

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the March 27, 2024, Meeting (April Meeting)
STA Northside Conference Room
1230 W Boone Avenue, Spokane, WA

In person meeting with optional virtual link

COMMITTEE MEMBERS PRESENT

Josh Kerns, Spokane County *
Tim Hattenburg, City of Spokane Valley
Betsy Wilkerson, City of Spokane
Paul Dillon, City of Spokane
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
Lance Speirs, City of Medical Lake (*Ex-Officio*)
E. Susan Meyer, CEO (*Ex-Officio*)

COMMITTEE MEMBERS ABSENT

**Committee Chairman*

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning and Development Officer
Monique Liard, Chief Financial 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.

STAFF MEMBERS ABSENT

Nancy Williams, Chief Human Resources Officer

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1. **CALL TO ORDER AND ROLL CALL**
Chair Kerns called the meeting to order at 1:30 p.m. and roll call was conducted.
 2. **COMMITTEE CHAIR REPORT**
Chair Kerns had no report at this time.
 3. **COMMITTEE APPROVAL**
 - A. **Minutes of the March 6, 2024, Committee Meeting**
Mr. Hattenburg moved to approve the March 6, 2024, committee meeting minutes. Ms. Wilkerson seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. Board Consent Agenda
 1. **Security Services – Award of Contract**
Mr. Rapez-Betty provided background on the Security Services award of contract, which expires on June 30, 2024, and discussed the scope of work, evaluation criteria, and contract terms. Allied Universal Security Services received the highest evaluation score and were the most cost-effective firm with a total contract value of \$5.4M over the five-year period of July 1, 2024, to June 30, 2029.

Mr. Hattenburg moved to recommend the Board approve the CEO to execute a five-year contract with Allied Universal Security Services for a total value of \$5,402,52.80. Ms. Wilkerson seconded, and the motion passed unanimously.

2. Battery Electric Charging Infrastructure Service and Maintenance Agreement - Award of Contract

Mr. Rapez-Betty explained as part of the extended warranty requirements for the battery electric charging hardware, a service level maintenance agreement is needed with the manufacturer, ABB E-Mobility, Inc. He provided information on the warranty and covered equipment, and the maintenance and service agreement. The five-year contract value for service and maintenance of existing and new charging infrastructure is \$1,166,295.

Mr. Hattenburg moved to recommend the Board authorize the CEO to execute a five-year contract with ABB E-Mobility, Inc., for Battery Electric Charging Infrastructure Service and Maintenance for a total value of up to \$1,166,295. Ms. Wilkerson seconded, and the motion passed unanimously.

3. Alerton Energy Management System Support Services – Award of Contract

Mr. Rapez-Betty provided background on the five-year contract with ATS Inland NW, LLC, for Alerton Energy Management System Support Services which expired on December 31, 2023, and explained the services are necessary for the ongoing automated operation of the HVAC systems in the Boone, Plaza, and Fleck facilities. ATS Inland NW, LLC, is the sole source authorized Alerton support provider in our region and has been partnering with STA since 2016. The five-year contract value is \$359,600.

Mr. Hattenburg moved to recommend the Board authorize the CEO to execute a five-year contract with ATS Inland NW, LLC for Alerton Energy Management System Support Services for a total value of \$359,600. Ms. Wilkerson seconded, and the motion passed unanimously.

B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

A. Clean Fuel Standard Program Report

Mr. Rapez-Betty provided background on the Clean Fuel Standard program, including the purpose of the program and how it works. He explained the Carbon Credit Aggregation Pool (CCAP) and presented information about energy used for BEB charging, credits generated, and funds earned from sales. Discussion ensued about the correlation between this program and the Climate Commitment Act.

B. 2023 Year-End Performance Measures Summary

Mr. Rapez-Betty presented the 2023 Year-End Performance Measures Summary and advised that the full 2023 Performance Measures List is included in the committee packet. Each Performance Measure relates to a specific Spokane Transit priority. These quantifiable benchmarks demonstrate the agency's commitment to accountability.

C. 2023 Community Perception Survey Results Summary

Dr. Cortright provided a report on the Community Perception survey conducted in the fall of 2023 by the ETC Institute, a new vendor, which helps Spokane Transit understand the public's perception, familiarity, and impact from residents living within the Public Transportation Benefit Area. Dr. Cortright explained changes to the 2023 survey compared to previous versions which included using a different methodology, adding additional questions, and rephrasing one question in a new way. Overall, the community valued the services that STA provides, especially to those with limited mobility or financial resources. They also had favorable impressions of STA employees and the STA brand. There were some conflicting responses on safety concerns which will be monitored on future surveys.

6. CEO REPORT

- Ms. Meyer reported the March 2024 voter-approved sales tax revenue collected on January 2023 sales, against a budget of \$8,241,832. The actual receipts were \$8,274,027 which is 0.4% over budget with a variance totaling \$32,195. Year-to-date is 1.6% above budget and totaling approximately \$0.4M.
- Ms. Meyer reminded committee members about the STA Awards Banquet on Sunday, April 14 at Northern Quest and asked for those planning on attending to RSVP.
- Ms. Meyer invited committee members to the APTA Mobility Conference in Portland, OR on April 29-30 and asked for confirmation of attendance by the end of the week.

7. MAY 1, 2024 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

There was a question about the use of the holding area at the Plaza. STA officers have not had limited commission since July 2021, therefore, that space is not used.

9. COMMITTEE MEMBERS' EXPRESSIONS

There were no committee members' expressions at this time.

10. ADJOURN

With no further business to come before the committee, Chair Kerns adjourned the meeting at 2:52 p.m.

The next committee meeting will be held on Wednesday, May 1, 2024, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer