

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

AGENDA

CITIZEN ADVISORY COMMITTEE MEETING

Wednesday, June 8, 2016

5:00 p.m.

Southside Conference Rooms

1. Call to Order & Roll Call
2. Public Expressions – *(Dean Lynch) – 3 minutes per person*
3. Committee Action: Review of Citizen Advisory Committee Minutes - Corrections or Approval
 - a. Minutes of May 11, 2016 – Regular Meeting – *(Dean Lynch) – 5 minutes*
4. Committee Reports:
 - a. Transit Development Plan (TDP) Draft– *(Karl Otterstrom) – 15 minutes*
 - b. Performance, Monitoring and External Relations (PMER) Observations – *(Charlie Howell) – 5 minutes*
 - c. Draft Fare (Tariff) Recommendation Update – *(Lynda Warren) – 10 minutes*
 - d. Recruitment/Orientation update – *(Dean Lynch) – 15 minutes*
 - e. Chair Selection – *(Dean Lynch) – 10 minutes*
 - f. Draft Public Education Strategy for Upcoming Ballot *(Karl Otterstrom) – 10 minutes*
 - g. Plaza Renovation Update – *(Karl Otterstrom) – 5 minutes*
5. General Business - *(Chair) – 5 minutes*
6. Set agenda items for future CAC meetings - *(Chair) – 5 minutes*
7. Adjourn

Next Citizen Advisory Meeting: July 13, 2016

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 MAY 11, 2016 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 May 11, 2016, Citizen Advisory Committee meeting.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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CITIZEN ADVISORY COMMITTEE MEETING (CAC)
Meeting Minutes for May 11, 2016
Southside Conference Room

MEMBERS PRESENT

Dean Lynch - Committee Chair
Fyrne Bemiller
Ann Campeau
Victor Frazier
Charles Hansen
Charles Howell
Margaret Jones
Larry Lapidus
Fran Papenleur
Philip Rudy

MEMBERS ABSENT

David Driscoll
Resa Hayes
Larry Luton

STAFF PRESENT

Beth Bousley, Director of Communications & Customer Service
Stacia Bowers, Executive Assistant to the Director of Communications & Customer Service
Karl Otterstrom, Director of Planning

GUESTS

1. CALL TO ORDER AND ROLL CALL

Chair Lynch 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

Mr. Lynch asked the Committee to address the minutes of the April 13, 2016 meeting.
The minutes were approved.

4. COMMITTEE REPORTS:

a. Plaza Renovation Update:

Karl Otterstrom reported that the first phase of the Plaza Renovation began May 2nd, 2016. The first phase work is being done upstairs and they are working on the new STA security offices. After the 4th of July, the 2nd phase will begin and this will affect the elevator and bathrooms, etc. Mr. Otterstrom informed the committee that there is a link available on spokanetransit.com to receive text updates and alerts for the plaza construction. <http://plaza.spokanetransit.com/>

b. STA Moving Forward (STAMF) Board Vote:

Mr. Otterstrom briefed the committee on STA Moving Forward (STAMF) which was adopted in December 2014 with continued Board support for the plan in November 2015. In April, 2016, the Board adopted a resolution to see voter approval to levy a sales tax of up to 2/10 of a cent with a phased approach to fund STA Moving Forward through 2028. Mr. Otterstrom emphasized that STA Moving Forward is related to all components of STA's planning framework, including Connect Spokane, the Transit Development Plan (TDP) and the Annual Strategic Plan/Budget. Mr. Otterstrom reviewed the timelines and how STA is currently working on the 2016 TDP, preparing the 2017 Budget and Annual Strategic Plan, STAMF project-specific activities, and ballot measure citizen education.

Beth Bousley reviewed the ballot measure citizen education and information objective and the methods that STA will be using.

c. Fare Analysis Outreach:

Ms. Bousley reported that STA is currently conducting fare analysis outreach and presented the scheduled community outreach presentations and events to the committee. She reminded the committee that there will be a public hearing on this matter in June. Ms. Bousley provided examples of community feedback regarding the proposed fare increase.

d. Chair Election Schedule:

Chair Lynch announced the election for the CAC chair will be held next month. The committee approved a motion to have a notice sent by email to CAC members. This notice is to remind members of the chair election next month and that it is open to everyone. Members interested in being nominated as the chair should come to the June meeting prepared to express to the committee, in three minutes or less, why they would like to serve as chair and what they have to offer. Afterwards a vote will take place.

e. Recruitment/Orientation Update:

Chair Lynch reported that a public notice was in the Sunday paper recruiting for CAC members. The Chair also expressed that CAC members have been actively marketing and following up on applications they have provided to potential members. Stacia Bowers noted that one person has responded from the paper requesting an application sent via mail.

f. PMER Meeting Update:

The PMER meeting for May was cancelled. The next PMER meeting is June 1st.

5. GENERAL BUSINESS:

Dr. Rudy announced that he had attended a Greater Spokane Incorporated (GSI) event in which a former mayor from Missouri presented on bus rapid transit. The speaker indicated that consistency and frequency are the most important factors in transit.

6. SET MEETING SCHEDULE & AGENDA ITEMS:

- Minutes of the May 11, 2016, Committee meeting – *Corrections/Approval*
- Chair Selection
- TDP draft Plan
- Draft Public Education
- Fare Analysis Recommendation
- Recruitment/Orientation
- PMER Observations
- Plaza Renovation Update

7. ADJOURN

Respectfully submitted,

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

SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 4a: TRANSIT DEVELOPMENT PLAN (TDP) DRAFT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: Staff will provide an update on the Transit Development Plan (TDP) draft.

The draft TDP is available for viewing at:

<https://www.spokanetransit.com/about-sta/2016-draft-transit-development-plan-now-available-for-review-and-comment>

Financial Projections will be included in Section 7 in the next edition of the draft plan to be made available prior to the Public Hearing on June 16th.

RECOMMENDATION TO COMMITTEE: Information.

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**AGENDA ITEM 4b : PERFORMANCE, MONITORING & EXTERNAL RELATIONS
(PMER) COMMITTEE OBSERVATIONS**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Charlie Howell

SUMMARY:

Charlie Howell will provide an update on the recent PMER Committee meeting.

RECOMMENDATION TO COMMITTEE: Information.

**SPOKANE TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING**

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AGENDA ITEM 4c: DRAFT FARE (TARIFF) RECOMMENDATION UPDATE

REFERRAL COMMITTEE: N/A

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

SUMMARY:

In February 2016, the Performance Monitoring and External Relations Committee (PMER) and the Board approved the outreach plan for the preliminary fare proposal. This preliminary proposal included the following:

Category	Current Fare as of 2012	Preliminary Proposal 7/1/2017
<u>Adult</u>		
Cash Fare	\$1.50	\$2.00
2-Hour Pass	\$1.50	\$2.00
Day Pass	\$3.50	\$4.00
31-Day Rolling Pass	\$45.00	\$60.00
City Ticket (Shuttle Service)	\$30.00	\$40.00
- <u>7-Day Rolling (New)</u>		\$17.00
<u>4-Day Rolling (New)</u>		\$12.00
<u>Reduced Fare</u>		
Cash Fare	\$0.75	\$1.00
2-Hour Pass	\$0.75	\$1.00
31-Day Rolling Pass	\$22.50	\$30.00
Student Pass	\$37.00	Discontinue
<u>Youth</u>		
Cash Fare	\$1.50	\$2.00
Day Pass	\$3.50	\$4.00
31-Day Rolling Pass	\$30.00	\$40.00
Youth Summer	\$45.00	Discontinue
<u>Paratransit</u>		
Cash Fare	\$1.50	\$2.00
PT One Ride	\$1.50	\$2.00
Monthly Pass	\$45.00	\$60.00

Based on extensive public outreach, (summary attached – Attachment 1) staff is recommending a phased-in approach and adjustments to the preliminary proposal as follows:

Category	Current Fare	Preliminary Proposal	Draft Recommendation	
	as of 2012	7/1/2017	7/1/2017	7/1/2018
Adult				
Cash Fare	\$1.50	\$2.00	\$1.75	\$2.00
2-Hour Pass	\$1.50	\$2.00	\$1.75	\$2.00
Day Pass	\$3.50	\$4.00	\$4.00	\$4.00
31-Day Rolling Pass	\$45.00	\$60.00	\$50.00	\$60.00
City Ticket (Shuttle Service)	\$30.00	\$40.00	\$35.00	\$40.00
7-Day Rolling (New)		\$17.00	\$15.00	\$17.00
4-Day Rolling (New)		\$12.00	N/A	N/A
Reduced Fare				
Cash Fare	\$0.75	\$1.00	\$0.75	\$1.00
2-Hour Pass	\$0.75	\$1.00	\$0.75	\$1.00
31-Day Rolling Pass	\$22.50	\$30.00	\$25.00	\$30.00
Student Pass	\$37.00	Discontinue	\$42.00	\$52.00
Youth				
Cash Fare	\$1.50	\$2.00	\$1.75	\$2.00
Day Pass	\$3.50	\$4.00	\$4.00	\$4.00
31-Day Rolling Pass	\$30.00	\$40.00	\$35.00	\$40.00
Youth Summer	\$45.00	Discontinue	Discontinue	Discontinue
Paratransit				
Cash Fare	\$1.50	\$2.00	\$1.75	\$2.00
PT One Ride	\$1.50	\$2.00	\$1.75	\$2.00
Monthly Pass	\$45.00	\$60.00	\$50.00	\$60.00

Staff is presenting a draft recommendation of the attached Tariff Policy (Attachment 2).

- It retains fares for STA services at a level at or below that of other comparable transit agencies yet achieves the minimum 20% farebox return objective for fixed route services by 2018. This complies with the Board's philosophy and strategic direction.
- The fare increases are sequenced over time to allow agencies and individuals to plan ahead.

Staff shares the concern for low income customers. However, the solution to this challenge should not be an across-the-board constraint on the fare structure. Such a course of action can directly impact the sustainability of the system. The real problem seems to be the relationship of fares to the available discretionary funds for a select part of the population.

Staff recommends that an appropriate course of action focuses our effort on a solution specific to low income users. The more focused the effort is on who specifically needs assistance; the more efficiently and effectively financial resources can be applied. Staff has already reached out to a group of social service providers/advocates to collaboratively look for solutions.

RECOMMENDATION TO COMMITTEE: Discuss draft recommendation.

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AGENDA ITEM 4d: RECRUITMENT/ORIENTATION UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Citizen Advisory Committee Workgroup

SUMMARY: Provide update on CAC recruitment efforts and orientation development.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4e: CHAIR ELECTION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Citizen Advisory Committee Chair

SUMMARY: CAC election of Chair.

RECOMMENDATION TO COMMITTEE: Committee to elect new chair.

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**AGENDA ITEM 4f: DRAFT PUBLIC EDUCATION STRATEGY FOR UPCOMING
BALLOT**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: Staff will provide an update to the CAC on the draft Public Education Strategy for the upcoming ballot.

RECOMMENDATION TO COMMITTEE: Discussion.

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AGENDA ITEM 4g: PLAZA RENOVATION UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: Staff will provide a verbal update to the CAC on the status of the renovation of the Plaza.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
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AGENDA ITEM 5: GENERAL BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

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AGENDA ITEM 6: REVIEW JULY 13, 2016, 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 June 8, 2016 Committee meeting.

Proposed agenda items include:

- Minutes of the June 8, 2016, Committee meeting – *Corrections/Approval*
- Ballot language guidelines
- High Performance Transit Update
- Plaza Renovation Update
- Legislative Update
- Fare Analysis Public Outreach
- Recruitment/Orientation
- PMER Observations

RECOMMENDATION TO COMMITTEE: Review and discuss.