

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

CITIZEN ADVISORY COMMITTEE MEETING
Wednesday, October 9, 2019
5:00 p.m.
Southside Conference Rooms

AGENDA

1. Call to Order & Roll Call
2. Public Expressions – *(Michelle Rasmussen) – 3 minutes per person*
3. Committee Action: Review of Citizen Advisory Committee Minutes - Corrections or Approval
 - a. Minutes of September 11, 2019 –Meeting – *(Michelle Rasmussen) – 5 minutes*
 - b. Committee Frequency – *(Michelle Rasmussen) – 10 minutes*
4. Committee Reports:
 - a. Automated Budget Presentation – *(Brandon Rapez-Betty) – 15 minutes*
 - b. I-976 Education – *(Brandon Rapez-Betty) – 5 minutes*
 - c. Shared Mobility – *(Mike Tresidder) – 10 minutes*
 - d. Recruitment/Orientation – *(Michelle Rasmussen) – 5 minutes*
5. Committee Information – *no action*
 - a. I-90/Valley HPT Line Field Trip Reminder - *(Karl Otterstrom) – 5 minutes*
 - b. Open Public Meetings Electronic Communication – *(Brandon Rapez-Betty) – 5 minutes*
 - c. Reader Board & Audible Announcements - *(Karl Otterstrom) – 5 minutes*
 - d. Flag Post Sign Information - *(Brandon Rapez-Betty) – 5 minutes*
 - e. 29th & Garfield Crosswalk - *(Karl Otterstrom) – 5 minutes*
6. General Business - *(Michelle Rasmussen) – 5 minutes*
7. Set agenda items for future CAC meetings – *(Michelle Rasmussen) – 5 minutes*
8. Adjourn

Next Committee Meeting: Next meeting is November 13th, 2019.
STA Conference Room, 1229 W. Boone Avenue, Spokane, WA 99201

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SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 2: PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

At this time, the Citizens Advisory Committee will give the public the opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

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AGENDA ITEM 3: MINUTES OF THE SEPTEMBER 11, 2019 COMMITTEE MEETING - CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

SUMMARY: Attached for your information, corrections, and/or approval are the minutes of the September 11, 2019 Citizen Advisory Committee meeting.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

CITIZEN ADVISORY COMMITTEE MEETING (CAC)
Meeting Minutes for September 11, 2019
Southside Conference Room

MEMBERS PRESENT

Dennis Anderson
Ann Campeau
Brian Kamp
Larry Lapidus
Larry Luton
Michelle Rasmussen

MEMBERS ABSENT

Dick Denenny
Charles Howell, Committee Chair
Susan Gray

STAFF PRESENT

Emily Arneson, Community Ombudsman and
Accessibility Officer
Stacia Bowers, Executive Assistant
Karl Otterstrom, Director of Planning and
Development
Lynda Palmer, Director of Finance and Information
Systems
Brandon Rapez-Betty Director of Communications &
Customer Service

GUESTS

Robert Gower

1. CALL TO ORDER AND ROLL CALL

Brandon Rapez-Betty 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

Brandon Rapez-Betty asked the committee to review the minutes of the July 10, 2019 meetings. The minutes were approved.

b. Committee Frequency:

Brandon Rapez-Betty addressed the email Stacia Bowers sent to the committee regarding committee meeting frequency. The votes were mostly quarterly and every other month. There are currently no CAC meetings in August and January because of no PMER months, so going to an every other month schedule would mean having CAC meetings in February, April, June, September and November.

Larry Luton expressed his opposition to the reduction.

Discussion ensued.

A motion was made for the bylaws to have language stating that special meetings can be called if needed. Motion passed.

A motion was made to table the vote on meeting frequency until the October meeting.

c. Election of Committee Chair:

Michelle Rasmussen was nominated and accepted the nomination. The committee voted and unanimously approved Michelle Rasmussen as the Chair of the CAC.

4. COMMITTEE REPORTS:

a. I-90/Valley HPT Line Field Trip Discussion:

Karl Otterstrom discussed the logistics of requesting a Promo Bus. Brandon Rapez-Betty and Karl Otterstrom requested that Stacia Bowers send out one last email requesting interest and confirming availability for October 5th and October 19th and if at least six CAC members are interested in and committed to going, the Field Trip will be scheduled.

b. Construction Project Update:

Karl Otterstrom provided an overview on the construction of the SCC Transit Center Spokane Falls Station, Moran Station Park and Ride, Monroe Regal High Performance Transit (HPT) Improvements, Plaza Sprague Avenue Zones, and Division Street bus stops and sidewalks.

c. September Service Change Communications Plan:

Brandon Rapez-Betty presented the September Service Change (SSC) Communication Plan. Mr. Rapez-Betty covered the tactics which included:

- new service change schedules
- stanchions
- user guides
- handouts
- website
- zone map
- employee info
- STA Informed
- Bulkheads
- STA Moving Forward
- Posters
- video content
- promoted posts

d. Central City Line (CCL) Update:

Karl Otterstrom updated the CAC on the two activities: 1) activities related to obligating the \$53.4 million Small Starts grant and 2) preparations for going out to bid for the bulk of construction in December.

e. Recruitment/Orientation:

Brandon Rapez-Betty indicated that STA had one application request. Dennis Anderson talked a potential recruit.

It was suggested to invite people from the Kendall Yards UTAP program.

5. COMMITTEE INFORMATION:

None.

6. GENERAL BUSINESS:

The meeting space at the Plaza was discussed as a potential location for CAC meetings. Due to parking and possible tenants it is not viable at this time.

Dennis Anderson reported on the 144 there is a bus closure on 14th.

Mr. Anderson also asked if there has been any feedback on Bernard regarding the stop on 19th and access to the park. Emily Arneson and Brandon Rapez-Betty both responded they had not received feedback specific to the park.

Mr. Anderson asked if there is a possibility that the reader boards could flash all the upcoming stops. Staff will look into whether the bus can do both auditory and visual together or if you can break them out. Additionally, Mr. Anderson asked if Route signs for Express Routes could have “Mon-Fri Only” posted on them to avoid rider confusion. Staff will follow up at next meeting. Lastly, Mr. Anderson asked about plans for a crosswalk at 29th and Garfield.

Lynda Palmer reported that a link sent to the CAC with the budget information. Lynda Palmer announced that she is retiring October 31, 2019 and thanked CAC members for their insight and input. She asked that any budget thoughts should be sent to the Budget email or Brandon Rapez-Betty.

Brian Kamp revealed a rider application called One Bus Away has been linked for Spokane Transit Authority. Mr. Kamp’s and his class spent the last three months in testing. They did a link from STA and API and the OneBusAway application is free and also has an amazon Alexa OneBusAway real-time information. STA will need to do internal announcement educationally before CAC members can announce the application.

7. SET MEETING SCHEDULE & AGENDA ITEMS:

- Minutes of the September 11, 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

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AGENDA ITEM 3b: MEETING FREQUENCY AND ATTENDANCE AND/OR APPROVAL

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Michelle Rasmussen, Chair

SUMMARY: Discussion on frequency and attendance of CAC meetings.

RECOMMENDATION TO COMMITTEE: Recommend committee approval on frequency of meetings.

SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 4a: AUTOMATED BUDGET PRESENTATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Palmer, Chief Financial Officer

PRESENTED BY: Brandon Rapez-Betty, Director of Communications & Customer Service

SUMMARY: Staff will present the automated budget presentation.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4b: WASHINGTON INITIATIVE 976 - PUBLIC EDUCATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Brandon Rapez-Betty, Director of Communications and Customer Service

SUMMARY: STA will provide public education information regarding Washington Initiative 976, Limits on Motor Vehicle Taxes and Fees Measure (2019). Initiative 976 will be on the November 5, 2019, ballot. Ballots will be mailed to voters October 16-18, 2019.

The information provided by STA will inform transit riders and the community about the reduced funding for public transit in the Spokane region.

Ballot Language:

Initiative Measure No. 976 concerns motor vehicle taxes and fees.

This measure would repeal, reduce, or remove authority to impose certain vehicle taxes and fees; limit annual motor-vehicle-license fees to \$30, except voter-approved charges and base vehicle taxes on Kelley Blue Book value.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4c: SHARED MOBILITY

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Mike Tresidder, Associate Transit Planner

SUMMARY: In the 2019 Strategic Plan, approved by the Board on October 18, 2018, one of the actions in Strategy 4 is to “explore mobility management.” The Strategic Plan notes that “STA will explore how the agency can efficiently meet customers’ evolving needs through a wide range of transportation options and services.”

STA staff have taken this direction and begun exploring a variety of shared mobility concepts with the Board of Directors. Note that this is an emerging field with shifting definitions, and STA staff currently feels that the term “Shared Mobility” better aligns with STA’s mission and its state-enabled authority in providing public transportation and expanding mobility to people of the region.

Shared Mobility can be defined as: *Transportation services and resources that are shared among users, either concurrently or one after another.*

By this definition, all the services that STA currently offers – fixed-route bus, vanpool, and paratransit – are shared mobility services. Other concepts that fall into this includes bike and scooter share, taxis/Uber/Lyfts, mobility on demand services, carshare services, and mobility hubs.

STA staff have begun exploring how shared mobility concepts might be applied/supported by the agency to provide wider transportation options in the region. The two primary shared mobility concepts identified for further exploration are (a) On-demand services and (b) Mobility hubs.

Staff will present further information on these concepts and their possible application in the Spokane area.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4e: RECRUITMENT/ORIENTATION UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Michelle Rasmussen, Chair

SUMMARY: Chair and/or Staff will provide an update on recruitment and orientation.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 6: GENERAL BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

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AGENDA ITEM 7: **REVIEW NOVEMBER 13, 2019 DRAFT AGENDA ITEMS**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

SUMMARY: At this time, members of the Citizens Advisory Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the November 13, 2019 Committee meeting.

Proposed agenda items include:

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

RECOMMENDATION TO COMMITTEE: Review and discuss.