

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

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the November 30, 2022, Meeting  
Via Virtual WebEx

### **MEMBERS PRESENT**

Lori Kinnear, City of Spokane (Acting Chair)  
Josh Kerns, Spokane County  
Veronica Messing, City of Cheney (*Ex-Officio*)  
Don Kennedy, City of Medical Lake (*Ex-Officio*)  
E. Susan Meyer, CEO (*Ex-Officio*)

### **MEMBERS ABSENT**

Pam Haley, City of Spokane Valley\*  
Zack Zappone, City of Spokane  
Rhonda Bowers, Non-Voting Labor Representative

### **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*

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1. **CALL TO ORDER AND ROLL CALL**  
Acting Chair Kinnear called the meeting to order at 1:30 p.m. and roll call was conducted.
  2. **COMMITTEE CHAIR REPORT**  
Acting Chair Kinnear had no report at this time.
  3. **COMMITTEE APPROVAL**
    - A. **Minutes of the November 2, 2022, Committee Meeting**  
**Mr. Kerns moved to approve the November 2, 2022, Committee meeting minutes. Ms. Kinnear seconded, and the motion passed unanimously.**
    - B. **Cheney Line Corridor Improvements and West Plains Transit Center Retrofit (Bay 4) - Scope of Work Approval**  
Mr. Otterstrom began by providing background on why the Cheney Line improvements are integral to STA's HPT network and the commitment to expand transit services as part of the *STA Moving Forward* plan. He explained the general scope of work integrates remaining Cheney Corridor Improvements (CIP #764) with a retrofit project at West Plains Transit Center (CIP #902) for a single procurement. Mr. Otterstrom summarized the work being completed at the selected stations, shared the project budget and estimate details, and went through the construction timeline.  
**Mr. Kerns moved to approve the general scope of work for the Cheney Corridor Improvements and West Plains Transit Center (Bay 4) and authorize staff to release the Invitation for Bid (IFB) for Cheney HPT Corridor Development. Ms. Kinnear seconded, and the motion passed unanimously.**

C. Recommendation to Appoint New Members to the Citizen Advisory Committee

Ms. Cortright provided background on the Citizen Advisory Committee (CAC) and advised they are requesting approval of the nomination of Mr. Konrad Capeller and Mr. Tino Andrade to the committee. Ms. Cortright provided information on the CAC's charter and the qualifications of both candidates.

**Mr. Kerns moved to recommend the appointment of Konrad Capeller and Tino Andrade to serve on the Citizen Advisory Committee for a three-year term commencing January 1, 2023. Ms. Kinnear seconded, and the motion passed unanimously.**

4. COMMITTEE ACTION

A. Board Consent Agenda

1. 2023 Performance Measures

Mr. Rapez-Betty presented the 2023 Performance Measures Summary and advised 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.

**Mr. Kerns moved to approve the 2023 Performance Measures as presented. Ms. Kinnear seconded, and the motion passed unanimously.**

B. Board Discussion Agenda

1. Draft 2023 State Legislative Focus and Priorities

Ms. Cortright provided a background on the general focus of Legislative Priorities which includes monitoring and providing information to the Washington State Legislature on proposed legislation which may impact STA and/or the Spokane region. Ms. Cortright explained the new funding requests, in addition to projects already in progress, will help preserve and maintain funding. She also described upcoming applications for Buses and Bus Facilities grant, and other priorities which include zero-emission transit vehicles.

**Mr. Kerns moved to approve the 2023 Legislative Priorities as presented but with a correction on page twenty-nine striking out bullet number three, and grant authority to the CEO to determine STA's interest on specific pieces of legislation, convey those interests to legislators and others, and report to the Performance Monitoring & External Relations Committee and the Board during the legislative session.**

5. REPORTS TO COMMITTEE (none)

6. CEO REPORT

- Ms. Meyer followed up about a question she had asked regarding the project at the West Plains Transit Center. At the Planning and Development Committee meeting today, Item 4A2 requested the Committee recommend to the Board that STA apply for a Washington State Bus Facilities grant in January 2023. It was announced awards would be announced in May 2023 and this project will include restrooms and operator layover improvements.
- Ms. Meyer reported the November 2022 voter-approved sales tax revenue, collected on September sales, had a budget of \$8.7M. The actual receipts were \$10.2M, which is 17.5% above budget, approximately \$1,529,940. Year-to-date is 7.6% above budget, totaling approximately \$7.3M.
- Ms. Meyer stated the next PMER Committee meeting in February will occur after the presumed new Board Chair, Councilmember Kinnear, has been elected in December and she will appoint

new members to this Committee. When we meet next there may be a different Chair and Committee members.

7. COMMITTEE INFORMATION

- A. October 2022 Operating Indicators
- B. STA Outreach Update
- C. October 2022 Financial Results Summary
- D. November 2022 Sales Tax Revenue
- E. January 2023 Service Changes

8. FEBRUARY 1, 2023 – COMMITTEE MEETING DRAFT AGENDA REVIEW

The February 1, 2022, Performance Monitoring & External Relations Committee Meeting draft agenda was reviewed and there were no changes.

9. NEW BUSINESS

None

10. COMMITTEE MEMBERS' EXPRESSIONS

None

11. ADJOURN

With no further business to come before the Committee, Acting Chair Kinnear adjourned the meeting at 2:15 p.m.

The next committee meeting will be held on Wednesday, February 1, 2023, at 1:30 p.m. via WebEx with an in-person option.

Respectfully submitted,

Molly Fricano

*Molly Fricano*

Executive Assistant to the Chief Operations Officer