

CITIZEN ADVISORY SPECIAL COMMITTEE MEETING (CAC)

Meeting Minutes for October 27, 2021
Video Conference Call

MEMBERS PRESENT

Dan Brown
Linda Carroll
Chris Fortensky
Brian Kamp, Committee Chair
JT Ramsey
Susan Gray
Dennis Anderson
Caleb McDougall
Michelle Rasmussen

MEMBERS ABSENT

STAFF PRESENT

Brandon Rapez-Betty, Director of Communications &
Customer Service
Stacia Bowers, Executive Assistant
Monique Liard, Chief Financial Officer
Emily Arneson, Community Ombudsman &
Accessibility Officer
Frank Bezemer, Senior Transportation Manager-Fixed
Route
Nancy Williams, Director of Human Resources & Labor
Relations
Karl Otterstrom, Director of Planning & Development

GUESTS

Steve Faust

1. CALL TO ORDER AND ROLL CALL

The Chair called the special meeting to order at 5:00 p.m. and roll call was conducted.

2. CHAIR REPORT

The Chair commented on the proposal for a committee field trip to ride on Paratransit vans in the spring if COVID-19 conditions are amenable. He also noted that while still on the agenda, today's State of the Agency presentation would not be given by CEO Susan Meyer.

3. PUBLIC EXPRESSIONS

None.

4. COMMITTEE ACTION

A. Minutes of the Citizen Advisory Committee (CAC)—Corrections or Approval:

The Chair asked the committee to review the minutes of the September 8, 2021, meeting. The minutes were approved.

B. Approval of CAC applicant:

The Chair introduced new CAC applicant Steve Faust and reviewed his qualifications for becoming a committee member. Emily Arneson added that Steve's application was very thorough and indicative of the quality of person the committee would like to have; Steve has the staff's support. A motion to send Steve Faust to PMER for consideration of appointment as a CAC member was approved.

5. COMMITTEE REPORTS:

A. State of the Agency:

Karl Otterstrom provided an update to the City Line schedule. The new launch date is July 2023 due to supply chain issues for the rolled tube steel needed for station shelters. Extended systems testing will also be done at the recommendation of engineering professionals and federal counsel.

Nancy Williams provided an update on COVID-19 at STA. This included current numbers of employees out on COVID leave as well as the percentage of employees who have reported that they are vaccinated (about 60%). Employees are still able to receive incentive pay for receiving the vaccine. Today, STA received six monitors that will take body temperatures and confirm mask compliance for each employee or guest who enters an STA facility. STA is awaiting the announcement of OSHA's Emergency Temporary Standards which will include details regarding a vaccine mandate.

B. Snow Plan:

Frank Bezemer provided an overview on STA's overall preparation for snow, including pre-planned detours, adjusted levels of service for Paratransit, additional staffing, an emergency communications plan, and helpful customer tips.

C. 2022 Draft Operating and Capital Budgets:

Monique Liard began by noting that as always, STA's budget is anchored in support of STA's vision, mission, and organizational priorities. She reviewed 2022 budget guidance and noted the guidance is in compliance with the year's action plan.

- Operating Revenue Budget
 - 2022: \$143,418,568
 - 2021: \$96,994,755
 - The large increase in revenue budget is due to sales tax and federal and state grants.
- Operating Expenses
 - 2022: \$90,521,875
 - 2021: \$82,229,691
 - The changes are a result of increased labor/benefits, increased services, contracted transportation, materials, and insurance/utilities/other.
- Capital
 - 2022 Capital Total: \$67,690,286
 - This amount is approximately \$2.2 million more than the amount listed in the Transit Development Plan because of cost increases and schedule delays due to COVID-19.

Ms. Liard closed by noting that the estimated end of year cash balance after reserves is \$121,143,183, and that the final budget will be presented to the Board for adoption at the December 16, 2021, board meeting.

D. Website Redevelopment Update:

Brandon Rapez-Betty provided information regarding the www.spokanetransit.com website redevelopment. Many of the upcoming changes are a result of data that shows 85% of users are accessing the website from a mobile device and are looking for route information. It will also prioritize agency information and public records access. The project is approximately 60% complete. One feature of the updated website is that it will be fully ADA accessible.

Mr. Rapez-Betty also provided a demonstration to easily find every bus stop number by clicking Real Time on the website.

E. Public Records/Open Public Meetings Training Requirement:

Emily Arneson presented information regarding the Public Records Act (RCW 42.56) and the Open Public Meetings Act (RCW 42.30) as both apply to the CAC and its members. All members must receive training on the OPMA and PRA within 90 days of assuming duties of their position and at least every four years thereafter. The training is free and available online. Ms. Arneson will provide information for completing the training to all members via email.

F. Recruitment:

The Chair commented on the approval of new member Steve Faust at today's meeting and indicated there would likely be a new member at the next CAC meeting in February. He pointed out that nine committee members were present at today's meeting which is the most he has ever seen at a CAC meeting and complimented the group. The Chair encouraged members to be proactive in recruiting additional members.

6. COMMITTEE INFORMATION

A. CAC 2022 Work Plan:

The Chair pointed committee members to their meeting packet which included the CAC Work Plan, which outlines topics that are typically covered in various CAC meetings throughout the year.

7. MEMBERS EXPRESSIONS:

Chris Fortensky complimented Brandon Rapez-Betty and his staff for assisting the Blind Veterans Association on a successful White Cane Safety Day.

The Chair thanked Linda Carroll for writing a Letter to the Editor at the Spokesman Review responding to an op-ed column that had been written in early September 2021. He encouraged members to review the pieces which can be found online.

The Chair recapped a presentation he provided to his neighborhood committee, the North Indian Trail neighborhood, regarding STA. He also fielded approximately 20 minutes of questions and he expressed surprise at how little his neighbors knew regarding STA. The Chair encouraged committee members to reach out to their own neighborhood committee to present or answer questions about STA.

The Chair also recognized Caleb McDougall for writing a letter to the Whitworth University community indicating his ability and willingness to answer any questions about STA.

JT Ramsey asked if there is a tool available that would create a map displaying routes that service the University District. Brandon Rapez-Betty answered that STA works with each university that has a UTAP program to provide information to students, as well as operating social media campaigns in-house. Mr. Rapez-Betty indicated that STA would reach out again to Gonzaga University to ensure that the University of Washington students on campus are included in the information.

8. SET AGENDA ITEMS FOR FUTURE CAC MEETINGS:

- Minutes of the October 27, 2021, Committee **Special** Meeting – Corrections/Approval
- Fare System Update
- Cheney HPT Line
- I-90/Valley HPT Line
- 2022 Service Change
- Website Redevelopment
- STA Board's Strategic Planning Efforts
- Legislative Update
- Recruitment

8. ADJOURN

The meeting was adjourned at approximately 6:22pm.

Respectfully submitted,

Kate Kelly
Executive Assistant to the Director of Human Resources & Labor Relations