

**CITIZEN ADVISORY COMMITTEE MEETING**

Meeting Minutes for January 13, 2010

Northside Conference Room

**MEMBERS PRESENT**

Fyrne Bemiller  
Victor Frazier  
Dean Lynch  
Brenda Smits, Chair  
David Swalling

**STAFF PRESENT**

Steve Blaska, Director of Operations  
Karl Otterstrom, Director of Planning  
Charlie Phillips, Operations Analyst  
Jim Plaster, Director of Finance & Administration

**MEMBERS ABSENT**

Elaine Hoskin  
Margaret Jones

**GUESTS**

Charles Hansen  
Resa Hayes  
Greg Ridgley

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

Chairman 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 December 9, 2009.

**The Committee reviewed and approved the minutes by consensus.**

**3. PUBLIC EXPRESSIONS**

There were no public expressions at this time.

**4. SUSTAINABILITY PROJECT**

**a.) Draft Project Calendar**

Mr. Blaska referred to the attached calendar and stated the listed work plan is based on previous Committee discussions with the intent to first review other agencies, programs, standards and definitions. Also included will be a review of STA's current practices and procedures. The culmination of these studies will result in a decision by the Committee as to whether to develop a formal sustainability plan for STA or not. If the Committee determines to move forward with developing a plan, review of Federal, State, and Local requirements will then begin.

Mr. Blaska mentioned that one of the CAC candidates, Susanne Croft, was the Chair of the Mayor's Sustainability Task Force and if approved for CAC membership, would make a valuable addition to the Committee as this is her area of expertise.

As the Sustainability Project ensues, the project calendar allows for inclusion of the Plaza Project. Mr. Blaska said the Operations and Customer Service Committee is the lead for the Plaza Project, however, the CAC's input is key as representation of the community.

Mr. Lynch said this is a good draft work plan knowing it will be revised as needed.

Mr. Swalling asked about the notations for the March and April meetings regarding visitors from other transits.

Mr. Frazier said it referenced a discussion from the November meeting when first developing the project calendar. The Committee thought it would be helpful to meet with representatives from other agencies to gather insight as to their sustainability program(s). Arrangements have yet to be developed for this.

Mr. Blaska reminded the CAC that the Board has many new members this year and suggested the Committee may wish to invite the Board members to an upcoming CAC meeting. He felt the Sustainability Project to be relevant as this new Board is familiarized with the direction of the agency.

Ms. Smits asked Mr. Blaska for an overview of the recent STA Board changes.

Mr. Blaska said the members no longer on the Board are: Al French (City of Spokane Council Member); Dick Denenny (City of Spokane Valley Council Member); Rich Munson (Former City of Spokane Valley Mayor); Matt Pederson (Former City of Airway Heights Mayor). Mr. Blaska noted Mr. French, Mr. Denenny, and Mr. Munson were each on the Board for a number of years and were very knowledgeable about STA. He added that the Spokane City Council recently completed their board and committee assignments and it was decided that Nancy McLaughlin would not represent the City of Spokane for either the Chair of Spokane Regional Transportation Council (SRTC), or the Chair Pro Tempore of Spokane Transit, as she was slated to be. Amber Waldref (City of Spokane Council Member), and Jon Snyder (City of Spokane Council Member) will replace Ms. McLaughlin and Mr. French on the STA Board. Ms. Waldref will serve as the Chair Pro Tempore. Dean Grafos (City of Spokane Valley Council Member), and Gary Schimmels (City of Spokane Valley Council Member) are also new to the Board in 2010. The remaining members of the STA Board are: Patrick Rushing (Airway Heights Mayor); Mark Richard (Spokane County Commissioner); Bonnie Mager (Spokane County Commissioner); and Richard Rush (City of Spokane Council Member). The new Board Chair is Wendy Van Orman (City of Liberty Lake Mayor), who has served on the STA Board for one year.

Ms. Smits asked if the 2010 Board would still support the CAC's Sustainability Project.

Mr. Blaska replied the general idea is that any policies approved by the 2009 Board would be upheld by the 2010 Board.

#### **b.) Sustainability Definitions & What Is Sustainability?**

Mr. Blaska stated per the Committee's request in order to gather a broader view of sustainability, staff has provided a general definition of "What Is Sustainability?" for their review. The synopsis includes sustainability definitions and goals used by the following organizations: Sound Transit; Santa Clara Valley Transportation Authority; Intercity Transit; City of Spokane.

Mr. Blaska invited the Committee and guests to discuss the utility and applicability of these definitions.

Mr. Lynch noted how three out of four agencies mentioned "future generations" in their definitions.

Mr. Frazier said three key components of sustainability were discussed at the November meeting; economic, environmental, and social. He expressed as long as these three components are working cohesively, a sustainable plan can take place.

Ms. Smits said she liked Santa Clara's definition as it narrowed the scope of the area they could effectively change. She added, it is important for the CAC to determine whether to narrow the scope or to broaden beyond STA.

Mr. Lynch wondered if Santa Clara considers their buildings as a provision of public transportation services. He added it is important to consider fiscal planning when considering the development of what sustainability means to STA.

Mr. Blaska replied their program could be one of the next for the Committee to review.

Ms. Smits suggested at some point the CAC needs to determine the definition of sustainability for STA. She asked the Committee if this should be done now or if it should be addressed at a later date.

Mr. Swalling said he would like to see more examples other programs prior to deciding.

Mr. Lynch agreed and thought it would be helpful to have this item on each meeting's agenda ensuring regular discussion.

Ms. Smits said she would like to see the examples or definitions that will not work crossed off as the Committee works through the literature.

**c.) Champaign-Urbana Mass Transit District (Sample Plan)**

Mr. Blaska reported Champaign-Urbana Mass Transit District (CUMTD) supports a college town community approximately one fourth the size of Spokane. They have approximately one fourth as many buses, however, provide about nine million trips per year. Spokane Transit provided 11 million trips in 2009. He said upon review of their "Going Green: What Does It Mean" presentation and their Sustainability Commitment and Action Plan, he could not find an actual definition of sustainability within these documents.

Mr. Blaska reviewed the CUMTD presentation with the Committee. *For ease of reference please see the January 13, 2010 Citizen Advisory Committee meeting packet for a full copy of the presentation.*

Mr. Swalling said he did not see that CUMTD had selected a "base year" to use as a reference point for measuring data.

Mr. Blaska said if the CAC moves forward with developing a sustainability program, one of the first tasks will be to determine STA's "base year".

Ms. Smits suggested if a program were to be implemented, that a solid, ongoing audit program and annual goals be implemented to ensure the program is on track.

Mr. Lynch thought it would be helpful if there could be a place for the Committee ideas to be captured in order to be followed-up on at a later date.

Ms. Bemiller noted the CUMTD presentation was very technical with their mathematical detail.

**d.) Fixed Route Service Design Guidelines: Principles, Policies and Performance Standards**

For the Committee's information, Mr. Otterstrom presented the Final Fixed Route Design Guidelines: Principles, Policies, and Performance Standards as adopted by the Board of Directors at their December 16, 2009 meeting. *For ease of reference please see the January 13, 2010 Citizen Advisory Committee meeting packet for a complete copy of the plan.*

Mr. Otterstrom said this plan is a culmination of ongoing work since Summer, 2009 and is the policies and design standard for Fixed Route service and how to plan for the overall future of the transit's system. He outlined Performance Standards 1, 2 and 3. The first standard is ridership which measures route productivity by dividing the total passenger boardings by the total revenue hours of service. Some routes will have a lower productivity rate than others which does not necessarily mean they will be eliminated. The second performance standard is energy consumption and how this affects the environment. The amount of energy will vary depending on various factors including weight, speed, traffic conditions, and topography. The third standard is farebox recovery with a system wide recovery ratio goal of 20% and each route achieving no less than half the average system wide farebox recovery.

Mr. Lynch asked that the glossary of terms from Mr. Otterstrom's presentation be added to the CAC's list of definitions and terms. He also asked that the revision of definitions be provided via new inserts rather than total replacements of the entire list in order to save paper. A complete update could be provided quarterly.

**5. PLAZA PROJECT UPDATE**

Due to time constraints, this item was deferred to the February 10, 2010 meeting.

**6. NEW MEMBER SOLICITATION UPDATE**

Mr. Blaska announced there are multiple candidates in various phases of the interview process. There are two new candidates, Larry Luton and Will Flanigan, whose applications have been provided to the Committee, totaling five candidates to date. Other persons of interest who may be submitting their applications are: Ted Horobiowski (Avista), Susanne Croft (Sustainable Local Investment Partners, SLIP), and Fran Papenleur (US District Courts).

Ms. Smits recapped that the applicants will be interviewed within the next week. Following these interviews, the candidates will be invited to the February meeting.

**7. GENERAL BUSINESS**

None.

**8. SET AGENDA FOR NEXT MEETING**

The next meeting will be Wednesday, February 10, 2010 – 5:00 p.m. (Regular Meeting) – Spokane Transit, Northside 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 Dunning  
Executive Assistant