

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
April 15, 2013
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Ryan Warner, Citizen Representative, Authority Member
<i>(Steve Abernathy)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. April 17, 2013, Work Session <i>(Need Volunteer)</i> | |
| | B. May 1, 2013, Regular Meeting <i>(Kahlil Sibree)</i> | |
| IV. | APPROVAL OF MINUTES - March 18, 2013 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN | 3 min. |
| | <i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | |
| VI. | NEW BUSINESS | |
| | A. Dial-A-Lift Update <i>(Emily Bergkamp)</i> | 20 min. |
| | B. Funding of Centennial Station Maintenance & Operations
<i>(Ann Freeman-Manzanares)</i> | 20 min. |
| | C. State of Intercity Transit <i>(Ann Freeman-Manzanares)</i> | 15 min. |
| | D. 2013 Self-Assessment <i>(Rhodetta Seward)</i> | 10 min. |
| | E. 2013 Citizen Advisory Committee Recruitment <i>(Rhodetta Seward)</i> | 10 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. March 20, 2013, Special Meeting <i>(Faith Hagenhofer)</i> | |
| | B. April 3, 2013, Regular Meeting <i>(Meta Hogan) Highlights attached.</i> | |
| IX. | NEXT MEETING - May 20, 2013 | |
| X. | ADJOURNMENT | |
| | Attendance Report is Attached | |

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 18, 2013**

CALL TO ORDER

Chair Abernathy called the March 18, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Steve Abernathy; Wilfred Collins; Valerie Elliott; Sreenath Gangula; Jill Geyen; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; Charles Richardson; Carl See; Kahlil Sibree; Victor VanderDoes; Michael Van Gelder; and Midge Welter.

Absent: Dani Burger; Joan O'Connell; and Mackenzie Platt.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Jessica Brandt; Ann Bridges; and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Van Gelder and Elliott to approve the agenda.

INTRODUCTIONS - Marty Thies, Citizen Representative, Authority Member was introduced.

MEETING ATTENDANCE

A. March 20, 2013, Work Session - Faith Hagenhofer

B. April 3, 2013, Regular Meeting - Meta Hogan

Hagenhofer arrived.

APPROVAL OF MINUTES - It was M/S/A by Melnick and VanderDoes to approve the minutes of February 11, 2013, as presented. Melnick noted a change to the minutes on page 5, paragraph 4 noting the minutes should state "Melnick would like to see Intercity Transit do more to encourage ridership."

Gangula arrived.

CAC MEETING MINUTES

March 18, 2013

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CONSUMER ISSUES CHECK-IN -

- Melnick - *Follow up work on ridership.*
- See - *Follow up from meetings he attended.*

Hustoft arrived.

Freeman-Manzanares handed out a sample Middle East Awareness Campaign advertisement that will be in 12 Intercity Transit buses soon. The advertisement says "Equal Rights for Palestinians, The Way to Peace." The ad is sponsored by SeaMac. King County Metro had a similar advertisement in the past, received hate mail and ended up with a lawsuit.

Sibree arrived.

Geyen asked if we anticipate hate mail because of this new advertisement. Freeman-Manzanares commented that she does not know. If someone wants to pay for an advertisement on a vehicle, the ad must designate who is paying for the ad. Our policy does not allow advertising of alcohol, tobacco, and any X-rated ads. Our current advertising contract is through 2017 and brings in approximately \$250,000 annually in revenue. Thies commented it is a matter of constitution rights, either we do advertising or we don't. Hagenhofer asked if the Authority will look plans to review the advertising guidelines in the future. Thies replied issues have come up before but usually regarding pro-choice ads. Thies asked about the ad King County Metro pulled and if this ad is different. Freeman-Manzanares stated the art is different on our ad and the ads will be inside the bus, whereas King County Metro placed the ad on the exterior.

Gray asked if King County Metro canceled all their advertising or just this particular one ad. Freeman-Manzanares responded it was just the one ad. Gray asked if they used the safety of the driver as a mitigating factor. Freeman-Manzanares commented, King County Metro's mission is to provide safe transportation, and this was harming their ability to do ensure safe transportation. Elliott suggested the item be brought up at the next CAC meeting to get a report of how things went. Hogan asked if we've had any similar ads besides pro-choice ads. Freeman-Manzanares replied we advertised for the Hemp Festival and had some anti-smoking campaigns which created controversy. If Marketing feels an ad is questionable, it is brought to the CAC and the Authority. Our contract states advertisement to sell political or noncommercial advertisement must include, in visual letters (72 pt for exterior and 24 pt for interior,) who paid for the ad.

CAC MEETING MINUTES

March 18, 2013

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Abernathy reported he and three other members met with Prothman Group to discuss the qualities desired in a new General Manager. Geyen appreciated how the different employee groups provided input, and it is a testament to Intercity Transit.

NEW BUSINESS

- A. How Advisory Committees From Other Transit Systems Operate** - Over the past couple of years, the subject of an annual statewide Citizen Advisory Committee conference was discussed. At the January CAC meeting, there was interest in gathering input from other CAC committees on things they are doing; identifying how other advisory committees from various transit agencies operate; and bringing groups together on a regional basis to hear how they may differ from Intercity Transit. Seward contacted 24 systems around the region and received feedback. The outcome of her findings is included in member packets. Out of the 24 systems contacted:
- 13 - Do not have a CAC.
 - 9 - Have a CAC.
 - 1 - Has a CAC but is preparing to disband it.
 - 1 - One has a blend - the CAC is not theirs.

See thanked Seward for researching and putting together the information. He would like to have Kitsap Transit and Pierce Transit visit our system to talk about commuter issues, urban versus rural areas, and other issues we can relate to. He would like to see us meet with other advisory regional committees such as the TRPC to get ideas on land use that have connection to transit, and get views on legislative issues. See reported Community Transit's website advertises Transit Lobby Day, and wondered if there is interest for members going to the Capitol to talk about transit issues. Van Gelder would like to get the TRPC Transportation Planner to make a presentation at a CAC meeting. They are in the process of developing their regional transportation plan and the corridor plan.

WSTA will host a transportation conference this year in Spokane. Van Gelder feels there could possibly be a forum to stimulate conversation and regrowth about advisory committees. A suggestion was possibly a session could be put together on the benefits of CAC committees throughout the state. There is a Washington State Ridesharing Organization Conference in Vancouver and maybe we can send a CAC member to that conference.

Melnick thanked Seward for all her work, and asked if our Authority feels the CAC is providing important information to them. Thies feels Intercity Transit is a community asset and is here for the community. It is nice having a body of people from the

CAC MEETING MINUTES

March 18, 2013

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community, and the Authority is conscious of representation of people with different interests. It is critical for an agency whose sole purpose is to serve the community at large. He thinks there is great communication and representation when the CAC and the Authority members go to each other's meetings. Thies feels the self-evaluations from the CAC members provide great information, and all types of continued communication are important. He suggests adding the subject to a work session agenda to ask Authority members if they are providing enough information. Collins believes what makes us strong is our diversity, and being from all parts of the community. Chair Abernathy feels we are structured and our roles and responsibilities are laid out very clearly.

B. Environmental and Sustainability Update - Brandt presented an update on Intercity Transit's Environmental and Sustainability plan. Sustainability is more than about the environment, it's also about society and economics. Brandt's focus with the agency is environmental sustainability. It is made up of the policy, plan, a sustainability committee, and APTA metrics to measure how the agency is doing, and the ESMS.

Current Projects include:

I. Outreach and Education projects:

- Waste Sorting Event
- Green Meetings
- Sustainable Purchasing
- Training
- Communication Tools-new and existing

II. Maintenance, Facilities and Operations projects:

- Bicycle Fleet
- Lighting Audit and Upgrades - PSE Grant Program
- Continue Fuel Efficiency Program, upgrades, fleet, no idling
- Bus Shelter Solar Lights - 24 with 15 more in the budget
- ESMS Action Plans

Indicators reported to APTA include:

- Energy Use
- Water Use
- Fuel Consumption

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- Waste
- Green House Gas Emissions

Brandt shared indicator percentage change from 2008 – 2011. She is pulling the 2012 numbers currently and hopefully staff can apply for the platinum level this year. Water use is up +25%, but Brandt is working with facilities to figure out why. It might be a possible water leak or irrigation problems. All other indicators are positive. The Environmental and Sustainability Management System is the tool we use to prioritize, track, measure and continually improve. Our goal is to conform to ISO14001 Standards for Certification.

ESMS focus areas are:

- Chemical and fluids- *amounts and storage.*
- Fuel use – *fuel economy.*
- Storm water – *pollution prevention.*
- Fuel, liquids, and chemical deliveries – *spill prevention, preparedness and response.*

Coming up next:

- ISO14001 Certification – Auditor here in July.
- Sustainability Plan Review.
- More detailed water use data – sub meters.
- Landscaping to reduce irrigation – LTC.
- Continue fleet fuel efficiency program.
- Energy Star Certification.
- Evaluate heating/cooling options at Pattison.
- OTC Building – LEED.

Sustainability Awards and Application:

- Thurston Green Business.
- League of American Bicyclists – Bike Friendly Business Designation.
- APTA Sustainability – maintain GOLD level.

Gray asked for more information on the no idling policy. Brandt reported the no idling applies to coaches, Dial-A-Lift vehicles, Village Van vehicles, and vanpools. The general policy is to not run the vehicle for over one minute during start up and warm up time. Collins asked if the increase in water usage is verifiable or has our usage increased over the 2008-2011 period. Brandt reported we are busier over the last few years and some leaks were detected. Looking at 2012 data, water numbers leveled off and decreased. We are trying to reduce irrigation and not washing buses as often. Gangula asked if the goal for the ISO certification is just something nice to have or is

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funding dependent upon it. Brandt says we decided we want to be a leader in this area and having an ISO certification helps define the leadership. It is pushing us into formalizing what we are already doing. The training has been going on for four years; Intercity Transit was in the third group with 10-12 agencies. In the transit world, it is somewhat new. Welter asked if we collect rainwater. Brandt responded we do not; however, it is on the list to look into.

C. Village Vans Program 2012 Update – Bridges provided an update on the Village Vans Program. She invited members to check out the new vehicle parked out front. Village Vans celebrated their 10th anniversary in 2012, which was a very good year. The program had more trips provided, but also became more efficient on scheduling the rides. Bridges shared several stories of people and families the program helped.

It is the volunteers who make the program work. Since 2004, 183 participants enrolled in the program. Of those 51 didn't stay in the program, leaving 125 people enrolled (7 currently enrolled). Twenty-five dropped out and did not finish the curriculum; 100 fully participated and took full advantage of what we offer; 97 participants were successful in finding jobs in or right after the program; 41 are driving professionally and 8 are operators at Intercity Transit; and 56 were hired in a wide range of careers.

In 2012, 15 participants found good jobs while in the program. It's hard to measure the impact the agency has on individuals' lives. The ripple effect from this program touches every part of our community. Chair Abernathy reported in the Washington State Transportation Plan, the Village Vans program scored 60% in effectiveness and should be mirrored. The program is definitely changing lives.

D. CAC Youth Position Recruitment – Seward informed the committee they need to make a decision on the timing to recruit for the youth position. Platt's position is up in June. Several months ago, the committee talked about possibly waiting until September to recruit, after kids go back to school. If we wait until the fall, students schedules are in place by August, applications would be posted in September, recruitment closed in October, interviews in November, and then the position wouldn't start until late November or later. Members agreed to a spring recruitment. Elliott feels if we don't find anyone in the spring recruitment, then go for the September recruitment. She would like to see the youth recruitment advertised at the same time as the adult recruitment. Richardson feels the agency's Facebook page is not well advertised, and needs to be better known. Chair Abernathy asked Richardson if he would be willing to help out our marketing group to provide ideas on how to improve the Facebook page to attract youth.

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March 18, 2013

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E. CONSUMER ISSUES -

- *Geyen - The old transit guides were removed from the bus 2-3 weeks before the new schedules came out. Freeman-Manzanares reported we ran out of transit guides. Marketing is being more sustainable and not ordering as many but will try to plan better in the future. Gray suggested a card in the empty space letting passengers know where to go to find information, such as website, Facebook, or a number to call.*
- *Van Gelder - is concerned for pedestrians at the bus stop on 5th by Sylvoester. The stop is inbound on the Southside of 5th and stops at the crosswalk. Freeman-Manzanares told him the City required them to put the stop there. Van Gelder's concerns are about lack of visibility.*
- *Melnick - Promoting ridership amongst seniors - add to next future agenda.*
- *See - Follow up from meetings he attended. He encourages members to participate in land use meeting opportunities as transit advocates, to express opinions about land use issues and ridership. Van Gelder suggested going to www.trpc.org for a sustainability forum survey for feedback into sustainability planning activities occurring. Meetings occur in the fall, but this is the time to get your input before plans are signed.*

REPORTS

- A. **February 20, 2013, Work Session** - no report given.
- B. **March 6, 2013, Regular Meeting** - Geyen shared highlights from the regular meeting.

OTHER ISSUES:

NEXT MEETING: April 15, 2013.

ADJOURNMENT

It was M/S/A by Hagenhofer and Melnick to adjourn the meeting at 7: 38 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: April 15, 2013**

FOR: Citizen Advisory Committee

FROM: Emily Bergkamp, Dial-A-Lift Manager, 705-5893

SUBJECT: Dial-A-Lift Update

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- 1) **The Issue:** Provide the Citizen Advisory Committee (CAC) an update on Dial-A-Lift (DAL) services.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** Per the CAC Charter and requests of the CAC, the DAL Manager will provide updates to the CAC at least twice per year, and more often as requested.
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- 4) **Background:** DAL and Travel Training are vital programs of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services. Comprehensive travel training ensures those who can utilize fixed route service receive proper training to successfully do so. DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. DAL Manager Emily Bergkamp will provide a general DAL and Travel Training update highlighting the status of the Travel Training pilot to gauge the effectiveness of two FTE Travel Training coordinators.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."* Goal #2: *"Provide outstanding customer service."* Goal #3: *"Maintain a safe and secure operating system."* Goal #4: *"Provide responsive transportation options."*
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- 8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: April 15, 2013**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Funding of Centennial Station Maintenance and Operations

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- 1) **The Issue:** Discuss the future approach for funding the maintenance and operation of the Centennial Station.
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- 2) **Recommended Action:** Information and discussion only.
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- 3) **Policy Analysis:** Intercity Transit manages the operations and maintenance of the Olympia-Lacey Amtrak Depot ("Centennial Station"). Funding is provided through an intergovernmental agreement with local jurisdictions and revenue from Amtrak based on a Use Agreement. Any changes in the intergovernmental agreement, or how the station is funded, will require Authority approval.
-
- 4) **Background:** The regional funding agreement for the maintenance and operation of the Centennial Station expires December 31, 2013. In 2011, the regional funding approach was called into question when the City of Olympia informed Intercity Transit it had not budgeted funds for its 2011 contribution to the station's maintenance. This led to Intercity Transit calling a meeting of all participating jurisdictions and the development of a single intergovernmental agreement to replace multiple agreements between each jurisdiction and Intercity Transit. The City of Olympia reconsidered its decision and committed to participating through December 31, 2013.

The funding for the maintenance and operation of the facility has been based on population since its inception in 1993. The 2013 budget is \$71,600 with Amtrak contributing \$9,152 of these costs. The remaining \$62,448 is divided between the seven local jurisdictions. The 2013 jurisdictional support is as follows:

Thurston County	27%	\$16,861
Intercity Transit	25%	\$15,612
City of Olympia	18%	\$11,240
City of Lacey	16%	\$9,992
City of Tumwater	6%	\$3,747
Port of Olympia	6%	\$3,747

City of Yelm	2%	\$1,249
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Total Jurisdictional Support		\$62,448
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The participating jurisdictions asked Intercity Transit to consider other means of funding the station. Suggestions included charging parking fees, establishing a revenue generating activity at the station, using volunteers more extensively, increasing Amtrak's contribution and have Intercity Transit assume the full cost of running the station. This is an opportunity to have a conversation about possible alternative funding strategies and set a date with our jurisdictional partners to review the funding arrangement.

5) **Alternatives:** N/A

6) **Budget Notes:** The 2013 budget for the Centennial Station is \$71,600. Intercity Transit contributes \$15,612 plus in-kind administrative and maintenance support.

7) **Goal Reference:** Goal No. 4: *"Provide responsive transportation options."*

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: April 15, 2013**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: State of Intercity Transit

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- 1) **The Issue:** To provide a review of 2012 and identify issues to frame the conversation about how best to move Intercity Transit forward.
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- 2) **Recommended Action:** Information and discussion only.
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- 3) **Policy Analysis:** This report was requested by the Citizen Advisory Committee (CAC) in 2005 and presented to the Authority and the CAC on an annual basis since that date. This annual update has proven to be a useful exercise for staff and well received by the CAC and Intercity Transit Authority.
-
- 4) **Background:** The 2012 State of Intercity Transit report focuses on the future direction of our agency with a discussion centered on our strengths, weaknesses, opportunities and threats. It is hoped this will set the stage for discussion at upcoming Authority meetings and at our planning session for development of the 2014-2019 Strategic Plan.
-
- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The State of Intercity Transit Report is designed to review the previous year and begin the discussion of how Authority goals will be addressed in the coming year.
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- 8) **References:** Staff will forward the "State of Intercity Transit" document prior to the April 15 meeting.
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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-D
MEETING DATE: April 15, 2013**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, ext. 5856

SUBJECT: 2013 Self-Assessment

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- 1) **The Issue:** Completion of the CAC self-assessment inclusive of June 2012-May 2013. Staff will share results of the assessment at the June 2013 CAC meeting, and with the Authority at a joint meeting, date to be determined.
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- 2) **Recommended Action:** Support the timeline for completion of the self-assessment. If the timeline works, staff will have the forms at the May meeting for distribution to be returned to staff by June 7, 2013, for compilation of results. A self-addressed envelope will be enclosed along with the forms. Forms will also be sent electronically.
-
- 3) **Policy Analysis:** The Intercity Transit Authority requires the CAC to complete an annual self-assessment. Results are shared with the Authority at a joint meeting, the date to be determined.
-
- 4) **Background:** The CAC conducts a self-assessment each May and discusses the results each June.

The form is distributed to all members in May for completion. The CAC seeks 100% participation. Assessments would be due by June 7. Now is the time to make changes to the document if deemed necessary.

Staff compiles the results which are shared with the CAC at their June meeting. The CAC and ITA meet jointly, at which time results are shared with the Authority by the CAC Chair and Vice Chair. The joint meeting date has not yet been set.

-
- 5) **Alternatives:** To set the assessment any later would mean missing current members leaving the CAC.

-
- 6) **Budget Notes:** N/A

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- 7) **Goal Reference:** N/A
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8) **Reference:** Copy of 2012 Self-Assessment Document.

Instructions: Complete the following assessment by marking the appropriate box that best fits the statement for you. Comments are welcome. If you choose to use this electronically, please note the lines may move on you.

Please return the form to **RHODETTA SEWARD** by **JUNE 8**. Any questions, contact Rhodetta at 705-5856. It is requested you include your name on the document, so Rhodetta will know who has or has not yet submitted a form. Names will not be shared as part of the results; it's for staff tracking purposes only as we seek 100% participation.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
SELF ASSESSMENT
MAY 2012**

<i>Total Members Eligible to Participate:</i>	<i>Members Participating in Survey:</i>
<i>% of Participation:</i>	

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
1. We remained faithful to our purpose.					

Comments: _____

Strongly *Somewhat* *Somewhat* *Strongly* *Don't*
Agree *Agree* *Disagree* *Disagree* *Know*

2. The Citizen Advisory Committee represents the community.					
Comments: _____					

3. Intercity Transit and the community benefited from our input.					
Comments: _____					

4. We add value to the Transit Authority's decisions.					
Comments: _____					

*Strongly
Agree*

*Somewhat
Agree*

*Somewhat
Disagree*

*Strongly
Disagree*

*Don't
Know*

5. Our meetings are run well.

Comments: _____

6. I feel satisfied with my participation level within the Citizen Advisory Committee.

Comments: _____

7. I am prepared for the meetings.

Comments: _____

Strongly *Somewhat* *Somewhat* *Strongly* *Don't*
Agree *Agree* *Disagree* *Disagree* *Know*

8. I feel comfortable contributing at the meetings.					
Comments: _____					

Are there any topics, specific to Intercity Transit services, you are interested in discussing, getting further clarification on, or having presentations made available at CAC monthly meetings? If so, please share below:

Name: _____

(Please include your name so staff will know who has completed the form. Thank you.)

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-E
MEETING DATE: April 15, 2013**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, 705-5856

SUBJECT: 2013 Citizen Advisory Committee Recruitment

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- 1) **The Issue:** Provide an update on the recruitment process.

 - 2) **Recommended Action:** Information only.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. It is the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.

 - 4) **Background:** The Citizen Advisory Committee members serve 3-year terms, and may serve no more than two consecutive 3-year terms. Each April/May, staff conducts a recruitment to fill vacancies which may occur throughout the year or through expiration of terms.

The CAC is comprised of up to 20-members, representing the diversity of our community. There are nine positions available. Three members left the Authority during the year: *Catherine Golding and Rob Workman*, both of whom left our community. Another member, *Dani Burger* recently let us know she cannot continue due to her employment which requires her to work Monday evenings. As of March 25, 2013, she no longer serves on the CAC. Member *Steve Abernathy*, will complete his term limit June 30, 2013, and has fulfilled the maximum terms allowed. The remaining five members, *Don Melnick, Julie Hustoft, Michael Van Gelder, Jill Geyen and Kahlil Sibree* are eligible for reappointment. They've been notified that if they wish to be reappointed they need to submit a letter to the Authority seeking reappointment. To date, I've heard from four of these members.

Staff will advertise the CAC openings in the *Olympian, Nisqually Valley News, Olympia Power & Light, and Business Examiner*. We've notified riders in the Rider Alert. Currently, we are advertising for the Youth position in local high schools

throughout Thurston County, local service organizations catering to youth, home school consortiums, and are working closely with our younger CAC members to help identify ideas for reaching out to youth. We've contacted TOGETHER! to ask for their assistance in helping share the application with those participating in the "Voices of Youth" program which has representation from most of the high schools in Thurston County.

The application packet is posted on our website and Facebook. We've delivered packets to the libraries, YMCA, ROOF (in Rochester), and school counselors in the local schools. We also have copies at the Olympia Transit Center. We've provided the Authority with copies and will ensure you each receive the materials electronically, so you can share them with people who express interest or those you feel will be good candidates for the CAC. We also mailed the application packet to those who've expressed an interest since the last recruitment.

Catherine and Rob, both DAL clients brought specific issues to our attention throughout their term(s) on the CAC. With their loss, we have a gap on the CAC at this time. Seward reached out to DAL Manager Emily Bergkamp for assistance, and Bergkamp sent the application out to over 300 DAL clients. We also reached out to the Vanpool Manager, Carolyn Newsome who sent the packet out to numerous vanpool users. And member Valerie Elliott made a presentation at JBLM to vanpool users. Outreach has been extensive, and we now wait to see what the response will be over the next 5 weeks.

Applications are due Friday, May 24, 2013. A timeline for the complete process is attached.

5) **Alternatives:** N/A

6) **Budget Notes:** The recruitment cost is approximately \$1,800 for artwork, design and ad placements, youth recruitment poster, and ads in the high school papers.

7) **Goal References:** Maintaining an active, interested Citizen Advisory Committee supports all five goals.

8) **References:** Recruitment Timeline.

RECRUITMENT TIMELINE
Intercity Transit
Citizen Advisory Committee
2013

Date	Process	Who
March 20-25, 2013	Update Application Materials/ Assemble Packets. Completed	Rhodetta
March 20-22, 2013	Contact current members with terms expiring to determine who wishes to be considered for reappointment. Completed	Rhodetta
April 3, 2013	Update Authority On Timeline & Process. Completed	Rhodetta
April 4, 2013	Discuss w/ Brad Wright ad design; develop and approve. (<i>Olympian/Nisqually Valley News/Rider Alert/Website/Olympia Power & Light</i>) Completed	Rhodetta/Brad
April 10-April 28	Place ads strategically on weekends; local media.	Brad
April 15, 2013 Seek volunteer for ad hoc committee	Update CAC on timeline. Also apprise them of status on Youth recruitment	Rhodetta
April 17, 2013	Seek volunteers for ad hoc committee for interviews. (1 st week in June)	Rhodetta
April 10-May16, 2013	Packets will continue to go out electronically - mailed if requested.	Rhodetta
May 24, 2013	Applications Due.	Rhodetta
May 24-29, 2013	Reviewed for eligibility.	Rhodetta
May 29, 2013	Final list of applicants go to Authority for Authority review.	Rhodetta
June 5, 2013	Authority reviews applications for interviewing. Provides staff feedback.	Rhodetta
June 10-14, 2013 or June 17-21; however students may be out of school.	Identifies date for CAC and ITA members to conduct interviews - sets up interviews - approximately 15 minutes for each and 5 minutes in between. Staff schedules; confirms.	Rhodetta
July 3, 2013	Makes appointments	Authority

July 8-12, 2013	Schedules orientation with new members, Citizen Advisory Committee officers, General Manager.	Rhodetta
July 15, 2013	First meeting for new members.	New Members

Authority Meeting Highlights
a brief recap of the Authority Meeting of April 3, 2013

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$45,000.00, including taxes. *(Erin Hamilton)*
- Authorized the General Manager to enter into a one-year agreement, with the option of four one-year options to extend, with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month. *(Marilyn Hemmann)*

Other Items of Interest

- New Employee **Christine Kahana**, Accounting Assistant, was introduced.
- Received an update on the **General Manager hiring process**. The interview process will take place over May 29 and May 30. May 29 will consist of a system tour. At 4:00 p.m., candidates will meet with employees in the Maintenance Rebuild Room for a question and answer session. At 5:30 p.m. they will participate in an external stakeholder reception. On May 30, candidates will participate in three different panels as well as receive a facility tour. At the end of the day, the Authority will participate in a debrief and walk through a consensus process.
- Members received an update on the **Citizen Advisory Committee recruitment process**. Staff will send application packets to vanpool users and DAL clients. An ad will be placed in the Olympian, (and the on-line version), Fort Lewis Ranger, Business Examiner, Olympia Power & Light, and the Nisqually Valley News. Staff put posters and Rider Alerts on the buses, in schools, libraries and various locations where youth access facilities. It's on social media outlets as well. There are nine positions available; five current members can seek reappointment.
- **Fixed Route Ridership** was 388,526 in March, down slightly for the month, yet about half a percent up for 2013.
- **Dash Ridership** is down about 3.3%.
- **Vanpool** had a record ridership in 2012 of **740,794 passenger trips**, which was up 9.1% over 2011. We had a record number of miles traveled at 3,470,209, which was up 8.29% from 2011. We currently have 210 vanpools with three forming.
- **Ten expansion vanpools** arrived with staff preparing them for new groups.

- Pierce Transit will consider their vanpools at a meeting on Monday, April 8. If they decide the vanpools must begin or end within their current boundaries, it will displace 78 existing vanpools; Intercity Transit can assist 6 of those and we've been talking with those 6 already.
- State Farm may be adding 2,000 employees to a Tacoma campus. We will assist their Employee Transportation Coordinator and attend events to assist employees at their DuPont campus.
- The Federal government is moving from paper vouchers to debit cards for subsidizing vanpools. We currently do not accept debit cards; however, staff is working to find a way to accept and process debit and credit cards for the future.
- Our **Youth Education staff** is transitioning from supporting STEM (science, technology, engineering and math) classes during the day at Michael T. Simmons Elementary in Tumwater to an afterschool series. The Spring Bike Partners program starts at Garfield Elementary in west Olympia the week of April 8. And we are partnering with TCTV to make short movies about kids and their built environment.
- The **Bicycle Commuter Contest** registration opened this week and to date, we have over 60 people registered. Events begin this month with the Market Ride April 20, and Chair Thies kicking off the event. April 26 is the Wrencher's Ball.
- The Senate Transportation Committee released its **proposed budget** today which basically looks as if it will maintain existing funding levels. It appears there may be a reduction for the Regional Mobility Grant program. It appears they propose to remove the JBLM restriction of the purchase and use of vanpools.

Rhodetta Seward

Prepared: April 4, 2013

Attendance Tracking

5 6 7 8 9 10 11 12 12 12 12 12

CAC	Members	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13
Steve	Abernathy					Absent	Joint	Absent		Canceled	Absent		
Wilfred	Collins						Joint		Absent	Canceled	Absent	Absent	
Valerie	Elliott						Joint	Absent		Canceled			
Sreenath	Gangula						Joint	Absent		Canceled			
Jill	Geyen						Joint			Canceled			
Roberta	Gray						Joint		Absent	Canceled			
Faith	Hagenhofer	Absent					Joint	Absent		Canceled			
Meta	Hogan			Absent			Joint			Canceled	Absent		
Julie	Hustoft		Absent				Joint			Canceled		Absent	
Don	Melnick						Joint		Absent	Canceled			
Joan	O'Connell						Joint		Absent	Canceled			Absent
Mackenzie	Platt						Joint	Absent		Canceled			Absent
Charles	Richardson					Absent	Joint			Canceled		Absent	
Carl	See						Joint			Canceled			
Kahlil	Sibree		Absent				Joint			Canceled			
Midge	Welter						Joint			Canceled			
Victor	VanderDoes									Canceled			
Michael	Van Gelder					Absent	Joint			Canceled			