

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

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the November 6, 2024, Meeting  
**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*)  
E. Susan Meyer, CEO (*Ex-Officio*)

### **COMMITTEE MEMBERS ABSENT**

Lance Speirs, City of Medical Lake (*Ex-Officio*)

### **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.

*\*Committee Chairman*

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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 October 2, 2024, Committee Meeting**  
**Mr. Hattenburg moved to approve the October 2, 2024, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.**
    - B. **Appointment of Members to Citizen Advisory Committee**  
Dr. Cortright provided background on the Citizen Advisory Committee (CAC) and advised six applications were received and two are being recommended for PMER approval; they are requesting approval of the nomination of Mr. Tyler Salyer and Mr. John Lemus to the CAC. She stated the CAC currently has thirteen members with room for fifteen. Mr. Dan Brown, CAC Chair, shared the qualifications of both candidates.  
**Mr. Hattenburg moved to recommend, by motion, the appointment of Tyler Salyer and John Lemus to serve on the Citizen Advisory Committee for a three-year term commencing immediately. Ms. Wilkerson seconded, and the motion passed unanimously.**

C. Sprague Line - Phase 2: Scope of Work Approval

Mr. Otterstrom provided background on Sprague Line High Performance Transit Phase 2 and discussed the general scope of work. He stated the project budget is \$3,126,845 and the engineer's estimate is \$1,335,002, which leaves \$1,791,843 as a future remaining budget. Mr. Otterstrom shared the anticipated construction timeline which showed substantial completion is scheduled for August 2025.

**Mr. Hattenburg moved to recommend, by motion, the general scope of work and authorize staff to release an invitation for bid (IFB) for Sprague Line Phase 2. Ms. Wilkerson seconded, and the motion passed unanimously.**

4. COMMITTEE ACTION

A. Board Consent Agenda

1. Hazardous and Non-hazardous Waste Disposal Services: Award of Contract

Mr. Rapez-Betty provided background on the current contract with Safety-Kleen Systems, Inc. which expires December 31, 2024, and explained STA will utilize a Department of Enterprise Services (DES) Contract with Clean Harbors Environmental Services, Inc. The estimated cost of the five-year contract for hazardous and non-hazardous waste disposal services is \$559,080.

**Ms. Wilkerson moved to recommend the Board of Directors authorize, by motion, the CEO to execute a five-year contract with Clean Harbors Environmental Services, Inc., using DES Contract 03614 for a total estimated value of \$559,080. Mr. Hattenburg seconded, and the motion passed unanimously.**

B. Board Discussion Agenda (*none*)

5. REPORTS TO COMMITTEE

Draft 2025 Performance Monitoring & External Relations Committee Work Program for December Approval

Mr. Rapez-Betty presented an overview of the Draft 2025 Performance Monitoring & External Relations (PMER) Committee work program. This work program is made up of annual reports, surveys, procurement timelines, and other items as needed. Items and timelines are subject to change, and new items will be added as they arise. The next step is to finalize and approve in December and share with the Board of Directors as information.

A. 2025 Service Revisions: Draft for Public Input

Mr. Otterstrom provided an overview of the key elements and routes affected by the 2025 Service Revisions. He explained the revisions are considered a minor service change per *Connect Spokane*, and he presented the 2025 Outreach Plan which includes in-person engagement and a public survey.

6. CEO REPORT

- Ms. Meyer reported the October 2024 voter-approved sales tax revenue collected on August 2024 sales against a budget of \$8,317,585. The actual receipts were \$9,926,563 which is 19.3% above budget with a variance totaling \$1,608,978. Year-to-date is 3.9% above budget and totals approximately \$3.6M.
- Ms. Meyer shared the process for investigating a complaint forwarded to STA by a board member.
- Ms. Meyer stated Initiative 2117 did not pass which means the funding from the Climate Commitment Act provided to Spokane Transit in the amount of approximately \$8.0M per year and \$50M for the Division BRT project, is not at risk.

7. DECEMBER 4, 2024 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

Mr. Dillon suggested the committee discuss a potential legislative task force for 2025.

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Kerns adjourned the meeting at 2:40 p.m.

The next committee meeting will be held on Wednesday, December 4, 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