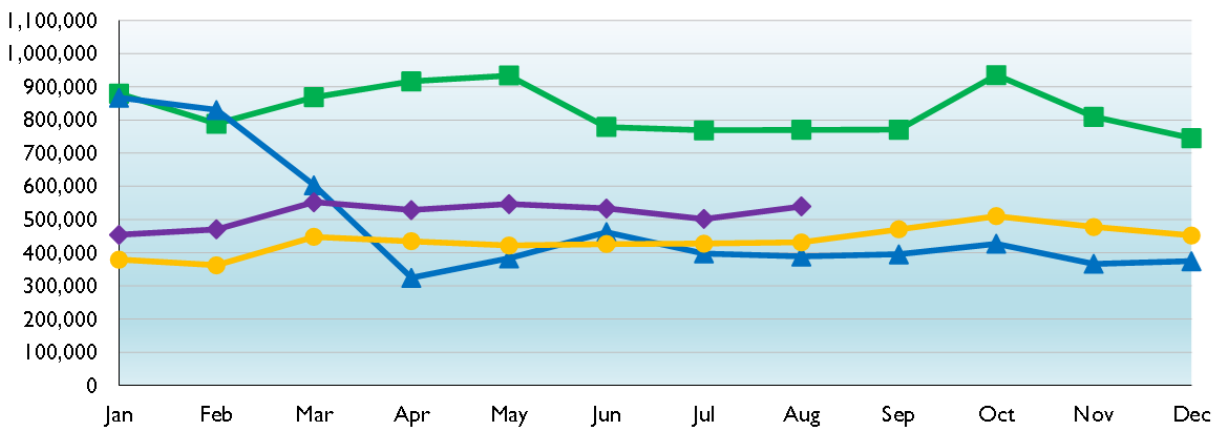
Group Sales decreased 30.7% (7,666 vs. 11,056) in August 2022 compared to August 2021.

UTAP monthly rides increased 61.7% (24,678 vs. 15,258) in August 2022 compared to August 2021.

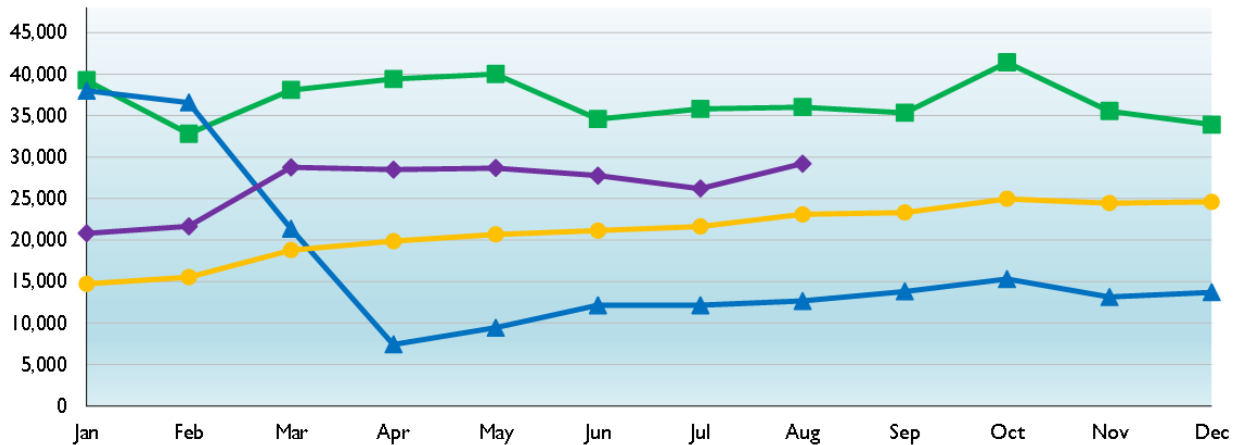
Community Access Pass (CAP) program decreased 30% (2,499 vs 3,571) in August 2022 compared to August 2021.

RECOMMENDATION TO COMMITTEE: Information only.

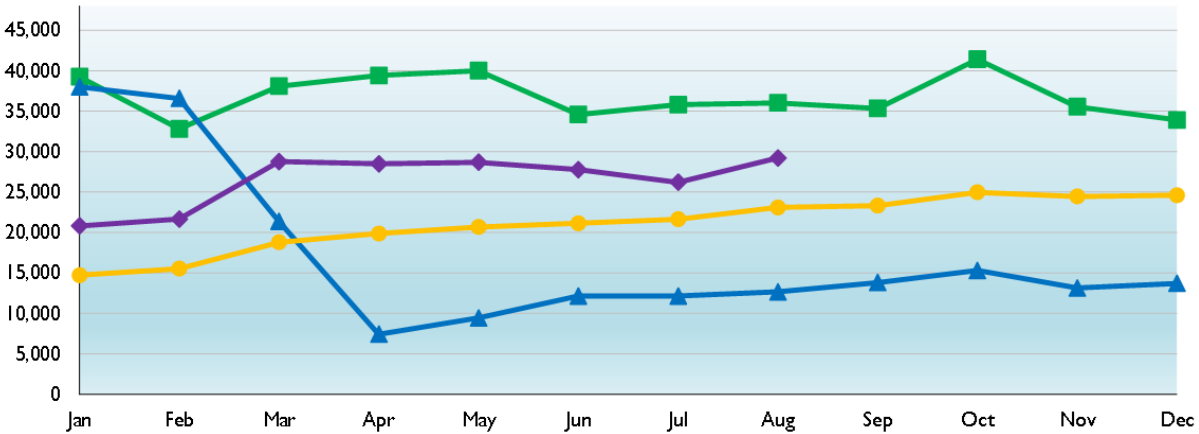
Fixed Route Ridership

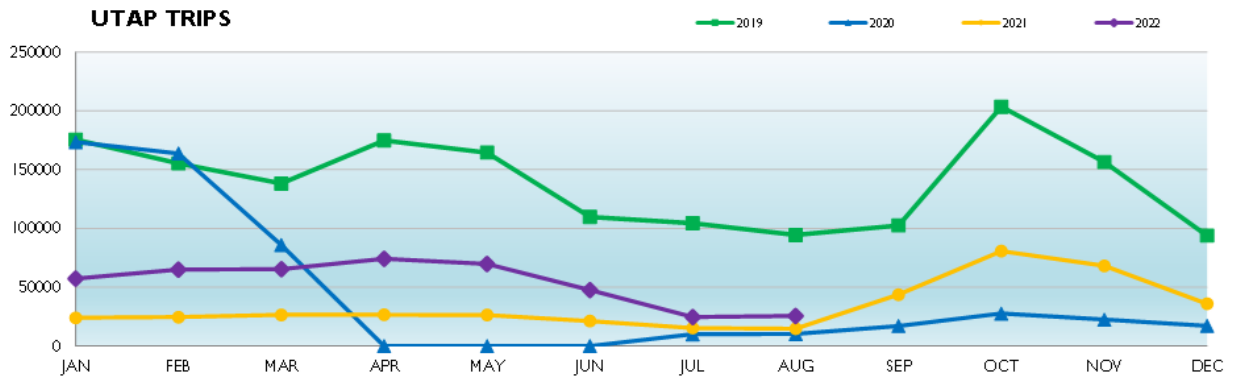
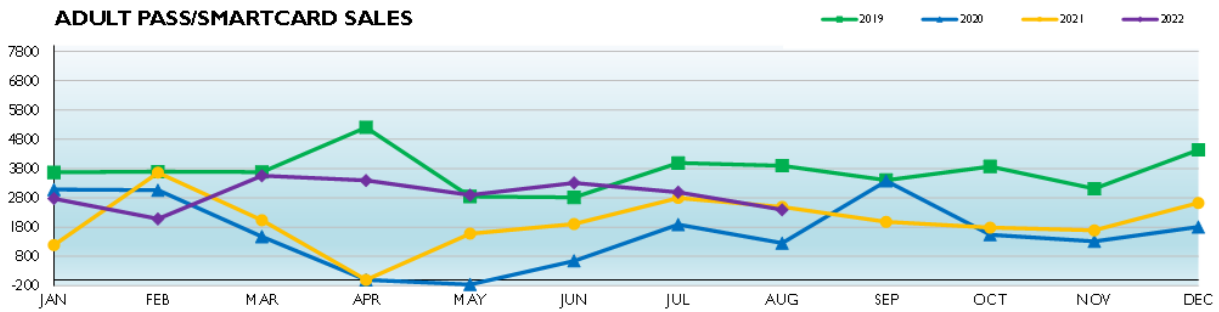
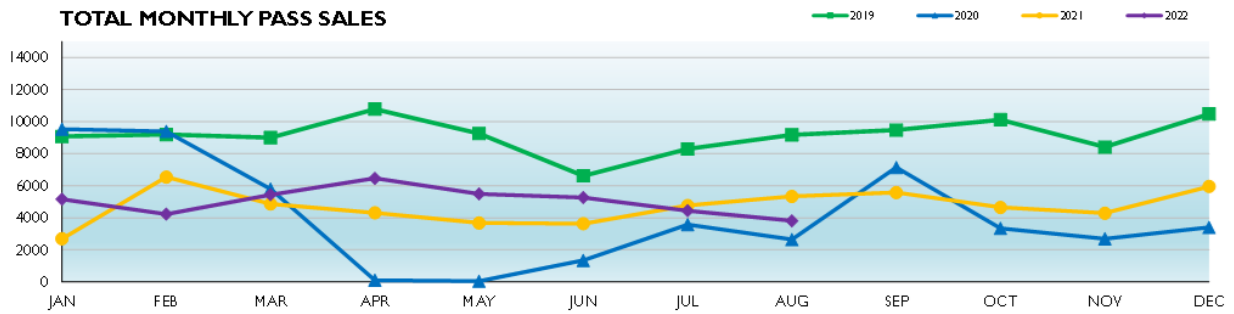
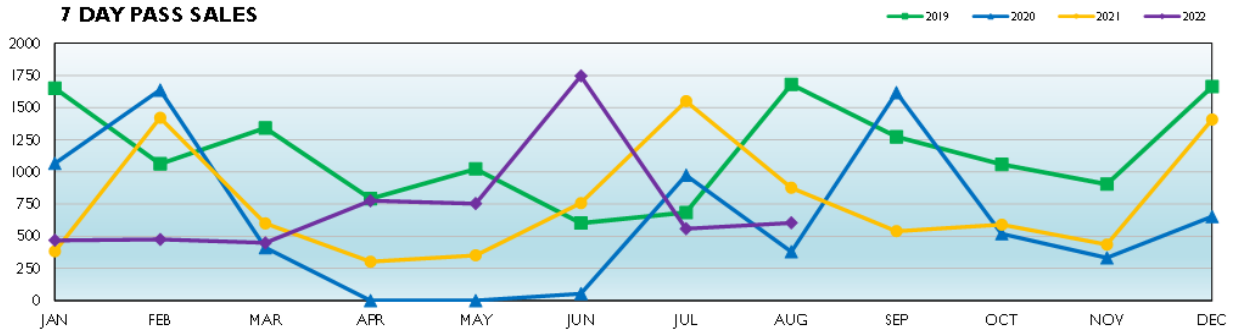


Paratransit Ridership



Vanpool Ridership





SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 7B : AUGUST 2022 FINANCIAL RESULTS SUMMARY

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached are the August 2022 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, August year-to-date revenue is 12.6% (\$12.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 2.4% lower than budget
- Sales Tax Revenue is 4.1% higher than budget
- Federal & State Grant Revenue is 45.2% higher than budget
- Miscellaneous Revenue is 22.1% higher than budget

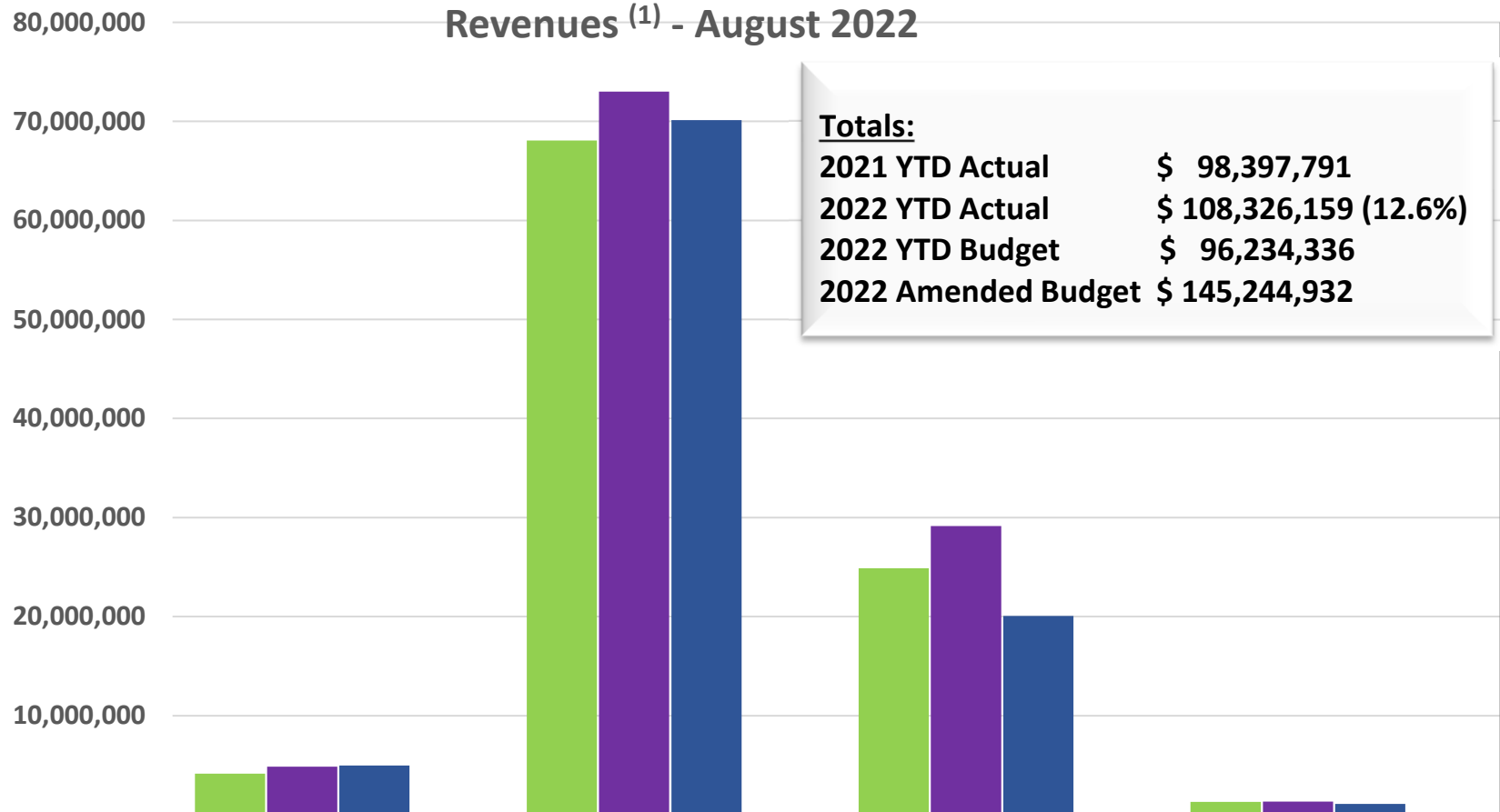
Operating Expenses

Overall, August year-to-date operating expenses are 4.1% (\$2.6M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 2.0% lower than budget
- Paratransit is 4.4% lower than budget
- Vanpool is 5.3% lower than budget
- Plaza is 20.7% lower than budget
- Administration is 9.6% lower than budget

RECOMMENDATION TO COMMITTEE: Information only.

Spokane Transit Revenues ⁽¹⁾ - August 2022



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants	Miscellaneous
2021 YTD Actual	4,157,079	68,078,056	24,876,100	1,286,556
2022 YTD Actual	4,852,250	73,018,922	29,135,757	1,319,230
2022 YTD Budget	4,972,602	70,120,398	20,060,569	1,080,767
2022 YTD Budget Variance	-2.4%	4.1%	45.2%	22.1%
2022 Amended Budget	7,458,902	106,074,026	30,090,854	1,621,150

(1) Above amounts exclude grants used for capital projects. Year-to-date August state capital grant reimbursements total \$359,247 and federal capital grant reimbursements total \$9,707,599.

Spokane Transit Operating Expenses⁽¹⁾ - August 2022

50,000,000
45,000,000
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000

Totals:

2021 YTD Actual \$ 51,589,493
2022 YTD Actual \$ 59,560,973 (-4.1%)
2022 YTD Budget \$ 62,117,127
2022 Amended Budget \$ 92,432,025
Fuel:
2021 YTD Actual \$ 2,118,622
2022 YTD Actual \$ 4,108,790 (34.0%)
2022 YTD Budget \$ 3,066,052
2022 Amended Budget \$ 4,576,971

	Fixed Route	Paratransit	Vanpool	Plaza	Administration
■ 2021 YTD Actual	35,561,825	8,211,736	330,374	1,129,032	6,356,526
■ 2022 YTD Actual	39,452,979	9,481,123	407,457	1,333,336	8,886,078
■ 2022 YTD Budget	40,256,250	9,918,021	430,278	1,681,337	9,831,241
2022 YTD Budget Variance	-2.0%	-4.4%	-5.3%	-20.7%	-9.6%
2022 Amended Budget	60,436,032	14,855,728	645,413	2,509,662	13,985,190

(1) Operating expenses exclude capital expenditures of \$17,877,602 and Street/Road cooperative projects of \$70,058 for year-to-date Aug 2022.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 7C : SEPTEMBER 2022 SALES TAX REVENUE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer
Tammy Johnston, Senior Financial Services Manager

SUMMARY: Attached is the September 2022 voter-approved sales tax revenue information. September sales tax revenue, which represents sales for July 2022, was:

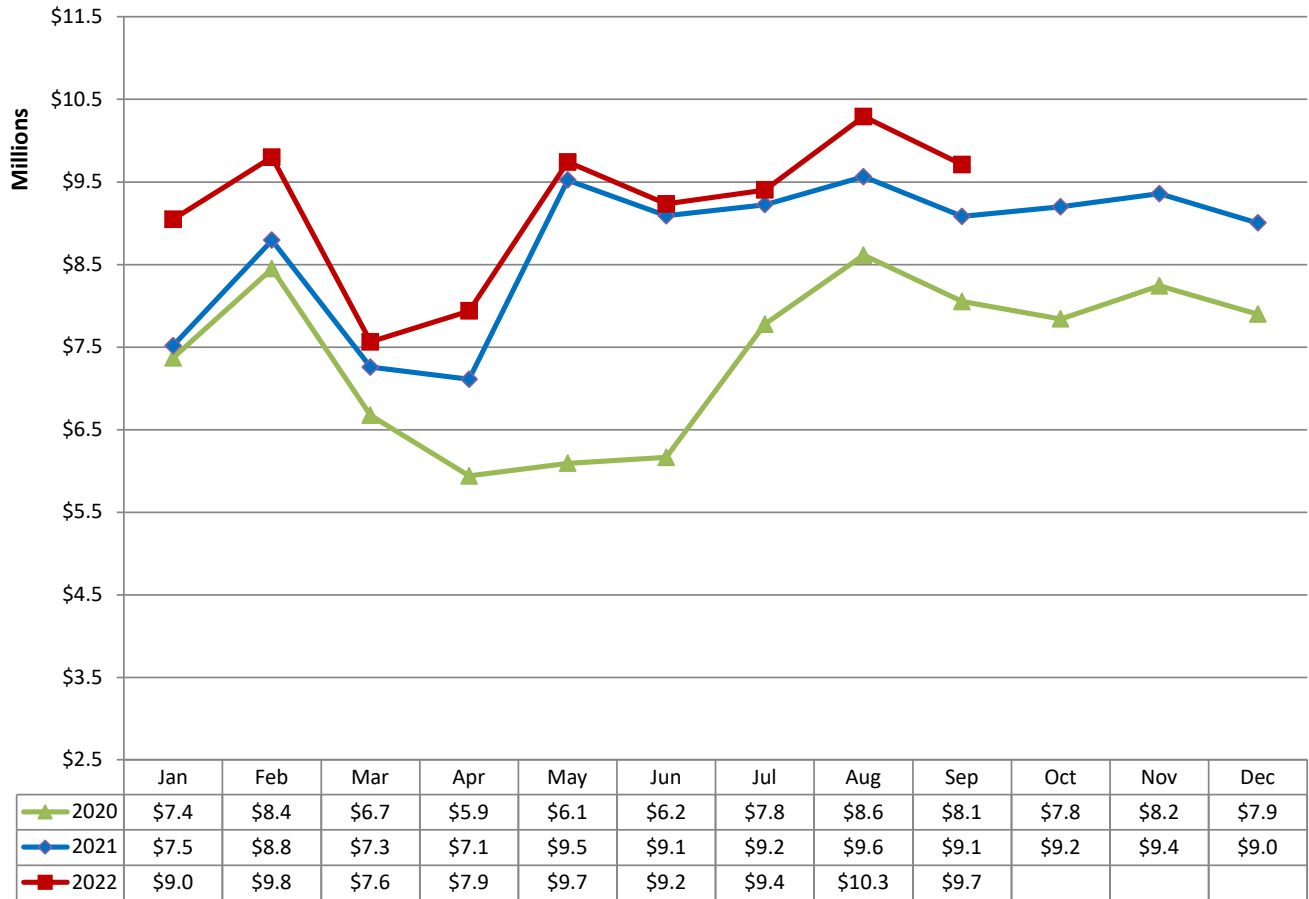
- 13.7% above 2022 budget
- 5.2% above YTD 2022 budget
- 6.9% above 2021 actual
- 7.2% above YTD 2021 actual

Total taxable sales for July were *up* 7.1% from July 2021 while July 2022 YTD sales were *up* 5.0% compared with July 2021 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings YTD:

- Retail Trade *increased* by 6.9% (\$39.2M) in July 2022 vs July 2021 and is *up* by 0.1% (\$3.8M) July 2022 YTD vs 2021 YTD
 - Other Misc. Store Retailers *increased* 16.2% or \$72.7M July 2022 YTD over 2021 YTD
 - Grocery Stores *increased* 8.2% or \$14.8M July 2022 YTD over 2021 YTD
 - Electronics & Appliance Retailers *decreased* 4.4% or (\$-11.5M) July 2022 YTD over 2021 YTD
 - Automobile Dealers *decreased* 2.2% or (\$-15.6M) July 2022 YTD over 2021 YTD
 - Other Motor Vehicle Dealers *decreased* 9.5% or (\$-16.4M) July 2022 YTD over 2021 YTD
 - Furniture and Home Furnishing Retailers *decreased* 16.0% or (\$-31.1M) July 2022 YTD over 2021 YTD
- Construction *increased* by 15.3% (\$23.9M) in July 2022 vs July 2021 and is *up* by 3.8% (\$44.0M) July 2022 YTD vs 2021 YTD
- Accommodation and Food Services *increased* by 3.9% (\$4.5M) in July 2022 vs July 2021 and is *up* 23.1% (\$148.0M) July 2022 YTD vs 2021 YTD

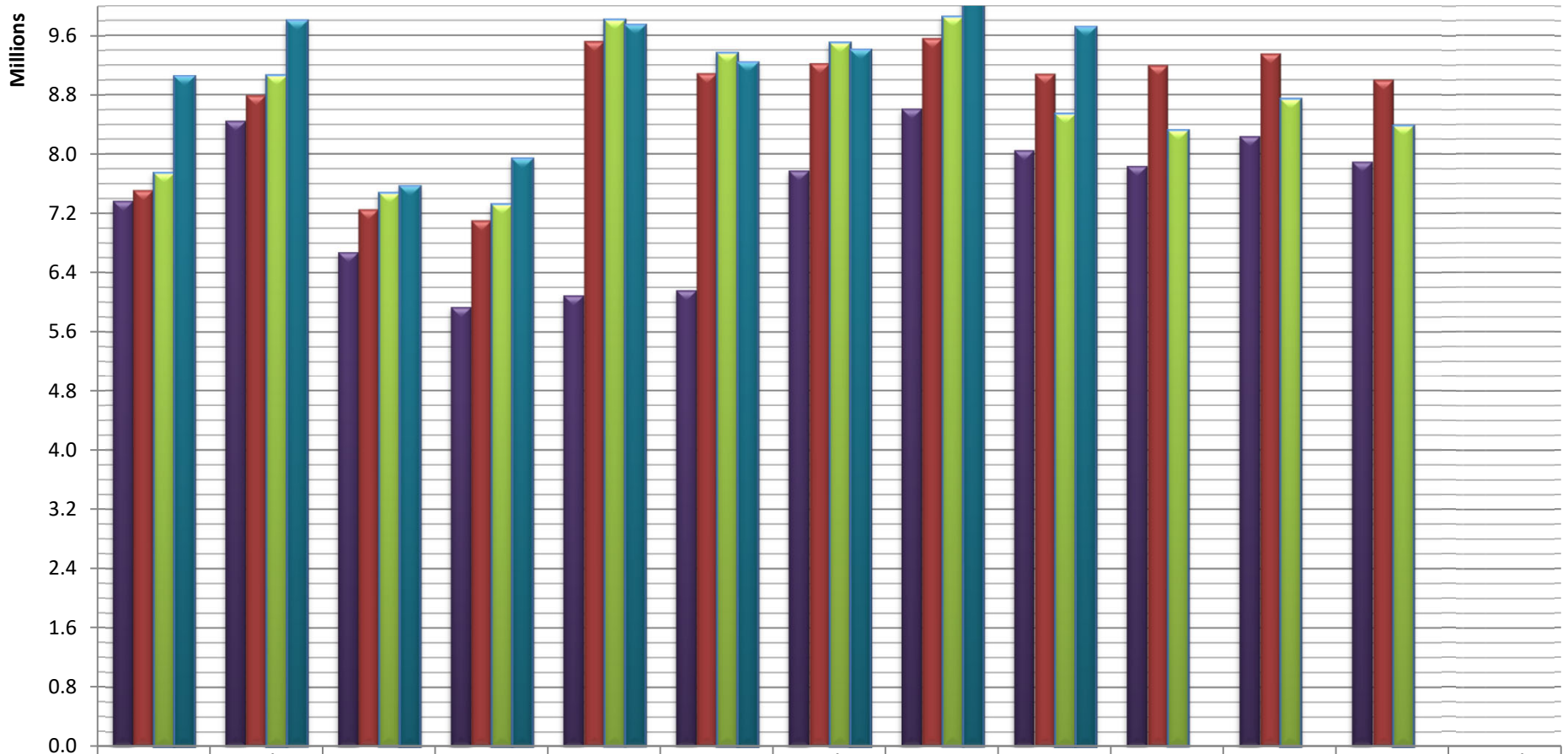
RECOMMENDATION TO COMMITTEE: Information only.

Sales Tax Revenue History-September 2022⁽¹⁾



(1) Voter approved sales tax distributions lag two months after collection by the state. For example, collection of January taxable sales are distributed in March.

2020 - 2022 SALES TAX RECEIPTS ⁽¹⁾



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
■ 2020 Actual	7,370,074	8,448,309	6,674,740	5,937,757	6,092,534	6,163,749	7,776,530	8,613,027	8,051,397	7,840,122	8,241,404	7,898,954	89,108,597
■ 2021 Actual	7,517,140	8,794,667	7,257,060	7,108,633	9,523,273	9,090,370	9,223,714	9,563,200	9,082,609	9,199,257	9,358,222	9,004,038	104,722,183
■ 2022 Budget	7,742,654	9,058,507	7,474,772	7,321,892	9,808,971	9,363,081	9,500,425	9,850,096	8,541,727	8,317,585	8,743,306	8,380,001	104,103,017
■ 2022 Actual	9,047,047	9,799,005	7,564,336	7,938,326	9,741,227	9,233,669	9,403,475	10,291,837	9,711,411	-	-	-	82,730,333
\$ Mo. Var.	1,529,907	1,004,338	307,276	829,693	217,954	143,299	179,761	728,637	628,802	-	-	-	
% Mo. Var.	20.4%	11.4%	4.2%	11.7%	2.3%	1.6%	1.9%	7.6%	6.9%	0.0%	0.0%	0.0%	
\$ YTD Var.	1,529,907	2,534,245	2,841,521	3,671,214	3,889,168	4,032,467	4,212,228	4,940,865	5,569,667	-	-	-	
% YTD Var.	20.4%	15.5%	12.1%	12.0%	9.7%	8.2%	7.2%	7.3%	7.2%	0.0%	0.0%	0.0%	
% YTD Bud. Var.	16.8%	12.2%	8.8%	8.7%	6.5%	5.0%	4.1%	4.1%	5.2%	0.0%	0.0%	0.0%	

⁽¹⁾ Voter approved sales tax distributions lag two months after collection. For example, collection of January taxable sales are distributed in March.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 8 : November 2, 2022 DRAFT COMMITTEE AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: STA Staff

SUMMARY: At this time, members of the Performance Monitoring & External Relations Committee will have an opportunity to review and discuss the items proposed to be included on the Draft Agenda for the meeting of November 2, 2022.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

November 2, 2022
1:30 p.m. – 3:00 p.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(15 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the October 5, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(30 minutes)*
 - A. Board Consent Agenda
 1. Passenger Shelter Award of Contract *(Otterstrom)*
 - B. Board Discussion Agenda *(none)*
5. Reports to Committee *(none)*
 - A. 3rd Quarter 2022 Performance Measures *(Rapez-Betty)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information (no discussion/staff available for questions)
 - A. September 2022 Operating Indicators *(Rapez-Betty)*
 - B. September 2022 Financial Results Summary *(Liard)*
 - C. October 2022 Sales Tax Revenue *(Liard)*
8. Review November 30, 2022, Committee Meeting Agenda (December meeting)
9. New Business
10. Committee Members' Expressions *(15 minutes)*
11. Adjourn
12. Next Committee Meeting: Wednesday, November 30, 2022, at 1:30 p.m. via WebEx (December meeting)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Performance Monitoring & External Relations.

RECOMMENDATION TO COMMITTEE: For Information only.

SPOKANE TRANSIT AUTHORITY

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

October 5, 2022

AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, members of the Performance Monitoring & External Relations Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: For discussion.