

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the October 5, 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 August 31, 2022, Committee Meeting**
Mr. Kerns moved to approve the August 31, 2022, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. **Board Consent Agenda**
 1. **Approval of the 2021-2023 Spokane Police Department Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services**
This item was removed from the agenda.
 2. **Transit System Map & Route Schedule Design & Maintenance Award of Contract**
Ms. Cortright explained the current 5-year on-call contract for transit system map and route schedule design and maintenance services will be expiring on November 30, 2022. There were five respondents to the RFP for a new 5-year contract. CHK America scored highest again among the other respondents. This contract is estimated at \$260,000 over the five-year period.
Ms. Kinnear moved to recommend the Board authorize contract negotiations between STA and CHK America for the 5-year On-Call System Map & Route Schedule Design and 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. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda (None)

5. REPORTS TO COMMITTEE (None)

6. CEO REPORT

- Ms. Meyer reported the August 2022 voter-approved sales tax revenue, collected on July sales, had a budget of \$8.54M. The actual receipts were \$9.71M, which is 13.7% above budget and totaling approximately \$1,169,684. Year-to-date is 5.2% above budget and totaling approximately \$4.1M.
- Ms. Meyer discussed the launch of Connect, the new fare collection system, on October 1, 2022. A high volume of people came out to purchase Connect cards for all fare options including Zero-Fare for youth, Spokane Public School students, and Honored Citizens. STA sold three times more passes compared to a normal Saturday. The launch was a success.

STA has decided to extend the time frame for needing a Zero-Fare for Youth card by three months which will be through the end of the year. Our Coach Operators are prepared to accommodate youth who get on the bus but have not received a card yet. Data collection will be paused at this time since we will not be able to produce accurate tracking. One of our STA Board Members who teaches at a Spokane Public high school has invited Carly to visit school to speak with students about the fare program and find out what help they need.

7. COMMITTEE INFORMATION

- A. August 2022 Operating Indicators
- B. August 2022 Financial Results Summary
- C. September 2022 Sales Tax Revenue

8. November 2, 2022 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The November 2, 2022, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed. Ms. Meyer suggested the addition of Approval of the 2021-2023 Spokane Police Department Amended Interlocal Agreement with City of Spokane for Spokane Police Department Services which was removed from the October agenda.

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 1:46 p.m.

The next committee meeting will be held on Wednesday, November 2, 2022, at 1:30 p.m. via WebEx.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer