

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
November 16, 2015
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative RYAN WARNER <i>(Victor VanderDoes)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. November 18, 2015, Work Session <i>(Mitchell Chong)</i> | |
| | B. December 2, 2015, Regular Meeting <i>(Ursula Euler)</i> | |
| IV. | APPROVAL OF MINUTES - October, 2015 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN <i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | 3 min. |
| VI. | NEW BUSINESS | |
| | A. LEADERSHIP APTA GRADUATE <i>(Heather Stafford Smith)</i> | 15 min. |
| | B. YOUTH EDUCATION PROGRAM UPDATE <i>(Jessica Gould and David Copley)</i> | 15 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. October 21, 2015, Work Session <i>(Michael Van Gelder)</i> | |
| | B. November 4, 2015 Regular Meeting <i>(Billie Clark)</i> | |
| | C. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| IX. | MAINTENANCE TOUR <i>(Paul Koleber)</i> | 30 min. |
| X. | NEXT MEETING - January 11, 2015, at 5:30 PM - a week earlier in observance of the Martin Luther King, Jr. holiday. | |
| XI. | ADJOURNMENT | |

Attendance report is attached.

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
October 19, 2015

CALL TO ORDER

Chair VanderDoes called the October 19, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice-Chair Jan Burt; Kahlil Sibree; Billie Clark; Lin Zenki; Sue Pierce; Julie Hustoft; Mitchell Chong; Denise Clark; Charles Richardson; Leah Bradley; Quinn Johnson; and Aariah Perez.

Absent: Carl See; Michael Van Gelder; and Ursula Euler.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by RICHARDSON and CLARK, D. to approve the agenda, removing VI-A and reversing the order of VI-C and VI-D.

INTRODUCTIONS

VanderDoes introduced Authority member, KAREN MESSMER.

MEETING ATTENDANCE

- A. October 21, 2015, Special Meeting - Michael Van Gelder
- B. November 4, 2015, Regular Meeting - Billie Clark
- C. November 18, 2015, Work Session - Mitchell Chong
- D. December 2, 2015, Regular Meeting - Ursula Euler

APPROVAL OF MINUTES

It was M/S/A by CLARK and RICHARDSON to approve the minutes of the August 17, 2015 meeting.

CONSUMER ISSUES

- Reserving for the end of the meeting.

NEW BUSINESS

- A. **DISCOUNTED BUS PASS PROGRAM** - (*Ann Freeman-Manzanares*) Freeman-Manzanares stated it is the time of year again to open the Discounted Bus Pass Program for 2016. The program provides up to \$200,000 to human services agencies and non-profits that serve low income populations. The program has gained popularity each year. The agency has almost reached the limit for 2015, having given \$196,158 in discounted passes. A list of participants is in your packet. If there is someone you think we are not reaching, please let us know so

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we can get them information on the program. The program has a rolling application, so it remains open until funds are expended. Applications will be mailed out October 26, 2015 and are due November 20, 2015 by 4:00 pm.

Freeman-Manzanares answered questions.

Hustoft – asked if applications were mailed to past recipients.

Freeman-Manzanares – responded they are mailed to all past participants and the agency sends them to social services agencies and others to forward. CAC members have a lot of connections and if there are others we may be missing please let us know. Olympia High School participates in the program, and if there is something in the North Thurston district that might apply please let us know.

Perez – indicated there may be some groups who could use the program.

Freeman-Manzanares – staff will send the information.

B. DRAFT STRATEGIC PLAN 2016-2021 (*Freeman-Manzanares*) *Freeman-Manzanares* stated the Strategic Plan defines the levels and the types of service we provide. Included in the document are all the suggestions the CAC and Authority have made. This is the 6 year plan and drives the budget and grant applications that we write. This is an opportunity to talk about our mission and vision statement, to review them and see if they fit our agency and our community. It also identifies goals and ends policies. Every agenda item staff brings before the CAC and ITA is tied to a goal. Both groups have given us some direction, so we clarified and added a goal. We wanted to call out that we need to assess the needs of our transportation area and provide responsive transportation options within our financial limitations and not beyond. We also heard that we should encourage the use of services and it is one we added.

Freeman-Manzanares relayed there was some conversation about performance, and that typically in the transit world it is measured by passengers per revenue hour. The conversation locally focuses on productivity balanced with coverage. We must contemplate the issue of service to what end. Leaving this definition more broad allows the ITA and CAC to look at individual issues in depth and make decisions that work for our community. An example might be, we added service hours to RT 42, which is a poor performing route. Discussions determined when the ARC opened we would try to accommodate the location and we are seeing some additional ridership. If we were just gauging on productivity, adding the service wouldn't be considered.

Freeman-Manzanares stated there are seven design principles in the strategic plan: *Operate a range of services, each designed to meet the needs and capabilities of the neighborhoods it serves; Strengthen service operating along major corridors; Reduce customer travel times; Keep pace with development; Expand regional express routes; Support a range of transportation alternatives; Provide fixed facilities and equipment that support the regions public transit infrastructure.* When we look at our overall direction we look at those design principles.

Freeman-Manzanares stated there are 20 policy position statements that direct our activities. We spent time reviewing and updating those policy statements, and they review our capital out to 2021. We have long-term financials that go out further, page 42 shows our projected

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bus replacements at 2018 – 4 buses at \$3.1M; 2019 - 4 buses \$3.2M; 2020 - 17 buses \$14.2M. Because we don't have the 80% federal dollars and the need to replace buses in 2018 – 2020, it becomes an issue of concern. On page 44, we have a financial forecast along with all of the assumptions on how we came up with the numbers. In 2020, our ending cash is \$219,877 and in 2022, we are at \$3M in the red; and in 2023 we are \$15.5M in the red. We can't operate in the red.

Freeman-Manzanares answered questions.

Chong – inquired about the percentage of advertising revenue.

Sibree arrived.

Freeman-Manzanares – responded that is specifically transit advertising. Staff has been working to increase that. We experimented with larger ads and it is now part of our program. We are about to begin another pilot on bus wraps all designed to increase revenue.

Pierce – inquired about the financial forecast chart and why the revenue expenses are red all the way across

Foreman – explained the total revenue minus capital expenses is so high and at that time we are out of reserves. It is the capital that is eating away at the reserves. We have a real problem coming up in 2021-2022. Sales tax may come back and we may have other ways to address the problem.

Freeman-Manzanares – indicated we know something needs to change and if sales tax doesn't come back that's why we are looking at a sales tax election.

- C. DRAFT 2016 BUDGET - (Ben Foreman)** Foreman indicated they switched the Strategic Plan and Budget agenda items because the budget is driven by the Strategic Plan, in other words the plan sets the budget. A public hearing is set for both on November 4, 2015 and it is scheduled for adoption on November 18, 2015. The budget calls for \$38M operating budget; \$19M in capital improvements a large portion of which is rollover projects, for a total budget of \$59M. The proposed budget is subject to change until it is adopted. Vehicle maintenance has already added a \$40k project. The proposed budget includes \$26.5M in salaries/wages and benefits and this is inclusive of ATU including a 2.5% raise and includes a 2% increase for mechanics. You'll notice a difference in the numbers because some of the things that we call capital actually move into operating expenses in the budget.

Bradley arrived.

Foreman indicated this year we are rolling over 19 projects and 4 of those account for \$17M of the \$18M. The rollover projects are the *Olympia Transit Center Expansion* at \$8M; *UST Replacement* at \$7M; *Purchase DAL Vans* at \$1M; and *Transit Signal Priority* at \$900k.

Messmer – asked if the DAL vans are grant funded.

Freeman-Manzanares – responded no, they don't typically use grants for DAL vehicles.

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Foreman continued on salary and wages which includes 2 new operators for the 2 new DAL vans.

Hustoft - inquired about the different costs for the HVAC replacements.

Foreman - indicated that Pattison is engineering only for this budget and will be another \$100k next year. The OTC Expansion new building will have its own.

Foreman indicated in the new positions and projects - we have a general wage increase for the non-represented employees in salary wages with a placeholder at 3% and is subject to modification between now and then. The Community Conversations project is going out to ask the community what they want transit to look like. We are not certain what that will look like yet. There is a new facilities specialist position which includes \$50k for a vehicle to go out and clean bus stops. This will eliminate the cost of overtime and extra help. There is a Maintenance Lift and Cover Pit which will expand the ability for auto mechanics to be more efficient.

Freeman-Manzanares stated under the new Pattison Expansion plan we are moving the bus wash and fuel out to Martin Way. As it stands now they are working 24 hours over 3 shifts and they don't have enough space. This is one of the projects that we have removed from the full expansion so we can get there sooner. Another was to replace the UST's.

Perez - asked if it would be possible for a teenager to do an internship and job shadow the facilities specialist for job experience and volunteer hours.

Freeman-Manzanares - responded we would be interested in entertaining something like that.

Foreman continued on with the new projects indicating the Amtrak Tree Replacement provides replacement of trees heavily damaged by storms over the last several years. This is a shared expense between the local jurisdictions for major replacements at Amtrak.

Freeman-Manzanares - stated when the Amtrak Depot was permitted by the county, part of the requirement was that we have a shield of trees between the Amtrak depot and the homes behind it. The complicating factor now is that pocket gophers have been identified there. Now we have Fish & Wildlife saying do not disturb and the County permitting us to replace the trees.

Foreman continued with the new projects indicating the Vehicle Camera Upgrade (road view) is to replace the current cameras to enable license plate capture and better technology. This includes 106 coaches and DAL. There is a new vehicle maintenance supervisor position. A new air conditioning recovery recycling unit replacement for autos as it is 20 years old.

Freeman-Manzanares indicated there was a request at the joint meeting for some 'Budget 101' information so we have incorporated it into the draft budget discussion.

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Foreman reviewed the handout detailing sales tax revenue. In 2014 we had revenue of \$42.5M, of which fares accounted for approximately \$5M, or 12% of our revenue, advertising and miscellaneous is approximately 2%, and operating assistance from the federal government and state is \$5.7M, or 13%. Sales tax accounted for 73% of our funding, so you can see we have feast or famine based on the fact it is our primary revenue source.

Foreman explained the report is a 'cash basis' report. Rules for revenue dictate revenue is reported in the period that it is earned. Sales tax isn't received for approximately 2 months from when it is earned. We will take January and February sales tax and move it into last year because that is when it was earned. For 'cash basis' it is declared when we receive it. The 2014 column is what was received and 2015 is year to date. There is a column for month to month difference that shows how much money we have received this year over what we received in 2014. It is currently running 9% higher than what we received last year.

Clark, D. - remarked this shows the collected vs. the expected.

Foreman - indicated we have not had negative numbers since 2008.

Freeman-Manzanares - stated because we were in recession for so long that we have some catching up to do. We are so pleased with these current numbers, but when you start normalizing it shows we are still recovering.

Clark, D. - inquired why June is higher than Christmas.

Foreman - indicated a lot of taxes are generated through construction and car sales. That was driven by two school construction projects and auto sales. State-wide it is running 8% above what it was last year. Once construction is done it will be down around 7%. Port Townsend had a huge yacht sale and they were asking the same thing.

Clark, D. - asked if looking back you see something.

Foreman - There are years in double digits and years in negative.

Messmer - asked if we are benefitting from the projected versus actual fuel costs.

Foreman - responded we are about half a million below projected. We've knocked it down to \$3.50 for next year. Fuel pricing is volatile. For every dollar it goes up or down, it's a million dollars.

Sibree - asked what it would take to stimulate the feds for their support.

Freeman-Manzanares - indicated citizens are free to contact their representatives and senators and let them know what is important to them. We encourage people to get involved. We have conversations with our federal delegation. The more they hear from people perhaps the more influenced they are. They deal with such a broad range of issues. Issue surrounding public transportation can get lost.

VanderDoes - asked if there are specific things you would like to see.

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Freeman-Manzanares – indicated the Senate has passed their version. The House is in the process of finalizing their version. Now is a good time to talk to them about restoring funds.

Clark, D. – asked if the agency could compile those addresses and prepare a sample statement or members to communicate.

Freeman-Manzanares – indicated they might want to do something through WSTA, but we can share differences between 2011 to now and the contact addresses.

CONSUMER ISSUES

- *VanderDoes* – remarked his daughter got a DAL survey card in the mail to go online and complete, and his wife got a survey on the bus.
- *VanderDoes* – thanked the agency for the garbage can at his stop and advised we should receive a thank you letter from the HOA.
- *VanderDoes* – inquired about how the agency would get rid of fleas on a bus if an animal has them. How are the buses cleaned or decontaminated.

Freeman-Manzanares – indicated if riders have a conversation with the bus driver at the time, they can do something at that time. They can ask someone to leave the vehicle or swap it out.

- *Richardson* – indicated he would like to get more information on how buses are cleaned and a maintenance tour.

Freeman-Manzanares – a fieldtrip may be in order to include the bus wash!

- *Pierce* – indicated a survey person was on her bus early one morning in an apron identifying them as a survey person.

Richardson – remarked that more clipboards would make responding easier.

- *VanderDoes* – indicated remote access to the meetings could be hardwired in to the system so people could be heard easily.
- *VanderDoes* – Would like the CAC to receive the TCAT presentation by Tom Crawford on climate change.

Freeman-Manzanares – will speak with them to see if we can set something up.

REPORTS

- *Zenki* – provided the report from the August 19, 2015, Work Session and indicated she left her notes at home, but it was basically the same information from our August meeting.
- *Freeman-Manzanares* – provided the report from the September 19, 2015, Joint Meeting of the ITA and the CAC indicating we celebrated the grand champion award from the State

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Roadeo this year. This is the first year they had this award, and it was modeled of the national award. They compete in obstacle courses, inspection of appearance, inspection of buses, etc. We set up a course at the airport and worked with the port of Olympia. The ITA conducted some business including approval of the pass printing and shelter purchase. The group then reviewed the CAC self-assessment. ITA shared they have a strong level of satisfaction and appreciate the role the CAC plays. The ITA appreciated that members asked specifically if they needed additional information on a topic. For example someone asked for more information on the budget. It is clear The CAC has meaningful and spirited conversations. CAC members should recognize that the comments you make at your meetings enhances what we present to the ITA. They read the CAC minutes and get a flavor and are better prepared for their meetings. There was a debrief on the planning session from 8/21/15 where they addressed the burning questions: *how do we best deliver services tour growing community; how do we best communicate/engage our community; and how do we best fund/finance our short and long range goals.* Should we focus on a sales tax election in 2017 and the hope is the community conversation will provide direction on that. We also celebrated the success of our 'Drive Less - Go More' event at Panorama City which had 250 attendees.

Zenki - indicated people really enjoyed it. It was beneficial to see the equipment, talk to the drivers, and it made people feel more comfortable.

We had Bus Buddies, Travel Training, and Rebels by Bus present. Amtrak was giving out certificates for lunch in Centralia.

- *VanderDoes* - provided the report from the October 7, 2015, Regular Meeting - reviewed the relationship between ITA/CAC if they give us something to chew on there is no lack of input; we were introduced to the (16) new drivers and that is the largest class ever; and received a presentation by Tom Crawford from TCAT on climate change.
- *Freeman-Manzanares* - provided the General Manager's report including 9 staff members participated in the United Way Day of Caring and worked with the Kiwanis to provide wood to low income individuals. The Holiday Banquet Friday, December 11, 2015, and the program is at noon. We will celebrate milestones for employees. We've received 2 CAC applications and they are due October 29th. If you know anyone who is interested please talk with them. We participated in a job and career fair at Olympia High School last week and talked about the agency as an employment site and the CAC opportunity. We had a mechanic, operator our sustainability coordinator on hand. We are cancelling the December ITA work session and are we are looking at cancelling the December CAC meeting.
- *Freeman-Manzanares* - shared a story of a person stealing gas at our park and ride lots. We received a few public records requests and began pulling video footage. We identified a vehicle and person. We have a perfect picture of the license plate. The person went to great lengths to disguise their vehicle by painting it, adding a canopy, etc. Last Sunday one of our operations supervisors saw him and called the police and the police caught him. He is in jail. Since we installed the cameras there are so few instances of theft because we have a great camera systems.

Pierce - indicated she was watching a chamber meeting on TV and Lacey Police Chief Dusty Pierpoint spoke about occupational safety and the figure he had on car thefts since cameras were installed was three. Two of those were caught and the third car was just recently found in Tacoma.

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Freeman-Manzanares - indicated Geri Beardsley executive director of WSTA had accepted another position and she will assist with the hiring process for the next ED.

- *Messmer* - reminded everyone about the holiday parade on November 29th and that ITA and CAC members can ride on the bus in the parade. It's a great time!

NEXT MEETING: November 16, 2015.

ADJOURNMENT

It was M/S/A by BURT and BRADLEY to adjourn the meeting at 7:01 pm.

Prepared by Nancy Trail

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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: November 16, 2015**

FOR: Citizen Advisory Committee
FROM: Heather Stafford Smith, 705-5861
SUBJECT: Leadership APTA Graduation

1) **The Issue:** To share information about the Leadership APTA program and highlights from her Leadership APTA team project.

2) **Recommended Action:** This is an informational item.

3) **Policy Analysis:** N/A

4) **Background:** Leadership APTA is the American Public Transportation Association's premier professional development program designed to develop and support experienced managers and leaders aspiring to hold senior and executive leadership positions in APTA, their organizations, and the public transportation industry.

Heather Stafford Smith, Human Resources Director, was among 25 selected individuals from among APTA member applicants to participate in an intensive year-long program that includes skill-building workshops, conferences, executive roundtables, teleconferences, online meetings, and web-based events. Additionally, the class broke into five teams and completed a five month executive leadership project, which culminated in a 45-minute presentation in July, a 46-page white paper, and multiple presentations at the annual APTA conference in San Francisco earlier this month. Heather joined four other classmates from Dallas Area Rapid Transit, San Francisco Municipal Transportation Agency (MUNI), San Mateo County Transit District, and Suncoast Transit Authority to complete their executive leadership team project, "Maximizing the New Reality of a Revolving Workforce."

5) **Alternatives:** N/A.

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

7) **Goal Reference:** Goal No. 2: "Provide outstanding customer service."

8) **References:** N/A

Workforce Planning: Maximizing the New Reality of a Revolving Workforce

Team #5

Heather Stafford-Smith

Ana Rivas

Jeff Flynn

Maurice Bell

James A. Bradford, Jr.



*Project Team #5
Leadership APTA
Class of 2015*



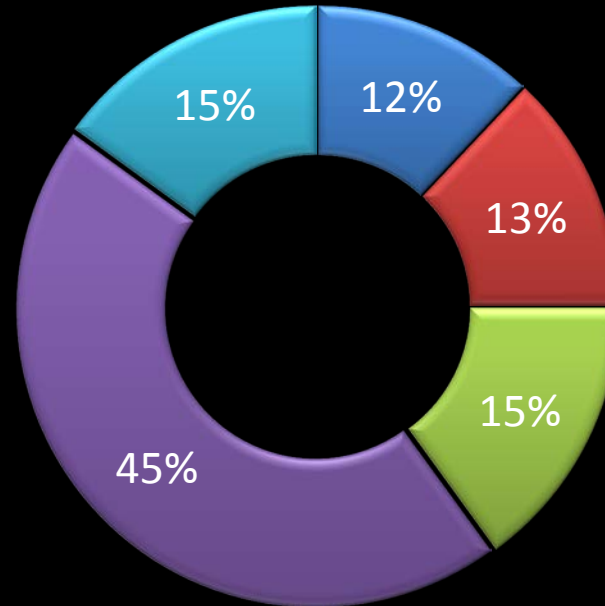
The LeBron James Effect

| Impact to Cleveland: |  A photograph of LeBron James from behind, wearing a Cleveland Cavaliers jersey with the number 23. He has his arms raised in celebration on a basketball court. The arena is filled with spectators, and bright lights are visible in the background. A sign for the Los Angeles Lakers is visible in the distance. | What We Can Learn |
|-----------------------------|---|-------------------|
| Left the Cavaliers in 2010. | “A” players to “A” managers. | |
| Franchise value plummeted. | Pre-exit interviews. | |
| 25% attendance drop. | Talent’s short-term goals. | |
| Losing record. | Development and the company’s mission. | |

Are Your Employees “Fair Game”?

85%
of employees can
be considered
“fair game.”

“Fair Game”



- Actively Looking
- Casually Looking a Few Times a Week
- Reaching Out to a Personal Network
- Open to Talking to a Recruiter
- Completely Satisfied/ Don't Want to Move

Retirements

34%

of employers
haven't taken
any steps to
prepare for
potential skills
gap



The Millennial Effect

Millennial Branding Reports...

Majority Workforce.

Shorter tenure.

Multiple careers!

2:1 turnover.

Must increase millennial retention rates!



Noticeable Employer Trends

Losing talent for reasons.

Millennial turnover is costly!

Companies exploring retention programs.

Develop a plan.

Millennial Values

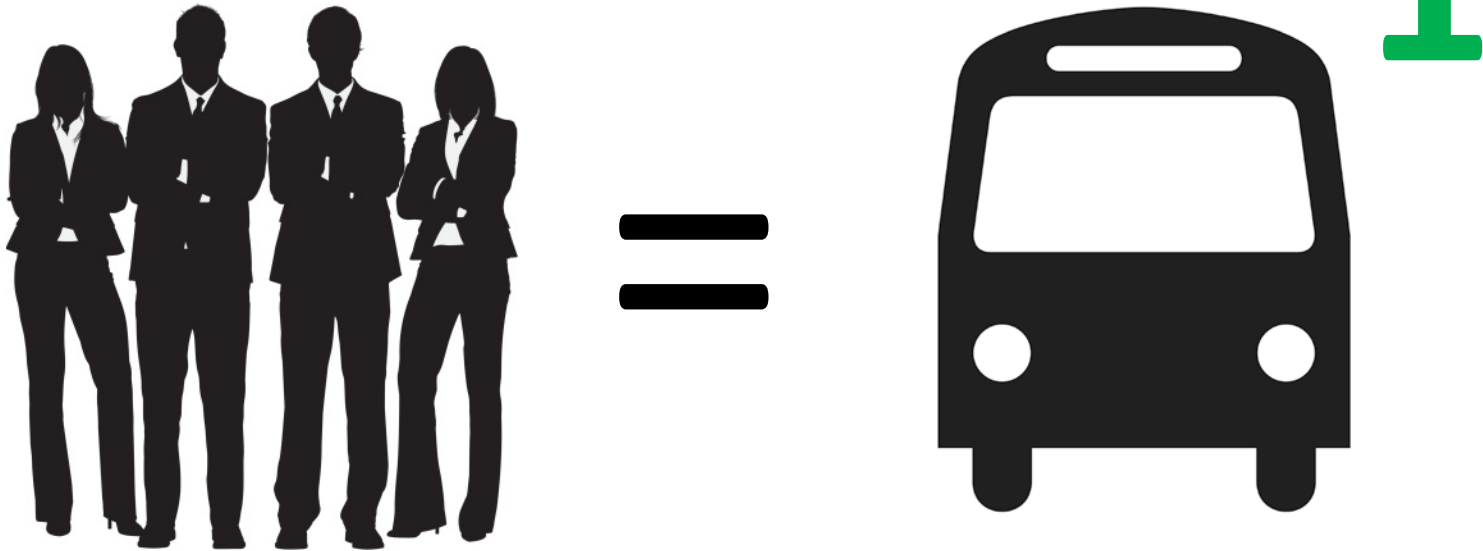
Work-Life Balance.

Flexibility.

Workplace Culture.

Costing Us Money!

- Turnover & low productivity costs money
- Money is service!



Engagement is Key!

Day 1:
On-Boarding!

Mission Focus.

Role in company
& connection to
customer.

Excitement &
Fun!

Half the
turnover of
peers.

22% more
productive.



Continue to
Engage!

Fortune 100 Best.

Engagement &
Development.

Yummy vs. Yucky
1=3 rule.

Maintaining talent
though
engagement.

IN-Boarding to Create Resiliency

Why?

Continuity.

Top performers rise!

Deeper Bench.

Aligns with company goals.



How?

No rigid job descriptions.

Communication!

Identify employee's goals.

Present opportunities IN-Board.

Transportation

Best IN-Boarding Practices

MAX:

DART, LA-Metro, Denver RTD, MARTA

Greater Cleveland RTA:

In Collaboration with Cleveland State University, 22-month Rotation Management Development program.

Dallas Area Rapid Transit:

Entry level skills training programs. Management and Executive level Leadership training via SMU Cox School of Business.



What CEOs Must Do

**Identify
Talent!**

**Onboard and
Inboard!**

**Promote
Engagement!**

**Understand the
Millennial
Workforce!**



**Encourage
Development!**

**Develop Your
Talent Pipeline!**

**Challenge your
leadership team!**

**Become
INTRANPENEURS!**

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: November 16, 2015**

FOR: Citizen Advisory Committee

FROM: Jessica Gould and David Copley, Youth Program, 705-5855

SUBJECT: Youth Program: Where we're at and where we're headed

-
- 1) **The Issue:** To share the work of Intercity Transit's Walk N Roll youth education program and to show where we plan to head.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of alternative transportation and its value, and encourage and support community sustainability.
-
- 4) **Background:** Youth program staff would like to share the work that they did over the last school year and introduce some changes and enhancements for this school year, including new outreach and new schools.
- Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The agency's youth education work is funded with one permanent FTE position and a \$24,000 budget. Beyond this, the program has been very successful in creating partnerships and securing grant funding - including WSDOT and Transportation Alternatives Program grant partnerships with the City of Olympia and the Thurston Regional Planning Council.
-
- 7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."* Goal #2: *"Provide outstanding customer service."* Goal #4: *"Provide responsive transportation options."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*
-
- 8) **References:** Healthy Kids - Safe Streets Action Plan.

Authority Meeting Highlights
a brief recap of the Authority Meeting of November 4, 2015

Action Items

Wednesday night, the Authority:

- Conducted a public hearing to receive and consider comments on the 2016-2021 Strategic Plan. (*Ann Freeman-Manzanares*)
- Conducted a public hearing to receive and consider comments on the 2016 Budget. (*Ben Foreman*)
- Authorized the General Manager to enter into a one-year contract with Consolidated Press, with four one-year options to extend, to print and deliver transit guides. (*Tammy Ferris*)
- Authorized the General Manager to enter into a three-year contract with RouteMatch to lease mobile tables for the Dial-A-Lift fleet. The value of the contract is \$78,588. (*Jeff Peterson*)
- Adopted Resolution 03-2015, amending Intercity Transit's Drug and Alcohol Policy HR-3511. (*Christine DiRito*)

Other Items of Interest

- Welcomed **Ally McPherson, Marketing and Communications Representative.**
- Eight applications were received for the **Citizen Advisory Committee recruitment.** The Authority gave staff direction to interview all applicants.
- Received a presentation from Jerry Spears of WSTIP on the Collision Avoidance Pilot Project.
- Received a presentation by the Director of Human Resources, Heather Stafford Smith on the Leadership APTA Program.

Pat Messmer

Prepared: November 5, 2015

| | | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
|---------|------------|--------|--------|--------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| CAC | Members | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 | Jul-15 | Aug-15 | Sep-15 | Oct-15 | |
| Leah | Bradley | | | MEETING CANCELLED | | | | Absent | Absent | | | Absent | Absent | | |
| Jan | Burt | | | | | | | | | | | | Absent | Absent | |
| Mitch | Chong | Absent | | | | | | Absent | | | | | | | |
| Billie | Clark | | | | | | | | | | | | | | |
| Denise | Clark | | | | | | | | | | | Absent | | | |
| Ursula | Euler | | | | | | | Absent | | | | | | Absent | Absent |
| Julie | Hustoft | | | | | Absent | | | | Absent | Absent | | | | |
| Quinn | Johnson | | Absent | | | | | | Absent | Absent | | | | Absent | |
| Ariah | Perez | | | | | | | | | | | | Absent | Absent | |
| Sue | Pierce | | | | | | | | Absent | | | | | | |
| Charles | Richardson | | Absent | | | | | | Absent | Absent | | Absent | Absent | | |
| Carl | See | Absent | | | | | | Absent | | | | | | Absent | Absent |
| Kahlil | Sibree | | | | | | | | | | | | | Absent | |
| Victor | VanderDoes | | | | | | | | | | | | | | |
| Michael | Van Gelder | | | | | | | | | | | Absent | Absent | | Absent |
| Lin | Zenki | | | | | | Absent | | | | | | | Absent | |

= Joint meeting does not count against required meeting attendance