

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

CITIZEN ADVISORY COMMITTEE MEETING
Wednesday, November 14, 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 October 10, 2018 –Meeting – *(Charlie Howell) – 5 minutes*
4. Committee Reports:
 - a. Central City Line (CCL) Update - *(Dan Wells) – 15 minutes*
 - b. Monroe-Regal Line Update - *(Dan Wells) – 15 minutes*
 - c. Plaza Operations Update - *(Kathleen Weinand) – 15 minutes*
 - d. Zero Emission Technology Fleet Transition Evaluation Update - *(Roger Watkins) – 15 minutes*
 - e. Recruitment/Orientation – *(Charlie Howell) – 5 minutes*
5. Committee Information – *no action or discussion*
6. General Business - *(Chair) – 5 minutes*
7. Set agenda items for future CAC meetings – *(Chair) – 5 minutes*
8. Adjourn

Next Committee Meeting: December 12, 2018

STA Conference Room, 1229 W. Boone Avenue, Spokane, WA 99201

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SPOKANE TRANSIT AUTHORITY
CITIZEN ADVISORY COMMITTEE MEETING

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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.

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AGENDA ITEM 3: MINUTES OF THE OCTOBER 10, 2018 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 10, 2018, Citizen Advisory Committee meeting.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

CITIZEN ADVISORY COMMITTEE MEETING (CAC)
Meeting Minutes for October 10, 2018
Southside Conference Room

MEMBERS PRESENT

Dennis Anderson
Dick Denenny
Charles Howell, Committee Chair
Brian Kamp
Larry Lapidus

MEMBERS ABSENT

Ann Campeau
Larry Luton
Madison Leonard
Michelle Rasmussen

STAFF PRESENT

Emily Arneson, Community Ombudsman and Accessibility Officer
Stacia Bowers, Executive Assistant
E. Susan Meyer, CEO
Karl Otterstrom, Director of Planning and Development
Brandon Rapez-Betty, Director of Communications & Customer Service
Lynda Warren, Director of Finance & Information Systems

GUESTS

1. CALL TO ORDER AND ROLL CALL

Charlie Howell called the meeting to order at 5:03 p.m. and conducted roll call.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE ACTION

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

Charlie Howell asked the Committee to address the minutes of the September 12, 2018 meeting. The minutes were approved.

4. COMMITTEE REPORTS:

a. 2019 Proposed Budget:

Lynda Warren presented the narrated video of the proposed 2019 proposed budget, which is available online at <https://vimeo.com/292986529>

b. Communications Update:

Brandon Rapez-Betty updated the committee on a public outreach campaign to increase ridership and improve community perception titled "We've got this".

Mr. Rapez-Betty briefed the committee on the new Kendall Yards bus passes and will have links forwarded to the members.

c. STAMF Performance Tracking:

Karl Otterstrom presented the handout on STAMF projects quarterly progress report as of end of quarter three.

Mr. Otterstrom reported that over 500 surveys have been filled out online.

d. Recruitment/Orientation Update:

Brandon Rapez-Betty informed the committee that a social media post is up and running to recruit members for the Citizen Advisory Committee.

e. PMER Observations:

Brandon Rapez-Betty acknowledged that there is currently not a CAC member available to attend the PMER meetings, but as the committee recruits new people to ask if new members are interested.

5. GENERAL BUSINESS:

Larry Lapidus stated he has forwarded information to Next Door as a means to recruit and to disperse information.

Discussion ensued on the upcoming snow route, digital signage and stop numbers on bus stop signs.

6. SET MEETING SCHEDULE & AGENDA ITEMS:

- Minutes of the October 10, 2018 Committee meeting – *Corrections/Approval*
- CCL Update
- Monroe-Regal Update
- Moran Station Update
- Recruitment/Orientation
- PMER Observations

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: CENTRAL CITY LINE: GENERAL UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dan Wells, Deputy Director of Capital Development

SUMMARY:

Staff will provide a general update on the Central City Line project.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 4b: **MONROE-REGAL LINE: DESIGN DEVELOPMENT UPDATE**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Dan Wells, Deputy Director of Capital Development

SUMMARY:

The Monroe-Regal High-Performance Transit (HPT) Line will combine some of STA's most successful routes including routes 24 Monroe, 44 29th Ave, and the portion of the Route 45 Regal south of 29th Avenue, providing a direct connection between north and south Spokane. STA Moving Forward improvements in the corridor include frequent service, expanded hours and improved passenger amenities.

After an extensive planning effort over summer 2018, corridor design is now fully underway. The design consultant hosted a Design Workshop at STA on Monday, October 8th. The majority of corridor design is anticipated to be complete by January, 2019.

STA staff has engaged the public with extensive outreach. Route concepts were presented to affected neighborhood groups in spring of 2018. Staff again presented to neighborhood groups in fall of 2018 with proposed stop locations and types of improvement. Mailers were sent out in August 2018 inviting all residents within a ¼ mile of the project corridor to view an online open house and provide feedback. Mailers were again sent out in October 2018 inviting residents to attend an in-person open house at the STA Plaza held of October 18. Staff also sent certified letters inviting feedback from property owners adjacent to proposed stop locations. In addition, staff provided numerous other project presentations to local business groups and organizations.

The City of Spokane completed the Monroe Street Project in September of 2018. Six HPT stops were included as part of this project, and are now in service.

Staff will present highlights of the design scope and schedule.

RECOMMENDATION TO COMMITTEE: Committee review and discussion.

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AGENDA ITEM 4c: **PLAZA OPERATIONS UPDATE**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Kathleen Weinand, Principal Transit Planner

SUMMARY:

As discussed with the CAC at their April and September meetings, STA has engaged a consulting team led by Nelson\Nygaard to assist in defining the technical details of STA's transit operations at the Plaza over the next five years in order to deliver *STA Moving Forward* improvements and reduce the passenger-loading impacts on adjoining buildings and businesses. At the April meeting the committee reviewed potential operational strategies for achieving these objectives and evaluation criteria by which to review them against. In September the committee reviewed the results of the initial evaluation of the strategies. A hybrid of the previously reviewed strategies is being developed in a draft plan.

Staff will present the draft plan for discussion. Approval of the plan may come before the Board of Directors as early as December.

RECOMMENDATION TO COMMITTEE: Committee review and discussion.

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**AGENDA ITEM 4d: ZERO EMISSION TECHNOLOGY FLEET TRANSITION
EVALUATION - UPDATE**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Roger Watkins, Chief Operations Officer

SUMMARY:

Staff will provide an update on the Zero Emission Technology Fleet Transition Evaluation – Project Planning and Kick Off performed by CTE and WSP representatives.

RECOMMENDATION TO COMMITTEE: Information only.

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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.

RECOMMENDATION TO COMMITTEE: Information only.

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AGENDA ITEM 5: GENERAL BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Stacia Bowers, Executive Assistant

- Staff will ask committee for input on Fare Upgrade
- 2019 Meeting Schedule

(Second Wednesday) 5:00pm

January – no meeting

February 13

March 13

April 10

May 8

June 12

July 10

August – no meeting

September 11

October 9

November 13

December 11

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AGENDA ITEM 6: **REVIEW DECEMBER 12, 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 December 12, 2018 Committee meeting.

Proposed agenda items include:

- Minutes of the November 14, 2018, Committee meeting – *Corrections/Approval*
- Snow Plan
- Communications/Surveys Update
- Legislative Update
- Recruitment/Orientation
- PMER Observations

RECOMMENDATION TO COMMITTEE: Review and discuss.