

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
June 16, 2014
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS & CELEBRATIONS | 1 min. |
| | A. Nathaniel Jones, - Intercity Transit Authority Representative
<i>(Michael Van Gelder)</i> | |
| | B. Honoring Outgoing Members Meta Hogan; Sreenath Gangula;
Roberta Gray; and Alyssa Neely <i>(Michael Van Gelder)</i> | 15 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. July 2, 2014, Regular Session <i>(Joan O'Connell)</i> | |
| | B. July 16, 2014, Work Session <i>(Julie Hustoft)</i> | |
| IV. | APPROVAL OF MINUTES - May 19, 2014 | 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. Bicycle Commuter Contest Update <i>(Duncan Green)</i> | 20 min. |
| | B. CAC Self-Assessment Results <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| | C. Amendment to CAC Bylaws & Charter
<i>(Ann Freeman-Manzanares)</i> | 10 min. |
| | D. Election of CAC Officers <i>(Nancy Trail)</i> | 10 min. |
| | E. Strategic Plan and Long Term Financial Review
<i>(Ann Freeman-Manzanares/Ben Foreman)</i> | 30 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. May 21, 2014, Special Meeting <i>(Dale Vincent)</i> | |
| | B. June 4, 2014, Special Meeting <i>(Meta Hogan)</i> | |
| IX. | NEXT MEETING - July 21, 2014. | |
| X. | ADJOURNMENT | |
- Attendance report is attached.**

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
May 19, 2014

CALL TO ORDER

Chair Van Gelder called the May 19, 2014, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Valerie Elliott; Sreenath Gangula; Joan O'Connell; Kahlil Sibree; Victor VanderDoes; Quinn Johnson; Don Melnick; Meta Hogan; Dale Vincent; Sue Pierce and Julie Hustoft.

Absent: Roberta Gray; Mitchell Chong; Alyssa Neely; Faith Hagenhofer; and Charles Richardson.

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

Others Present: Authority member, Karen Valenzuela, Intercity Transit Authority.

APPROVAL OF AGENDA

It was M/S/A by MELNICK and O'CONNELL to approve the agenda as published.

INTRODUCTIONS

Van Gelder introduced Authority member, Karen Valenzuela.

MEETING ATTENDANCE

A. June 4, 2014, Regular Meeting - Meta Hogan.

B. June 18, 2014, Work Session - Sue Pierce.

APPROVAL OF MINUTES

It was M/S/A by ELLIOTT and HUSTOFT to approve the minutes of the April 21, 2014 meeting.

CONSUMER ISSUES CHECK-IN - Issues for discussion later in the meeting include:

- *Hustoft* - Bus stop signage.
- *Melnick* - Size of print in transit guide.

NEW BUSINESS

A. UNDERGROUND STORAGE TANK REPLACEMENT - (*Ann Freeman-Manzanares*) Freeman Manzanaraes provided an update to the CAC on the Underground Storage Tank (UST) replacement project including information on the history of the Master Plan for the Pattison facility and the Martin Way high density corridor project. With the passage of MAP21 the master planning process was placed on hold, since 80% of the discretionary funds for construction were going away. The Master Plan for Pattison was at 30% design with value engineering complete so we decided to pause thinking it didn't make sense to proceed in the event ordinances changed. We didn't want to be faced with a redesign if things changed.

Freeman-Manzanares indicated the Authority provided \$4,000,000 in the 2014 budget to replace the tanks, which is a portion of the Master Planning process. There are about 80,000 gallons of fuel in the bus yard. The tanks are 30 years old, single-walled construction, and no longer up to code. We learned from WSTIP that there is only one insurance broker that provides coverage for storage tanks like ours, so it is possible we could go without insurance if that firm decides to no longer cover the liability. We went to the Authority and pulled out this portion of the master plan to move forward.

Freeman-Manzanares stated the consultant for the project is Tetra-tech. They did the initial Master Plan project, and for this piece we asked them to look at available alternatives. We asked about replacing the tanks in their current location or moving them to the property adjacent to Martin Way. We then brought that information to the Authority to talk about options and moving forward with final design and construction for replacing the tanks. The Authority realized that if we move forward placing the tanks where the master plan indicates, our plans for construction along Martin Way were fixed. Before making a decision they wanted to insure that our plans supported the City of Olympia's, TRPC's and the EDC's vision for Martin Way.

Freeman-Manzanares provided information on the city of Olympia's challenge grant through Housing and Urban Development to look at future development along the Martin Way corridor. The city thought if they offered utilities or other amenities it might encourage development. The city and their consultant found that the reality is there are a lot more attractive places to develop in this area. There is an estimated 20 to 25 year timeframe for developing the Martin Way corridor area. Several members of the CAC attended the meeting hosted by the city of Olympia to discuss the project. People broke into groups to talk about what they would like to see, and how they would like to see it develop.

Intercity Transit Citizen Advisory Committee

May 19, 2014

Page 3 of 6

Freeman-Manzanares invited comment from those members who attended the meeting:

Melnick – Stated the table he sat at had a good dialogue. There were a lot of different viewpoints. The residents were concerned about what will happen with the development. His group felt the intersection of Martin and Sleater-Kinney area had the greatest potential for development, especially given that the Intercity Transit area has considerable wetlands that will have an impact on development. Everyone in his group acknowledged the need for more cross walks and sidewalks to make the area more pedestrian friendly.

Hustoft – Indicated the lack of sidewalks was discussed at all the tables, as well as more crosswalks. They also wanted to see more beautification and more green spaces. There was a lot of talk about the intersection where 4th & State meet Pacific & Martin Way. They refer to the intersection as a “bowtie” and indicated that it might be a good idea to add an oval type roundabout.

Van Gelder – Stated the focus seemed to be Pattison St – west to the potential oval roundabout, and the start of a neighborhood. He indicated the lack of comments concerning Pattison St – moving east was most likely because of the wetlands. The residents were more interested in the area to the west. The discussion was focused on beautification; narrowing streets; and boulevarding the area. Staff indicated the street was 120’.

Van Gelder – Stated he appreciated the lack of conflict at the meeting; and that it was a good mix of residents, property, and business owners. Everyone was very positive and it was refreshing to be in a meeting like that.

Elliott – Asked for clarification on the term “boulevarding.”

Van Gelder – Provided it is typically a median down the middle of the street with grass and plants and it acts as a traffic calming device. The streets are more-narrow and the speeds reduced. It enables pedestrians to cross streets safely.

See – Asked if there was much discussion about the area on the other side of the wetlands?

Freeman-Manzanares provided that the conversation at the city of Olympia hosted event focused on the stretch of Martin Way from where Pacific intersects to our property.

See - Asked if development would be limited by locating the tanks along Martin Way?

Intercity Transit Citizen Advisory Committee

May 19, 2014

Page 4 of 6

Freeman-Manzanares indicated that the Master Plan locates the fuel tanks on the new property with fuel and wash facilities along Martin Way. The Master Plan also places a structure on the corner of Pattison and Martin Way for vanpool services.

Van Gelder – Asked if the Master Plan is online?

Freeman-Manzanares: Stated it is not, but we can mail out some drawings. (30% site plan attached.)

Melnick – Asked what the Authority is thinking in terms of moving the tanks now?

Valenzuela – Stated that the answer is not yet known.

B. AMENDMENT TO CAC BYLAWS & CHARTER (*Ann Freeman-Manzanares*)

Freeman-Manzanares stated recent changes to the Open Public Meeting/Public Records Act require training. The changes prompted staff to review the CAC Bylaws and Charter to see if the members needed to attend training. In reviewing the documents we asked our legal counsel to interpret them as written and he felt that the documents themselves lend it to being a governing body. The intent of the CAC is to be advisory instead of a governing body.

The changes you see underlined are additions and the strike-through text would be deleted. In the process we also changed the references from CWG to CAC.

Freeman Manzanares asked if the committee wanted to go through the changes or if they wanted to review and comment.

Hustoft – Stated the Bylaws show a list of projected/anticipated types of members and there is an addition of a business owner, when there is already a listing of business representative - large and small.

Freeman-Manzanares stated the Charter and the Bylaws need to reflect the same. We can clarify the business owner/business representation listing. Because the training is required by law, we need to focus on making these changes.

Bradley arrived.

Melnick – Indicated he would provide his suggested changes after the meeting.

Freeman-Manzanares – Stated the training on June 4th is for elected officials and the training is mandatory. The Authority meeting will break early to allow the board to attend the training. Our goal was to ensure the CAC had the opportunity to attend if they so desired but it wouldn't be mandatory for the CAC.

Intercity Transit Citizen Advisory Committee

May 19, 2014

Page 5 of 6

The committee agreed to review and comment on the changes.

C. NOMINATION OF OFFICERS (*Nancy Trail*) Trail read the Bylaws section on nomination of officers, "The process for choosing officers shall consist of nominations in May and affirmation by majority votes in June." If more than one person is nominated for either position, we will have written ballots. If only one person is nominated a unanimous ballot may be cast. Nominations from the floor are not accepted at the June meeting.

Chair Van Gelder opened the floor for nominations.

Melnick nominated Van Gelder for Chair.

O'Connell nominated See for Vice Chair.

Having no further nominations, the chair closed the floor for nominations. In June, a unanimous ballot may be cast and those elected will take office at the July meeting.

CONSUMER ISSUES

- *Hustoft* - Indicated the bus stop on Capitol Way outside Subway has a schedule with 2 lists on it and they are exactly the same.
- *Melnick* - Stated the lettering on bus schedules is so small that a visually impaired person would have difficulty reading schedules, and we should consider increasing the size.

REPORTS

- *VanderDoes* - Reported on the May 7, 2014, ITA meeting including the server room relocation to WSDOT and associated money savings; the fiber optic line from LTC; the discussion concerning the federal/state funding issues of major projects vs. fixing potholes and that all are strapped and trying to figure out what to do. There was also interesting conversation concerning trying to keep riders within a 10-15 minute walk to bus stops, and the regional transportation plan survey was discussed.
- *Van Gelder* - Provided information about the WSDOT Conference in Yakima from August 17-20th and encouraged any interested CAC members to contact staff to register.

O'Connell - Indicated she went last year and it was awesome. You get to see a lot of great presentations and meet great people.

Intercity Transit Citizen Advisory Committee

May 19, 2014

Page 6 of 6

Freeman-Manzanares - Provided additional information on the conference including that it is where all the state transportation systems celebrate their "wall of fame" winners. There was a new band formed last year called the Rolling Tones, and Secretary of Transportation Lynn Peterson joined in on a performance.

- *Freeman-Manzanares* - Asked the committee to mark their calendars for this year's Transit Appreciation Day on August 13th. The ceremony takes place during the noon hour, beginning at 12:04 pm. We recognize milestone achievements and the Excellence in Transit honorees. This year's theme is "BusStock".
- *Bradley* - Inquired about a bag vs. a trash can at a bus stop.

Freeman-Manzanares - Responded facilities removed the trash can because people were filling it with their garbage.

NEXT MEETING: June 16, 2014.

ADJOURNMENT

It was M/S/A by PIERCE and HOGAN to adjourn the meeting at 6:26 p.m.

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant, Intercity Transit

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: June 16, 2014**

FOR: Citizen Advisory Committee

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2014 Bicycle Commuter Contest Update

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- 1) **The Issue:** Brief the Citizen Advisory Committee on the results of the 2014 Bicycle Commuter Contest.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest in 2006.
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- 4) **Background:** This year's Bicycle Commuter Contest (BCC), which ran the full month of May, had the highest number of First Time Participants in its history. Over 1,400 people registered for the 2014 event, and about half had never done it before.

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been received well. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's ninth year administering this countywide event. For the sixth consecutive year, Duncan Green directed the BCC and related efforts as a temporary employee (a six month position). He is assisted by Kris Fransen, lead Intercity Transit staff involved in commute trip reduction activities with commuters and area employers.

Intercity Transit has been recognized by the American Public Transportation Association with an Ad Wheel Award (2007), a top marketing honor within the public transportation industry, for the Bicycle Commuter Contest.

5) **Alternatives:** N/A

6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one temporary position. The annual budget for the BCC is \$20,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support

7) **Goal Reference:** Goal #4, *"Provide responsive transportation options."* Goal #2, *"Assess the transportation needs of our community."*

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: June 16, 2014**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: CAC Self-Assessment Results

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- 1) **The Issue:** The Citizen Advisory Committee will discuss the results of their recently completed self-assessment.

 - 2) **Recommended Action:** Discuss results of the assessment; prepare to share the information with the Authority at a future joint meeting.

 - 3) **Policy Analysis:** Per the Operating Principles, the Citizen Advisory Committee will conduct a self evaluation (assessment) at least annually and present the results to the Transit Authority.

 - 4) **Background:** Nineteen members were eligible to complete the assessment - fifteen members completed the assessment for 79% participation.

The results and comments are included on the attached document.

Members will have opportunity at the meeting to seek clarification, identify areas of strength and opportunity. If the CAC identifies areas needing further development, staff will work with the Chair to schedule time for additional CAC discussion.

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

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

 - 7) **Goal References:** The CAC works with the Authority to meet all goals of Intercity Transit.

 - 8) **References:** 2014 CAC Self-Assessment Results.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
SELF ASSESSMENT RESULTS
MAY 2014**

*Total Members Eligible to Participate: 19 Members Participating in Survey: 15
Participation: 79%*

2014 Results posted in blue.
2013 Results posted in black.

	<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.	13 - 87% 17 - 94%	2 - 13% 1 - 7%			
<p>Comments: This is reflected in the number of meetings devoted to the questions(s) specifically referred to the Committee by the Transit Authority. At all times, members have been conscious of the mission to provide information, feedback and comment, as well as recommendations to the Authority./ Given our current meeting format I feel we do as much as possible in this regard. However, as I have discussed below, I feel there is another approach for conducting our meetings that would enable us to be much more faithful to our purpose./ The CAC constantly served as a discussion forum for important issues the agency was facing./ I feel we have been able to remain faithful to our purpose with thanks to the IT staff building for us a tangible agenda.</p>					

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
2. The Citizen Advisory Committee represents the community.	12 - 80% 11 - 61%	2 - 13% 6 - 33%			1 - 7%
<p>Comments: The CAC consists of a very diverse group of individuals all conscious of their responsibilities and providing different perspectives from all corners of our community. / The diversity that the CAC membership has acquired over the last several years has been impressive and a good representation of the diverse county community. / This is not really a criticism of the CAC participants - it's just a high bar to "strongly agree" that we represent the community. We have largely done well speaking up about concerns and praise we have or that we hear from our friends, family, co-workers, fellow commuters, etc. each month. However, we should always be challenging ourselves to think more critically about the problems we hear, to increase the diversity of the CAC, and to learn more about the perspectives of our fellow CAC members. These can each help us think of questions and solutions that benefit the full community. / We are a diverse group of individuals from a variety of ethnic and (I would assume) socio-economic backgrounds.</p>					

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
3. Intercity Transit and the community benefited from our input.	11 - 73% 15 - 83%	3 - 20% 3 - 17%			1 - 7% 1 - 5%
<p>Comments: I feel this question should rightfully be answered by the Authority Board since they are whom we report to and who are charged with guiding this organization. / It's been a plus over the last year to see the cooperation/coordination that has occurred between the CAC and the ITA. / While I do believe Intercity Transit values and respects our advice, I fail to see how what we do impacts the community directly. / Because the Authority does listen to our suggestions and values our feedback, there is no question that the community benefits from our input.</p>					

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
4. We add value to the Transit Authority's decisions.	12 - 80% 16 - 89%	3 - 20% 2 - 11%			
Comments: Again the discussion of the regional role of IT is indicative of the wide-ranging perspectives and its value to the Authority. / True, especially over the last year. / I've appreciated the additional efforts over the last year to request CAC input on policy questions being addressed by the ITA. I hope we can continue and improve upon the process in the year ahead. / An outsider's perspective is always useful in any decision-making process.					

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
5. Our meetings are run well.	8 - 53% 15 - 83%	7 - 47% 3 - 17%			
Comments: Given the meeting we use, with a large agenda and with limited opportunity to explore at least some issues in depth, I feel our meetings are run very well. However, as noted below, I would prefer a different meeting format. / The new chair sometimes seems to limit the focus of discussion, based on his own opinions. / Would like to see a more structured meeting, especially since members seem to leave prior to the end of the scheduled meeting/agenda. / Much better overall than before. / I think Michael does well to ensure everyone has a chance to participate. / Chairman Van Gelder and Vice-Chair See always gave everyone ample time to express themselves while keeping us respectful and timely.					

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
6. I feel satisfied with my participation level within the Citizen Advisory Committee.	8 - 53% 13 - 72%	6 - 40% 5 - 28%	1 - 7% 1 - 5%		
Comments: The presence of so many older and more experienced members of the committee makes it intimidating for members who are both young and new, such as me, to articulate a viewpoint that is both distinct from others and valuable to the discourse.					

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
7. I am prepared for the meetings.	9 - 60% 11 - 61%	6 - 40% 7 - 39%			
Comments: Some meetings more than others. / Sometimes I don't read the packet until the last minute, but that's my responsibility. / I have had my meeting packets get to me late a few times, but there was usually a spare one I could use at the meeting. It's nice that I receive a copy by email as well as by mail. Especially since getting my tablet, now I just bring that to the meetings, and I have my packet saved on it. / I always read my packet and occasionally do some research into subjects that are of particular interest to me.					

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
8. I feel comfortable contributing at the meetings.	13 - 87% 14 - 78%	1 - 7% 4 - 22%	1 - 7%		1 1%
Comments: I believe that every member feels comfortable contributing. / As stated earlier, so many experienced venerable members can make it intimidating for someone such as me to contribute. / Only because I am nervous.					

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:

- While all presentation we receive from staff are tremendously interesting and valuable, I would appreciate more presentations of how routes and schedules are developed, not in detail, but as suggested previously-short orientation sessions (15 minutes) describing different aspects and elements of transit planning, issues related to maintaining the fleet and so on. Not in detail, just enough to provide some basic understanding.
- As intimated above I would prefer a less formal more facilitated meeting format where fewer issues were explored in greater depth in each meeting. I believe the CAC's role should be twofold: 1) to provide feedback to staff regarding ongoing activities (which we currently do a great deal of) and 2) to also explore in greater depth broader issues posed by the Authority Board. A classic example of the latter was the occasion several months ago when we were asked to discuss what the future direction of IT should be and we held a broad comprehensive facilitated discussion of that; which I personally found extremely gratifying. I feel we do far too little of item 2 and too much of item 1. I believe significantly increasing the amount of item 2 discussions and reducing item 1 items would enable us to more completely fulfill our role as citizen advisors to Intercity Transit. My examination of our Bylaws suggests that we are not obligated to run our meetings using the same Roberts Rules format that the Authority must by law use. I therefore recommend we cease to rely on Roberts Rules and instead resort to a more facilitated meeting format while still maintaining and formally approving detailed meeting notes (or minutes) to ensure that they accurately reflect the essence of what we discussed.
- I am always lobbying for those areas outside of the PTBA. I realize that the change in tax structure several years ago forced the shrinkage of the boundaries, but those living outside of the PTBA still pay the same sales taxes as those whose residences are within the PTBA. They do most of their buying at the same stores as those who benefit from IT service. I will miss you all.
- Revisit sales tax percentage increase - especially in light of a possible lifting of the .9% cap.
- More detail on funding options for new buses, given the absence of a transportation budget from the state legislature.
- I think we need to spend time to learn more about each other, and why we participate. Perhaps we can spend more time at the July meeting to introduce each other 15-30 minutes - some sort of ice breakers, instead of just a quick sentence or two. Perhaps repeat once or twice during the year. Also, more time for discussion instead of presentations would be helpful. This would help us be a better team, so we can better think of questions and suggestions during meetings, and be more aware of community concerns as we interact with IT services and IT users.
- I am curious about operator schedules, duties and training. It would be helpful when considering future changes in routes/timing and also operation reaction/interaction with passengers.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: June 16, 2014**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: CAC Bylaw & Charter Amendment

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- 1) **The Issue:** Review proposed amended CAC Bylaws and Charter language.
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- 2) **Recommended Action:** Discuss recommended changes. Once consensus is reached, the amendment will be forwarded to the Intercity Transit Authority (ITA) for consideration.
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- 3) **Policy Analysis:** The CAC Bylaws may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC members thirty days in advance of the meeting at which the changes are to be acted upon. The most recent proposed changes can be made at this meeting. The ITA must amend the CAC Charter. The CAC may forward recommended changes to the ITA for consideration and approval.
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- 4) **Background:** Recent changes to the Open Public Meetings/Public Records Act brought about the question of whether the CAC members would require training. Upon review of the existing Bylaws and Charter, some language lends itself "governing body" status. In consultation with legal counsel, revisions have been made to reflect the CAC as advisory to the Authority. Additional changes have been made to correct the name of the committee from "Citizen Work Group" to Citizen Advisory Committee. Copies of the proposed changes are included in the attached draft Bylaws and Charter.

The CAC Bylaws require proposed revisions or amendments be provided to the CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. If revisions are agreed upon at this meeting, the CAC may approve changes to the bylaws and forward suggested changes to the ITA for consideration and approval.

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- 5) **Alternatives:**
- A. Accept the proposed language.
 - B. Alter the language.
 - C. Continue to work on revisions.

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

7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.

8) **References:** Citizen Advisory Committee Bylaws and Charter with proposed changes.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE**
Bylaws

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices to the Authority, and to represent the public in accomplishing Intercity Transit's mission and goals. (Amended 07/16/01; 03/05/08)

This includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit. (Amended 09/18/13)

The CAC is advisory to the Transit Authority, and provides customer feedback to the agency. (Amended 09/18/13)

COMPOSITION

The CAC shall be comprised of no more than twenty members appointed by the Intercity Transit Authority. One position is specifically reserved for a 15-19 year old from Thurston County. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- ~~Business Owner~~
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth (15-19 year old)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

It is recognized a member may represent more than one of these groups. (*Amended 07/16/01; 12/20/04; 2/14/11*)

TERMS

CAC members shall serve a term of three years, and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term. (*Amended 07/16/01; 12/20/04; 2/14/11*)

ATTENDANCE

A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period will be removed from the committee. If staff needs to change the meeting date, and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair of the Citizen Advisory Committee when the fourth absence in a 12-month period occurs.

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. (*Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11; 02/13/12*)

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for the months of January and February. January and February meetings will be held the second Monday of the month. All meetings shall be held at Intercity Transit's administrative offices, in the boardroom. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24-hours in advance of a meeting. (*Amended 12/20/04*)

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such

items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall mail the agenda to CAC members at least five days prior to the meeting and will send a copy of the packet to each member electronically. (Amended 02/13/12)

MINUTES

The Staff Liaison shall distribute a summary of the meeting. Verbatim transcripts and detailed documentation of discussion will not be available. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent.

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. (Amended 07/16/01)

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law. ~~or the operating procedures.~~

OFFICERS/TERM OF OFFICE

Officers will consist of a Chair and Vice Chair. The process for choosing officers shall consist of nomination in May (either self-nomination or nomination by others) and affirmation by majority vote in June. (Amended 07/16/01; 2/06/08)

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. (Amended 07/16/01; 12/20/04)

Section 1. Chair

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work sessions. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- ~~*Presentations* made by staff or others should be succinct and relevant.~~
- *Discussion* of relevant issues and development of recommendations should constitute the majority of the meeting following adequate briefing and presentation.
- All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- *Agreement* on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred decision-making method. Consensus is one method of agreement. (*Amended 2/19/01*)
- *Opposing positions will be shared with the Authority.*
- *Majority Vote* is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process.

The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. *(Amended 07/16/01)*

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC ~~adhere~~ ~~stick~~ to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and/or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. *(Amended 07/16/01; February 14, 2005)*

USE OF THE OPERATING GUIDELINES

~~The meeting protocol supersedes all other meeting procedures and will be used by the CAC unless and until it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.~~

AMENDMENTS

These bylaws may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. (New Section Added 12/20/04)

ADOPTED this 17th day of July, 2000.

Amended:	February 19, 2001	February 6, 2008	September 18, 2013
	July 16, 2001	March 5, 2008	
	December 16, 2002	February 14, 2011	
	December 20, 2004	November 2, 2011	
	February 14, 2005	February 13, 2012	

INTERCITY TRANSIT
Citizens Advisory Committee ~~Work Group~~
Charter

ARTICLE I - NAME OF GROUP

The name of this Group shall be "Intercity Transit Citizens Advisory Committee ~~Citizens Work Group~~."

ARTICLE II - PURPOSE

The mission of the Intercity Transit (I.T.) Citizens Advisory Committee ~~Citizens Work Group~~, hereinafter referred to as CAC ~~CWG~~, is to advise the Authority concerning public transportation policy issues either raised by the CAC ~~CWG~~ or referred to the CAC ~~CWG~~ from the Authority.

The term "policy issues" includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of I.T., the agency's budget and programs of capital projects and operating services, and general operating practices of I.T.

By selecting members of the CAC from diverse areas of interest, I.T. intends that those members will provide their individual knowledge and opinions to I.T. Although the CAC is not charged with conducting studies or hearings, individual members are encouraged to seek facts and opinions from transit users and others and to bring that information to the CAC at its meetings.

The CAC ~~CWG~~ will represent the interests of the community and assist I.T. staff and the Authority in fulfilling the agency's mission. I.T.'s mission is to enhance the quality of life for the people in our community by providing basic mobility and transportation alternatives.

ARTICLE III - SCOPE OF WORK

Anually, as stated herein, or at such intervals as the Authority shall request, the CAC shall: ~~In the first year, the CWG shall:~~

- Review Intercity Transit's financial plan, ~~including ballot measure issues~~, and provide feedback to the Transit Authority;
- Review the elements of the Transit Development Plan (TDP); identify methods to obtain public feedback; and work with staff to conduct a performance evaluation of the system from the customer's perspective;

- ~~Review and update the American's With Disabilities Act (ADA) Paratransit Plan for Transit Authority approval;~~
- ~~Develop a work plan for the ensuing second year, to present to the Transit Authority for approval; and~~
- Anually conduct a self-evaluation ~~after the first year~~ to submit to the Transit Authority.

It is recognized ~~that during the first year~~ the CAC ~~CWG~~ will require information regarding Intercity Transit. Accordingly, staff will provide orientations to the CAC ~~CWG~~ in specific areas including, but not limited to, services, policies, budget, strategic marketing plan; TDP; partnerships; ADA federal requirements; and community outreach practices.

ARTICLE IV - COMPOSITION

The CAC ~~CWG~~ shall be composed of no more than twenty ~~nineteen~~ members appointed by the Intercity Transit Authority. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth (15-19 year old)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

ARTICLE V - OPERATING GUIDELINES

The CAC ~~CWG~~ will conduct its business in the following manner: ~~accordance with the Open Public Meetings Act, RCW 42.30. The CWG will adopt operating procedures at their first meeting.~~

- The CAC ~~CWG~~ shall have regular meet at least monthly meetings in accordance with its Bylaws.
- The CAC ~~CWG~~ will discuss issues raised by individual members, which may elect to forward the issue to the ~~respective~~ Authority ~~Committee~~ for its consideration. If the issue is recommended to go before the Transit Authority, a member of the CAC ~~CWG~~ Chair shall make the presentation.
- The CAC ~~CWG~~ shall provide a copy of meeting minutes to the Transit Authority.
- The CAC ~~CWG~~ is advisory to the Authority, not the agency. Recommendations and requests for information will be directed to the Staff Liaison for distribution to the Authority.
- The Transit Authority reserves the right to sunset or discontinue the CAC ~~CWG~~ at any time through a vote of the Transit Authority.
- The CAC ~~CWG~~ shall select from its members ~~three~~ representatives to be assigned to attend ~~one of the Authority committee meetings: Planning and Operations; Support Services; and External Affairs.~~ The CAC ~~CWG~~ representatives will participate in discussions and deliberations in an advisory capacity.
- Length and rotation of terms shall be established by the CAC Bylaws. ~~after the initial pilot period.~~
- The CAC ~~CWG~~ serves in a voluntary role and without compensation. Expenses such as travel/training require advance approval and may be reimbursed.

ARTICLE VI - STAFFING

As authorized by the Authority, the General Manager shall appoint a staff member to serve as the CAC ~~CWG~~ Staff Liaison. The Staff Liaison shall acquire meeting facilities and equipment and distribute materials including the agenda. Other duties include preparation of agenda forms and attachments to communicate CAC ~~CWG~~ issues and recommendations to Committees and the Transit Authority.

ADOPTED: This 5th day of April 2000.

Resolution No. 02-00

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-D
MEETING DATE: June 16, 2014**

FOR: Citizen Advisory Committee

FROM: Nancy Trail, 705-5857

SUBJECT: Election of Officers

1) **The Issue:** The Citizen Advisory Committee will conduct elections for their officers.

2) **Recommended Action:** Cast a unanimous ballot, electing Michael Van Gelder, Chair and Carl See, Vice Chair, effective July 1, 2014.

3) **Policy Analysis:** Per the Operating Principles, nominations are made in May and elections conducted in June.

4) **Background:** At the May 19, 2014, meeting, members conducted nominations for officers. *Michael Van Gelder* was nominated for Chair and *Carl See* for Vice Chair. It was recommended in June a unanimous ballot be cast.

Per the bylaws, nominations will not be accepted from the floor. Both members accepted the nomination.

Both members have served in the same capacity as officers for one term each and both are eligible for an additional term in these positions.

5) **Alternatives:**
A. Cast a unanimous ballot, electing *Michael Van Gelder*, Chair and *Carl See*, Vice Chair, effective July 1, 2014.
B. Defer the elections.

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

7) **Goal References:** N/A

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-E
MEETING DATE: June 16, 2014**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838
Ben Foreman, 705-5813

SUBJECT: Strategic Plan and Long Term Financial Review

-
- 1) **The Issue:** Review the approved strategic plan and long term financials in preparation of the June 20th ITA Planning Session and the development of the 2015 budget and strategic plan update.

 - 2) **Recommended Action:** This item is for your consideration and discussion.

 - 3) **Policy Analysis:** The strategic plan is Intercity Transit's primarily policy document. The Authority's direction provides the level of resources and priorities devoted to specific services and projects. Review of strategic planning priorities, along with our long term financial forecast, is necessary to insure our goals are in line with anticipated need and financial resources.

 - 4) **Background:** This is an opportunity to review the goals established in the 2014 Strategic Plan and updated financial forecast. This is in preparation for future development and discussions relating to the 2015 budget as well as updating our Strategic Plan.

 - 5) **Alternatives:** A. Review items for consideration and discussion. B. Delay review and discussion associated with these items.

 - 6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan and financial forecast are primarily staff time.

 - 7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authorities goals.

 - 8) **References:** None.

Authority Meeting Highlights
A brief recap of the Authority Meeting of June 4, 2014

Action Items

Wednesday night, the Authority:

- Conducted a *public hearing* to receive public comment on the draft Intercity Transit 2015-2017 TIP. (*Bob Holman*)
- Authorized the General Manager to issue a purchase order for \$38,853, including taxes, to *Compucom*, for three years of Microsoft Software Assurance. (*Marilyn Hemmann*)
- Appointed *Don Melnick* to the Intercity Transit Authority as a Citizen Representative, for a term to begin June 5, 2014, through December 31, 2015. This appointment fills the unexpired term of Citizen Representative Martin Thies.
- Reappointed current Citizen Advisory Committee members *Carl See, Charles Richardson, and Quinn Johnson* to another 3-year term beginning July 1, 2014, ending June 30, 2017.
- Directed staff to *schedule interviews* on June 13, 2014, to interview applicants who applied for open positions on the Citizen Advisory Committee.

Other Items of Interest

- Welcomed **Paul Koleber, Maintenance Manager; Nicci Anderson, Village Vans Assistant; and Rachel Springer-Blacke, Vanpool Coordinator**
- Bid farewell to Authority member, **Martin Thies**, who severed at a Citizen Representative for seven years.
- **The Authority and several staff members** attended Open Government Training on Public Meetings and Records at the Washington Center for Performing Arts, Wednesday evening, June 4, 2014.

Pat Messmer

Prepared: June 9, 2014

Attendance Tracking

		5	6	7	8	9	10	11	12	1	2	3	4	5	
CAC	Members	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	
Leah	Bradley								MEETING CANCELLED						
Mitch	Chong														Absent
Valerie	Elliott														
Sreenath	Gangula	Absent				Absent									
Jill	Geyen					Absent									
Roberta	Gray	Absent					Absent						Absent		Absent
Faith	Hagenhofer			Absent											Absent
Meta	Hogan										Absent	Absent			
Julie	Hustoft										Absent				
Quinn	Johnson					Absent		Absent			Absent				
Don	Melnick					Absent	Absent	Absent					Absent		
Alyssha	Neely					Absent						Absent		Absent	Absent
Joan	O'Connell					Absent									
Sue	Pierce												Absent		
Charles	Richardson			Absent		Absent									Absent
Carl	See														
Kahlil	Sibree					Absent									
Victor	VanderDoes						Absent	Absent							
Michael	Van Gelder														
Dale	Vincent					Absent							Absent		

= Joint meeting does not count against required meeting attendance