

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

**CITIZEN ADVISORY COMMITTEE MEETING**  
**Wednesday, September 12, 2018**  
**5:00 p.m.**  
**Southside Conference Rooms**

**AGENDA**

1. Call to Order & Roll Call
2. Public Expressions – *(Charlie Howell) – 3 minutes per person*
3. Committee Action: Review of Citizen Advisory Committee Minutes - Corrections or Approval
  - a. Minutes of July 11, 2018 –Meeting – *(Charlie Howell) – 5 minutes*
  - b. Selection of Committee Chair – *(Charlie Howell) – 15 minutes*
4. Committee Reports:
  - a. CAC 2018/2019 Agenda Plan - *(Brandon Rapez-Betty) – 15 minutes*
  - b. Monroe Regal Update - *(Karl Otterstrom) – 15 minutes*
  - c. STAMF Performance Tracking - *(Karl Otterstrom) – 10 minutes*
  - d. CAC Charter Update – *(Brandon Rapez-Betty) – 5 minutes*
  - e. Recruitment/Orientation – *(Chair) – 5 minutes*
  - f. PMER Observations – *(TBD) – 5 minutes*
5. Committee Information – *no action or discussion*
6. General Business - *(Chair) – 5 minutes*
7. Set agenda items for future CAC meetings – *(Chair) – 5 minutes*
8. Adjourn

**Next Committee Meeting: October 10, 2018**

STA Conference Room, 1229 W. Boone Avenue, Spokane, WA 99201

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

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**AGENDA ITEM 2: PUBLIC EXPRESSIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Stacia Bowers, Executive Assistant

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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.

**SPOKANE TRANSIT AUTHORITY  
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**AGENDA ITEM 3: MINUTES OF THE JULY 11, 2018 COMMITTEE MEETING -  
CORRECTIONS AND/OR APPROVAL**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Stacia Bowers, Executive Assistant

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**SUMMARY:** Attached for your information, corrections, and/or approval are the minutes of the July 11, 2018, Citizen Advisory Committee meeting.

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

**CITIZEN ADVISORY COMMITTEE MEETING (CAC)**  
Meeting Minutes for July 11, 2018  
Southside Conference Room

**MEMBERS PRESENT**

Dennis Anderson  
Dick Denenny  
Ann Campeau  
Charles Howell, Committee Chair  
Michelle Rasmussen

**MEMBERS ABSENT**

Larry Luton  
Brian Kamp  
Larry Lapidus  
Madison Leonard

**STAFF PRESENT**

Emily Arneson, Community Ombudsman and Accessibility Officer  
Beth Bousley, Director of Communications & Customer Service  
Stacia Bowers, Executive Assistant  
Susan Meyer, CEO  
Karl Otterstrom, Director of Planning and Development  
Brandon Rapez-Betty, Interim Director of Communications & Customer Service  
Lynda Warren, Director of Finance & Information Systems  
Roger Watkins, Chief Operations Officer

**GUESTS**

Charles Hansen

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

Charlie Howell called the meeting to order at 5:02 p.m. and conducted roll call.

**2. PUBLIC EXPRESSIONS**

None. Charles Hansen came to say goodbye to Beth Bousley and to thank her for doing a great job while she was with Spokane Transit.

**3. COMMITTEE ACTION**

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

Charlie Howell asked the Committee to address the minutes of the June 13, 2018 meeting. The minutes were approved.

**4. COMMITTEE REPORTS:**

**a. Bus Seat Update:**

Roger Watkins shared the results and feedback from the seat demonstration with the committee. The main points were the benefits of monetary savings, logistics and cleanliness. Roger and Emily Arneson both rode the new seats to Cheney and back. They did not find them uncomfortable or slippery. USSC Group manufactures the seats, which is located in Exton, PA. The measurement for legroom: new seats are 28.86" and padded seats are 28.4" (a slight difference of less than ½"). Please note: the minimum required distance is 27" between seats (26" in front of a wall/panel).

**b. September 2019 Service Revisions: Preliminary Proposal:**

Karl Otterstrom provided the complete Preliminary Proposal report detailing the three south Spokane network alternatives as well as more information about the proposals found at the following link:

[https://www.spokanetransit.com/files/content/Sept\\_2019\\_Prelim\\_Proposal\\_Report.pdf](https://www.spokanetransit.com/files/content/Sept_2019_Prelim_Proposal_Report.pdf)

The September 2019 Service Revisions will primarily focus on changes to the south Spokane network, in conjunction with the implementation of the following improvements as part of STA *Moving Forward*:

- Monroe-Regal High Performance Transit (HPT) Line
- the relocated and expanded Upriver Transit Center at Spokane Community College
- the new Moran Station Park & Ride
- the new South Commuter Express

Karl also noted other 2019 revisions that included a new transit station at Spokane Fall Community College (SFCC), and accelerate STAMF improvement to serve new distribution center on Geiger Boulevard programmed for 2021.

Mr. Otterstrom discussed the planning process inputs, the south Spokane alternatives and reviewed the 2019 service revision timeline.

**c. CAC 2018/2019 Work Plan:**

Karl Otterstrom presented and reviewed the 2018-2019 CAC work program. The work plan covers project related outreach, public milestones, CAC engagement and fieldtrips. The next event will be the West Plains Transit Center ribbon cutting in September.

**d. Monroe Regal Field Trip:**

Karl Otterstrom updated the committee on the logistics for the field trip this Saturday. Stacia Bowers will send a follow up emailing confirming enough attendance or cancelling the field trip if there is not enough participation.

**e. Recruitment/Orientation Update:**

Charlie Howell noted that CAC will be down to nine members after this meeting and urged the remaining members to reach out to groups regarding recruitment.

**f. PMER Observations:**

No CAC representative attended the last PMER meeting. Charlie Howell volunteered to be the PMER representative.

**5. GENERAL BUSINESS:**

Susan Meyer provided kind words regarding Beth Bousley who has accepted a position with Washington State Department of Transportation (WSDOT). Ms. Meyer also introduced Brandon Rapez-Betty as the Interim Director of Communications and Customer Service until they fill that position

Charlie Howell asked about the Plaza renovation, which has seen a 34% reduction in incidents while medical assistance has remained flat.

**6. SET MEETING SCHEDULE & AGENDA ITEMS:**

- Minutes of the September 12, 2018 Committee meeting – *Corrections/Approval*
- CAC Charter Update
- Recruitment/Orientation
- Chair and PMER selections
- PMER Observations
- STAMF Performance Tracking
- CAC work plan
- Monroe regal outreach plan
- **\*\*No meeting in August\*\***

**7. ADJOURN**

Respectfully submitted,

Stacia Bowers

Executive Assistant to the Director of Communication & Customer Service

**SPOKANE TRANSIT AUTHORITY  
CITIZENS ADVISORY COMMITTEE MEETING**

September 12, 2018

**AGENDA ITEM 4a:            2018/2019 CAC AGENDA PLAN**

**REFERRAL COMMITTEE:** N/A

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

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**SUMMARY:** Staff will provide upcoming agenda items for 2018 and 2019.

**RECOMMENDATION TO COMMITTEE:** Information only.

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**AGENDA ITEM 4b: MONROE-REGAL UPDATE**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Karl Otterstrom, Director of Planning and Development

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**SUMMARY:** Staff will present an update on the Monroe-Regal Corridor project.

**RECOMMENDATION TO COMMITTEE:** Information only.



**SPOKANE TRANSIT AUTHORITY**  
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**AGENDA ITEM 4c:**                      **STAMF PERFORMANCE TRACKING**

**REFERRAL COMMITTEE:**              N/A

**SUBMITTED BY:**                      Karl Otterstrom, Director of Planning and Development

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**SUMMARY:** Staff will report on the STA Moving Forward (STAMF) Performance Tracking for the committee's review and discussion.

**RECOMMENDATION TO COMMITTEE:** Committee review and discussion.

**SPOKANE TRANSIT AUTHORITY**  
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<b>AGENDA ITEM <u>4d</u>:</b>	<b>CAC CHARTER UPDATE</b>
<b>REFERRAL COMMITTEE:</b>	N/A
<b>SUBMITTED BY:</b>	Brandon Rapez-Betty, Interim Director of Communications and Customer Service

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**SUMMARY:** The CAC Charter was approved at the July PMER meeting. The changes included reorganizing current information in the charter, adding multi-modal transportation and providing advice and suggestions to STA based on interactions with the public.

The updated charter can be found at the following link:

<https://www.spokanetransit.com/about-sta/citizen-advisory-committee>

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY  
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**AGENDA ITEM 4e: RECRUITMENT/ORIENTATION UPDATE**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:** Charlie Howell, CAC Chair

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**SUMMARY:** Chair will provide an update on recruitment and orientation.

**RECOMMENDATION TO COMMITTEE:** Information only.

**SPOKANE TRANSIT AUTHORITY  
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**AGENDA ITEM 4f:                    PMER OBSERVATIONS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**                    CAC Chair or CAC PMER Representative

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**SUMMARY:** CAC Representative to give a summary of recent PMER meeting.

**RECOMMENDATION TO COMMITTEE:** Information only.

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**AGENDA ITEM 5:           GENERAL BUSINESS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**           Stacia Bowers, Executive Assistant

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**SPOKANE TRANSIT AUTHORITY  
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**AGENDA ITEM 6:                    REVIEW OCTOBER 10, 2018, DRAFT AGENDA ITEMS**

**REFERRAL COMMITTEE:** N/A

**SUBMITTED BY:**                    Stacia Bowers, Executive Assistant

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**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 October 10, 2018 Committee meeting.

Proposed agenda items include:

- Minutes of the September 12, 2018, Committee meeting – *Corrections/Approval*
- Budget Timeline Review
- Communications Update
- Recruitment/Orientation
- PMER Observations

**RECOMMENDATION TO COMMITTEE:**    Review and discuss.