

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

**CITIZEN ADVISORY COMMITTEE MEETING (CAC)**  
Meeting Minutes for October 9, 2019  
Southside Conference Room

**MEMBERS PRESENT**

Dennis Anderson  
Ann Campeau  
Susan Gray  
Brian Kamp  
Larry Lapidus  
Michelle Rasmussen, Committee Chair

**MEMBERS ABSENT**

Dick Denenny  
Charles Howell  
Larry Luton

**STAFF PRESENT**

Emily Arneson, Community Ombudsman and  
Accessibility Officer  
Stacia Bowers, Executive Assistant  
Monique Liard, Chief Financial Officer  
Karl Otterstrom, Director of Planning and Development  
Lynda Palmer, Chief Financial Officer (retiring)  
Brandon Ropez-Betty Director of Communications &  
Customer Service

**GUESTS**

**1. CALL TO ORDER AND ROLL CALL**

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

**2. PUBLIC EXPRESSIONS**

None.

**3. COMMITTEE ACTION**

**a. Minutes of the Citizen Advisory Committee - Corrections or Approval**

Michelle Rasmussen asked the committee to review the minutes of the September 11, 2019 meetings. The minutes were approved.

**b. Committee Frequency:**

Michelle Rasmussen addressed the committee regarding meeting frequency. The Chair reviewed the votes which were mostly quarterly and every other month.

There are currently no CAC meetings in August and January as it mirrors the Performance Monitoring and External Relations Committee (PMER) meeting months.

Brandon Ropez-Betty reviewed the Open Public Meetings Act (OPMA) handout. Discussion ensued.

A motion was made for the Bylaws to have language added stating that special meetings can be called if necessary. The motion passed.

A motion was made to change the meetings to an every other month schedule. The motion passed.

The frequency of the CAC meetings is now in February, April, June, September and November.

4. **COMMITTEE REPORTS:**

a. **Budget Presentation:**

Lynda Palmer presented the automated budget.

c. **Shared Mobility:**

Karl Otterstrom briefed the committee on Shared Mobility and the major Shared Mobility concepts; Mobility on Demand (MOD), and Mobility Hubs. STA is looking at this per the 2019 Strategic Plan, Strategy 4 – Explore Mobility Management.

Mr. Otterstrom expressed the term Shared Mobility is being used as a standard description. Shared Mobility is transportation services and resources that are shared among users, either concurrently or one after another.

Infrastructure - Mobility On-Demand (MOD) are services that do not operate on a fixed route or fixed schedule, but rather are requested by the customer and only then deployed for pick-up. They can provide service to area not currently served by fixed route transit, be an alternative to low performing fixed route or expand service span.

Systems - Mobility Hub is a place where people can seamlessly connect with multiple modes of transportation in a safe, comfortable and accessible environment. Provides physical integration among modes by co-locating car sharing, bike sharing, and other shared mobility services at/near public transit. Possible shared mobility concept locations include City of Spokane, Airway Heights, and City of Liberty Lake.

Using a Service Area Scoring Matrix, Five Mile Prairie scored the highest for New Service and Fairchild Air Force Base for Replacement Service.

The next step is guidance from the Board and concurrence on priority projects and timelines for implementation.

b. **I-976 Education:**

Brandon Rapez-Betty shared the I-976 guide with the committee members. He also directed the committee to go to online voter guide [spokanecounty.org/elections](http://spokanecounty.org/elections) for more information.

A public educational brochure was reviewed which is the one form of communication STA will be using. STA will print 15K of these brochures and they will be available at the Plaza, through the October newsletter and on social media.

d. **Recruitment/Orientation:**

There is nothing to report at this time.

5. **COMMITTEE INFORMATION:**

Karl Otterstrom reminded the members to meet at STA Administration Offices on October 19, 2019 for the I-90/Valley HPT Line Field Trip.

Karl Otterstrom responded to the last month's question regarding the logistics of the Reader Board & Audible Announcements. Dennis Anderson had requested that buses have audible stops at every stop especially on the express buses. Mr. Otterstrom explained that it is a matter of bandwidth, coding, staff, etc. Mr. Otterstrom agreed that the 144 and other express routes with longer lengths between stops would work, but not other routes as it is also a strain on our staff.

Brandon Rapez-Betty reviewed the standard convention for Flag Post Sign Information which is to create consistency. STA's standard convention is Route Number, Route Name, Travel Direction, Stop Number and Schedule Information and You can text, call, or go online to find the next bus.

Karl Otterstrom addressed the concern of 29th & Garfield Crosswalk in great detail. If there is a stop for inbound, the stop is at Hatch and there are no plans to change the stop at Spokane Teachers Credit Union (STCU). There is no signal, it would be expensive and would need city approval. Planning is looking at Arthur and 29th for a walk signal. Problems at the intersection include turn lanes and no refuge, pockets and a retaining wall, it would also need ADA accessible. Overall 29th is problematic.

6. **GENERAL BUSINESS:**

None.

7. **SET MEETING SCHEDULE & AGENDA ITEMS FOR THE NOVEMBER 13, 2019 MEETING:**

- Minutes of the October 9, 2019, Committee meeting – *Corrections/Approval*
- CAC 2019/2020 Work Plan
- STAMF Performance Tracking
- 2020 Performance Measures
- Snow Plan
- Fleet Transition Plan
- Recruitment/Orientation

8. **ADJOURN**

Respectfully submitted,



Stacia Bowers

Executive Assistant to the Director of Communication & Customer Service