

**CITIZEN ADVISORY COMMITTEE**

Meeting Minutes for December 10, 2008  
Northside Conference Room

**MEMBERS PRESENT**

Fyrne Bemiller  
Victor Frazier  
Elaine Hoskin  
Margaret Jones  
Dean Lynch  
Brenda Smits  
David Swalling

**MEMBERS ABSENT**

None

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Naomi Dunning, Executive Assistant  
Susan Millbank, Ombudsman  
Molly Myers, Communications Manager  
Jim Plaster, Director of Finance & Administration

**GUESTS**

None

**1. Call to Order and Introductions (Dean Lynch, Committee Member)**

Chairman Swalling was not able to attend this meeting, and previously requested Committee member, Dean Lynch to chair the meeting in his absence. Mr. Lynch called the meeting to order at 5:10 p.m.

**2. Minutes of the Citizen Advisory Committee – Corrections or Approval**

**a.) Mr. Lynch asked the Committee to address the meeting minutes of November 12, 2008.**

The only changes made were by Mr. Lynch on page seven, fifth line from the top. He asked to change the existing sentence "Mr. Lynch suggested if each member could commit to attending two, this should cover the stakeholder meetings" to "Mr. Lynch suggested if each member could commit to attending at least two of the public outreach events, this should cover all meetings."

**The Committee reviewed and approved the minutes, including the changes, by consensus.**

**3. Tariff Policy**

**a.) Review/Edit/Finalize December 18, 2008 Presentation to Board**

Mr. Lynch called the Committee's attention to the draft presentation and asked Mr. Blaska to walk the Committee through the presentation. Mr. Blaska explained the packet that is sent to the Board consists of a cover/summary page, the actual presentation itself, and the speaker's notes for the Committee's review, input, edits, and final approval of all items.

Mr. Blaska explained due to CAC Chairman, David Swalling's prior commitment, Mr. Blaska met with him prior to this meeting, to allow for his review and input of the items presented to the Committee. Also in attendance at this meeting was Ms. Elaine Hoskin, per Mr. Swalling's request.

Mr. Blaska noted Mr. Swalling asked for the presentation content to be reduced and have the removed information shifted to the speaker's notes below the slides in the packet as background information, still providing the same content, but in a different format and document.

Mr. Blaska reiterated the intent for this review of the packet materials is for the entire Committee to be comfortable with the content prior to presenting to the Board on December 18, 2008. Mr. Blaska also shared that upon the integration of Mr. Swalling's comments to the documents, the STA staff also reviewed and commented on the items. Mr. Blaska told the Committee as each page is reviewed, he will share the respective staff comments and the Committee will decide whether or not to incorporate these suggestions.

Following an in-depth review of the cover/summary page, the presentation, and the speaker's notes, the Committee consented to the final work products for their inclusion in the December 18, 2008 Board Packet as well as presentation to the Board at their December 18, 2008 meeting. All items are attached for ease of reference.

**b.) Public Outreach Discussion**

Ms. Myers provided a draft timeline for public outreach outlining items such as a press release, meetings with CAC and designated groups, Plaza events, community forum, public expressions and public hearings at STA Board meetings, internal communications with employees, email blasts, special website information and feedback mechanism, dedicated telephone "hot line", other regular media outlet information, and printed materials. A copy is attached for ease of reference.

The next two regular CAC meetings, January 14, and February 11, will be dedicated to meeting with representatives of specific user groups, Social Service/Disabled Community, and Business/Schools, to discuss the proposed fare increase.

Ms. Myers suggested the Committee appoint a spokesperson. The Committee suggested allowing Mr. Swalling the first option to be the point person for media calls. Staff will consult with Mr. Swalling for his input upon his return.

**c.) Confirm Presenters for December 18, 2008**

Chairman David Swalling will be the primary presenter of the information. All final work products will be emailed to the entire Committee for reference in preparation for next week's presentation.

**4. General Business**

**a.) 2009 CAC Meeting Calendar**

The 2009 CAC meetings will take place on the second Wednesday of every month at 5:00 p.m. at the STA Administrative Building in the Northside meeting room on the second floor.

January 14 – This meeting will take place in the STA Southside Boardroom due to increased public attendance.  
February 11 – This meeting will take place in the STA Southside Boardroom due to increased public attendance.  
March 11  
April 8  
May 13  
June 10  
July 8  
August – No Meeting  
September 9  
October 14  
November 11  
December 9

**5. Public Expressions**

Mrs. Jones mentioned to Mr. Blaska that a soccer park may be developed near the Medical Lake exit and asked about a park and ride placement in that location. She suggested Mr. Blaska get in touch with the County Parks department for information.

Mr. Lynch mentioned that both he and Mr. Frazier were contacted by the Spokesman Review to comment on the proposed fare increase.

Ms. Smits added that she received a message from KREM but was not told what it was about and was not contacted again.

Mr. Blaska said he thought they may have called Ms. Myers regarding a story.

Mr. Lynch stated he thought Ms. Myers told KREM that the Committee was not ready for an interview.

There were no further public expressions.

**7. Agenda for Next Meeting**

The next meeting will be held on Wednesday, January 14, 2009 – 5:00 p.m. in the Southside Boardroom. The focus for this meeting will be to discuss the proposed fare increase with representatives of the Social Service/Disabled Community.

**8. Adjourn**

With there being no further business to come before the Committee, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Naomi Dunning  
Executive Assistant