

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the October 4, 2023, Meeting
Via Virtual WebEx

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

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 September 6, 2023, Committee Meeting
Mr. Zappone moved to approve the September 6, 2023, Committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.
 - B. Fleck Fuel Facility Replacement: Scope of Work Approval
Mr. Rapez-Betty explained the Fleck Service Center, located in Spokane Valley, supports STA's operations in the eastern portion of the PTBA with storage, washing and fueling for both Fixed Route and Paratransit. He provided background on the fuel facility and the general scope of work, which needs upgrading to continue supporting operations in that area. Mr. Rapez-Betty stated the approved budget is \$1,500,000, but with a recent engineer construction cost estimate and future encumbrances, there is a current estimated budget deficiency of \$1,596,117. Mr. Rapez-Betty explained staff must come back to the PMER Committee and the Board for a contract award and at that time will request approval of a budget adjustment.

Mr. Kerns moved to recommend the Board of Directors approve the general scope of work and authorize staff to release an invitation for bid (IFB) for the Fleck Fuel Facility Replacement project. Ms. Wilkerson seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Transit Vehicle Tire Lease Services Award of Contract

Mr. Rapez-Betty provided background on the current five-year contract with Michelin North America, Inc. which expires on November 30, 2023. He explained Michelin North America, Inc. was determined to be the qualified and cost-effective firm. Mr. Rapez-Betty discussed the contract terms which has a commencement date of December 1, 2023.

Ms. Wilkerson moved to recommend the Board of Directors authorize the CEO to execute a five-year contract with Michelin North America, Inc., for Transit Vehicle Tire Lease Services for a total value of \$3,377,429. Mr. Kerns seconded, and the motion passed unanimously.

2. Fare Collection System Update and Request for New Contract

Ms. Liard provided a debrief of the first year using the Connect Fare Collection System with INIT Innovations in Transportation, Inc. (INIT) which shows a rapid and successful adoption since launch. The Connect system has been very well received by STA riders and now accounts for more than 65% of all fare payments. Ms. Liard explained the original fare collection system will be closed out with project savings, and staff recommends allocating the budget savings toward a new Connect Enhancements capital project and entering into a sole source master contract with INIT.

Mr. Zappone moved to recommend the Board of Directors authorize the CEO to execute a five-year sole source five-year master contract with INIT for fare collection system enhancements with a value not to exceed \$985,962. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda (*none*)

5. REPORTS TO COMMITTEE

A. 2024 Service Revisions: Preliminary Proposal

Mr. Otterstrom provided background on the 2023 Service Revisions Preliminary Proposal which is a starting point for public input for changes to routes programmed for implementation in 2024 with Board approval. Areas affected are Northeast Spokane/Hillyard, Airway Heights, and the North Bank. Mr. Otterstrom explained the proposed revisions adhere to the principles and goals in the Board-adopted plans, including the *STA Moving Forward* plan, 2021 Near Term Investments, and as articulated in the 2024-2029 Transit Development Plan (TDP) adopted by the STA Board of Directors on July 20, 2023. Mr. Otterstrom discussed the 2024 revision objectives, focus areas, resource impacts, and an overview of proposed changes.

6. CEO REPORT

Ms. Meyer reported the September 2023 voter-approved sales tax revenue, collected on July 2023 sales, against a budget of \$8,541,727. The actual receipts were \$9,752,433 which is 14.2% above budget with a variance totaling \$1,210,706. Year-to-date is 3.8% above budget and totaling approximately \$3.1M.

Ms. Meyer discussed the preliminary budget which will go to the Board in November and the importance of being conservative in projecting sales tax. The proposed sales tax for 2024 will be a 1.7% increase.

7. NOVEMBER 1, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The November 1, 2023, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

8. NEW BUSINESS

Discussion ensued about creating a UTAP survey, questions to ask on the survey, and offering the Board the opportunity to review the draft survey before launch.

9. COMMITTEE MEMBERS' EXPRESSIONS

There was discussion about how to operationalize the temperatures in the fare exception plan. STA has aligned with the City of Spokane for hot weather and smoke/poor air quality. It was suggested the Board discuss, or staff make a recommendation regarding a cold temperature mark when coach operators can make a fare exception. It was also suggested STA decide on their own benchmarks and not align with any specific municipality.

Discussion ensued about whether the Board has the authority to create a new fare policy.

10. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 2:43 p.m.

The next committee meeting will be held on Wednesday, November 1, 2023, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer