

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

## **CITIZEN ADVISORY COMMITTEE MEETING**

Meeting Minutes for April 13, 2011

Southside Conference Room

### **MEMBERS PRESENT**

Fyrne Bemiller  
Susanne Croft  
Will Flanigan  
Victor Frazier  
Resa Hayes  
Charles Hansen  
Ted Horobiowski  
Margaret Jones  
Larry Luton  
Dean Lynch  
Philip Rudy  
Brenda Smits, Chair

### **STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Charlie Phillips, Maintenance Analyst

### **GUESTS PRESENT**

None

### **MEMBERS ABSENT**

Fran Papenleur

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

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

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

a.) Ms. Smits asked the Committee to address the meeting minutes of March 9, 2011.

Corrections were made to accurately reflect who was present and absent at the March meeting. The corrected list shows the following members as present: Susanne Croft, Resa Hayes, Charles Hansen, Ted Horobiowski, Dean Lynch, Fran Papenleur, Philip Rudy, Brenda Smits. The corrected list shows the following members as absent: Fyrne Bemiller, Will Flanigan, Victor Frazier, Margaret Jones, Larry Luton.

**With the corrections noted above, the Committee approved the minutes by consensus.**

## **3. PUBLIC EXPRESSIONS**

Ms. Hayes announced a fundraiser for People First of Washington. The Rockin' Bowl-a-Thon is scheduled for May 14, 2011 at Valley Bowl. Tickets are \$15 per person and include shoes, food, and a prize. Please contact Ms. Hayes for further details or to purchase a ticket. This bowl-a-thon is a fundraiser to help offset a 10% budget cut.

Mr. Lynch said when recently in traffic and following an STA Paratransit van, he was confused as the van had its flashers on while driving which made it difficult as a fellow driver on the road to determine if the van was turning, breaking, etc., and asked if it is common to travel with the flashers on.

Mr. Blaska replied the van operator likely left the flashers on by mistake as this is not protocol.

## **4. SEPTEMBER 2011 SERVICE REDUCTION FOLLOW-UP**

Mr. Otterstrom shared the outcome of the vote for the proposed service reductions at the March Board meeting. He reported the Board only had four voting members present for the first hour of the meeting, therefore all action items were moved later in the agenda. The overall Board attendance was down due to scheduling and travel conflicts for the members. This presented a challenge for staff as the members who

had been engaged in the process since inception were not there to speak and vote. Concerns were raised that had not been previously heard. The result was a postponed decision. Since then, staff has met individually with those Board members to review their concerns to bring about a better understanding of the proposal. Staff also prepared a binder for each Board member containing all key service reduction documents received from staff since April, 2010. Mr. Otterstrom recapped the Board Workshop held in April, 2010 which entailed discussions on High Performance Transit Network and considerations for criteria on defining the service cuts, which included areas that would lose service, not to be regained. The long-term system integrity will be sustained and in many cases there will be improvements. Ridership will be lost in some areas, and after some time, is expected to be gained in other areas. There is also an internal impact with these proposed changes as every route will have a new schedule, requiring a re-write for each one. This is also an opportunity to improve ongoing, outstanding scheduling issues. Overall, it is a six month process between the decision and implementation due of the magnitude of the change.

Mr. Frazier asked if the deferral of the decision will have an effect on the timing for September.

Mr. Otterstrom said if it is postponed any longer it may have an effect on the implementation date.

Mr. Horobiowski asked about the progress of funding recommendations with the Joint Transportation Commission (JTC).

Mr. Otterstrom replied that the legislature is looking at obtaining extra funding for King County as they are at their maximum authority for sales tax revenue. They are seeking to fully fund their Regional Mobility Grant program. There was a bill proposed by the Transportation Choices Coalition that had opportunities for transit funding, however it is not likely for the bill to be passed.

Ms. Hayes inquired if all of the Board members will be in attendance at the April Board meeting.

Mr. Otterstrom said Council Member McLaughlin and Council Member Schimmels will not be in attendance however, they do have the option to call in, participate in the meeting, and vote by telephone.

Dr. Luton asked if there are any fiscal or budgetary implications as a result of a delayed decision.

Mr. Blaska replied there will not be any issues.

Mr. Otterstrom added these changes impact nearly every department, i.e. new signs, layover locations, schedules.

Ms. Hayes asked if approval is needed in order to begin work on new schedules.

Mr. Otterstrom stated that staff has begun working on new schedules for Spokane Valley.

Ms. Bemiller wondered if the Board is apprised of the sophistication of the work needed to make these changes and felt it important for them to know the extent of time needed for each task.

Mr. Otterstrom said that a diagram displaying the different tasks needing to be accomplished was shown at the public hearing.

Mr. Blaska added that certain Board members also attend the Operations and Customer Service Committee meetings where details are discussed in depth.

## **5. SUSTAINABILITY PROJECT**

### **a.) Program Development**

In an effort to have the Sustainability Program developed by July for a presentation to the Board at their September 21, 2011 meeting, the Committee continued their work session from the previous month on development of principles, policies, and strategies.

Ms. Smits asked Ms. Croft to give a brief overview of the definition of principles, policies, and strategies.

Ms. Croft said that principles are the guiding values that are not changed lightly. Policies are more specific, are guided by principles and tend to be thematic as they relate to specific concepts, but are not action steps. Strategies are the actions taken to implement the policies.

Dr. Luton said the principles, policies and strategies are set up in a hierarchy and narrowed to a specific approach.

Mr. Frazier expressed some confusion between the order of policies vs. strategies, and thought strategies ought to come before policies.

Dr. Luton replied that it could and would be this way if this were the military, however, strategies would be tactics. He suggested it may be easier if strategies were thought of as actions.

Ms. Croft felt as though many of the items under the policies category from the March 9, 2011 work session notes were actually strategies, and felt it would make sense to take the principles, and then relate the policies to the principles, and subsequently which strategy relates to the policy. She commented that she has spent some time reviewing the work session notes and suggested that perhaps she could provide a basic structure for re-categorization of the principles, policies, and strategy.

Mr. Lynch suggested that Ms. Croft share the basic layout she has envisioned.

The discussion ensued and with the assistance of staff and the Committee, Ms. Croft reorganized the March 9, 2011 work session notes and the layout of principles, policies, and strategies. Both the red line version and the final version of the notes will be included in the May 11, 2011 packet.

## **6. GENERAL BUSINESS**

Mrs. Jones expressed concern regarding the new location of the jail in conjunction with a Park and Ride in the same area.

Dr. Luton shared that he recently participated in a sustainability webinar. The resources used were "Smart Growth America" and "International City/County Management Association". Both publications were excellent references in support of sustainability.

**7. SET AGENDA FOR NEXT MEETING**

**The next meeting will be Wednesday, May 11, 2011 – 5:00 p.m. (Regular Meeting) – Spokane Transit, Southside Conference Room.**

**8. ADJOURN**

With there being no further business to come before the Committee, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Naomi Zantello  
Executive Assistant