

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

PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of the December 4, 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 *
Paul Dillon, City of Spokane
Lance Speirs, City of Medical Lake (*Ex-Officio*)
Hank Bynaker, City of Airway Heights (*Ex-Officio*)
E. Susan Meyer, CEO (*Ex-Officio*)

COMMITTEE MEMBERS ABSENT

Tim Hattenburg, City of Spokane Valley
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.

**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 November 6, 2024, Committee Meeting**
Mr. Dillon moved to approve the November 6, 2024, committee meeting minutes. Mr. Kerns seconded, and the motion passed unanimously.
 - B. **Finalize 2025 Performance Monitoring & External Relations Committee Work Program**
Mr. Brandon Rapez-Betty presented the 2025 Performance Monitoring & External Relations (PMER) Committee work program. This second version has been updated since the draft shared at the November PMER Committee meeting. Items and timelines are subject to change, and new items will be added as they arise.

Mr. Dillon moved to recommend the approval of the 2025 Performance Monitoring & External Relations (PMER) Committee work program as presented. Mr. Kerns seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. Board Consent Agenda

1. 2025 Performance Measures

Mr. Rapez-Betty presented the 2025 Performance Measures Summary and advised the full 2025 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. Rapez-Betty explained and justified changes to the performance measures for Fixed Route preventable accident rate, Board attendance at a transit-related conference, Fixed Route Road calls, and Rideshare farebox return.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the approval of the 2025 Performance Measures as presented. Mr. Kerns seconded, and the motion passed unanimously.

2. Public Transportation Agency Safety Plan – Recommendation

Ms. Williams provided background on the Public Transportation Agency Safety Plan which documents STA's processes to identify and mitigate hazards posed to the public, employees, and property. She explained key safety management components and current plan updates.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the updated STA Public Transportation Agency Safety Plan as presented. Mr. Kerns seconded, and the motion passed unanimously.

3. City of Millwood Bus Stop Infrastructure: Preliminary Concurrence

Mr. Otterstrom provided background on the preliminary concurrence for the City of Millwood bus stop infrastructure. He presented a vicinity map, proposed improvements, and explained the requirement for an interlocal agreement. Mr. Otterstrom stated the current cost estimate for the City of Millwood infrastructure will not exceed \$200,00.00.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the preliminary concurrence of planned transit improvements to the City of Millwood Argonne Road Project and authorize the CEO to communicate the Board's intent to reimburse the City of Millwood for bus stop infrastructure costs not to exceed \$200,000. Mr. Kerns seconded, and the motion passed unanimously.

B. Board Discussion Agenda

1. Draft 2025 State Legislative Focus and Priorities

Dr. Cortright provided background on the general focus for legislative priorities which included monitoring and providing information to the Washington State Legislature on proposed legislation that may impact STA or jurisdictions in the Spokane region. She presented specific priorities and funding priorities.

Mr. Dillon moved to recommend the Board of Directors authorize, by motion, the 2025 Legislative Priorities as presented. Mr. Kerns seconded, and the motion passed unanimously.

2. Potential 2025 Legislative Task Force – Discussion

Ms. Meyer stated Council Member Dillon requested to discuss a potential 2025 Legislative Task Force. There was discussion about the importance of having a task force during the 2025 session. Ms. Meyer provided background on the legislative process which includes working with a Lobbyist and Government Affairs Consultant to communicate with the STA Board of Directors. Discussion ensued about previous scheduling issues with the 2024 Task Force, as well as attendance and quorum requirements. It was decided to not move forward with the 2025 Legislative Task Force.

5. REPORTS TO COMMITTEE

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

Mr. Rapez-Betty presented the 2024 Third 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.

6. CEO REPORT

- Ms. Meyer reported the November 2024 voter-approved sales tax revenue collected on September 2024 sales against a budget of \$8,743,306. The actual receipts were \$10,268,086 which is 17.4% above budget with a variance totaling \$1,524,780. Year-to-date is 5.1% above budget and totals approximately \$5.1M.

7. FEBRUARY 5, 2025 – COMMITTEE MEETING DRAFT AGENDA REVIEW

8. NEW BUSINESS

9. COMMITTEE MEMBERS' EXPRESSIONS

10. ADJOURN

With no further business to come before the Committee, Chair Kerns adjourned the meeting at 2:42 p.m.

Respectfully submitted,

Molly Fricano

Molly Fricano

Executive Assistant to the Chief Operations Officer