

Spokane Transit Authority  
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**CITIZEN ADVISORY COMMITTEE MEETING**  
Meeting Minutes for June 13, 2012  
Southside Conference Room  
**MINUTES**

**MEMBERS PRESENT**

Fyrne Bemiller  
Victor Frazier, Chair  
Charles Hansen  
Resa Hayes  
Margaret Jones  
Dean Lynch  
Fran Papenleur  
Brenda Smits

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Lynda Warren, Director of Finance

**MEMBERS ABSENT**

Mike Brewer  
Ann Campeau  
David Driscoll  
Nancy Kelly (tentative member)  
Phillip Rudy

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

Chair Frazier called the meeting to order at 5:05 p.m. and conducted roll call.

Mr. Blaska presented Ms. Jones with a plaque for her outstanding service and dedication to public transportation.  
Mr. Blaska left the meeting at 5:07 p.m.

**2. MINUTES OF THE CITIZEN ADVISORY COMMITTEE - Corrections or Approval**

a. Mr. Frazier asked the Committee to address the meeting minutes of May 9, 2012.

*Ms. Smits moved to approve the minutes, Ms. Hayes seconded and the minutes were approved unanimously.*

**3. PUBLIC EXPRESSIONS**

There were no public expressions.

**4. FINANCIAL REPORTS RECOMMENDATION**

Ms. Warren said that the Performance Monitoring & External Relations (PM&ER) Committee is recommending the new financial reports; both formats & frequency to the Board this month. The PM&ER Committee requested that the State Auditor's office review the new financial reports. The Auditor said there are no requirements for financial reporting and that the new formats look very nice and will be more user friendly for the Board. The PM&ER Committee is recommending the following reports and frequency to the Board at their meeting on June 21, 2012.

Monthly:

Operating Revenue by type  
Operating Expenses by department  
Sales Tax Revenue

Semi-Annually:

Cash Balance  
Capital Revenue and Expenditures  
Federal Grants

Ms. Warren thanked the Committee for their input and assistance in reviewing the reports and said that Mr. Hafner, Chairman of the PM&ER Committee, will be making the recommendation to the Board. Ms. Warren asked if the Committee would be interested in receiving the monthly financial information each month. Several members confirmed that they would.

**5. HIGH PERFORMANCE TRANSIT (HPT) NETWORK**

Mr. Otterstrom said that STA is conducting a planning process which is launched from the framework around the Comprehensive Plan. The effort is called "Moving Forward". Mr. Otterstrom will provide an overview plus a short planning exercise.

Mr. Otterstrom discussed the reasons to plan for the future. He referenced Memo 1.01, titled the "Long List of Conceptual Projects" which is the first of several memos located on [www.stamovingforward.com](http://www.stamovingforward.com) website. The memo frames the basis for the first steps of the effort. All of the public comments received are part of the Universe of Ideas. The Moving Forward process officially began in March 2012, but to some degree began when people first submitted ideas. Ideas have been filtered down and are based on a long list of projects in the Comprehensive Plan. "Connect Spokane" (The Comprehensive Plan) is a framework for decision making, guidance with principles and policies. STA is officially in Phase I, a screening phase which reduces the number of projects and is 80% complete. Phase 1 is a scoping phase which defines the purpose, process, projects and people involved. EWU students have helped define some of the roles of transit in the past, present and what it could be in the future. In "Connect Spokane" there are six elements of service which include; High Performance Transit (HPT), Basic Service Improvements, Commuter Service Improvements, Paratransit Service Improvements, Vanpool Service Improvements and System Infrastructure. HPT is the cornerstone of the Comprehensive Plan. The HPT Network has multiple corridors and all have a different value. The Preliminary HPT proposal map consists of red, blue and green lines. Blue lines are high speed routes with less frequent stops. Red lines are intermediate stop spacing (typical of our bus routes) and more frequent stops and green lines are very frequent. Mr. Otterstrom mentioned that the debate too often is around the mode before talking about what type of service the corridor is. Mr. Frazier asked what would be the line through the center of Spokane. Mr. Otterstrom said it would be Division Street.

There is a scoring process to rank the corridors based on ridership, land development, travel density and grant opportunities. The hope is to reduce the number of corridors to study in depth, from fourteen to four or five.

Mr. Lynch suggested a different color to be used for the six boxes in the presentation as it was difficult to read.

Ms. Hayes requested a copy of the presentation.

Mr. Lynch asked if it would be called HPT even though it would be similar to STA's existing bus routes. Mr. Otterstrom said it would be an upgrade from our existing routes.

There are three components to System Infrastructure; passenger interface components (shelters, lighting, ADA), major connection facilities (park and rides, transit centers) and system requirements (back office such as maintenance facility, fleet).

Mr. Otterstrom explained the different modes that could be used on a HPT corridor which include Streetcar, Light Rail, Commuter Rail, Electric Bus, Electric Trolley bus, Bus Rapid Transit and Motor Bus.

Ms. Smits asked if there would be anything aside from HPT. Mr. Otterstrom said there would continue to be local bus service. He explained where the fourteen HPT corridors are located. Mr. Otterstrom said that STA has a policy statement that states that no more than 50% of service would be on HPT corridors. Ms. Smits asked how the 50% of service was measured. Mr. Otterstrom said it is measured by hours. Today, STA has just less than 400,000 hours of service. Hours of service dictates the frequency, span and other attributes.

Mr. Otterstrom discussed the HPT Service Types shown below in more detail.

<b>Service Type</b>	<b>Frequency</b>	<b>Purpose</b>
<b>BLUE LINES</b>	15-30 minutes	Cover long distances quickly to connect major regional destinations
<b>RED LINES</b>	10-15 minutes	Offer direct service to major destinations within a metropolitan area
<b>GREEN LINES</b>	6-15 minutes	Support spontaneous travel, short trips and provide quick, easy access to other service types

The next phase, the Evaluation phase, begins this summer and continues until May/June 2013. This phase will be working with a shorter list of conceptual projects. The results will be prioritized and packaged and will be shared with the Board.

Ms. Jones asked about the connection between Cheney, Airway Heights and Medical Lake. Mr. Otterstrom said the cities would not be connected directly, but the route would not have to go downtown. He explained a possible route where a rider would not have to go out of direction more than a couple of miles. This would not be achievable without a major capital investment at Exit

272. Ms. Jones asked about Airway Heights to SFCC. Mr. Otterstrom said that the corridors identified have consistent development patterns and the difficulty with Airway Heights and SFCC is that there is development on each end, but not much in between. Ms. Jones suggested working with Greater Spokane Inc. (GSI) and Fairchild Air Force Base (AFB). Mr. Otterstrom said that is part of the planning phase; to get feedback from groups such as those like GSI and Fairchild AFB.

Mr. Otterstrom mentioned that there has been public input at the Open House on May 16<sup>th</sup> plus employee feedback has been received at the All Employee Meeting regarding routes and attributes that were important to them.

Mr. Otterstrom explained the attributes. Ms. Smits asked if some of the stops would have a 6 minute frequency. The Committee did an exercise choosing what attributes were most important to them. Below are the results:

<u># Votes</u>	<u>Attribute</u>
5	Higher frequency
5	Greater span (hours of service)
4	Improved station amenities
3	Off-Board fare payment stations
2	Transit signal priority
2	Real time information to customers
2	Increased passenger capacity to meet the demand in each corridor
1	Enhanced vehicles

Mr. Lynch said that at the South Hill Coalition meeting that frequency and station amenities were important. Mr. Hansen said that shelters are important to him especially in inclement weather. Ms. Jones thanked staff for the shelter on the West Plains, it is much appreciated in bad weather. Mr. Frazier said that transit signal priority was important to him. Mr. Lynch suggested changing the order of the attribute list and said that some people may not understand what they need or what some of the attributes mean. Ms. Smits said that she wasn't sure what 'enhanced vehicles' meant. Mr. Otterstrom said that the intent of the exercise is to find out the pulse of what is important to people at this stage and to have a benchmark. Ms. Hayes asked if this exercise was at the Open House. Mr. Otterstrom said the exercise was not done, but people made comments. Mr. Otterstrom compared results from the online and employee survey to the committee survey results.

The second exercise involved choosing the corridors the committee felt should be moved forward. The results are below.

**# VOTES ROUTE**

**Blue Corridors:**

4	B2	Airport to Coeur d'Alene
3	B1A	Downtown to Cheney
2	B1AB	SCC to Cheney
2	B1B	Downtown to Hastings

**Green Corridors:**

3	G1	5 Mile to Moran Prairie
2	G2	Browns Addition to SCC
2	G5A	Empire/Cook
2	G6A	5 Mile to Riverpoint
2	G4	Indian Trail to Lincoln Heights
1	G3	Downtown to Valley Transit Center
1	G7	SFCC to SCC
0	G8	Millwood SR27

**Red Corridors:**

7	R1A	N. Division to Downtown
3	R3A	Shadle Park to SCC
2	R1B	Airway Heights to Downtown
2	R2	Liberty Lake to Downtown
2	R4B	Lincoln Heights to SCC
0	R3B	SCC to Sprague/Sullivan
0	R4A	SCC to Holland & Division

Mr. Frazier discussed the Downtown to Cheney and SCC to Cheney routes. He also discussed the U-District, Gonzaga and Brown's Addition and the importance of those areas. Ms. Bemiller suggested doing the exercise again in a year or so. Mr. Lynch said that first he chose the route that was in the best interest of the community, and second chose routes important to his neighborhood. Ms. Jones pointed out the fact that the Moran Prairie route bypasses the existing Park and Ride (behind Rosauers on 29<sup>th</sup>). Mr. Otterstrom said that these routes will all be analyzed to determine the best location for the beginning and ending locations.

Mr. Otterstrom shared the results of the online survey with the committee. The survey ranked those places important for people to connect to. The results are below.

1. Downtown
2. Cheney
3. Coeur d'Alene
4. Southside Hospitals
5. Liberty Lake
6. North Division
7. Northtown Mall

Mr. Otterstrom handed out Memo's 1.03 (Screening of HPT corridors) and 1.04 (Screening of Park and Ride facilities) to the committee. The next steps in the process are combining all the public input, closing off the survey and developing a recommendation of the five distinct corridors to study in more detail, in addition to the basic route improvements. Following this, STA will have extensive public outreach and Corridor Advisory Panels (CAPS) for those five routes. The technical data and public input have generally lined up, there are some differences, but there is a lot of alignment.

Mr. Lynch asked how the people would be identified who would be participating in the CAPS. Mr. Otterstrom said that people will be recruited both by direct contact and advertising. People would apply for these panels. Mr. Lynch asked if this project was primarily Agency or Board driven. Mr. Otterstrom said that the Planning & Development (P&D) Committee will ask the Board for a resolution before it can move on to Phase 2, which directs STA on which projects should be moved forward. Mr. Otterstrom plans to meet with all the Board members individually and the P&D Committee has had a thorough discussion. This project is a Board driven process, the resolution is clear action from the Board that the study should move forward. The Board would appoint the CAPS. Ms. Smits asked if the budget includes money for these studies. Mr. Otterstrom said that for this year there will be staff time and consulting work which is included. The projects will not be built yet. Mr. Lynch asked how Ms. Meyer's new appointment to the Transit Cooperative Research Program (TCRP) could help out with this project. Mr. Otterstrom said that Ms. Meyer's group is defining which projects to study on a research basis that could be applicable to transit agencies. If HPT moves beyond STA, then it could be a research project that moves forward to study but would still be a 2-3 year study life.

Mr. Otterstrom thanked the committee for their input and welcomed more thoughts or ideas.

#### **6. SET AGENDA FOR NEXT MEETING**

- a. Review of the Operations Reports – Steve Blaska

The next meeting will be **Wednesday, July 18, 2012 – 5:00 p.m.** (Regular Meeting) – Spokane Transit, Southside Conference Room. **Please note that the July meeting is one week later due to the July 4<sup>th</sup> holiday.**

#### **7. ADJOURN**

With there being no further business to come before the Committee, Chair Frazier adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Merilee Robar  
Executive Assistant