

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

CITIZEN ADVISORY COMMITTEE MEETING
Wednesday, November 9, 2022
5:00 – 6:30 p.m.
Via Video Conference

Committee Members: [Committee Members Join Here](#)
General Public: [Public Attendees Join Here](#)
Audio Conference: Call the number below and enter the Meeting ID
1-253-215-8782 | Meeting ID: 897 8818 9179

AGENDA

1. Call to Order and Roll Call (*Brian Kamp*) – 3 minutes
2. Committee Chair Report (*Brian Kamp*) – 5 minutes
3. Public Expressions (*Brian Kamp*) – 3 minutes per person
4. Committee Action
 - A. Minutes of September 14, 2022, Meeting (*Brian Kamp*) – 3 minutes
 - B. Election of Committee Chair (*Brian Kamp*) – 10 minutes
 - C. Consideration of Applicant for Membership (*Brian Kamp*) – 10 minutes
5. Committee Reports:
 - A. 2023 Draft Budget (*Monique Liard*) – 10 minutes
 - B. Fare Collection System & App Update (*Monique Liard*) – 5 minutes
 - C. Connect 2035 Executive Summary (*Monique Liard*) – 5 minutes
 - D. Cheney High Performance Transit Line (*Karl Otterstrom*) – 10 minutes
 - E. Winter Operations (*Brandon Rapez-Betty*) – 5 minutes
 - F. 2023 CAC Work Plan (*Carly Cortright*) – 5 minutes
6. Committee Information – *no action or discussion*
 - A. *STA Moving Forward* Quarterly Project Delivery Report
7. Committee Member Expressions (*Brian Kamp*) – 6 minutes
8. Review Agenda Items for February 8, 2023, Meeting – 3 minutes
9. Adjourn

Next Citizen Advisory Committee Meeting: February 8, 2023

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE MEETING

November 9, 2022

AGENDA ITEM 02 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kate Kelly, Executive Assistant

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 03 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kate Kelly, Executive Assistant

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

The Chair will ask if any member of the public is present and would like to speak. All meeting attendees will be unmuted by the host. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
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November 9, 2022

AGENDA ITEM 04A : MINUTES OF THE SEPTEMBER 14, 2022, COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kate Kelly, Executive Assistant

SUMMARY: Attached for your information, corrections, and/or approval are the minutes of the September 14, 2022, Citizen Advisory Committee meeting.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

CITIZEN ADVISORY COMMITTEE

DRAFT Minutes of the September 14, 2022, Committee Meeting
Via Video Conference

<u>MEMBERS PRESENT</u> Brian Kamp—Chair Dennis Anderson Dan Brown Linda Carroll Steve Faust Caleb McDougall Kinzie Michael JT Ramsey	<u>STAFF PRESENT</u> E. Susan Meyer, Chief Executive Officer Monique Liard, Chief Financial Officer Karl Otterstrom, Chief Planning & Development Officer Carly Cortright, Chief Communications & Customer Service Officer Kate Kelly, Executive Assistant to the Chief Human Resources Officer
<u>MEMBERS ABSENT</u> Chris Fortensky Susan Gray Michelle Rasmussen	<u>GUESTS</u> Jason Lien, Spokane Regional Transportation Council Jessica Wade, DH

1. **Call To Order and Roll Call**

The Chair called the meeting to order at 5:01 p.m. and roll call was conducted. Ms. Kinzie Michael joined the meeting at 5:08 p.m. Ms. Susan Meyer introduced Ms. Carly Cortright to the committee, as this is her first Citizen Advisory Committee meeting as Chief Communications & Customer Service Officer.

2. **Committee Chair Report**

Chair Kamp spoke to the unique agenda of the meeting, noting the 60 minutes set aside for discussion regarding STA's strategic planning process and that overall, it is a very full agenda. As such, he encouraged members and staff to keep contributions concise.

3. **Public Expressions**

There were no expressions.

4. **Committee Action**

A. **Minutes of June 8, 2022, Meeting**

Ms. Linda Carroll moved to approve the minutes as presented. Mr. JT Ramsey seconded, and the motion passed unanimously.

B. **Election of Committee Chair**

The Citizen Advisory Committee Charter states that the election of a committee Chair will happen annually in September. Chair Kamp deferred to Ms. Cortright to explain further. Ms. Cortright recommended that due to the full agenda and to provide ample time for the strategic plan discussion, the election of a new committee Chair be moved to the next committee meeting. Ms. Linda Carroll moved to approve the recommendation. Mr. Dennis Anderson seconded, and the motion passed unanimously.

5. Committee Reports

A. Spokane Regional Transportation Council Human Services Transportation Plan Update

Mr. Karl Otterstrom introduced Mr. Jason Lien, Principal Transportation Planner with Spokane Regional Transportation Council (SRTC). Mr. Lien provided an overview of what the Human Services Transportation Plan provides and its requirements. A draft of the plan was published on September 1, 2022, and is available for public comment on the SRTC website until October 14, 2022. It is scheduled to be taken to the SRTC Board of Directors for action at their November meeting.

6. Committee Discussion

A. Strategic Plan Workshop

Ms. Monique Liard introduced Jessica Wade, a representative from DH, a research and consulting firm in Spokane, who has been acting as the outreach coordinator for STA during the strategic planning process.

The workshop began with Ms. Liard outlining ground rules for the discussion, including the importance of hearing from everyone. Ms. Liard then provided an overview of STA's strategic plan project, which is STA's next long-range plan for 2025-2035. The committee participated in interactive exercises using Mentimeter. Prompts included, "How do you currently use STA services?" "How would you describe STA services?" and ranking twelve priorities for the future of transit (frequency, geography, accessibility, etc.) among others.

Ms. Liard concluded by thanking the committee members for their feedback and noted that a draft of the strategic plan will be presented to the committee when it is prepared.

7. Committee Information – *no action or discussion*

A. *STA Moving Forward* Performance Tracking

B. 2nd Quarter 2022 Performance Measures

8. Committee Member Expressions

Mr. Steve Faust shared that his daughter-in-law has expressed an interest in serving on the committee and that a former city council member has posted on Facebook that he is no longer able to commute to Spokane Community College from his home due to the new service changes.

Ms. Carroll reiterated her appreciation for the new Crestline route.

Mr. Ramsey expressed a lack of advertising to students regarding the UTAP program, particularly students in the medical school programs.

Mr. Caleb McDougall participated in Whitworth's orientation by handing out route schedules to students and answering general questions. He stated that a staff member from STA was scheduled to assist but was not present. He also commented that the current culture at Whitworth does not foster bus ridership, but he has been doing what he can to combat that trend.

Chair Kamp asked members to consider whether they would like to return to in-person meetings and to collect their thoughts for future discussion.

9. Set Agenda Items for Future Meetings

Proposed agenda items for future meetings were shared.

10. Adjourn

With no further business, Chair Kamp adjourned the meeting at 6:19 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kate Kelly".

Kate Kelly
Executive Assistant to the Chief Human Resources Officer

DRAFT

SPOKANE TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE MEETING

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AGENDA ITEM 04B : ELECTION OF COMMITTEE CHAIR

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kate Kelly, Executive Assistant

SUMMARY: The Committee will nominate and elect a Chair for the next year.

RECOMMENDATION TO COMMITTEE: For discussion and vote.

SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 04C : CONSIDERATION OF APPLICATION FOR MEMBERSHIP

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kate Kelly, Executive Assistant

SUMMARY: The Committee will discuss and vote on current CAC applicant(s).

RECOMMENDATION TO COMMITTEE: For discussion and vote.

SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 05A : PROPOSED 2023 OPERATING & CAPITAL BUDGETS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: Staff will present an automated video regarding the proposed 2023 Operating and Capital Budgets.

A public hearing on the proposed 2023 Operating and Capital Budgets will be held at the November 17th, 2022, Board of Directors meeting at 1:30 p.m., at STA's offices and via Webex.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 05B : FARE COLLECTION SYSTEM UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: Staff will provide an update on the Fare Collection System project.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 05C : CONNECT 2035 EXECUTIVE SUMMARY

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Monique Liard, Chief Financial Officer

SUMMARY: Staff will provide an update on the ongoing strategic planning project.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 05D : CHENEY HIGH PERFORMANCE TRANSIT LINE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Jeff Hall, Capital Projects Manager

SUMMARY: Staff will provide an overview of the Cheney High Performance Transit (HPT) Line, including the timeline for upcoming construction.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 05E : WINTER OPERATIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Brandon Rapez-Betty, Chief Operations Officer

SUMMARY: Staff will present the 2022-2023 Extreme Weather Emergency Operations Plan.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 05F : 2023 CAC WORK PLAN

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Carly Cortright, Chief Communications & Customer Service Officer

SUMMARY: A preliminary work plan for the Citizen Advisory Committee's 2023 schedule can be found attached.

RECOMMENDATION TO COMMITTEE: Information only.



Spokane Transit

**CITIZEN ADVISORY COMMITTEE
2023 WORK PLAN**

February	Legislative Update
	New Customer Notification System
	Connect Fare System Update
	CAC Charter Review
	Sprague HPT Line
	Q4 Performance Measures
April	STAMF Performance Tracking
	Communications/Survey Updates
	Division Street BRT Update
	City Line Update
	Fleet Transition Plan
	Q1 Performance Measures
	Poll of Members
June	Budget/Financial Update
	Service Change
	Strategic Planning Update
	Transit Development Plan
	City Line Update
July	City Line Launch Celebration
September	City Line Update
	Q2 Performance Measures
November	Chair Election
	Winter Operations
	STAMF Performance Tracking
	Q3 Performance Measures
	Budget/Financial Update

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AGENDA ITEM 06A : *STA MOVING FORWARD* QUARTERLY PROJECT DELIVERY REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
 Mike Tresidder, Associate Transit Planner

SUMMARY: The *STA Moving Forward* Quarterly Project Delivery Report is a mechanism to communicate progress in implementing the 10-year plan to the public. Since 2017, the report has been provided to the Citizen Advisory Committee. All the quarterly status reports, including the 2022 Q3 progress report, as well as all historical project reports, can be found here:

<https://stamovingforward.com/plans/sta-documents/>

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 07 : COMMITTEE MEMBER EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kate Kelly, Executive Assistant

SUMMARY: At this time, members of the Citizen Advisory Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 08 : REVIEW FEBRUARY 8, 2023, DRAFT AGENDA ITEMS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Kate Kelly, 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 February 8, 2023, Committee meeting.

Proposed agenda items include:

- Legislative Update
- New Customer Notification System
- Connect Fare System Update
- CAC Charter Review
- Sprague High Performance Transit Line Update
- Quarter 4 2022 Performance Measures

RECOMMENDATION TO COMMITTEE: Review and discuss.