

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the June 5, 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
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

Betsy Wilkerson, City of Spokane

STAFF PRESENT

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

STAFF MEMBERS ABSENT

**Committee Chairman*

-
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 May 1, 2024, Committee Meeting**
Mr. Hattenburg moved to approve the May 1, 2024, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.
 4. **COMMITTEE ACTION**
 - A. Board Consent Agenda
 1. **2024 Equal Employment Opportunity Plan**
Ms. Williams provided a high-level overview and background on the Equal Employment Opportunity (EEO) Plan, which STA submits to the Federal Transit Administration (FTA) every four years. She reported on the program elements, annual updates, and results of the workforce analysis. Ms. Williams explained 2024 job categories of focus, and next steps.

Mr. Hattenburg moved to recommend the Board adopt the 2024 Equal Employment Opportunity Program. Mr. Kerns seconded, and the motion passed unanimously.

2. Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement
Mr. Otterstrom provided background on the partnership with the Spokane Public Facilities District (PFD) and Downtown Spokane Partnership (DSP) to provide the Shuttle Park monthly shuttle and parking program. He explained that due to the new ONE Spokane Stadium, Shuttle Park and parking have been displaced. Mr. Otterstrom clarified that the replacement of the bus stops and parking lot would be the responsibility of Spokane Public School (SPS) to construct. STA has been partnering with SPS and PFD on the replacement site design and construction. An interlocal agreement between SPS and STA is required for reimbursement for transit related infrastructure costs in support of the Route 11 Downtown/North Bank Shuttle. Reimbursement to SPS will be funded by the capital projects budget.

Mr. Hattenburg moved to recommend the Board authorize the CEO to execute the Spokane Public Schools Transit Infrastructure Construction Reimbursement Agreement with a not to exceed value of \$350,000. Mr. Kerns seconded, and the motion passed unanimously.

- B. Board Discussion Agenda (none)

5. REPORTS TO COMMITTEE

A. 2024 First Quarter Year-to-Date Performance Measures

Mr. Rapez-Betty presented the 2024 First Quarter Year-to-Date Performance Measures Summary and advised the full presentation 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.

B. 2023 Fixed Route System Performance Report

Mr. Otterstrom provided background on the 2023 Fixed Route System Performance Report and explained the data is focused on 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 final report.

C. 2023 Fixed Route Ridership Adjustments

Mr. Otterstrom provided background on ridership reporting and how it has changed since July 2023 with the launch of STA's first bus rapid transit (BRT) line. STA introduced all door boardings which prompted a new ridership reporting methodology using statistical methods that rely on data from Automated Passenger Counters (APCs). Mr. Otterstrom shared examples of issues that have impacted data and explained staff have corrected the 2023 ridership data, which has reflected an increase in reported ridership. The adjustments were finalized and reviewed by the Office of the State Auditor prior to submission to the National Transit Database, a program of the Federal Transit Administration (FTA).

6. CEO REPORT

- Ms. Meyer reported the May 2024 voter-approved sales tax revenue collected on March 2024 sales against a budget of \$9,682,305. The actual receipts were \$9,674,060 which is 0.1% under budget with a variance totaling \$8,245. Year-to-date is 1.8% above budget and totals approximately \$0.8M.
- Ms. Meyer introduced Tammy Johnston, Sr. Financial Services Manager, who will be attending committee meetings and other important meetings until a new Chief Financial Officer is hired. Ms. Johnston has worked at STA for twenty-four years and is very knowledgeable about the budget. The search for a new Chief Financial Officer has begun and many applications have been received.

7. JULY 10, 2024 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

There was no new business at this time.

9. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Bynaker thanked staff for their hard work, which helps with the governance of STA. Mr. Speirs stated he appreciates the thorough explanations, which helps him gain a better understanding since he is new and less experienced.

10. ADJOURN

With no further business to come before the committee, Chair Kerns adjourned the meeting at 3:02 p.m.

The next committee meeting will be held on Wednesday, July 10, 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