

Spokane Transit Authority  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
(509) 325-6000

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, March 5, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
  - A. Minutes of February 5, 2025, Committee Meeting -- *Corrections/Approval*
4. Committee Action (5 minutes)
  - A. Board Consent Agenda
    1. Whitworth Comfort Station: Award of Contract and Project Budget Adjustment (*Otterstrom*)
  - B. Board Discussion Agenda (10 minutes)
    1. 2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance (Resolution) (*Rapez-Betty*)
    2. Plaza Generator and Roofing Upgrades: Award of Contract and Project Budget Adjustment (*Rapez-Betty*)
5. Reports to Committee (40 minutes)
  - A. Charge Management System Implementation (*Rapez-Betty*)
  - B. 2024 State Audit Timeline (*Johnston*)
  - C. 2024 Unaudited Year-End Financial Report (*Johnston*)
  - D. Final 2025 Service Revisions Plan (*Otterstrom*)
  - E. Citizen Advisory Committee Update (*Cortright*)
6. CEO Report (*Rapez-Betty/Otterstrom*) (10 minutes)
7. Committee Information (no discussion/staff available for questions)
  - A. January 2025 Operating Indicators (*Rapez-Betty*)
  - B. January 2025 Financial Results Summary (*Johnston*)
  - C. February 2025 Sales Tax Revenue (*Johnston*)
8. Review April 2, 2025, Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, April 2, 2025, at 1:30 p.m.

Optional Virtual Link:	<a href="#">JOIN HERE</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 0325
Call-in Number:	1-408-418-9388	Event #: 2490 672 1941

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 3A :** MINUTES OF THE FEBRUARY 5, 2025, PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING – CORRECTIONS OR APPROVAL

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Molly Fricano, Executive Assistant

---

**SUMMARY:** Attached are minutes of the February 5, 2025, Performance Monitoring & External Relations Committee meeting for corrections or approval.

**RECOMMENDATION TO COMMITTEE:** Corrections or approval.

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Minutes of February 5, 2025, Meeting  
**Northside Conference Room**  
**1230 W Boone Avenue, Spokane, WA**

*In person meeting with optional virtual link*

### **COMMITTEE MEMBERS PRESENT**

Lance Speirs, City of Medical\*  
Josh Kerns, Spokane County  
Michael Cathcart, City of Spokane  
Zack Zappone, City of Spokane  
Hank Bynaker, City of Airway Heights (*Ex-Officio*)  
Dan Sander, City of Millwood (*Ex-Officio*)  
Brandon Rapez-Betty, Interim Co-CEO  
Karl Otterstrom, Interim Co-CEO

### **COMMITTEE MEMBERS ABSENT**

*\*Committee Chairman*

### **STAFF PRESENT**

Nancy Williams, Chief Human Resources Officer  
Carly Cortright, Chief Communications and Customer Service Officer  
Kade Peterson, Chief Information Officer  
Tammy Johnston, Interim Chief Financial Officer  
Molly Fricano, Executive Assistant to the COO

### **PROVIDING LEGAL COUNSEL**

Megan Clark, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.

- 
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 December 4, 2024, Committee Meeting**  
**Mr. Kerns moved to approve the December 4, 2024, committee meeting minutes. Mr. Zappone seconded, and the motion passed unanimously.**
  4. **COMMITTEE ACTION**
    - A. Board Consent Agenda
    - B. Board Discussion Agenda
  5. **REPORTS TO COMMITTEE**
    - A. **Enhanced Transit System Security Strategy**  
Mr. Rapez-Betty presented the Enhanced Transit System Security Strategy. He discussed post-pandemic trends, national transit crime trends, and 2024 STA Security Metrics. Mr. Rapez-Betty shared STA's current, planned, and future strategy investments, and he provided background on community collaboration with various local businesses and agencies.
    - B. **STA Bus Fleet State of Good Repair**  
Mr. Rapez-Betty provided background on STA fleet characteristics, and the Transit Asset Management (TAM) plan. He shared fleet priorities and challenges, including Proterra's Bankruptcy and the need for City Line full fleet battery and high voltage cable retrofit. Mr.

Rapez-Betty explained the staff's plan on seeking Board approval for a 2025 operating budget amendment in the amount of \$3,720,000 to retrofit City Line batteries.

C. 2024 Fixed Route Rider Survey Results

Dr. Cortright presented the 2024 Fixed Route Rider Survey results conducted in October 2024 by ETC Institute which gathered feedback from residents living within the Public Transportation Benefit Area (PTBA) regarding their perceptions about services provided by STA. Participants were interviewed on the bus, but a virtual option was also available through a QR code. There were four hundred and seven participants who completed surveys. Dr. Cortright shared the survey demographics and highlighted the results.

D. Citizen Advisory Committee Update

Dr. Cortright provided background on the Citizen Advisory Committee (CAC) and shared there will be a CAC update each month at the PMER committee meeting. Among other updates, Dr. Cortright stated Dan Brown was elected to serve another year as the CAC Chair, and he has a goal of attending all twenty-nine neighborhood council meetings to provide updates on STA activities.

E. Route 11 North Bank/Downtown Shuttle Update

Mr. Otterstrom provided background on Route 11 North Bank/Downtown Shuttle which began on May 3, 2024, coinciding with the Expo '74 50<sup>th</sup> Celebration kick-off. He explained ridership has been lower than ideal and presented a revised route that will take effect on May 18, 2025. Mr. Otterstrom discussed the next steps to further promote route 11.

6. CEO REPORT

- Mr. Otterstrom reported on federal updates which included pausing funding on some federal aid programs as well as all grants and aid. The US Department of Transportation issued an order related to grants prioritizing communities with high marriage and birth rates. STA falls below average in these categories. Mr. Otterstrom emphasized STA is doing well financially, and staff will continue to monitor and communicate updates.
- Mr. Otterstrom discussed the upcoming sales tax renewal and acknowledged the external conversations suggesting the Board forgo renewal of the sales tax because of a misconception it precludes voters approving a public safety tax. He explained there are no legal conflicts and STA's sales tax does not limit other agencies from imposing a sales tax.
- Mr. Otterstrom presented a future cash balance projection which shows the financial impact of using the sales tax to invest in Connect 2035 rather than using funds to maintain service implemented after voters originally approved the funds.
- Mr. Rapez-Betty provided background on Resolution 818-24 which was unanimously adopted on March 21, 2024, which provides funding and investment principles in connection with Connect 2035 Phase 2. He discussed the timing of the sales tax ballot and items to take into consideration.
- Mr. Rapez-Betty discussed the STA All Employee Meetings which took place on March 4, 2025. There were four 90-minute meetings for employees to choose from. Mr. Rapez-Betty presented the agenda items discussed.

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

8. NEW BUSINESS

There was a request to circulate the 2025 PMER Work Plan to the Committee.

9. COMMITTEE MEMBERS' EXPRESSIONS

There was discussion about questions in the community regarding bus signage which Dr. Cortright is addressing. Dan Sander will be out of town for the March PMER meeting and will join virtually if he is able to.

10. ADJOURN

With no further business to come before the Committee, Chair Speirs adjourned the meeting at 3:05p.m.

The next committee meeting will be held on Wednesday, March 5, 2025, at 1:30 p.m. in person with a WebEx option.

Respectfully submitted,

Molly Fricano

*Molly Fricano*

Executive Assistant to the Chief Operations Officer

## SPOKANE TRANSIT AUTHORITY

### PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

March 5, 2025

**AGENDA ITEM 4A1:** WHITWORTH COMFORT STATION: AWARD OF CONTRACT AND PROJECT BUDGET ADJUSTMENT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer / Chief Planning & Development Officer  
Jordan Hayes-Horton, Senior Procurement Manager

---

**SUMMARY:** In accordance with Spokane Transit’s procurement policy, staff is seeking Board approval to award a public works construction contract and a budgetary adjustment to accommodate the expected funding required to deliver the Whitworth Comfort Station project. This project delivers progress on an Initiative identified under Goal 3 of STA’s Strategic Plan *Connect 2035* to “Invest in our operators by...expanding access to high-quality restrooms along routes...”

**BACKGROUND:** The Whitworth Comfort Station project consists of the replacement of an aging shelter originally built in the 1980’s and the addition of a new operator comfort station at Whitworth University to accommodate operators at the layover for Route 28 Nevada. This locally funded project has a current Board-approved budget of \$354,257. The purpose of this project is to address a historical need for an operator restroom for this location.

The project includes the following elements:

- New building with one bathroom for operator use, a maintenance room for mechanical, electrical and IT components
- Demolition of existing shelter that is beyond its useful life
- Installation of new standard STA shelter and associated footing
- Power, sewer and water utility connections
- New sidewalk to improve passenger boarding/alighting area and provide ADA accessibility

The Invitation for Bid (IFB) was advertised in the Spokesman Review and on STA’s website on January 12, 2025, and an in-person pre-bid meeting was held on January 22, 2025. One addendum was issued on January 30, 2025, and four (4) qualifying bids were received on February 6, 2025.

The responsive bids from responsible contractors are as follows:

Name of Firm	Total Bid Amount
<b>WM Welch Corp.</b>	<b>\$286,069.00</b>
Spilker Contracting	\$294,695.00
D-McP Construction LLC	\$297,847.16
Halme Builders, Inc.	\$310,000.00
<i>Engineer's Estimate</i>	<i>\$263,337.00</i>

WM Welch Corp. was determined to be the lowest responsive and responsible bidder. As such, staff recommend an Award of Contract to WM Welch Corp. for the Total Bid Amount of \$286,069. Staff recommend retention of a construction contingency equal to twenty percent of the construction contract value given the perceived level of risk associated with the work.

With the award of this construction contract and allocation of contingency, project expenses will exceed the approved CIP budget by over 10%, requiring the Board of Directors to approve a budget increase. Expenses exceeded the project budget for the following reasons.

- Design costs are much higher than originally estimated due to site characteristics including the location of utilities which require extensive trenching, the complicated site topography which necessitated detailed civil engineering design and extents of new sidewalk, and the location of mature trees that need to be avoided and protected.
- Construction costs are higher than anticipated due to site complications mentioned above and rising material and labor costs.

Following receipt of bids, staff performed an analysis of the costs associated with extending this route to Hastings Park & Ride, which provides the closest existing STA restroom facility. Using data from November 2024, it was determined that an additional bus in operations would be needed to provide the target recovery time at the layover adding 4,077 revenue hours annually with an added annual operating expense of approximately \$782,000. This additional bus would necessitate the expansion of the current fleet by one (1) coach at a minimum cost of approximately \$700,000.

The current temporary solution, a portable restroom owned and operated by a third party, is not viable long term. It is not proactively maintained and there are recurring issues with the unit not being serviced to a standard required of a facility used by our employees. These service issues require extensive staff time to resolve. In the past, staff had explored a solution with Whitworth University, but their facilities are not open during all service hours. Therefore, the construction of the comfort station is the best and most cost-effective solution.

Additionally, this project will deliver progress on an Initiative identified under Goal 3 of STA's Strategic Plan Connect 2035 by "...expanding access to high-quality restrooms along routes...". This project is one of the significant investments planned to hire and retain more bus operators through improving their daily work experience. This investment will help to ensure STA has a team that is well equipped and

focused on our mission, which is critical for providing reliable service and delivering on the goals of Connect 2035.

Staff recommend increasing the project budget by \$210,140 for an adjusted project budget of \$565,000 as outlined below. The project budget adjustment is anticipated to be absorbed within the Board-adopted 2025 capital budget without necessitating a budget amendment.

<b>Original CIP Budget</b>	<b>\$</b>	<b>354,257</b>
Expenses (includes encumbered and forecast)	\$	195,654
Available Budget	\$	158,603
Construction Contract	\$	286,069
20% Construction Contingency	\$	57,214
Estimated WSST @ 8.9%	\$	25,460
Remaining Budget	\$	(210,140)

Requested Budget Increase	\$	210,743
<b>Requested Adjusted CIP Budget</b>	<b>\$</b>	<b>565,000</b>

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by motion, the award of contract for the Whitworth Comfort Station project to WM Welch Corp. for \$286,069, and authorize the Interim Co-CEOs to apply contingency funds, as necessary, up to an adjusted project budget of \$565,000.



## SPOKANE TRANSIT AUTHORITY

### PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

March 5, 2025

<b>AGENDA ITEM <u>4B1</u>:</b>	2025 Operating Budget Amendment: Battery Electric Bus Vehicle Maintenance (Resolution)
<b>REFERRAL COMMITTEE:</b>	n/a
<b>SUBMITTED BY:</b>	Brandon Rapez-Betty, Interim Co-Chief Executive Officer /Chief Operations Officer Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer

---

**SUMMARY:** Staff will present Battery Electric Bus fleet successes, challenges, as well as a justification for the request to amend the 2025 Operating Budget to resource the identified maintenance solutions.

STA's zero-emission fleet of 40 Battery Electric Buses is a critical asset, ensuring reliable, efficient and comfortable service for the community, as well as striving for sustainable and environmentally beneficial goals. However, as a developing technology, Battery Electric Buses can present new, unplanned challenges, often without identified solutions. Ensuring service reliability amidst these challenges creates significant strain on resources, primarily labor and parts, both factors still recovering in the post-pandemic era.

The presentation will explain three distinct maintenance challenges and the estimated costs to resolve each issue.

<b>2025 Operating Budget Amendment Proposal</b>	
<b>Maintenance Issue</b>	<b>Maintenance Cost</b>
Proterra Parts	\$450,000
City Line High Voltage Cabling	\$170,000
City Line Battery Retrofit	\$3,200,000
<b>Total Cost</b>	<b>\$3,820,000</b>

The additional funding requested will enable STA to maintain its commitment to reliable and efficient service that meets the needs of customers, employees, and the broader community.

<b>2025 Operating Budget Amendment Proposal</b>	
Approved 2025 Operating Budget	\$215,472,379
BEB Vehicle Maintenance Cost	\$3,820,000
<b>Proposed Revised Total</b>	<b>\$219,292,379</b>

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by Resolution, an amendment adding \$3.82M to the 2025 Operating Budget to address battery electric bus vehicle maintenance.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION FOR THE PURPOSE OF AMENDING THE STA 2025 BUDGET AND  
OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE TRANSIT AUTHORITY**

Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and the laws of the state of Washington, pursuant to RCW Title 36, Chapter 57.A, Public Transportation Benefit Area;

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1(5), shall have the power to prepare and adopt a budget and establish financial policies;

WHEREAS, by Resolution No. 830-24, adopted December 19, 2024, the STA Board of Directors approved and adopted the 2025 budget, and the final budget is on file with the Clerk of the Authority (the "2025 Budget");

WHEREAS, unbudgeted and unanticipated expenditures arose after the 2025 Budget was adopted by the Board of Directors, specifically expenditures necessary to: (1) obtain required parts for Proterra-manufactured buses post company bankruptcy, (2) repair and maintain City Line high-voltage cabling, and (3) replace unsupported battery model and ensure service reliability.

WHEREAS, the interim co-Chief Executive Officers are recommending the Board approve amending the 2025 Budget to appropriate and reflect the previously unbudgeted expenditures, as set forth herein.

WHEREAS, the Board recognizes it is in the best interests of the agency to amend Resolution No. 830-24 and the 2025 Budget as set forth herein.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors finds it necessary, proper, and in the best interest of the Agency to amend the 2025 budget and hereby amends Resolution No. 830-24 and the 2025 Budget by an increase of \$3,820,000 to the 2025 Operating Expenses budget for the expenditures set forth herein, resulting in the following amended 2025 Budget:

SOURCE OF FUNDS		USE OF FUNDS	
Revenues	\$ 155,724,280	<i>Operating Expenses *</i>	\$ 135,259,729
Capital Grants	\$ 14,833,870	Capital Projects	\$ 67,553,927
<i>From Cash Balance *</i>	\$ 48,734,229	Fleet Replacement Allocation	\$ 16,478,723
<b>Total Source of Funds</b>	<b>\$ 219,292,379</b>	<b>Total Use of Funds</b>	<b>\$ 219,292,379</b>

*\*italicized amounts above denote impact of budgetary amendment*

<b>BOARD DESIGNATED CASH RESERVES</b>	
<i>Operating Reserve (15% of Operating Expenses) *</i>	<i>\$ 20,288,959</i>
Risk Reserve	\$ 5,500,000
Right-of-Way Acquisition Reserve	\$ 4,950,000
Real Estate Acquisition Reserve	\$ 25,000,000
<b>Total Board Designated Cash Reserves</b>	<b>\$ 55,738,959</b>

*\*italicized amounts above denote impact of budgetary amendment*

Section 2. The STA Board of Directors hereby authorizes and instructs the interim co-Chief Executive Officers to take all action necessary and proper to carry out the purposes intended by the amendments to the 2025 Budget and to administer the provisions and appropriations as amended.

Section 3. This resolution is effective immediately upon adoption and Resolution No. 830-24 is hereby amended to reflect the actions taken herein.

Section 4. Any actions of the interim co-Chief Executive Officers, Board of Directors, or staff of STA prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Adopted by STA at a regular meeting thereof held on the 20th day of March 2025.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

\_\_\_\_\_  
Dana Infalt  
Clerk of the Authority

\_\_\_\_\_  
Pam Haley  
Board Chair

Approved as to form:

\_\_\_\_\_  
Megan Clark  
Legal Counsel

## SPOKANE TRANSIT AUTHORITY

### PERFORMANCE MEASURES & EXTERNAL RELATIONS COMMITTEE MEETING

March 5, 2025

**AGENDA ITEM 4B2 :** PLAZA GENERATOR AND ROOFING UPGRADES: AWARD OF CONTRACT AND PROJECT BUDGET ADJUSTMENT

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Brandon Rapez-Betty, Interim Co-Chief Executive Officer/Chief Operations Officer  
Jessica Kelch, Senior Project Manager

---

**SUMMARY:** In accordance with Spokane Transit's procurement policy, staff are seeking Board approval to award a construction contract and request a budgetary increase to accommodate the expected funding required to deliver the project.

**BACKGROUND:** This project was born out of both a need to replace items at the end of their useful life as well as reducing energy consumption as mandated by Washington State's Clean Building Performance Standards (CBPS). Commercial buildings greater than 50,000 square feet must meet American Society of Heating, Refrigeration, and Air-conditioning Engineers (ASHRAE) standards. The first compliance deadline for the Plaza is June 1, 2028. The Plaza's current Energy Usage Intensity (EUI) is above the compliance target by 27.8 kBtu/sq.ft., (thousand British Thermal Units over the square footage of the building).

There are two paths to compliance: 1) Metered, and 2) Investment Criteria.

Metered compliance would be done if we could do all projects that were guaranteed to lower the EUI's. Twelve (12) consecutive months metered at an EUI at and below target is needed for metered compliance which requires projects be completed 12 to 18 months prior to the compliance deadline.

To meet Investment Criteria requirements, a Life Cycle Cost Analysis must be completed. Projects at a reasonable cost with a shorter payback must be completed and those at a higher cost with a long payback do not have to be completed, however a plan for future investments must be created. The non-compliance fine for the Plaza is estimated at \$105K per year.

In September 2023, using a cooperative purchasing method via *The Interlocal Purchasing System (TIPS)*, staff contracted with McKinstry Essention, LLC, to perform an Investment Grade Audit.

The audit identified several projects that would lower the facilities EUI, however, the cost was extraordinarily high with an unacceptably lengthy payback. In comparison to the fine for non-compliance, it was determined those higher cost projects were unreasonable. Based on these considerations, the STA Executive team elected to pursue the Investment Criteria path to compliance.

A life cycle cost analysis was performed by McKinstry that demonstrated the payback on the projects was determined to be unreasonable. Staff are working to program projects into future years of the Capital Improvement Plan (CIP) for potential completion by the end of the next 5-year compliance cycle. Staff are also working to complete small operational projects in an on-going effort to lower the EUI's.

Having reached the end of their useful life and having a more reasonable cost, staff have determined the replacement of the roof and the generator should proceed. The roof replacement was already planned in the CIP for 2026. CBPS improvements were also already planned in the CIP from 2024 to 2027.

Staff are requesting approval of the general scopes of work for the Plaza Generator and Roof Upgrades Project is as follows:

**Plaza Generator and Roof Upgrades General Scope of Work**

Roof Replacement

- Remove existing thermoplastic polyolefin (TPO) membrane roof, R-18 insulation layers (x2) and backer board
- Raise all curbs, mechanical units, natural gas lines, and other piping at the roof surface
- Install new R-38 insulation and PVC roofing membrane system including a 30-year warranty
- Seal and caulk all parapets, flashings, etc.
- Add permanent fall protection anchors and lead lines

Generator Replacement

- Remove existing 480V/ 50kW generator and diesel fuel tank
- Install new 480V/100 kW generator with smaller diesel fuel tank
- Remove existing 60amp transfer switch and replace with a new 150amp
- Install inverter to power emergency lighting
- Alter wiring to ensure required life safety items are separate from standby items
- Add other priority equipment, as feasible, to standby power

Staff are requesting an adjusted project budget of \$3M as outlined below, to accommodate the necessary costs to complete the project. The project budget adjustment is anticipated to be absorbed within the Board-adopted 2025 capital budget without necessitating a budget amendment.

<b>Original CIP Budget (CIP#1026 and #1052)</b>	<b>\$2,318,398</b>
Expenses (includes encumbered and forecast)	\$130,800
Available Budget	\$1,956,124
Design, Engineering, and Construction Contract	\$2,637,726
(McKinstry Essention, LLC , TIPS Fee @ 1%, Contingency @ 5%)	
Estimated Sales Tax @ 9.1%	\$231,474
<b>Remaining Budget</b>	<b>(\$681,602)</b>

Requested Budget Increase	\$681,602
<b>Adjusted Budget as Requested</b>	<b>\$3,000,000</b>

**RECOMMENDATION TO COMMITTEE:** Recommend the Board approve, by motion, the award of contract for the Plaza Generator and Roof Upgrades project to McKinstry Essention, via TIPS, for \$2,637,726, and authorize the Interim Co-CEOs to apply contingency, as necessary, up to an adjusted project budget of \$3,000,000.

**SPOKANE TRANSIT AUTHORITY**  
**CITIZEN ADVISORY COMMITTEE MEETING**

March 12, 2025

**AGENDA ITEM:** **5A** CHARGE MANAGEMENT SYSTEM IMPLEMENTATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Brandon Rapez-Betty, Interim Co-Chief Executive Officer /Chief Operations Officer  
Christian Bigger, Zero-Emission Fleet & Facilities Manager

---

**SUMMARY:**

Staff will provide a brief overview of the Charge Management System (CMS) implementation process and the benefits it delivers. The CMS, powered by smart-logic software, enhances garage safety by reducing unnecessary vehicle movement, optimizing bus pull-in/pull-out operations, lowering utility costs, and providing actionable data insights. The system integrates with STA's existing chargers using the Open Charge Point Protocol (OCPP), an open-source communication standard for electric vehicle (EV) charging stations, enabling seamless smart-software functionality.

In essence, the CMS automates vehicle charging by scheduling and controlling energy use based on operational needs, usage patterns, and utility rates (including on/off-peak pricing). This project was initiated to address emerging operational challenges and improve efficiency in STA's battery-electric bus (BEB) operations.

Early phases involved in-depth technical research to identify opportunities for innovation, efficiency gains, and cost savings. STA issued a Request for Proposals (RFP) and evaluated seven bids before selecting a vendor that best met its technical and industry expertise requirements. The Facilities and Grounds team then prepared and installed the necessary hardware, leading to an on-site commissioning and testing phase.

The charge management software went live on January 21, 2025. Current efforts focus on integrating the CMS with existing STA software and refining dynamic charging strategies to maximize efficiency.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 5B :** 2024 STATE AUDIT TIMELINE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tammy Johnston, Interim Chief Financial Officer

---

**SUMMARY:** The Washington State Auditor will begin the National Transit Database (NTD) and Financial Audit in March. Following is the draft audit schedule with dates to be confirmed by the State Auditor's Office (SAO).

Week of March 24 ..... SAO Entrance Conference  
Week of May 26 ..... Exit conference with STA Administration  
July 9 ..... Exit conference with Performance Monitoring & External Relations  
Committee

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 5D :** 2024 UNAUDITED YEAR-END FINANCIAL REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tammy Johnston, Interim Chief Financial Officer

---

**SUMMARY:** The 2024 unaudited year-end financial report will be provided at the meeting.

**RECOMMENDATION TO COMMITTEE:** Receive report.



## SPOKANE TRANSIT AUTHORITY

### PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

March 5, 2025

**AGENDA ITEM 5D:** FINAL 2025 SERVICE REVISIONS PLAN

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer  
Emily Poole, Principal Transit Planner, Service Development

---

**SUMMARY:** Staff will present the final 2025 Service Revisions report which identifies the planned adjustments to the fixed route network for service changes occurring later in May and September 2025. Planned adjustments have been refined and informed by public outreach and stakeholder engagement efforts as discussed further below.

**BACKGROUND:** Spokane Transit continues to invest in more and better bus service as part of implementation of its Board-adopted plans, including the *STA Moving Forward* plan, 2021 Near Term Investments, and as articulated in the 2025-2030 Transit Development Plan (TDP), adopted by the STA Board of Directors on July 25, 2024. The planned 2025 revisions to STA's Fixed Route network will provide 541,500 annualized revenue hours of service, a 0.95% increase compared to existing conditions.

The scale and scope of the programmed service changes meet the definition of "Category I – Minor" according to STA's Communications and Input Policy 1.1 found in *Connect Spokane*, STA's comprehensive plan for public transportation. This policy requires "Category I – Minor" changes to undergo documented customer input and culminates in a staff report submission to the Board prior to changes going into effect.

Staff conducted public outreach from October 28, 2024 to January 28, 2025, receiving input from riders and the community, and holding twelve meetings with jurisdictional and key stakeholders that may have a particular interest in affected routes and stops.

During this period a public survey was conducted from November 13, 2024, to December 15, 2024. The survey was advertised on the STA website, social media accounts, Plaza stanchions, bulkhead signs, and flyers with QR codes were posted on over 300 bus stops. Coordination was also made for the survey link to be distributed through Commute Smart Northwest, and Newsletters or other digital distribution at the City of Airway Heights, the City of Liberty Lake, and Spokane County. In total, 485 respondents completed the survey.

The final 2025 Service Revisions report describes new service and service adjustments that are planned for implementation in September 2025. Highlights of the draft 2025 Service Revisions include the following:

- Introduce high-capacity double-decker coaches on the Cheney High Performance Transit (HPT) corridor.

- Implement Route 7, extending between Liberty Lake and Spokane International Airport, a key element of the I-90/Valley HPT Corridor Development Plan.
- Introduce new Route 93 in Liberty Lake with local service from Liberty Lake Park and Ride.
- Introduce Route 722, an optimization of Route 172 Liberty Lake Express, with new routing in Liberty Lake and the North Bank in Downtown Spokane, coupled with adjustments to Route 724 Liberty Lake Tech Express along East Appleway Avenue.
- Increase frequency on Route 45 Perry District to 30-minute service on weeknights and Saturdays.
- Adjust route and schedules on the West Plains, including route adjustments in Airway Heights, Medical Lake, and Cheney. This includes extending service in new areas of Airway Heights in conjunction with STA's funding partnership with the City of Airway Heights for the 6<sup>th</sup> Avenue extension and West Plains Connection Project.
- Routing adjustments to Route 11 North Bank/Downtown Shuttle.
- Retain high ridership trips of Route 661 EWU Express.
- Adjust Route 14 South Adams/Napa to service West 14<sup>th</sup> Avenue and South Lincoln Street.

The final 2025 Service Revisions Report will be available online beginning March 5, 2025, at the following link:

<https://www.spokanetransit.com/projects/2025-service-revisions/>

In line with the original timeline published on November 6, 2024, interim public outreach updates were issued to the PMER Committee on December 4, 2024. Final analysis of route adjustments was presented to the STA Executive Team on February 18, 2025.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM:** **5E** CITIZEN ADVISORY COMMITTEE UPDATE

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Carly Cortright, Chief Communications & Customer Service Officer

---

**SUMMARY:** Per their Charter, the Citizen Advisory Committee (CAC) is advisory to the Performance Monitoring and External Relations (PMER) Committee and will “represent the interests of the community and assist staff and STA in furthering STA’s stated mission, vision, and goals, in accordance with the regular input received from the public and stakeholders.”

To keep PMER informed of the activities of the CAC, an update will be provided during the meeting.

**RECOMMENDATION TO COMMITTEE:** Receive report

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 7A:** JANUARY 2025 OPERATING INDICATORS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Brandon Rapez-Betty, Chief Operations Officer

---

**SUMMARY:** There were the same number of weekdays in January 2025 compared to January 2024 (21 vs. 21). The on-time performance for Fixed Route was 94.7% and Paratransit 96.2%.

**FIXED ROUTE**

Ridership	January 2025	January 2024	Month/Month %Change	Year/Year %Change
Monthly	883,230	776,596	13.7%	13.7%
Average Weekday	34,787	31,003	12.2%	12.2%
Adult	366,561	341,777	7.3%	7.3%
Zero-Fare for Youth	173,785	150,632	15.4%	15.4%
Reduced Fare / Paratransit	106,145	90,378	17.4%	17.4%
CCS Pass	40,414	30,963	30.5%	30.5%
Eagle Pass	31,495	32,551	-3.2%	-3.2%

**PARATRANSIT**

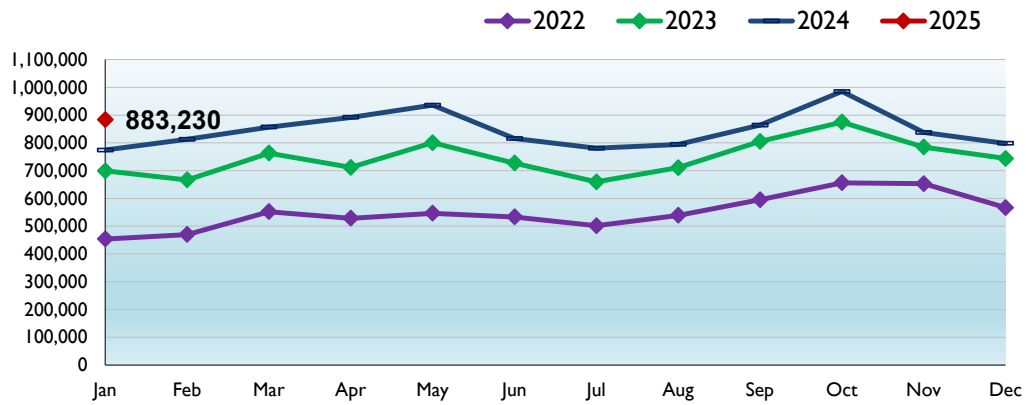
Ridership	January 2025	January 2024	Month/Month %Change	Year/Year %Change
Monthly	34,033	30,587	10.1%	10.1%
Directly operated	18,490	16,921	8%	8%
Contracted	15,543	13,666	12%	12%
Special Use Van	1,346	958	29%	29%

**RIDESHARE**

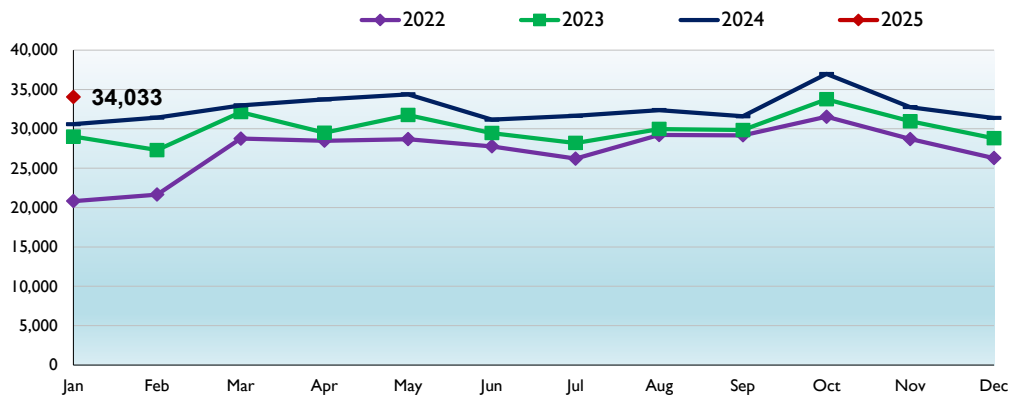
<b>Ridership</b>	<b>January 2025</b>	<b>January 2024</b>	<b>Month/Month %Change</b>	<b>Year/Year %Change</b>
Monthly Customer Trips	8,511	9,219	-7.7%	-7.7%
Year to Date Customer Trips	8,511	9,219	-7.7%	-7.7%
<b>Groups in Operation</b>				
Monthly Active Groups	88	82	6	6

**RECOMMENDATION TO COMMITTEE:** Information only.

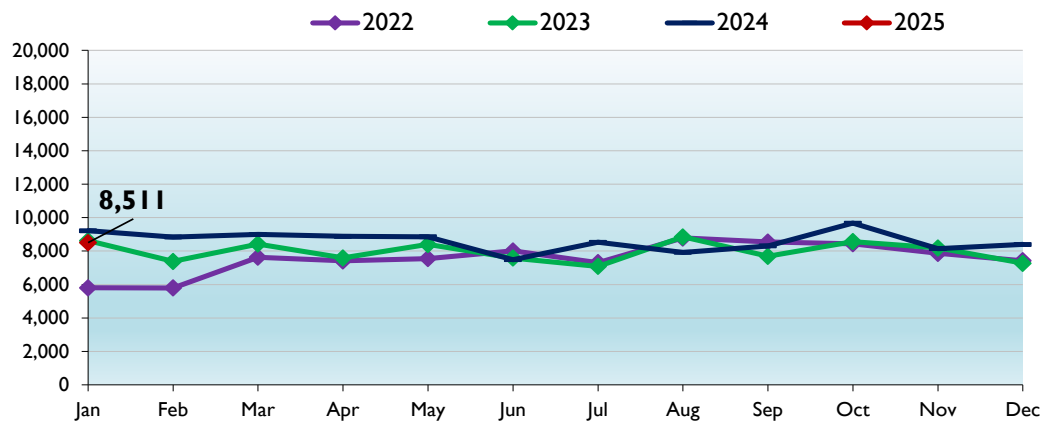
## FIXED ROUTE RIDERSHIP



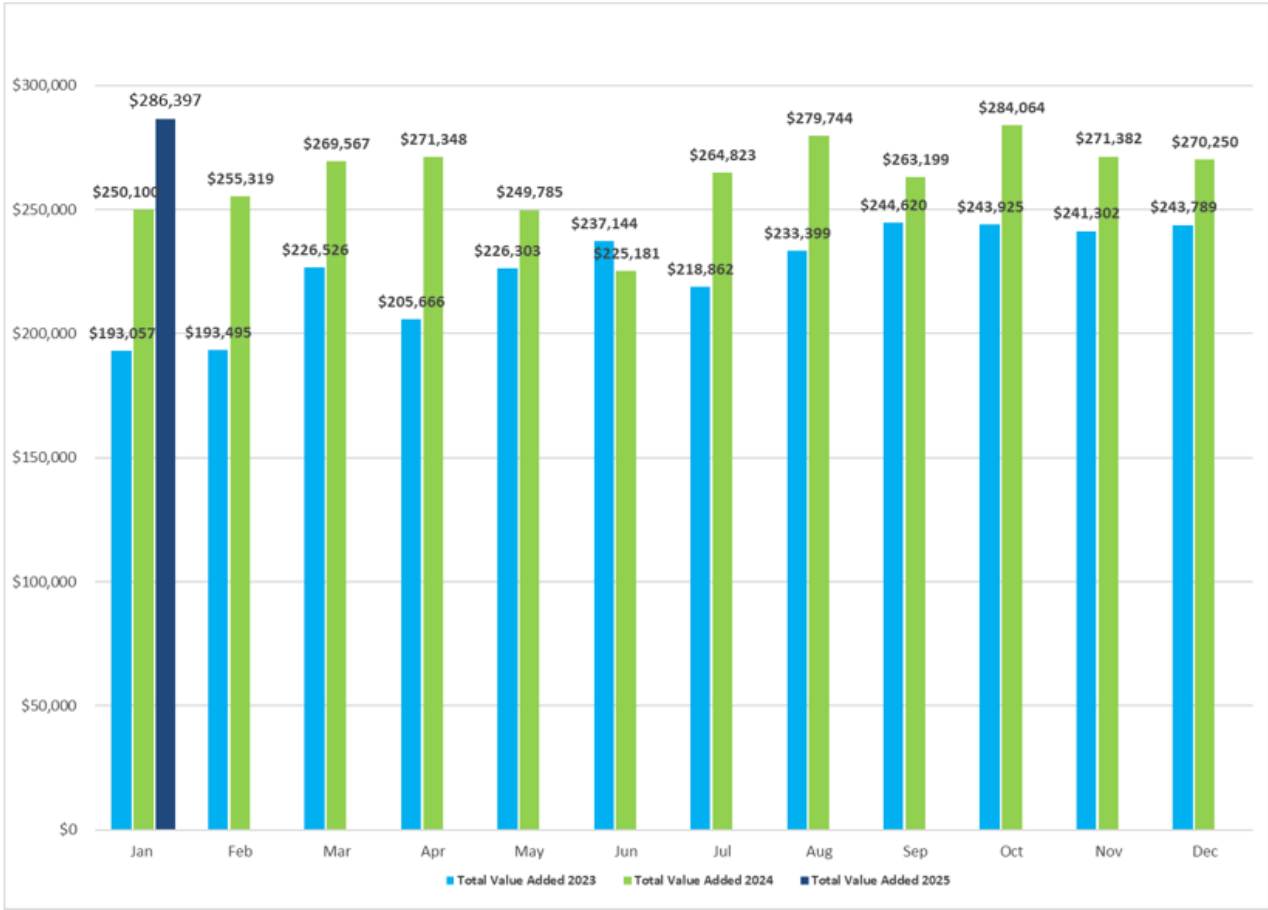
## PARATRANSIT RIDERSHIP



## RIDESHARE RIDERSHIP

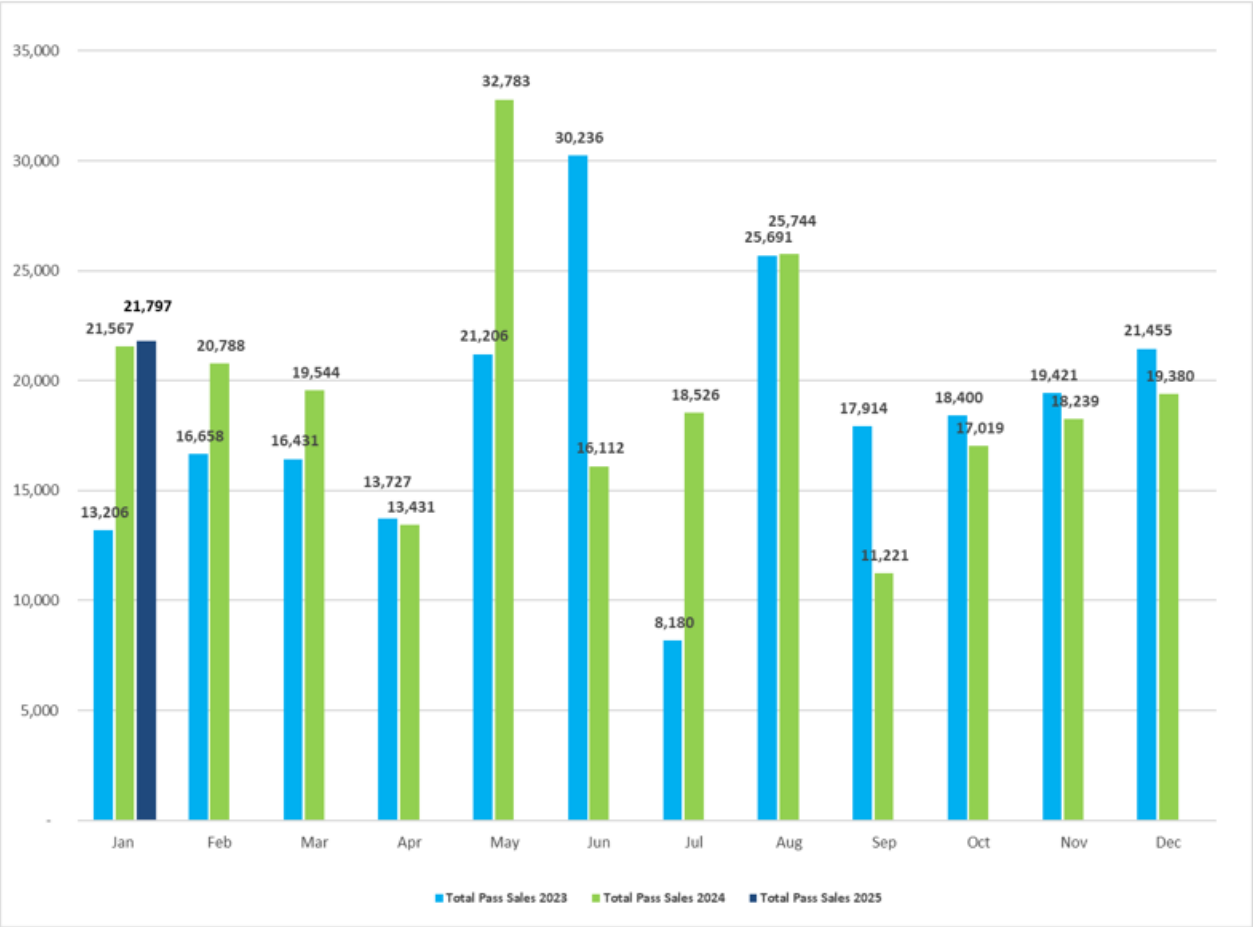


# MONTHLY VALUE ADDED TO CONNECT CARDS



	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
Autoload	\$ 8,493	\$ 13,603	\$ 16,950	24.6%
Call Center	\$ 3,949	\$ 7,638	\$ 8,457	10.7%
Customer Service Terminal	\$ 60,239	\$ 60,471	\$ 62,608	3.5%
Customer Website	\$ 23,741	\$ 22,223	\$ 21,380	-3.8%
Mobile Ticketing	\$ 87,077	\$ 111,298	\$ 115,314	3.6%
Institutional Website	\$ 8,266	\$ 19,089	\$ 26,735	40.1%
Open Payments	\$ -	\$ 12,348	\$ 31,224	152.9%
Retail	\$ 1,292	\$ 3,430	\$ 3,729	8.7%
Total	\$193,057	\$250,100	\$286,397	14.5%

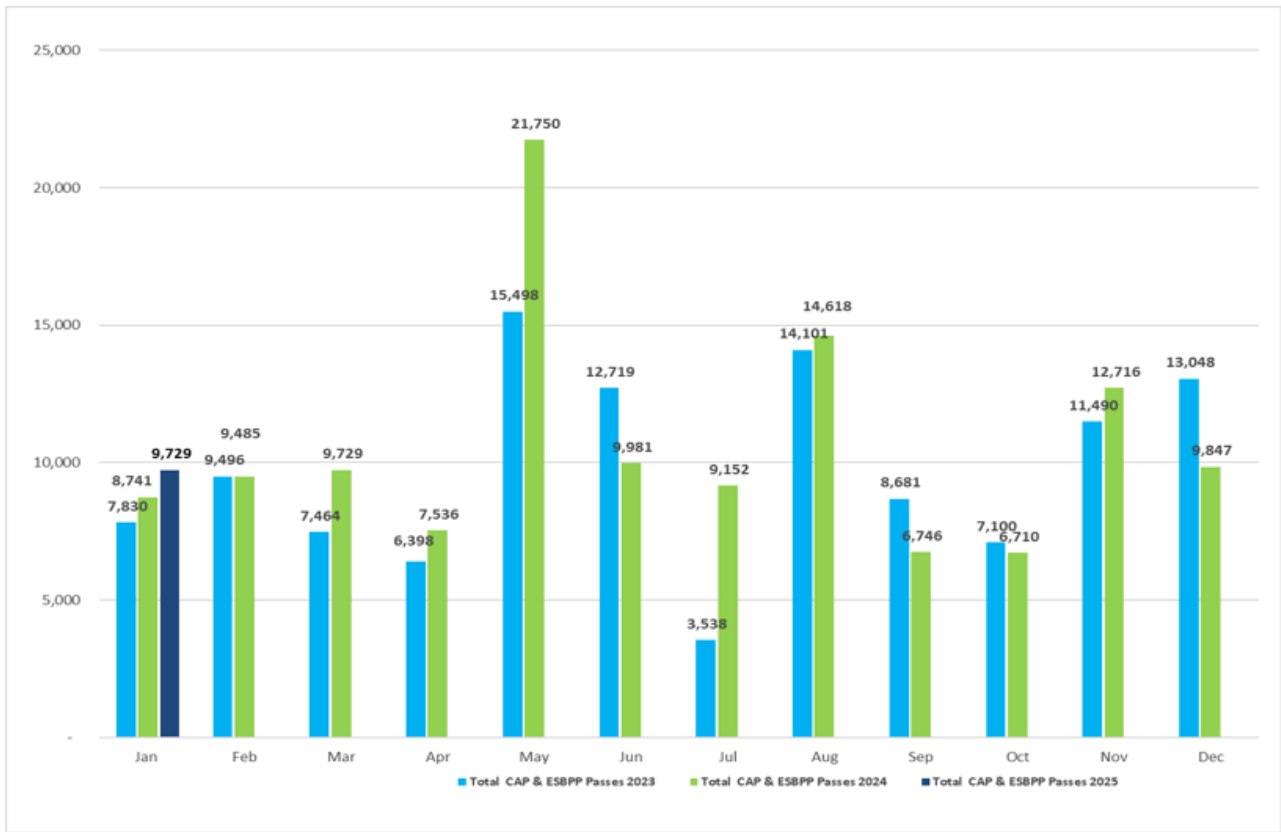
# MONTHLY PASSES SOLD ON THE CONNECT SYSTEM



	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
1-Ride	4,677	9,695	6,693	-31.0%
7-Day	211	292	375	28.4%
Day Pass	7,353	10,158	13,201	30.0%
Stars & Stripes/ Honored Rider	45	52	55	5.8%
Paratransit Monthly	33	39	47	20.5%
Shuttle Park	196	136	69	-49.3%
31-Day Rolling	691	1,195	1,357	13.6%
<b>Total</b>	<b>13,206</b>	<b>21,567</b>	<b>21,797</b>	<b>1.1%</b>

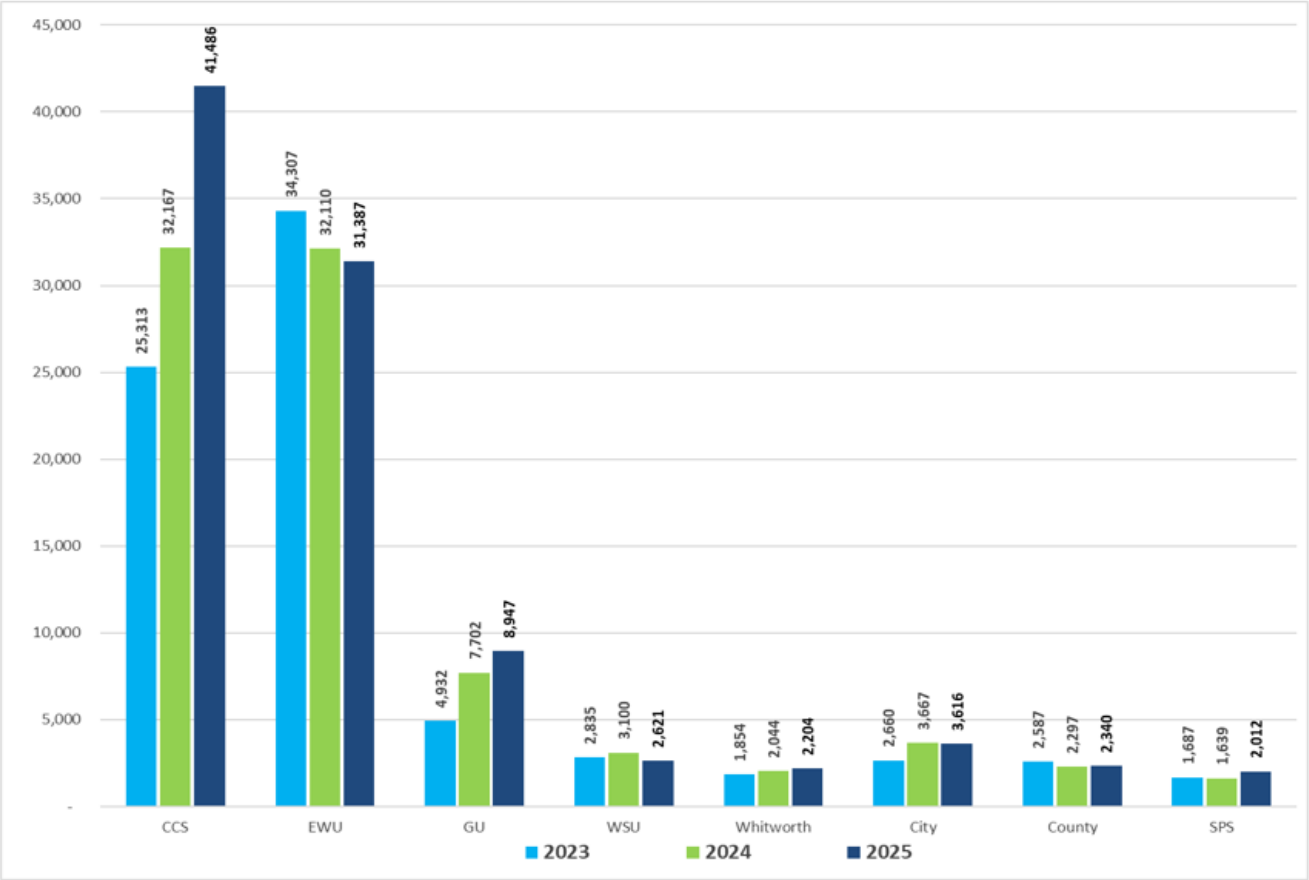


COMMUNITY ACCESS AND EMPLOYER SPONSORED PASS SALES (Included in Total Passes Sold)



	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
1-Ride CAP	1,607	3,453	2,468	-28.5%
Day Pass CAP	5,905	4,828	6,771	40.2%
Employer Sponsored Bus Pass	318	460	490	6.5%
Total	7,830	8,741	9,729	11.3%

# JANUARY YTD UTAP RIDES



	2023 YTD	2024 YTD	2025 YTD	Year over Year Change
CCS	25,313	32,167	41,486	29.0%
EWU	34,307	32,110	31,387	-2.3%
GU	4,932	7,702	8,947	16.2%
WSU	2,835	3,100	2,621	-15.5%
Whitworth	1,854	2,044	2,204	7.8%
City	2,660	3,667	3,616	-1.4%
County	2,587	2,297	2,340	1.9%
Spokane Public Schools	1,687	1,639	2,012	22.8%
<b>Total</b>	<b>76,175</b>	<b>84,726</b>	<b>94,613</b>	<b>11.7%</b>

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 7B :** JANUARY 2025 FINANCIAL RESULTS SUMMARY

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tammy Johnston, Interim Chief Financial Officer  
Kristi Rockwell, Accounting Manager

---

**SUMMARY:** Attached are the January 2025 financial results. The charts are being shown with a comparison to the YTD budgetary and prior year actual values.

Revenue

Overall, January year-to-date revenue is 1.0% (\$0.1M) higher than budget impacted by the following:

- Fares & Other Transit Revenue is 16.9% higher than budget
- Sales Tax Revenue is 4.2% lower than budget
- Federal & State Grant Revenue is 22.6% higher than budget
- Miscellaneous Revenue is 0.7% lower than budget

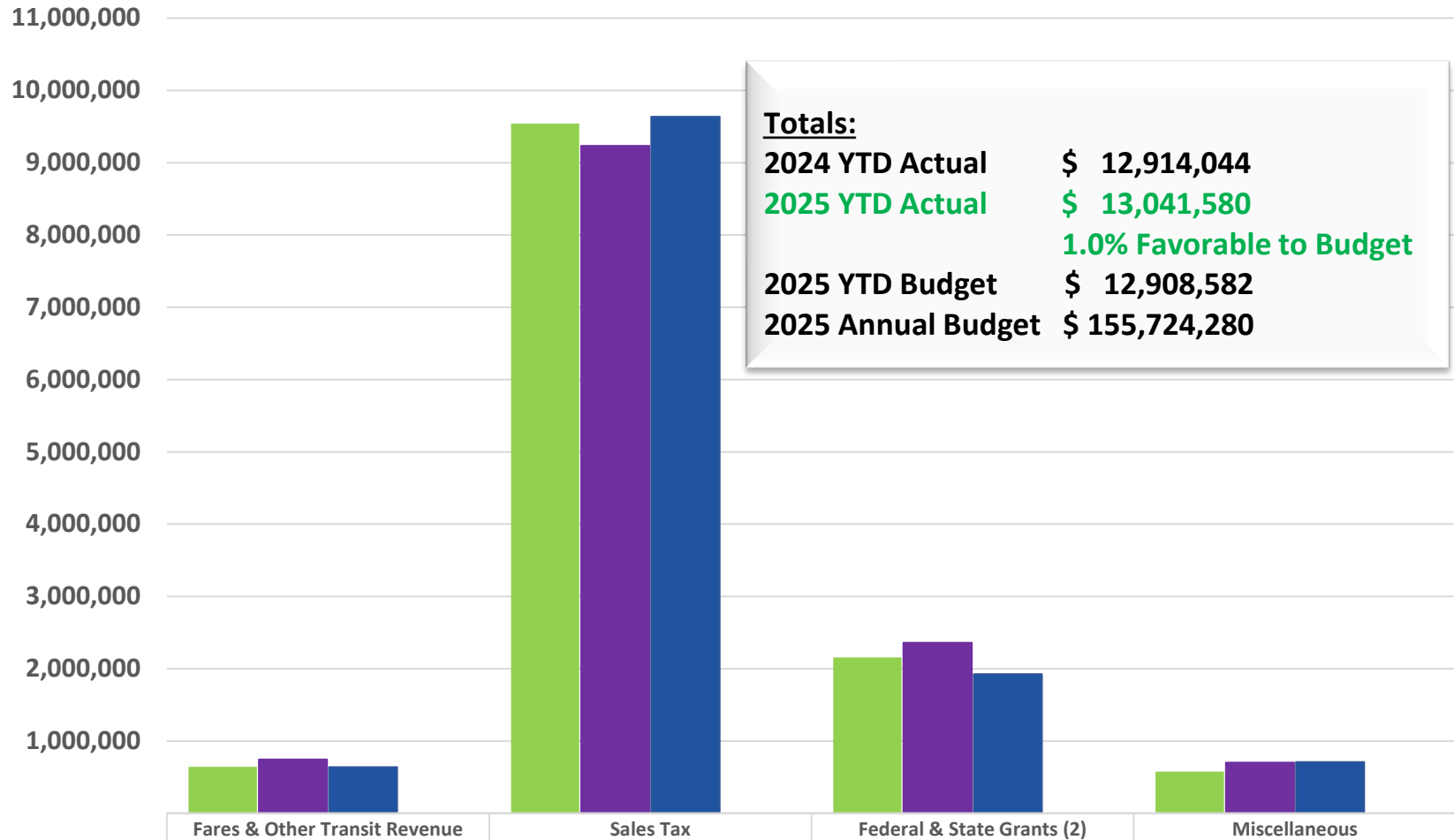
Operating Expenses

Overall, January year-to-date operating expenses are 7.8% (\$0.9M) lower than budget influenced by the timing of payments as follows:

- Fixed Route is 5.2% lower than budget
- Paratransit is 9.6% lower than budget
- Rideshare is 25.6% lower than budget
- Plaza is 22.8% lower than budget
- Administration is 12.6% lower than budget

**RECOMMENDATION TO COMMITTEE:** Information only.

## Spokane Transit Revenues <sup>(1)</sup> - January YTD 2025



	Fares & Other Transit Revenue	Sales Tax	Federal & State Grants (2)	Miscellaneous
2024 YTD Actual	643,237	9,541,665	2,153,597	575,545
2025 YTD Actual	745,707	9,232,330	2,360,681	702,862
2025 YTD Budget	637,871	9,637,082	1,926,129	707,500
2025 YTD Budget Variance	16.9%	-4.2%	22.6%	-0.7%
2025 Budget	7,808,056	116,312,668	23,113,552	8,490,004

(1) Above amounts exclude grants used for capital projects. Year-to-date January state capital grant reimbursements total \$0 and federal capital grant reimbursements total \$0.

## Spokane Transit Operating Expenses<sup>(1)</sup> - January YTD 2025

8,000,000

7,000,000

6,000,000

5,000,000

4,000,000

3,000,000

2,000,000

1,000,000

### Totals:

2024 YTD Actual \$ 9,343,404

2025 YTD Actual \$ 10,587,351

-7.8% Favorable to Budget

2025 YTD Budget \$ 11,479,057

2025 Annual Budget \$ 131,439,729

### Fuel:

2024 YTD Actual \$ 472,629

2025 YTD Actual \$ 444,752

-20.1% Favorable to Budget

2025 YTD Budget \$ 556,951

2025 Annual Budget \$ 6,496,979

	Fixed Route	Paratransit	Rideshare	Plaza	Administration
2024 YTD Actual	6,311,350	1,512,263	55,045	217,888	1,246,858
2025 YTD Actual	7,009,444	1,659,523	74,641	275,562	1,568,181
2025 YTD Budget	7,390,570	1,836,653	100,296	356,786	1,794,752
2025 YTD Budget Variance	-5.2%	-9.6%	-25.6%	-22.8%	-12.6%
2025 Total Budget	85,959,111	21,875,233	955,926	4,103,871	18,545,588

(1) Operating expenses exclude capital expenditures of \$0 and Street/Road cooperative projects of \$0 for year-to-date January 2025.

## SPOKANE TRANSIT AUTHORITY

### PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

March 5, 2025

AGENDA ITEM **7C** : FEBRUARY 2025 SALES TAX REVENUE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tammy Johnston, Interim Chief Financial Officer

---

**SUMMARY:** Attached is the February 2025 voter-approved sales tax revenue information. February sales tax revenue, which represents sales for December 2024, was:

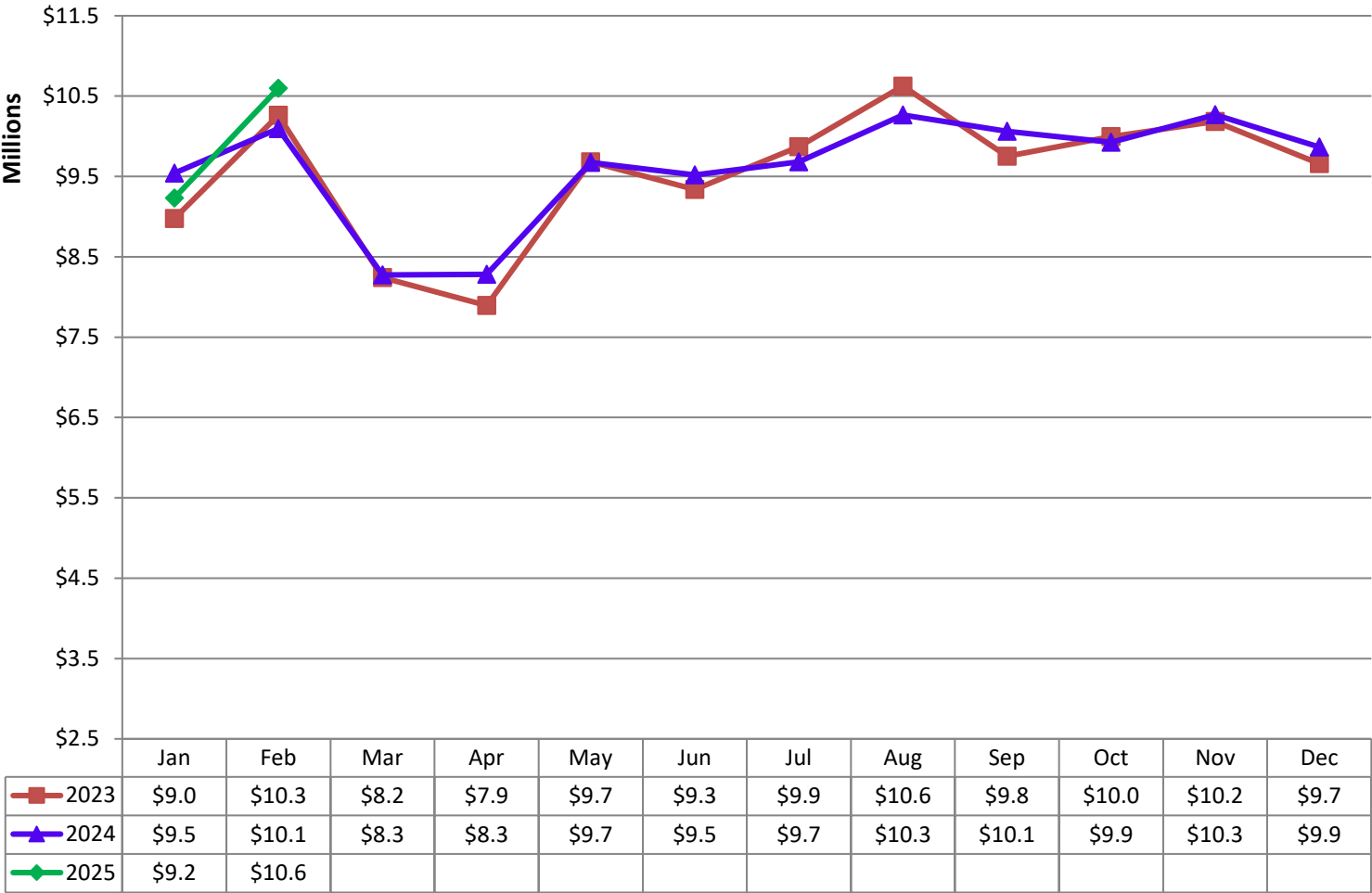
- 3.9% above 2025 budget
- 0.02% below YTD 2025 budget
- 5.0% above 2024 actual
- 1.0% above YTD 2024 actual

Total taxable sales for December were *up* 4.5% from December 2023. 2024 YTD sales are *up* 0.8% compared with December 2023 YTD. Retail, Construction and Accommodation and Food Services continue to be the top 3 rankings:

- Retail Trade *increased* by 1.9% (\$11.8M) in December 2024 vs December 2023 and is *down* by 1.8% (\$-118.4M) December 2024 YTD vs 2023 YTD
  - Other Miscellaneous Retailers *increased* 5.1% or \$55.3M December 2024 YTD over December 2023 YTD
  - Automotive Parts, Accessories, and Tire Retailers *increased* 11.2% or \$27.6M December 2024 YTD over December 2023 YTD
  - Grocery and Convenience Retailers *increased* 6.3% or \$23.0M December 2024 YTD over December 2023 YTD
  - Electronics and Appliance Retailers *increased* 3.2% or \$12.8M December 2024 YTD over December 2023 YTD
  - Gasoline Station Retailers *increased* 3.1% or \$5.4M December 2024 YTD over December 2023 YTD
  - Warehouse Clubs, Supercenters, and Other General Merchandise Retailers *decreased* 1.1% or (\$-10.7M) December 2024 YTD over December 2023 YTD
  - Furniture and Home Furnishings Retailers *decreased* 7.6% or (\$-14.2M) December 2024 YTD over December 2023 YTD
  - Sporting Goods, Hobby, and Musical Instrument Retailers *decreased* 6.7% or (\$-17.8M) December 2024 YTD over December 2023 YTD
  - Other Motor Vehicle Dealers *decreased* 12.4% or (\$-24.2M) December 2024 YTD over December 2023 YTD
  - Building Material and Supplies Dealers *decreased* 7.6% or (\$-51.5M) December 2024 YTD over December 2023 YTD
  - Health and Personal Care Retailers *decreased* 17.2% or (\$-53.1M) December 2024 YTD over December 2023 YTD

- Automobile Dealers *decreased* 4.7% or (\$-56.1M) December 2024 YTD over December 2023 YTD
- Construction *increased* by 17.1% (\$27.4M) in December 2024 vs December 2023 and is *up* by 1.4% (\$30.4M) December 2024 YTD vs 2023 YTD
- Accommodation and Food Services *decreased* by 0.5% (\$-0.6M) in December 2024 vs December 2023 and is *up* by 1.5% (\$21.2M) December 2024 YTD vs 2023 YTD

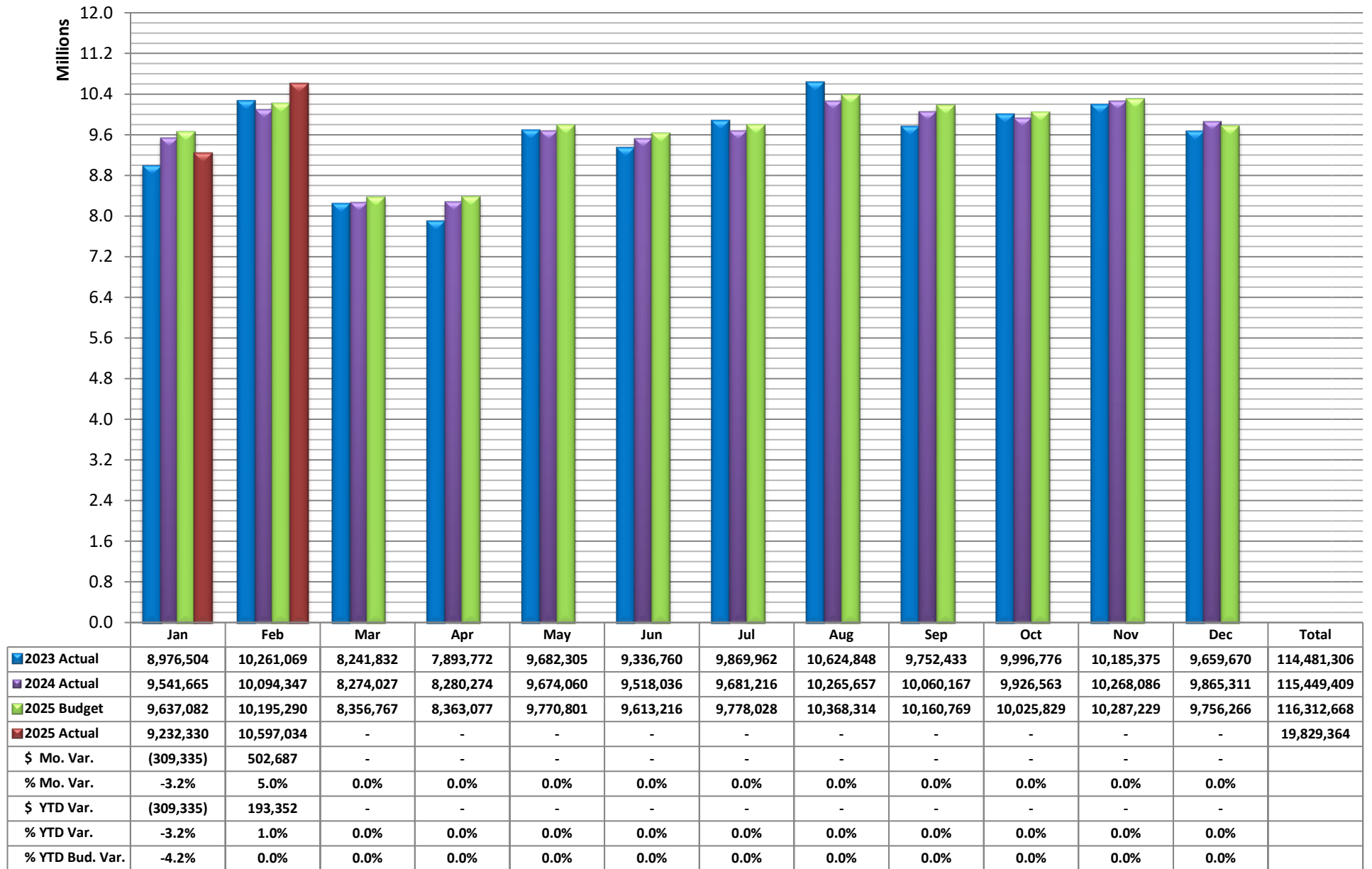
Sales Tax Revenue History-February 2025<sup>(1)</sup>



(1) Voter-approved sales tax distributions lag two months after collection by the state. For example, collection of January's sales tax revenue is distributed in March.



## 2023 - 2025 SALES TAX RECEIPTS <sup>(1)</sup>



<sup>(1)</sup> Voter-approved sales tax distributions lag two months after collection. For example, collection of January's sales tax revenue is distributed in March.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 8 :** APRIL 2, 2025 DRAFT COMMITTEE MEETING AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** STA Staff

---

**SUMMARY:** At this time, members of the Performance Monitoring & External Relations Committee will have an opportunity to review and discuss the items to be included on the April 2, 2025, draft agenda.

**RECOMMENDATION TO COMMITTEE:** For discussion.

Spokane Transit Authority  
1230 West Boone Avenue  
Spokane, WA 99201-2686  
(509) 325-6000

## PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING

Wednesday, April 2, 2025

1:30 p.m. – 3:00 p.m.

**Northside Conference Room**  
**Spokane Transit Authority**  
**1230 W. Boone Avenue, Spokane, WA**  
*w/Virtual Public Viewing Option Link Below*

### AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
  - A. Minutes of March 5, 2025, Committee Meeting - *Corrections/Approval*
  - B. Enterprise Asset Management - Scope of Work Approval *(Rapez-Betty)*
4. Committee Action *(10 minutes)*
  - A. Board Consent Agenda
    1. Project Management Software - Award of Contract *(Otterstrom)*
    2. Uniforms & Accessories - Award of Contract *(Rapez-Betty)*
  - B. Board Discussion Agenda
5. Reports to Committee *(40 minutes)*
  - A. 2024 Year-End Performance Measures *(Rapez-Betty)*
  - B. Preventable Accident Reduction Strategy *(Rapez-Betty)*
  - C. 2025-2026 Workforce Development Plan *(Williams)*
  - D. Citizen Advisory Committee Update *(Cortright)*
6. CEO Report *(Rapez-Betty/Otterstrom)* *(15 minutes)*
7. Committee Information (no discussion/staff available for questions)
  - A. February 2025 Operating Indicators *(Rapez-Betty)*
  - B. February 2025 Financial Results Summary *(Johnston)*
  - C. March 2025 Sales Tax Revenue *(Johnston)*
  - D. May 2025 Service Change *(Otterstrom)*
8. Review April 2, 2025, Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 30, 2025, at 1:30 p.m. (May Meeting)

Optional Virtual Link:	Join Here	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 0425
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://www.spokanetransit.com). Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see [www.spokanetransit.com](http://www.spokanetransit.com). Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 9:** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

---

**SUMMARY:** At this time, the Committee will have the opportunity to discuss new business relating to Performance Monitoring & External Relations.

**RECOMMENDATION TO COMMITTEE:** For Information only.

**SPOKANE TRANSIT AUTHORITY**

**PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE MEETING**

March 5, 2025

**AGENDA ITEM 10 :** COMMITTEE MEMBERS' EXPRESSIONS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

---

**SUMMARY:** At this time, members of the Performance Monitoring & External Relations Committee will have an opportunity to express comments or opinions.

**RECOMMENDATION TO COMMITTEE:** For discussion.