

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the May 31, 2023, Meeting  
Via Virtual WebEx

### **COMMITTEE MEMBERS PRESENT**

Pamela Haley, City of Spokane Valley\*  
Josh Kerns, Spokane County  
Hank Bynaker, City of Airway Heights (*Ex-Officio*)  
Rhonda Bowers, Non-Voting Labor Representative  
E. Susan Meyer, CEO (*Ex-Officio*)

### **COMMITTEE MEMBERS ABSENT**

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

*\*Committee Chairwoman*

### **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.

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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 May 3, 2023, Committee Meeting**  
**Mr. Kerns moved to approve the May 31, 2023, Committee meeting minutes. Ms. Haley seconded, and the motion passed unanimously.**
    - B. **Public Transportation Agency Safety Plan**  
Ms. Williams provided background on the Public Transportation Agency Safety Plan which documents STA's processes to identify and mitigate hazards posed to the public, employees, and property. She explained the key safety management components and the current plan updates.  
**Mr. Kerns moved to recommend the Board approve the updated STA Public Transportation Agency Safety Plan as presented. Ms. Haley seconded, and the motion passed unanimously.**
  4. **COMMITTEE ACTION**
    - A. **Board Consent Agenda**
      1. **Sprague Line Construction: Phase 1 Award of Contract**  
Mr. Otterstrom provided background on the Sprague Line Phase 1 Award of Contract and the procurement process timeline, which ends with Board of Directors authorization on June 15, 2023. He explained Cameron-Reilly, LLC was determined to be a responsive and responsible bidder. Staff interviewed several area contractors who did not bid due to sufficient workload. Mr. Otterstrom presented the project budget showing the bid amount from Cameron Reilly, LLC. was \$1,314,550, and also included a 15% Construction Contract Contingency. The anticipated construction timeline showed project substantial completion is expected to be fall 2023.

**Mr. Kerns moved to recommend the Board approve the award of contract for Sprague Line – Phase 1 construction to Cameron-Reilly, LLC for \$1,314,550 and allow the CEO to apply 15% contingency funds, as necessary. Ms. Haley seconded, and the motion passed unanimously.**

B. Board Discussion Agenda (*none*)

5. REPORTS TO COMMITTEE

A. 2022 Fixed Route System Performance Report

Mr. Otterstrom provided background on the 2022 Fixed Route System Performance Report and explained the data is focused on Fixed-Route bus service and related passenger facilities. He shared results which included various ridership categories, bus stops and service availability, transit shelters, passenger facility improvements, bus stops without shelters, and park and ride locations. Mr. Otterstrom stated route profile sheets will be added to the report in early summer.

6. CEO REPORT

- Ms. Meyer reported the May 2023 voter-approved sales tax revenue, collected on March 2023 sales, against a budget of \$9,741,227. The actual receipts were \$9,682,305 which is 0.6% below budget with a variance totaling \$58,922. Year-to-date is 2.2% above budget and totaling approximately \$0.97M.
- Ms. Meyer discussed the City Line Launch events taking place. On Saturday, July 15<sup>th</sup> there will be community celebrations in five locations from 11am -2pm. Board members are invited to ride on the first City Line bus in service which will launch from Coeur d' Alene Park in Browne's Addition and will stop at celebrations taking place downtown, U District, Mission Park and Chief Gary Park. On Tuesday, July 18<sup>th</sup> there is breakfast and a ribbon cutting. All Board members were sent an invitation to these events.

7. JULY 5, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The July 5, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:45 p.m.

The next committee meeting will be held on Wednesday, July 5, 2023, at 1:30 p.m. via WebEx with an in-person option.

Respectfully submitted,

Molly Fricano

*Molly Fricano*

Executive Assistant to the Chief Operations Officer