CITIZEN ADVISORY COMMITTEE MEETING
Meeting Minutes for September 9, 2015
Southside Conference Room

MEMBERS PRESENT
Charles Hansen
David Driscoll
Dean Lynch
Fran Papenleur
Fyrne Bemiller
Charles Hansen
Larry Lapidus
Larry Luton
Margaret Jones
Philip Rudy
Victor Frazier, Chair

STAFF PRESENT
Beth Bousley, Director of Communications & Customer Service
Lynda Warren, Director of Finance & Information Services
Steve Blaska, Director of Operations

MEMBERS ABSENT
Ann Campeau
Brenda Smits
Charles Howell
Resa Hayes

1. **CALL TO ORDER AND ROLL CALL**
Chair Victor Frazier called the meeting to order at 5:02 p.m. and conducted roll call.

Ms. Jones said she received a report from the Washington Policy Center which stated that Spokane Transit was one of the best run transit organizations in the State. STA is in good financial shape.

2. **MINUTES OF THE CITIZEN ADVISORY COMMITTEE - Corrections or Approval**
Mr. Frazier asked the Committee to address the meeting minutes of the July 8, 2015 minutes.
Mr. Luton moved approval of the July 8, 2015 minutes and Mr. Lynch seconded. The minutes were approved unanimously.

3. **PUBLIC EXPRESSIONS**
There were no expressions at this time.

4. **ELECTION OF NEW CAC CHAIRMAN**
Mr. Frazier suggested Mr. Lynch as Chairman.
Ms. Bemiller nominated Mr. Lynch and Ms. Jones seconded that nomination.
Mr. Lynch asked if any other Committee member was interested.
Ms. Papenleur nominated Mr. Lapidus.
Mr. Lapidus appreciated the nomination, but declined saying that Mr. Lynch's background & knowledge qualifies him more than himself.
The Charter confirmed that the Chair is elected annually.
Mr. Frazier commented that Ms. Papenleur is Chair of her Neighborhood Council, recently renamed to Audubon Downriver Neighborhood, but would like to recommend her as an alternate Chair of the CAC.

Committee members discussed changing the CAC monthly meeting date, but unanimously concluded keeping the meeting on the second Wednesday.
Ms. Papenleur declined the nomination.

Mr. Frazier said he would be willing to be an alternate for Mr. Lynch.
Mr. Frazier moved to end the nomination and it was seconded by Mr. Luton.

The Committee voted unanimously for Mr. Lynch as Chair of the CAC and Mr. Frazier as alternate Chair.

5. FINALIZE CAC CHARTER REVISION RECOMMENDATIONS

Ms. Bousley reviewed the key changes to the Charter.

David Driscoll joined the meeting at 5:26 p.m.

Committee reviewed selected items.

Article II – "Act as an educational arm of the organization to reach out to the *public*".
Mr. Frazier suggested that the Committee was questioning if that was the role of the CAC.
Ms. Bemiller said that the CAC is representative of the public and through the various processes, acts for the public.
Mr. Lapidus commented that this sentence has the CAC acting as representatives to the public on behalf of the transit authority, acting as a conduit of information to the general public.
Discussion if "Act as an educational arm" and "Act as a focused, educated forum for public input" were both needed.
Mr. Blaska said that as representatives from different areas of the community, Committee members are a pulse back to the Board. There is a secondary role as an educational arm, for example, when you attend your neighborhood meetings or your network you are seen as someone knowledgeable about STA. A significant role.
Ms. Bemiller agreed and if one is active in an organization one would express it.
Mr. Hansen commented that in Article V it states that the STA Board "expects CAC members introduce and talk about STA in as many venues as are open to the member".
Mr. Luton said both statements involve education, but one is people providing input to CAC members and the other requires reaching out which is more proactive. We have an obligation to do both and supports both points.
Mr. Lynch commented that members as individuals of the CAC are an educational arm in our own circles, not the CAC as an entity. It is an important distinction.

The Committee unanimously approved to retain both bullet items discussed from Article II.

Article V – "Members of the CAC must be registered voters and reside within the STA boundaries".
Mr. Lynch said the question was can "registered voters" be removed?
Mr. Frazier suggested that staff be involved in the discussion. It was part of the CAC application.
Ms. Bemiller said possibly it had been added to show qualification and that STA is interested in the vote and the public.
Mr. Frazier said that a larger percentage of riders on fixed route versus the general population are non-registered voters and in many cases may be unable to be a registered voter. Those non-registered individuals should be given the opportunity to participate on the CAC. He suggests removing that requirement.
Mr. Luton said that "youth" is mentioned in the Charter to be represented and since there is no age requirement, he suggests removing that registered voter requirement also.
Ms. Bousley suggesting a review by STA's legal counsel. Spokane School District Board has approved providing bus passes to Choice students. Choice students are those that have chosen to attend a school other than a neighborhood school. There will be more youth who may be interested in being on the CAC.
Mr. Frazier moved to delete "must be registered voters" from the Charter providing STA staff and legal counsel concur with deletion. If staff and legal counsel do not agree with deletion then leave "registered voters" in.
Mr. Lapidus seconded the motion.
Ms. Jones preferred the requirement to be registered voters. A registered voter could vote on sales tax initiatives regarding transit.

Mr. Driscoll inquired how that requirement was originally put into the Charter. What purpose does it serve?
Mr. Frazier said that historically the requirement may have shown concerned and active citizens. Would a non-voter or person who was unable to register to vote have an interest in being a CAC member? Most if not all people either pay property or sales tax.
Mr. Lynch offered another alternative. "The residency and voter registration requirement may be waived if ....."

Mr. Hansen suggested "*could* be a registered voter".
Mr. Lapidus said there is an efficient and thorough method for vetting new members. Applicants can be screened and suggested that voter registration does not need to be mentioned.
Mr. Luton offered a friendly amendment to Mr. Frazier's motion. "Members of the CAC should be registered voters and reside in the STA boundary, both requirements can be waived if the applicant or member is a consistent user".
Mr. Frazier requested to retain his motion and reviewed his motion. He moved to remove the words "be registered voters and" which will be forwarded to STA staff and legal counsel for approval. If rejected, leave as is.
All voted in favor of motion with exception of two. Motion carries.

Mr. Lynch suggested leaving "youth" as is.
The committee members had no objections.

Mr. Frazier suggested changing Neighborhood Associations to Neighborhood Councils.
The Committee agreed to Neighborhood Associations/Councils.

Article VI
Ms. Jones asked about the provision in Article VI if a current member could continue as a CAC member if a position was unable to be filled at the end of their term.
Mr. Lynch said the current Bylaws state that membership should be actively recruited, so that situation should not happen.
Mr. Luton said when members are recruited the Charter does not specifically state when the terms begin and end. If terms begin in September, then the recruiting drive should take place in the spring.
Mr. Lynch agreed with Mr. Luton regarding a start and end date. He suggested choosing a month for the start date. For those members that leave in the middle of a term, recruitment could happen at that time to fill a vacancy.
Mr. Lapidus suggested registering the month that each member joins the CAC and track the term.
Mr. Frazier suggested starting the recruitment process in May and terms begin in September.
Mr. Rudy made a motion to include in Article VI, "Annual membership terms shall begin at the September CAC meeting". This motion was seconded by Mr. Frazier.
Discussion regarding filling a vacancy versus filling a vacancy at the end of the term.
Ms. Papenleur objected to the motion and stated that membership terms should begin on a person's anniversary date rather than change to September.
Mr. Rudy suggested choosing one month so that there would not be many different start dates. Each person's tenure extends to that month. It will be a set way to determine memberships.
Mr. Rudy repeated his motion, to include in Article VI "Annual membership terms shall begin at the September CAC meeting".
Ms. Jones seconded.
All approved except one. Motion carries.

Regarding Attendance, Mr. Frazier recommends adding "Committee members missing three consecutive meetings without an excuse will be called by the CAC Chair or staff representative to determine their interest in continuing on the committee".
Mr. Lynch mentioned that members could attend via telephone.
All Committee members agreed on the recommendation.

Dean Lynch left at 6:05 p.m.

6. <u>STA OVERVIEW AND TOUR</u>
Ms. Jones commented that certain colors are hard to read on the graphics in the orientation binders that were handed out.

Mr. Blaska reviewed the basics; vision, mission statement, organizational priorities, core values and the Public Transportation Benefit Area (PTBA). STA serves the PTBA, not the entire County of Spokane. Jurisdictions included in the PTBA choose to be taxed for the transit benefit. Approximately 80% of the urbanized part of the County is included in the PTBA. STA works for the Citizens. Mr. Blaska reviewed the organizational chart and Director's responsibilities. Mr. Blaska said that Fixed Route Bus has 34 routes, 134 coaches and approximately

112 coaches in service at peak times. Last year had record ridership, but 2015 has dropped some most likely due to gas prices.

Victor Frazier left at 6:10 p.m.

An ADA requirement is to provide comparable public transportation service for those individuals who due to their disability, cannot use fixed route service. Paratransit service is offered to those who live within ¾ mile of a fixed route. Curb to curb service is a requirement, however STA provides door to door service. STA has blended service; about half of its service is contracted service. STA's contractor, MV Transportation, provides this service on weekends, early in the morning and late at night. Additional services are reservations, mobility training, eligibility in person assessment and the special use vanpool program. In Washington, the fare for Paratransit cannot exceed the fixed route base fare. There are approximately 100 active vanpools which make about 250,000 trips annually for 1000 participants. STA has a surplus Van Grant program. Human Services Organizations can apply by completing an application. Forty vans are now in the Community as a result of this program. This has helped STA reduce Paratransit ridership. STA's performance measures include safety, community trust, customer service, organizational success and financial stewardship. STA's Board includes nine elected officials and one non-voting labor representative. STA has three Committees which are Planning & Development, Performance Monitoring & External Relations and Board Operations. The orientation binders include the Annual Strategic Plan, Budget, Service Implementation Plan, Capital Improvement Plan, Transit Development Plan (TDP) and Comprehensive Plan (Connect Spokane). The TDP is a six year plan (current year + 5) that includes the Capital Plan (6 years) and the Service Implementation Plan (3 years). 70% of STA's revenue comes from sales tax, 16% from fares and other revenue, and 11% from formula grants. Expenses are in the operating division and include 66% from fixed route, 18% Paratransit (18% of budget serves 5% of customers), vanpool pays for itself (through its fare structure), and 11.9% are administrative costs. STA's administrative costs are low compared to other transits. Mr. Blaska said the Comprehensive Plan is the foundation for STA. The vision is a High Performance Transit Network which includes high frequency, mode neutral, all day two-way service and improved amenities and appeal. STA Moving Forward is the vision.

Mr. Blaska led a tour of the garage and dispatch center for members.

7. **GENERAL BUSINESS**
None

8. **SET MEETING SCHEDULE & AGENDA ITEMS FOR FUTURE CAC MEETINGS**
Nothing discussed at this time.

9. **ADJOURN**
With there being no further business to come before the Committee, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Stacia Bowers
Executive Assistant to the Director of Communications & Customer Services