

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the March 6, 2024, 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

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, McMahan, Lamberson, Van Wert & Oreskovich, P.C.

STAFF MEMBERS ABSENT

Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer

1. CALL TO ORDER AND ROLL CALL

Chair Kerns called the meeting to order at 2:00 p.m. and roll call was conducted. Mr. Kerns noted the time and stated the committee meeting's start time was delayed due to a special Board workshop.

2. COMMITTEE CHAIR REPORT

Chair Kerns had no report at this time.

3. COMMITTEE APPROVAL

A. Minutes of the January 31, 2024, Committee Meeting

Mr. Hattenburg moved to approve the January 31, 2024, committee meeting minutes. Ms. Wilkerson seconded, and the motion passed unanimously.

B. Mirabeau Transit Center Improvement Project: Scope of Work Approval

Mr. Otterstrom provided a general scope of work summary, and shared renderings for the proposed platform and building layout of the Mirabeau Transit Center Improvement project. He stated the project budget is \$6.36M and has a construction contract value of \$4.33M, with a contingency of fifteen percent and potential remaining funds of \$626,117. Mr. Otterstrom shared the anticipated construction timeline which showed substantial completion is scheduled for Spring 2025.

Ms. Wilkerson moved to recommend the Board approve the general scope of work and authorize staff to release an invitation for bid (IFB) for the Mirabeau Transit Center Improvement project. Mr. Hattenburg seconded, and the motion passed unanimously.

C. Finalize 2024 Performance Monitoring & External Relations Committee Work Program

E. Susan Meyer presented the 2024 Performance Monitoring & External Relations (PMER) Committee work program. This second version has been updated since the draft shared at the February PMER Committee meeting. Items and timelines are subject to change, and new items will be added as they arise.

Mr. Hattenburg moved to recommend the approval of the 2024 Performance Monitoring & External Relations (PMER) Committee work program as presented. Mr. Kerns seconded, and the motion passed unanimously.

D. Program Appointment of Member to Citizen Advisory Committee

Dr. Cortright provided background on the Citizen Advisory Committee (CAC) and advised they are requesting approval of the nomination of Mr. Perry Crandall to the CAC. Dr. Cortright shared Mr. Crandall's qualifications. She stated the CAC currently has twelve members with room for fifteen.

Mr. Hattenburg moved to recommend the appointment of Perry Crandall to serve on the Citizen Advisory Committee for a three-year term commencing April 1, 2024. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Route 11 - Arena/Downtown Shuttle and Shuttle Park Pass Promotional Fare Resolution

Dr. Cortright provided background on the Route 11 – Arena/Downtown shuttle and discussed the proposed promotional fares. In honor of the 50th anniversary of Expo '74, a promotional fare of \$0.50 is being proposed which would run from May 3rd through July 7th. Dr. Cortright discussed details of an additional proposed discount on the Shuttle Park pass for the months of May and June.

Discussion ensued about changing the promotional fare for the 50th anniversary of Expo '74 from \$0.50 to no charge.

Mr. Hattenburg made a motion to recommend the Board of Directors approve, by Resolution, promotional fares for Route 11 and the Shuttle Park pass, to be implemented for a limited period as set forth therein. Mr. Kerns seconded the motion. Mr. Hattenburg and Mr. Kerns voted yes. Ms. Wilkerson and Mr. Dillon voted no. The vote was tied. The failed motion moves to the Board Operations Committee.

B. Board Discussion Agenda (*none*)

5. REPORTS TO COMMITTEE

~~A. 2023 Year-End Performance Measures~~

This item was removed from the agenda.

B. 2023 State Audit Timeline

Ms. Liard explained the Washington State Auditor will begin the National Transit Database (NTD) and Financial Audit in March and provided the draft audit schedule with dates to be confirmed by the State Auditor's Office (SAO). The SAO Entrance Conference will be held the week of March 25, 2024. The Exit conference with STA administration will be the week of May 27, 2024, and the Exit Briefing with the Performance Monitoring & External Relations Committee will be on September 4, 2024.

C. 2023 Unaudited Year-End Financial Report

Ms. Liard reviewed the 2023 revenue, expenses, and capital budget as well as the cash and reserve analysis. STA ended 2023 with \$167.9M in overall revenues which was 6.9% above budget. Ms. Liard discussed the next steps timeline.

D. 2023 Community Perception Survey Results Summary

This agenda item was postponed to the April Performance Monitoring & External Relations Committee meeting agenda due to time constraints.

E. EXPO 50th Anniversary Celebration Update

Dr. Cortright provided background on the 50th anniversary celebration of Expo '74, which will kick off on May 4th and run through July 4th. To contribute to the celebration, STA will produce a limited edition Connect card, propose a promotional \$0.50 fare on Route 11 from May 3rd through July 7th, and extend evening service and add weekend service on Route 11. Dr. Cortright presented one of the special edition Connect cards for the Committee members to see.

6. CEO REPORT

- Ms. Meyer reported the February 2024 voter-approved sales tax revenue collected on December 2023 sales, against a budget of \$10,261,069. The actual receipts were \$10,094,347, which is 1.6% under budget with a variance totaling \$166,722. Year-to-date is 2.1% above budget and totaling approximately \$0.4M.
- Ms. Meyer discussed the impacts of Initiative 2117, the voter proposition to repeal the 2021 Washington Climate Commitment Act (CCA), which provides incremental funding of over \$3.5B to transit in the state. This funding is provided over approximately a sixteen-year period and affects Move Ahead Washington. Programs impacted could be Zero-Fare for Youth, Paratransit funding, and Division BRT. The total funding impact to STA of repealing the CCA would be \$151,022,111. STA is waiting for further direction on guidelines to inform the community about which services will be affected.
- Ms. Meyer introduced Delana Combs, the new STA Ombudsman & Accessibility Officer. Ms. Meyer shared Delana's background and her contact information.
- Ms. Meyer stated the Legislature will conclude on March 7th and shared information about decisions made.
 - Service Animals in Training: This bill will allow service animals in training to travel on buses and vans.
 - Firearm Restrictions: The restriction of carrying weapons without a concealed carry license was extended to transit. STA will post signage as required. Since STA no longer has limited commissions to enforce, the police department will need to be called.
 - Traffic Safety Cameras: Authorizes automated traffic safety cameras to detect speed violations. This bill included transit language, but it does not apply to STA.
 - Bus Riders added to Board: The bill to add riders to the Board did not pass.

- Conference Report: The Operating Budget Summary Conference Report should be completed within the coming days.

7. MARCH 27, 2024 (April Meeting) – COMMITTEE MEETING DRAFT AGENDA REVIEW

A. The 2023 Community Perception Survey Results Summary which was postponed at today's meeting will be added to the April meeting agenda.

8. NEW BUSINESS

There was no new business at this time.

9. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Bynaker stated he previously thanked Brandon for the lights at the West Plains Transit Center.

10. ADJOURN

With no further business to come before the Committee, Chair Kerns adjourned the meeting at 3:17 p.m.

The next committee meeting will be held on Wednesday, March 27, 2024, at 1:30 p.m. in person with a WebEx option. While in the final days of March, this will be the April meeting.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer