

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

CITIZEN ADVISORY COMMITTEE **SPECIAL MEETING**
Wednesday, February 7, 2018
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 December 13, 2017 – Regular Meeting – *(Charlie Howell) – 5 minutes*
4. Committee Reports:
 - a. 2018 Service Revision – Draft Recommendations – *(Otterstrom/Weinand) – 20 minutes*
 - b. Central City Line Public Input and Communications Plan Update - *(Otterstrom/Skillingstad) – 5 minutes*
 - c. Passenger Survey Update - *(Beth Bousley) – 10 minutes*
 - d. Monroe Regal HPT Corridor Overview - *(Otterstrom/Brodwater) – 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: March 14, 2018
STA Conference Room, 1229 W. Boone Avenue, Spokane, WA 99201

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE MEETING OF

February 7, 2018

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
CITIZEN ADVISORY COMMITTEE MEETING OF**

February 7, 2017

**AGENDA ITEM 3: MINUTES OF THE DECEMBER 13, 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 December 13, 2017, Citizen Advisory Committee meeting.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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

CITIZEN ADVISORY COMMITTEE MEETING (CAC)

Meeting Minutes for December 13, 2017
Southside Conference Room

MEMBERS PRESENT

Dennis Anderson
Ann Campeau
Dick Denenny
Victor Frazier
Charles Hansen
Charles Howell, Committee Chair
Brian Kamp
Larry Luton
Michelle Rasmussen

MEMBERS ABSENT

Resa Hayes
Larry Lapidus
Madison Leonard

STAFF PRESENT

Emily Arneson, Community Ombudsman Accessibility Officer
Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Stacia Bowers, Executive Assistant
Hayley McAvoy, Intern, Communications
Roger Watkins, Chief Operations Officer

GUESTS

Jorgen Rasmussen

1. CALL TO ORDER AND ROLL CALL

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

2. PUBLIC EXPRESSIONS

Jorgen Rasmussen is the city captain for National Drive Electric Week which is held in Liberty Lake and uses the park and ride. Mr. Rasmussen would like to promote electric charging stations in park and ride lots and promote these events in 2018. He stated that Avista is on board along with the City of Liberty Lake and would like to reserve three spots for the National Drive Electric event.

3. COMMITTEE ACTION:

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

Charlie Howell asked the Committee to address the minutes of the November 8, 2017 meeting. The minutes were approved.

4. COMMITTEE REPORTS:

a. 2018 Performance Matrix and Measures:

Steve Blaska reviewed upcoming STAMF projects expected to complete in 2018.

Mr. Blaska briefed the committee on the changes on ridership from last year and on the new standardization of on time performance goals of 93%. Mr. Blaska noted the new performance measures which include park and ride performance, and fixed route ease of use.

b. Snow Plan:

Mr. Blaska reported that STA coordinates with jurisdictions and that STA is approved for snow removal operations in select areas as STA personnel are certified by the City of Spokane. During snow emergencies Paratransit service has preplanned detours and STA has additional staffing in dispatch, plaza, facilities and grounds and fixed route (supervisors have de-ice

and bars to help push a bus). Facilities and Grounds have an earlier shift change in the winter to clear weather. The Communications department has an emergency communications plan and has staff on call that push out notifications. Mr. Blaska reminded the committee of some winter weather helpful hints:

- listen to traffic reports and street closures,
- call 328 ride
- check the website (updates at approximately 0600 and 1600)
- sign up for STA LINKED
- use real time information if bus is running late
- wear Light colored clothing, a reflector or flashlight (phone app)
- clear a path at the bus stops

c. Adjustment to Bus Procurement Plan:

Mr. Blaska reported that STA is committed to Battery Electric Buses (BEB) and the Central City Line will be BEB 60 foot coaches scheduled for delivery in 2021. He also noted that the Capital Improvement Plan (CIP) identified opportunities for BEB's in 2019 and 2023. STA is ordering six BEB's to meet the September 2019 service requirements and is looking to identify a bus route that will have in route charging. There is an opportunity for ten BEB's in 2019-2020 (in addition to the ten for CCL).

d. STA Moving Forward Update:

Beth Bousley displayed the stamovingforward.com website and briefed the committee on the content of the website.

e. Recruitment/Orientation Update:

The Chair requested copies of maps with CAC member's addresses emailed out to CAC members to show where representation of the committee lies within the PTBA.

f. PMER Observations:

Charles Hansen informed the committee of items covered at the last PMER meetings. PMER discussed the bus procurement strategy, award of contract for laundry, inter local agreement for police, legislative priorities, passenger survey, and Roger Watkins was introduced as STA's new Chief Operations Officer.

5. GENERAL BUSINESS:

The committee voted to move the February meeting to the 7th of February instead of having it on the 14th. This will be considered a special meeting.

6. SET MEETING SCHEDULE & AGENDA ITEMS:

- Minutes of the February 7, 2018, *Special Committee meeting – Corrections/Approval*
- 2018 Service Improvements
- Passenger survey Update
- Monroe Regal HPT Corridor Overview
- 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
February 7, 2018**

**AGENDA ITEM 4a: SEPTEMBER 2018 SERVICE REVISION – DRAFT
RECOMMENDATIONS**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Kathleen Weinand, Principal Transit Planner

SUMMARY:

Consistent with the *STA Moving Forward* (STAMF) plan approved by the STA Board of Directors and funding authorized by voters, a collection of Fixed Route bus improvements are scheduled to take place in September.

Staff presented a 2018 September Service Preliminary Proposal to the CAC and Board in October 2017, sought public input on this proposal through an online survey, presentations at the city councils of Cheney and Medical Lake and at three neighborhood council meetings, coordinated with jurisdictional staff, posted notices on-board coaches and at bus stops/park & ride lots, and held a Facebook Live event. Close to 2,000 people participated in the online survey and the Facebook Live video was viewed over 800 times. Staff has prepared a draft recommendation based on a combination of stakeholder feedback, STA’s adopted principles and policies, and professional analysis.

Although some of the concepts listed in this Draft Recommendation have been generally outlined in the STAMF plan and included in the 2017 Transit Development Plan, this September 2018 service change will be brought forward through a public process to receive additional public input before service can begin. The timeline for receiving public input, refining, approving, and implementing the service revisions is provided below.

DATE	ACTIVITY
February 7, 2018	Present Draft Recommendation to the CAC
March 15, 2018	Public hearing on Draft Recommendation
April 4, 2018	Final Recommendation Posted
April 19, 2018	Board of Directors action
September 16, 2018	Service revisions go into effect based on Board approval

Recommendation Overview

This Draft Recommendation incorporates phasing-in of fixed-route projects identified in STAMF to be implemented in 2018 as well as explore objectives listed in the Service Implementation Plan contained within the 2017 Transit Development Plan (TDP). The table below summarizes the draft recommendations.

PRELIMINARY PROPOSAL	DRAFT RECOMMENDATION
<p>West Plains Routes Two options were provided for potential route changes related to the opening of Phase I of the West Plains Transit Center (STAMF project).</p>	<p>West Plains Option A is recommended for implementation. Route 62 Medical Lake</p> <ul style="list-style-type: none"> • Terminate at the West Plains Transit Center (WPTC) • Increased mid-day frequency, introduce night & weekend service <p>New Route 64 WPTC/Cheney</p> <ul style="list-style-type: none"> • Enables connections at the WPTC <p>Route 66 Cheney/EWU</p> <ul style="list-style-type: none"> • New layover at the EWU Surbeck Service Building • Would not stop at WPTC <p>Route 68 Cheney Local</p> <ul style="list-style-type: none"> • Route revisions <p>Discontinue Route 165 Cheney Express</p> <ul style="list-style-type: none"> • Passengers served by other routes
<p>Route 2 South Side Medical Shuttle Extend route to serve new University District Gateway Bridge.</p>	<p>Recommended. Additional route details have developed since the preliminary proposal and are included in the draft recommendation.</p>
<p>Routes 21 West Broadway & 90 Sprague</p> <ul style="list-style-type: none"> • Plaza “Board and Go” for the Route 90 Sprague • Interline the Route 90 with the Route 21 Broadway • Increase frequency on the Route 21 (STAMF improvement). 	<p>Recommended as proposed.</p>
<p>Route 23 Maple/Ash</p> <ul style="list-style-type: none"> • Extend the route to Indian Trail nights and weekends (STAMF improvement) • Move the route from Broadway Avenue to Boone Avenue between Monroe Street and Maple Street. 	<p>Recommended as proposed.</p>
<p>Route 25 Division</p> <ul style="list-style-type: none"> • Improve weekday outbound departure reliability (STAMF improvement) by using a downtown layover location other than the Plaza; • Operate “Board and Go” at the Plaza 	<p>Recommended as proposed.</p>
<p>27 Hillyard Improve weekday afternoon reliability</p>	<p>Recommended as proposed.</p>
<p>Route 94 East Central/Millwood Modify inbound routing to eliminate out of direction service</p>	<p>Recommended as proposed.</p>

<p>124 North Express Two options were provided to change the routing to avoid the difficult left turn out of the Hasting Park and Ride.</p>	<p>Based on feedback, neither option is recommended. The routing is proposed to stay the same. It is recommended that the two AM 124 trips that conflict with peak Mead High School traffic will no longer serve the Hastings Park and Ride. Customers wishing to catch one of these two trips may use the near-by Fairwood Park and Ride.</p>
<p>173 VTC Express Route would be transformed into two new express Routes 190 and 194 serving the same corridor.</p>	<p>Recommended as proposed.</p>

Further details on the specific changes to existing routes can be viewed via the following link:
https://www.spokanetransit.com/files/content/Sept_2018_Draft_Recommendation.pdf

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE MEETING OF

February 7, 2018

AGENDA ITEM 4b: CENTRAL CITY LINE (CCL) PUBLIC INVOLVEMENT PLAN

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Don Skillingstad, Capital Project Manager

SUMMARY: The Central City Line project is moving forward through the design process. Recently, the project Steering Committee and STA Board affirmed the general station locations which provides certainty into the final design process. The STA Board also approved, through the approval of the Comprehensive Plan, a station identification and customization policy which allows neighborhoods the option to provide for identification elements to be incorporated into the station design.

Over the past twelve (12) months, a considerable amount of public outreach has been completed. This includes meetings with stakeholders, businesses, neighborhoods, landowners and riders to gather input into the station location and design process. This outreach has included traditional open houses, post card mailings, website updates, individual landowner meetings, and presentations to neighborhood groups and boards. An interactive map website has been created with information for each station location along the alignment.

A public involvement plan was recently prepared which describes the approach, methods, timeline and responsibilities for public outreach during the final design phase of the project. The objective of the plan is to inform the general public about the project, provide ongoing opportunities for input, ensure public and stakeholder concerns about the project are heard, and provide opportunities for communities of concern to engage. The plan will be accomplished through periodic webpage updates, social media postings, interactive map updates, online open houses, traditional open houses, and meetings with individual landowners, business owners and other stakeholders.

In the near-term, two events have been scheduled. First, an online open house will be conducted from January 29 – February 16. The online open house will feature a webpage containing general project information with an opportunity to provide feedback about station design and amenities. A series of questions will be presented to gather specific feedback. The interactive map will contain specific detailed information about each station location. Notice of the event is being provided via postcard mailings, social media, website banners and the media.

The link can be found here:

<https://www.spokanetransit.com/about-sta/sta-invites-the-public-to-a-central-city-line-online-open-house>

The second event is a Service Provider Roundtable discussion with 25 local representatives of key local service providers for low income, minority and limited English proficiency populations throughout the region. This meeting will occur on February 14. The purpose of this event is to provide project information to these service providers and to gather input on the needs of their constituents.

RECOMMENDATION TO COMMITTEE: Information only.

**SPOKANE TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING**

February 7, 2018

AGENDA ITEM 4c: FIXED ROUTE PASSENGER SURVEY UPDATE

REFERRAL COMMITTEE: N/A

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

SUMMARY: Staff will provide an update on the latest Fixed Route Passenger Survey.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE MEETING

February 7, 2018

AGENDA ITEM 4d: MONROE-REGAL HPT CORRIDOR OVERVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Ryan Brodwater, Capital Project Manager

SUMMARY:

The Monroe-Regal HPT Corridor project is an important project within the *STA Moving Forward* plan, serving multiple neighborhoods through Spokane with more frequent transit service that will be easy to use. It is anticipated that the planning and design of the corridor will occur during 2018, with construction in summer of 2019. Service is expected to start in late 2019.

Staff in conjunction with the consultant design team will be scheduling and attending numerous stakeholder, business, and neighborhood meetings over the course of 2018.

A portion of the corridor (six stops) will be constructed this summer (2018) as part of the City's North Monroe Street Corridor Project. STA staff worked closely with the City, affected businesses, and the Emerson-Garfield neighborhood in the location and design of these stops.

In concert with the Monroe-Regal Corridor timeline, STA is also finalizing the acquisition of property for the Moran Station Park and Ride near the intersection of 57th Avenue and Palouse Highway. This facility will be the southern terminus of the Monroe-Regal HPT corridor. Staff is closely coordinating the design with Spokane County and Moran Prairie Elementary.

Staff will provide an overview of the corridor and discuss key decisions and issues that will need public input during the design.

RECOMMENDATION TO COMMITTEE: Information only.

**SPOKANE TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING**

February 7, 2018

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.

**SPOKANE TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING**

February 7, 2018

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.

**SPOKANE TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE MEETING OF**

February 7, 2018

AGENDA ITEM 5: GENERAL BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

**SPOKANE TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING**

February 7, 2018

AGENDA ITEM 6: REVIEW MARCH 14, 2018, 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 March 14, 2018 Committee meeting.

Proposed agenda items include:

- Minutes of the February 7, 2018, Committee meeting – *Corrections/Approval*
- STA Moving Forward Update
- West Plains Transit Center Field Trip
- 2018 Communications Plan & 2017 Plan Recap
- Recruitment/Orientation
- PMER Observations

RECOMMENDATION TO COMMITTEE: Review and discuss.