

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

CITIZEN ADVISORY COMMITTEE MEETING (CAC)
Meeting Minutes for September 8, 2021
Video Conference Call

MEMBERS PRESENT

Dan Brown
Linda Carroll
Chris Fortensky
Charles Howell
Brian Kamp, Committee Chair
Larry Lapidus
Caleb McDougall
Michelle Rasmussen

STAFF PRESENT

Brandon Rapez-Betty, Director of Communications & Customer Service
Stacia Bowers, Executive Assistant
Monique Liard, Chief Financial Officer
E. Susan Meyer, Chief Executive Officer
Karl Otterstrom, Director of Planning & Development
Ryan Brodwater, Capital Project Manager

MEMBERS ABSENT

Dennis Anderson
Dick Denenny
Susan Gray

GUESTS

JT Ramsey

1. CALL TO ORDER AND ROLL CALL

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

2. CHAIR REPORT

None.

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 June 15, 2021, **special** meeting. The minutes were approved.

B. Approval of CAC applicant:

This item was moved up from Recruitment item 4E below as it is a Committee Action. Brian Kamp and Stacia Bowers interviewed JT Ramsey, a medical student, and recommended approval to send this applicant to Performance Monitoring and External Relations (PMER) committee. The committee approved sending JT Ramsey to PMER for consideration of appointment as a CAC member.

C. Election of the Committee Chair

Brian Kamp was elected as the committee Chair.

5. COMMITTEE REPORTS:

A. 2020 State Audit Exit Brief:

Monique Liard presented the results of the June 7, 2021, Washington State Auditor's Office Exit Conference Audit exit brief for 2020, which was held with STA staff and the Chair of the Board of Directors. The next audit for the 2021 fiscal year is scheduled to begin in March 2022.

Reports are publicly available on the State Auditor's website: <https://sao.wa.gov/reports-data/audit-reports>

B. STA Moving Forward Performance Tracking:

Karl Otterstrom provided the status report for STA Moving Forward (STAMF) projects. Projects for 2021 have been completed. Projects slated for 2022 include: improved routes/frequency to Hillyard, improved service in West Central, and City Line construction.

C. Sprague High Performance Transit (HPT) Update:

Karl Otterstrom presented information on the Sprague High Performance Transit (HPT) Line, an important transit corridor. This STAMF project entails:

- Enhancing Route 90 to HPT levels, including improved amenities
- Connects the region's city centers, including downtown Spokane and the City of Spokane Valley
- Provides connection with other modes of transportation
- Leverage learning gained from the successful implementation of Monroe-Regal Line
- Other project elements
 - Evaluate need for additional pedestrian crosswalks
 - Analysis of Transit Signal Priority (TSP)
 - Evaluate feasibility of Business Access Transit (BAT) lanes
 - HPT amenities at Valley Transit Center
 - Future electrification

Mr. Otterstrom also made note of the budget, stop typology, revisions and improvements, and the project schedule.

D. Public Records/Open Public Meetings Training Requirements:

Tabled until November meeting.

E. Recruitment:

The applicant approval to move forward to PMER was moved up to 3B.

There are two more applicants referred by Brian Kamp that were just received. The chair reminded the committee to look for members to recruit and send them to the online application on the STA website.

5. COMMITTEE MEMBERS EXPRESSIONS:

The chair thanked Caleb McDougall for communicating to Whitworth University that he is their representative on this committee.

The chair would like to discuss Uber/Lyft accessibility issues at a future meeting.

Linda Carroll mentioned that she would like access to all the bus stop numbers. Brandon Rapez-Betty noted that this information is available in several locations, including on Google Maps and the trip planner on STA's website. Mr. Rapez-Betty offered to do a presentation or tutorial on how to use these resources for any CAC member who is interested.

Caleb McDougall asked if STA is planning on developing a smart phone app. Brandon Rapez-Betty informed the committee that a fare collection app is being developed in conjunction with the website redevelopment. This effort will allow users to manage their fares on an account-based system. There will be a report on the progress of these projects at a future CAC meeting.

QR codes were suggested by the chair.

6. **COMMITTEE INFORMATION:**

Information only. No discussion.

7. **SET MEETING SCHEDULE & AGENDA ITEMS FOR THE NOVEMBER 10, 2021, MEETING:**

- Minutes of the September 8, 2021, Committee meeting – Corrections/Approval
- 3rd Quarter 2021 Performance Measures – Results
- September 2021 Financial Results Summary
- Fare System Update
- Snow Plan
- Google Maps Tutorial
- Public Records/Open Public Meetings Training Requirements
- CAC 2022 Work Plan (Committee Information)
- Recruitment/Orientation

8. **ADJOURN**

Respectfully submitted,



Stacia Bowers

Executive Assistant to the Director of Communication & Customer Service