

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

CITIZEN ADVISORY COMMITTEE MEETING
Wednesday, November 8, 2017
5:00 p.m.
Southside Conference Rooms

AGENDA

1. Call to Order & Roll Call
2. Public Expressions – *(Charlie Howell) – 3 minutes per person*
3. Committee Action: Review of Citizen Advisory Committee Minutes - Corrections or Approval
 - a. Minutes of October 11, 2017 – Regular Meeting – *(Charlie Howell) – 5 minutes*
4. Committee Reports:
 - a. Division Street HPT Lite Field Trip Discussion – *(Karl Otterstrom) – 15 minutes*
 - b. Fare System Upgrade Project Update - *(Lynda Warren) – 15 minutes*
 - c. STAMF Performance Matrix - *(Karl Otterstrom) – 15 minutes*
 - d. Ridership/Communications Update - *(Beth Bousley) – 15 minutes*
 - e. Recruitment/Orientation Update– *(Charlie Howell) – 5 minutes*
 - f. PMER Observations – *(Charles Hansen) – 5 minutes*
5. General Business - *(Charlie Howell) – 5 minutes*
6. Set agenda items for future CAC meetings - *(Charlie Howell) – 5 minutes*
7. Adjourn

Next Citizen Advisory Meeting: December 13, 2017
STA Conference Room, 1229 W. Boone Avenue, Spokane, WA 99201

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AGENDA ITEM 2: PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

At this time, the Citizens Advisory Committee will give the public the opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest. Comments will be limited to three minutes per person and, if requested, answers will be provided by staff at a later date.

**SPOKANE TRANSIT AUTHORITY
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**AGENDA ITEM 3: MINUTES OF THE OCTOBER 11, 2017 COMMITTEE
MEETING - CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

SUMMARY: Attached for your information, corrections, and/or approval are the minutes of the October 11, 2017, Citizen Advisory Committee meeting.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval

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CITIZEN ADVISORY COMMITTEE MEETING (CAC)

Meeting Minutes for October 11, 2017

Southside Conference Room

MEMBERS PRESENT

Dennis Anderson
Ann Campeau
Dick Denenny
Charles Hansen
Brian Kamp
Larry Lapidus
Madison Leonard
Michelle Rasmussen

MEMBERS ABSENT

Victor Frazier
Resa Hayes
Charles Howell, Committee Chair
Larry Luton

STAFF PRESENT

Stacia Bowers, Executive Assistant
Gordon Howell, Principal Planner
Matt Kenney, Transit Planner
Mike Tresidder, Associate Transit Planner
Lynda Warren, Director of Finance & Information Systems

GUESTS

Dimple Kamp

1. CALL TO ORDER AND ROLL CALL

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

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE ACTION:

a. Minutes of the Citizen Advisory Committee - Corrections or Approval

Dick Denenny asked the Committee to address the minutes of the September 13, 2017 meeting.

The minutes were approved.

4. COMMITTEE REPORTS:

a. 2018 Proposed Budget:

Lynda Warren presented the proposed budget for 2018.

The committee asked how many new buses would be added for 2018 and the ratio between operators and coaches. Ms. Warren sent detailed information to the committee answering these questions via email after the meeting.

b. 2018 Service Improvements – Preliminary Proposal:

Gordon Howell presented the preliminary proposal for 2018 service improvements. The preliminary proposal improvements are more service on existing routes per STAMF, modify/add service per STAMF and modify existing routes to improve service effectiveness. Mr. Howell reviewed the following:

- West Plains Service Changes
- Sprague “load & go” at the Plaza
- Route 23 Maple/Ash
- Route 2 Medical Shuttle
- 124 North Express Safety Improvements

- 173 VTC Express
- 25 Division reliability
- 27 Hillyard reliability
- Inbound routing on 94 East

The committee was invited to review the proposal and take the online survey at the link provided.
<https://www.spokanetransit.com/projects-plans/september-2018-service-revisions>

c. Connect Spokane Plan Amendments Review:

Mike Tresidder provided the committee with information on the Connect Spokane updates. Connect Spokane is updated every three years and STA is currently in the revise draft update phase. Mr. Tresidder reviewed the timeline, next steps, what STA is responding to and the scope of updates.

d. Ridership/Communications Update:

Tabled for a future meeting.

e. Recruitment/Orientation Update:

Madison Leonard completed her orientation.

f. PMER Observations:

Charles Hansen attended the PMER meeting and gave a brief report of what was covered including: inter local agreement traffic light at Ermine and Greene, service improvements, award of contract, community events fare structure for Hoopfest, and Bloomsday. Valleyfest and First Night are free events. PMER was updated PMER on the CAC chair election.

5. GENERAL BUSINESS:

Stacia Bowers asked the members if they were available for a Saturday in November for the HPT Lite Field Trip. The members agreed that the 18th would be the best to schedule a field trip.

6. SET MEETING SCHEDULE & AGENDA ITEMS:

- Minutes of the October 11, 2017, Committee meeting – *Corrections/Approval*
- Division HPT Lite Field Trip
- Fare System Upgrade Project Update
- Recruitment/Orientation
- PMER Observations

7. ADJOURN

Respectfully submitted,

Stacia Bowers
Executive Assistant to the Director of
Communication & Customer Service

**SPOKANE TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING**

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AGENDA ITEM 4a: DIVISION STREET HPT LITE FIELD TRIP

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY:

Staff will discuss the logistics of the CAC upcoming field trip for November 18, 2017.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4b: FARE SYSTEM UPGRADE PROJECT UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Lynda Warren, Director of Finance and Information Systems

SUMMARY: Staff will provide an update on the Fare System Upgrade project.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4c: STAMF PERFORMANCE MATRIX

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY:

Staff will provide an update on the STAMF Performance Matrix.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4d: RIDERSHIP/COMMUNICATIONS UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Beth Bousley, Director of Communications and Customer Service

SUMMARY: Staff will provide an update on ridership and communications.

RECOMMENDATION TO COMMITTEE: Information only.

**SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 4e: RECRUITMENT/ORIENTATION UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Charlie Howell, CAC Chair

SUMMARY: Chair will provide an update on recruitment and orientation.

- 3 vacancies
- June 2018 three members term out (second term expires)
- June 2018 two members first term expires

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4f: PMER OBSERVATIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Charles Hansen, CAC PMER Representative

SUMMARY: CAC Representative to give a summary of recent PMER meeting.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 5: GENERAL BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

2018 CAC MEETING SCHEDULE

(Second Wednesday) 5:30pm
January – no meeting
February 14
March 14
April 11
May 9
June 13
July 11
August – no meeting
September 12
October 10
November 14
December 12

**SPOKANE TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING**

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AGENDA ITEM 6: REVIEW DECEMBER 13, 2017, DRAFT AGENDA ITEMS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

SUMMARY:

At this time, members of the Citizens Advisory Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the December 13, 2017 Committee meeting.

Proposed agenda items include:

- Minutes of the November 8, 2017, Committee meeting – *Corrections/Approval*
- Performance Measures
- Snow Plan
- Recruitment/Orientation
- PMER Observations

RECOMMENDATION TO COMMITTEE: Review and discuss.