

CITIZEN ADVISORY COMMITTEE MEETING
Meeting Minutes for June 10, 2015
Northside Conference Room
DRAFT MINUTES

MEMBERS PRESENT

Victor Frazier, Chair
Fran Papenleur
Resa Hayes
Larry Lapidus
Charles Hansen
Margaret Jones
Fyrne Bemiller
Ann Campeau
Dean Lynch
Philip Rudy

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning

MEMBERS ABSENT

Brenda Smits
David Driscoll

1. CALL TO ORDER AND ROLL CALL

Chair Victor Frazier called the meeting to order at 5:00 p.m. and conducted roll call.

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

Mr. Frazier asked the Committee to address the meeting minutes of the June 10, 2015 minutes.
The minutes were approved unanimously.

3. PUBLIC EXPRESSIONS

There were no expressions at this time.

4. PASSENGER AMENITIES

Mr. Otterstrom reminded the committee that this was a follow up item and this was just to keep everyone informed on the progress to date. Earlier this year staff brought to the committee some draft language about the conditions and issues with bus stops and signage. Staff is now moving into the next phase. There was a question asked by the committee a couple of months ago, "How much money does it cost to maintain a bus shelter on an annual basis?" That data is not tracked by individual shelter, but based on the time for all the shelters the estimate is approximately \$1500 per year per shelter, this also includes garbage service, cleaning, maintenance and vandalism repairs. Mr. Frazier asked if personnel cost was included in the estimate and Mr. Otterstrom said yes.

Mr. Otterstrom reviewed a slide presentation on the passenger amenities, he stated that this is a two phased project, this is a planning project and has not been implemented. Phase one was on policy and the comprehensive plan amendments, staff is waiting for that to be adopted by the Board, there was no one from the public attending the public hearing but staff did a lot of outreach to engineers and city planners and the county and also to key stakeholders. Phase two is the investment framework which includes design standards, interlocal agreements and allocation and expenditures of funds.

Design standards will include the development of standards for elements of a bus stop. Those standards will be adopted by local jurisdictions and included as part of their development codes and also ensures transit assess is adequately considered during the development design process.

Interlocal agreements and MOUs are also important, currently STA relies on local jurisdictions for the placement and repair of bus stop signs, STA would like to take these tasks "in-house" with the work performed by a third party contractor. This will enable STA to provide consistency and reliability in the placement and repair of the bus stops.

The funding for bus stop improvements are as follows; annual funding \$100,000 from Federal Appropriations (including local match), more difficult to obligate, more strings attached.

Proposed: \$100,000 in local funds budgeted. The project will define a program for identifying and scheduling improvements.

Mr. Otterstrom included a PowerPoint slide that showed the design and communication standards for High Performance Transit Facility (HPT). The goal is to develop consistent yet versatile branding and facilities standards applicable to the range of HPT corridors and services.

Common HPT attributes are

- Frequent, reliable, all-day service
- Consistent safe, quality customer experience
- Permanent infrastructure

Different HPT attributes are

- Multiple service types
- Diverse corridors and contexts
- Varied levels of investment

Mr. Otterstrom shared a link (mySidewalk) with the committee and encouraged members to go to that website and answer questions that are on the link. <http://mysidewalk.com/r/288909> A discussion ensued on what was on the site and how it helps staff.

Mr. Frazier asked the committee to pause for a moment before the next agenda item to introduce Mr. Charlie Howell; he is a prospective new CAC member. Mr. Howell gave a brief reviewed of his qualifications and some personal history, staff and committee members also introduced themselves to Mr. Howell.

6. PROP 1 REVIEW

Mr. Blaska reminded the committee that he had reviewed the post-election results at the last meeting and also how the Board was going to approach what was going to happen moving forward. This is a public meeting. There will be no public expressions at this workshop. The first step is to get a general agreement on where we are currently, Mr. Otterstrom was instrumental in finding a facilitator for the workshop. Mr. Blaska reviewed the agenda with the committee and gave brief descriptions of each item. This workshop will start right after the regular Board meeting. The agenda for the workshop can be found on www.spokanetransit.com.

Mr. Lynch asked if there will be any decision making process rather than just a workshop discussion. Mr. Blaska replied that the form of the workshop is that they will come to a consensus but there won't be any decisions that will come out of it. This is just the first step in getting to a decision. Mr. Blaska said a workshop tends to be a lot more open discussion than a regular board meeting where there are decisions made. A discussion ensued.

5. WALL STREET CUTOFF FOR URBAN OUTFITTERS

Mr. Otterstrom told the committee the Wall Street cutout will not interfere with transit operations, the width of the street is no different than it is today. Ms. Papeleur had concerns about how much space there is, for people to walk and also have the shuttle running. Mr. Otterstrom showed the committee a drawing that shows how there will still be enough room for pedestrian traffic and the STA shuttle. Mr. Otterstrom said it is the same width as Monroe Street north of Garland.

7. CAC CHARTER REVIEW

Ms. Bousley commented that at the last meeting it was discussed to review the charter because the last time it was revised was 2009, there was a thought to forming a sub-committee to review the charter and make some recommendations for improvement to bring back to the committee. A couple of items that should be addressed are attendance of the board members and should there be a policy about that and also the terms of the members. Currently most member's terms will expire next July 2016 so should there be a reapplication process for those that wish to continue. Another item is should we change the date of the meeting to a week later because right now there are meetings prior to the CAC meeting and there is information that comes from those meetings that should be brought to the CAC. Having it a week later might be a consideration.

Mr. Frazier asked if there was anyone willing to work on a sub-committee to review the charter, or would the members like to review and discuss at another meeting. Ms. Bousley said we could just dedicate a meeting to reviewing the charter and Ms. Bemiller thought that would be a good idea; everyone would be doing the review together. Mr. Frazier agreed. Mr. Lynch suggested that everyone on their own review the charter, write out their thoughts submit those to Ms. Bousley and she would compile them and send back out to the committee so everyone could review the suggestions that would make better use of our time when the committee meets again. A discussion ensued on whether to move the July 8 meeting to July 15 after it was decided to not change the July meeting date.

Mr. Frazier excused Mr. Howell from the meeting so that committee members could discuss his application to the CAC.

After discussing Mr. Howell's qualities Dr. Rudy moved that he be accepted and Mr. Lapidus seconded the motion and passed unanimously.

8. ADJOURN

With there being no further business to come before the Committee, Chair Frazier adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Terri Putney
Communications Assistant