

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
May 20, 2013
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Virgil Clarkson, Mayor, City of Lacey, Authority Member
<i>(Steve Abernathy)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. June 5, 2013, Regular Meeting <i>(Steve Abernathy)</i> | |
| | B. June 19, 2013, Work Session <i>(Wilfred Collins)</i> | |
| IV. | APPROVAL OF MINUTES - April 15, 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). Victor VanderDoes: Suggestions for marketing or community outreach - tabled from last month.</i> | |
| VI. | NEW BUSINESS | |
| | A. Sustainable Thurston - Update of Project Progress | 35 min. |
| | <i>(Kathy McCormick)</i> | |
| | B. Vanpool Program Update <i>(Carolyn Newsome)</i> | 15 min. |
| | C. Nomination for Officers <i>(Rhodetta Seward)</i> | 5 min. |
| | D. 2013 Self-Assessment <i>(Rhodetta Seward)</i> | 5 min. |
| | E. Citizen Advisory Committee Recruitment Update <i>(Rhodetta Seward)</i> | 5 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. April 17, 2013, Work Session <i>(Valerie Elliott)</i> | |
| | B. May 1, 2013, Regular Meeting <i>(Joan O'Connell)</i> <i>Highlights attached.</i> | |
| IX. | NEXT MEETING - June 17, 2013 | |
| X. | ADJOURNMENT | |

Attendance Report is Attached

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 15, 2013

CALL TO ORDER

Chair Abernathy called the April 15, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Steve Abernathy; Wilfred Collins; Valerie Elliott; Jill Geyen; Roberta Gray; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; Kahlil Sibree; Victor VanderDoes; Michael Van Gelder; and Midge Welter.

Absent: Sreenath Gangula; Vice Chair Faith Hagenhofer; and Mackenzie Platt.

Staff Present: Ann Freeman-Manzanares; Rhodetta Seward; Emily Bergkamp; and Pat Messmer.

APPROVAL OF AGENDA

It was M/S/A by Elliott and Melnick to approve the agenda as published.

INTRODUCTIONS

Abernathy introduced Authority member, Citizen Representative Ryan Warner, and Recording Secretary, Pat Messmer.

Hogan arrived.

MEETING ATTENDANCE

A. April 17, 2013, Work Session - Valerie Elliott.

B. May 1, 2013, Regular Meeting - Joan O'Connell.

Gray, Hustoft and Kahlil arrived.

APPROVAL OF MINUTES

Melnick indicated his suggestion of using resource conservation management during the environmental and sustainability update was not noted in the minutes. Seward will correct the minutes.

It was M/S/A by Elliott and Melnick to approve the minutes of March 18, 2013, with the amendment.

CONSUMER ISSUES CHECK-IN

- O'Connell – *Bus schedule for route 66.*
- VanderDoes – *Suggestions about marketing or community outreach.*

NEW BUSINESS

A. Dial-A-Lift Update – Bergkamp provided a Dial-A-Lift (DAL) and Travel Training update. She gave a brief history of why Intercity Transit has DAL service in addition to accessible fixed route buses. It began with the Americans with Disabilities Act (ADA) which celebrated its 22nd anniversary in July 2012. Even before the ADA, Intercity Transit had a high commitment to serving people with disabilities. Bergkamp shared the major transportation requirements since the passing of the ADA in 1990.

She explained in order for a client to be eligible to ride DAL, their disability must prevent them from accessing fixed route buses. Bergkamp explained the application process and the categories of eligibility. When someone applies for DAL they often times fall into categories of eligibility. She explained these categories which include conditional, unconditional, and temporary and provided several examples.

2012 Dial-A-Lift Trip Statistics:

- 143,913 trips
- 2.36 passengers per service hour
- 866,136 actual vehicle miles
- 96.28% on time performance
- Cancellations: 12% of trips
- No shows: 3% of trips
- 74,033 total phone calls

2012 Dial-A-Lift Ride Volume by Month – Bergkamp explained rider volume can be affected by various factors such as the weather. For example, certain times of the year clients may have a greater level of eligibility thereby showing a spike in ridership. Sometimes in winter or hot weather months, an individual's disability may be exacerbated by hot or cold temperatures.

The current cost for an average one way trip on DAL is approximately \$44.20. This includes vehicle maintenance, fuel, and the cost for the driver. Intercity Transit only charges the client \$2.50 for a round trip ride.

2012 eligibility statistics:

- Total eligible clients YTD is 2,503
- Eligibility decisions totaled 752
- 70% of those clients were fully eligible
- 4% were conditional
- 6% were temporary
- 18% were temporary travel trainings
- 2% were ineligible
- 334 re-certifications (clients are re-certified every 3 years)

Demographics: 70% of eligible clients are aged 65 and over. Of those,

- 13% are 65 to 69 years old
- 25% are 70 to 79 years old
- 40% are 80 to 89 years old
- 22% are 90 to 99 years old
- Less than 1% are over 100

Bergkamp reviewed the 2012 Travel Training program:

- Free service to anyone wanting to learn to ride fixed route buses.
- Self-paced program geared to individual needs.
- Provides mobility training to clients who are using power chairs or scooters for the first time. It allows them to practice in a safe environment.
- Interns currently provide the travel training.
- At the beginning of 2013, the Authority approved a pilot to test the effectiveness of having two full time travel trainers. The pilot began on February 17, 2013 through March 30, 2013.
- During the pilot approximately 720 DAL trips were diverted to fixed route.

Gray suggested pairing up long time transit riders as volunteers to help those wanting to learn how to ride fixed route. Bergkamp said there is a similar group known as Bus Buddies and staff is looking at ways to do something similar in our community. Capital Community Services partners with Pierce Transit; they also recruit the volunteers and perform background checks. Pierce Transit's travel training offers training to those volunteers.

VanderDoes asked if the DAL buses are used for events such as Lake Fair, demos or show and tell. Bergkamp said staff discussed putting a DAL van or hybrid bus on display at Lake Fair to bring awareness to public transportation. Our marketing

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department is working on more exposure. We advertised on KGY and on TCTV. Next weekend, the travel trainers are taking a group of seniors on fixed route to the Arts Walk event.

Van Gelder asked if it's possible to place these internal PowerPoint presentations on the website or distribute them to the CAC. Seward responded yes.

Abernathy introduced Frederick, a student from South Puget Sound Community College. He and four other students are studying Intercity Transit. Abernathy also introduced CAC member Julie Hustoft's son, Devin.

B. Funding of Centennial Station Maintenance & Operations - Freeman announced Centennial Station celebrates its 20th anniversary with an event on Saturday, May 4 from 10 a.m. to 2 p.m.

She explained Intercity Transit has owned and operated the station since 1993 and manages the landscaping and maintenance contracts. There are a number of dedicated volunteers who currently work at the station.

Intercity Transit currently works under an inter-jurisdictional agreement which expires December 31, 2013. In 2011, the City of Olympia informed Intercity Transit it did not budget funds for its 2011 contribution to the station's maintenance. Intercity Transit called a meeting of all the participating jurisdictions and the development of a single intergovernmental agreement was agreed upon. It was at that time the jurisdictions asked staff to research other means of funding the station.

Suggestions included:

- Charging parking fees
- Establishing a revenue-generating activity at the station
- Use the volunteers more extensively
- Increase Amtrak's contribution
- Intercity Transit assume the full cost of running the station

She explained the concerns and challenges with some of these ideas. The station parking lot also doubles as a park-and-ride. Intercity Transit encourages the use of the park-and-ride lots and doesn't charge for use at any of its park-and-rides. There's also question whether it's cost-effective to charge for parking if that means installing a mechanism and monitoring it.

As a public agency, we need to work with the Washington State Department Services for the Blind (WSDSB) regarding a revenue-generating activity such as a coffee stand.

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The suggestion to utilize the station's volunteers creates risk management issues if utilizing their services when providing landscape, maintenance or janitorial services.

Freeman-Manzanares received support of the current arrangement for funding of the station from the City Administrator of Tumwater and the City Managers from Lacey and Yelm. She spoke with Steve Hall from the City of Olympia, and he would like staff to be sure there are no other alternatives. One alternative was charging a ticket surcharge of one dollar to each ticket. However, Amtrak is not interested in this alternative because every Amtrak station will want to charge a surcharge to fund their station, and in doing so, the ticket prices rise and become too expensive, thus rail travel will suffer.

Legislation was passed in 2008 handing over Amtrak's responsibility to the Washington State Department of Transportation (WSDOT) and Oregon for intercity passenger rail. Effective October 2013, we'll be working directly with WSDOT. WSDOT wants to reduce costs and is not interested in assisting us with more funding for this station. Staff will continue to research this issue.

Freeman-Manzanares asked the CAC if they have any additional ideas or suggestions on how to fund the Amtrak station and does the CAC feel this should be part of Intercity Transit's core mission.

Van Gelder indicated the only requirement for public agencies to utilize the WSDSB is to provide them with the opportunity to bid on their services. Private sector business can provide services should the WSDSB not be interested. He also said there is a grant program under community facilities program from the U. S. Department of Agriculture that provides funds for programs that help develop and maintain community facilities in rural areas, and the location of the Amtrak station could be considered a rural area. He mentioned another grant called Private Activity Bonding. Freeman-Manzanares said staff will look into these options.

See mentioned the use of capital grants to reduce the amount of maintenance. For example making changes to the landscaping or the structure of the building to reduce the amount of maintenance required. He supports all jurisdictions contributing to the funding for the station.

Gray suggested using the station for more community activities to bring the public in and raise revenue. The station could become a community focal point.

Abernathy agreed. He noted the donated pavers with names and plaques on the walls from businesses and individuals who contributed funds to build this station. He recommends the Authority and staff tap into the community connection. He said Amtrak is part of Intercity Transit's core mission, and it's part of the multi-

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modal approach to meeting the region's transportation needs. He recommends finding a source of dedicated sustainable funding.

Hustoft recommended hanging before and after photos of the station. She also likes the idea of a café or restaurant for generating revenue.

O'Connell asked if there are any plans for more development in the area that may promote more business. Freeman-Manzanares will talk with Dennis Bloom to see if he is aware of anything. O'Connell suggested conducting community outreach asking businesses to think of this area as a viable option and figure out a way to obtain community feedback.

Melnick suggested finding ways to make operating costs less expensive. Take out the landscaping and make it green. Insulate windows and install modern heat pump systems. Seward noted our Facilities Manager looked into reducing the costs of landscaping and maintenance, and realized we must take into consideration the station is run by volunteers, and the many of them helped build the station. They helped design it and landscape it, and changing it could cost volunteers unless buy-in was achieved. If we take away some of the features they appreciate, we stand to lose some of the volunteers.

Frederick suggested the state agencies may be able to utilize the train system to transport state employees to/from Olympia. Propose the rail system as a resource to them to save costs.

Richardson suggested approaching the major cities that benefit from the station like Seattle and Portland.

Melnick believes there are ways to install more efficient heating systems and preserve the appearance of older lighting systems and make them more efficient. It would convince the stakeholders that everything is being done to reduce costs.

Van Gelder said each CAC member should go to their city and ask for support for the station. This is an appropriate function for a transportation system that wants to look beyond bus service, and the CAC supports the funding for the Centennial station.

O'Connell suggested opening a restaurant in a train car to bring in revenue.

Gray suggested involving the volunteers to organize group trips on the train. Get more people involved in using the train. Cities can't ignore it when citizens are benefiting from the service.

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Freeman-Manzanares wrapped up the discussion by thanking the CAC for their feedback.

C. State of Intercity Transit – Freeman provided an update on the draft State of Intercity Transit. The 2012 highlights included:

- Record Fixed-Route Ridership and Vanpool Usage
 - Ridership reflected an increase of 1.4% over 2011
- Successfully managed the demand for Dial-A-Lift
- Closed 2012 with 213 active vanpool groups – a 9.1% increase in passenger trips over 2011
- Continue the challenge of prioritizing demand for Express Service between Thurston and Pierce Counties
- Completion of the Hawks Prairie Park-and-Ride
- Focus on Sustainability and Environmental Initiatives
 - Awarded APTA Gold Level status making us the first transit system in the U. S. to reach this level
 - 2012 Green Business of the Year Award from Thurston Chamber and recognized in 2013 as a county-wide finalist
- Innovative Programming and Community Outreach
 - Smart Moves youth outreach program continues to grow
 - Bike Partners program
 - Bicycle Commuter contest celebrated its 25th anniversary
 - Village Vans celebrated its 10th anniversary
- Retention of Quality Staff
 - Staff stepped up to fill the gaps left by a large number of retirements and vacancies. Sixty percent of our senior management team retired or moved on to other opportunities since 2010.

Other items of importance include the loss of federal discretionary funds used to purchase buses and pursue the rehabilitation and expansion of our Pattison Street facility. We are scheduled to replace 48 buses between 2018 and 2023. Our financial forecast anticipated 20% local funds for these purchases, not 100%. Our current financial model cannot support the purchase of these replacement buses.

We need to discuss the type of bus we intend to purchase in the future. Hybrids currently cost approximately \$250,000 more than diesel buses.

Based on current economy and elimination of bus and facility discretionary grants, we need to seek an increase in sales tax revenue if we are to continue to maintain current levels of service.

Freeman-Manzanares reviewed three draft financial forecast handouts.

- Base model
- Forecast without hybrids
- Forecast without hybrids and with additional 1/10th in sales tax

VanderDoes left the meeting.

Van Gelder asked what the forecast looks like with hybrids and the additional 1/10th in sales tax. Freeman-Manzanares said with the sales tax increase, service could be extended to 2022.

Richardson asked if we can protect revenue by scavenging and selling old buses. Freeman-Manzanares responded the Federal Transit Administration (FTA) has a 12-year cycle for our heavy-duty vehicles and typically we retain them for 15 years. Maintenance staff performs calculations to determine at what point the vehicle costs more to maintain.

Melnick wanted to know what other transit systems are doing in these same circumstances. Freeman-Manzanares said it depends on the size of the system. Part of MAP-21 provided formula funds for transit agencies with the intent there would be a more reliable funding mechanism to depend on, and this benefits small transit agencies.

Abernathy said the FTA released the end of front line service date to 14 years, and asked how will that impact the models presented. Freeman-Manzanares will research what our assumptions were in the Strategic Plan.

D. 2013 Self-Assessment – Seward reviewed the requirements for completing the 2013 CAC Self-Assessment. The form is distributed to all members in May and is due by June 7. She referred to the self-assessment document and noted now is the time to make changes to the document if deemed necessary, and CAC members should notify Abernathy or Seward of any changes. The results are shared with the CAC at their June meeting. The CAC and ITA meet jointly at which time results are shared with the Authority.

Abernathy questioned when elections take place. Seward reminded members nominations occur at the May meeting and the elections take place at the June meeting.

E. 2013 Citizen Advisory Committee Recruitment – Seward provided an update on the CAC recruitment process and reviewed the timeline. There are nine open positions. Five CAC members are eligible for reappointment, and if they seek reappointment they must notify Seward, and include a letter to the Authority asking

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for reappointment and why they are seeking the reappointment. She noted there has been a heavy outpouring for recruitment, and Seward thanked Richardson for his suggestions for advertising for the youth position which resulted in an increase of inquiries.

See suggested Seward use the Olympia Coalition of Neighborhood Associations listserv to advertise the CAC recruitments. He will send her the information.

Richardson left the meeting.

CONSUMER ISSUES

Tabled for the next meeting.

NEXT MEETING: May 20, 2013.

ADJOURNMENT

It was M/S/A by O'Connell and Hogan to adjourn the meeting at 7:39 p.m.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: May 20, 2013**

FOR: Citizen Advisory Committee

FROM: Kathy McCormick AICP, Senior Planner TRPC

SUBJECT: Sustainable Thurston – Update of Project Progress

1) **The Issue:** The Sustainable Thurston project and process is an opportunity to shape this region’s future as well as the actions and responsibilities to achieve it.

2) **Recommended Action:** For presentation and discussion only.

3) **Policy Analysis:** This item provides background on the Sustainable Thurston process underway and the products that will emerge by the end of 2013. Products will include: a Regional Plan for Sustainable Development, strategies to achieve the vision, an action plan and performance measures; a Regional Housing Plan; and a Sustainable Economy Strategy.

4) **Background:** This region was awarded a Sustainable Community Planning Grant in 2010. The Thurston Region was one of 45 awards made that year out of 1,000 applications submitted from throughout the nation. Twenty nine partners signed on to the grant project including public, private, and non profit groups and organizations. This three-year process has been an opportunity to define what sustainability means in the Thurston Region and to identify how to collaborate and cooperate to create the future described.

So far, over 1,900 people participated on leader panels and workshops, and this year using an on-line tool (www.EngageSustainableThurston.org). Over the next several months, draft plans will be prepared for resident review. Final drafts will be sent from the Sustainable Thurston Task Force to the Thurston Regional Planning Council for their review and approval.

The strength of the Sustainable Thurston project lies in the diverse partners and diverse interests included in the process. A full range of “quality of life” topics have been included in the discussion making for possibly the most diverse discussion and interests ever to engage in a project in the history of the Thurston Region. Topics examined and white papers produced include the following: energy; water infrastructure; water quality; solid waste; public safety; schools and transportation; local food systems; health and human services; housing; land use, transportation and climate change; and economic sustainability.

5) **Alternatives:** N/A

6) **Budget Notes:** NA

7) **Goal Reference:** Goal #1: *“Assess the transportation needs of our community.”* This goal specifically supports this type of study effort.

8) **References:** Sustainable Thurston – *“Creating Places – Preserving Spaces”*



SUSTAINABLE THURSTON

Creating Places - Preserving Spaces

Help Shape a Sustainable Future

What is “Sustainable Thurston?”

Sustainable Thurston is a community conversation that will result in a vision for a vibrant, healthy and resilient future, as well as the actions and responsibilities to achieve it.

What are the challenges and opportunities that Sustainable Thurston addresses?

Challenges

- Maintaining a strong and resilient economy
- Protecting our natural environment
- Planning for a growing population
- Meeting the needs of an aging population
- Increased health concerns (such as obesity)
- Funding government services and maintaining our public facilities
- Using local resources as efficiently as possible

Opportunities

- Shaping the future – This is a rare opportunity for residents and policy makers alike to have a voice in how we want our community to look, function and feel.
- Revitalizing hopes – Our economic downturn has shown us that efficiency, collaboration and cooperation are key to a robust economy, a healthy environment, and resilient communities and households.

Share Your Ideas!

Online:

EngageSustainableThurston.org

A new style of public meeting.

Click. Join. Engage.

Or visit us at:

SustainableThurston.org

What’s happened so far?

More than 1900 people have contributed to this community conversation over the last 2 years. Residents had opportunities to share their ideas through surveys, workshops, and on line opportunities. Residents also serve on Sustainable Thurston panels that explored a wide range of topics that contribute to quality of life in the Thurston region.

Key to achieving the sustainable future described:

Creation of “Places” that offer the enhanced quality of life that residents say they want. Places include: city and town centers in both north and south county; urban transit corridors; neighborhoods; and, rural and resource lands.

Quality of Life Topics that contribute to achieving Sustainable Thurston Vision and Goals. Topics include: energy; water infrastructure; water quality; solid waste; public safety; schools and transportation; local food systems; health and human services; housing; land use, transportation and climate change; and economic sustainability.

Sustainable Thurston By the Numbers

The following information is a summary of the groups and individuals that have been involved, and the work performed on the Sustainable Thurston project from January 2011 - March 2013.

29 Partners signed a Memorandum of Understanding (jurisdictions, agencies, organizations, community groups), agreeing to be actively involved in the process, development and implementation of plans

180 people participated on 12 topic panels related to economic, social and environmental sustainability. In over **3 dozen** discussion sessions, local experts identified what's working well now, the challenges and opportunities, and the interrelationships among panel topics. **White papers and presentations are available at SustainableThurston.org**

23 Sustainable Thurston Task Force members held 26 discussion sessions August 2011 through March 2013. The Task Force listened to panel presentations and discussed the information as a foundation for the spring 2012 community conversation - and has developed Sustainable Thurston mission, vision and goals based on the panel information as well as public input

104 Jurisdictions, agencies, organizations, and community groups represented on the task force and/or panels - plus staff from above groups

1,000+ Unique email addresses receiving Sustainable Thurston project updates - and that number is growing

396 community members shared ideas during **9 Sustainable Thurston public workshops** held throughout the region March - April 2012 and March 2013, and an additional **159 people participated online**

More than **1200 residents responded to a Sustainable Thurston survey**, identifying what they like about where they live, and improvements that should receive focus for the future



What happens to the ideas shared during the public process?

The Sustainable Thurston Task Force used the results of last year's community conversation to draft a definition of what sustainability means to residents in the Thurston region. Identification of quality of life issues, challenges and strategies to address the challenges in combination with the expression of the future wanted are the foundation for ongoing community discussion and action as part of the Sustainable Thurston process. The ideas that emerge from the most recent public engagement will be added to those already compiled during the process. All of this work will inform the Task Force review of the Thurston regions' definition of sustainability as well as shape the draft sustainability plans and the actions and responsibilities to achieve it.

Sustainable Thurston products will include:

- A Regional Plan for Sustainable Development (including strategies to achieve the vision for "Places" and "Topics")
- A Regional Housing Plan
- A Sustainable Economy Strategy
- An Action Plan and Performance Measures that will get our region started and keep us moving toward a more sustainable future

Later in 2013, the drafts of the above plans and strategies will be made available for public review before they are finalized and approved by the Sustainable Thurston jurisdiction partners - by December 2013.

Next Steps

Over the next several months draft plans will be prepared and residents will have the opportunity to share their ideas about the draft plans. The final drafts will be sent by the Task Force to the Thurston Regional Planning Council for approval and then to the jurisdictions for consideration in their comprehensive plans. Action plans and performance measures will be identified as well as those responsible for the actions and for monitoring progress toward identified goals.

How is this project different than those undertaken in the past?

More diverse partners than ever before have worked together as a region to make connections among quality of life topics studied - understanding how each of these affects our economy, society and environment.

What is unique about this project and process?

Residents from throughout the region have shared, and will continue to share, ideas about:

- Challenges and opportunities that growth will bring
- Possible future scenarios based on the best information available
- How to leverage growth to get the desired future
- What needs to happen to achieve the future envisioned, who will be responsible, and how to measure progress over time

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: May 20, 2013**

FOR: Citizen Advisory Committee
FROM: Carolyn Newsome, Vanpool Manager, 705-5829
SUBJECT: Vanpool Program Update

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- 1) **The Issue:** Provide an update on Vanpool Services.
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- 2) **Recommended Action:** Information only.
-
- 3) **Policy Analysis:** The Vanpool Manager will provide updates to the Citizen Advisory Committee at least once per year, and more often as requested.
-
- 4) **Background:** Intercity Transit's vanpool program is 31 years old – the program began in May 1982 with two leased vans from the Washington State Department of Transportation. We currently have 214 active vanpool groups and expect to end 2013 with 223 vanpool groups.

Our vanpool program serves 1,700 commuters and includes 836 volunteer drivers. The program removes more than 1,500 cars off our congested roadways each commute day.

We saw record ridership in 2012 with 740,794 passenger trips which was a 9.10% increase over 2011. Commuters traveled 3,470,209 miles in 2012, which was an 8.29% increase from 2011.

In 2012, we recovered 96% of our direct operating cost from passenger fares. Direct operating does not include capital costs as we receive grants for vehicle purchases. In 2013, we purchased 55 vehicles. We received 80% grant funds for 11 expansion vehicles through WSDOT and 80% of 30 replacement vehicles through federal 5307 "earned share" formula funds. Local funds were used for the 20% match and for the replacement of 14 vehicles.

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- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** Passenger fares for 2012 totaled \$1,641,547. Direct cost for the vanpool program (vanpool staff, fuel, insurance and maintenance) was

\$1,711,480. Fully allocated (direct cost plus overhead) cost was \$1,829,778. In 2012, passenger fares recovered 96% of direct cost and 90% of fully allocated cost. In January 2013, vanpool fares were increased 10% to try to recover 100% of direct cost. We do not include capital in our direct or fully allocated cost.

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.”*

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: May 20, 2013**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward (705-5856)

SUBJECT: Nominations for Officers

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- 1) **The Issue:** To nominate members to serve in one-year terms as the officers of the group (Chair and Vice Chair) for the July 2013 – June 2014 year.
-
- 2) **Recommended Action:** Nominate interested and willing CAC members for Chair and Vice Chair per the Operating Principles, page 3.
-
- 3) **Policy Analysis:** Per the CAC Operating Principles, officers will be nominated in May and elected in June for one year terms.
-
- 4) **Background:** Citizen Advisory Committee Chair Abernathy and Vice Chair Hagenhofer each completed their second years in these positions. Chair Abernathy will leave the CAC at the end of June after seven years, as he can only serve two complete 3-year terms.

OFFICERS/TERM OF OFFICE

“Officers will consist of 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.”

Per the Operating Principles, members may nominate members who are willing to accept the nomination and members may self-nominate. If you wish to nominate someone, it is best to contact the member ahead of the meeting to ensure they will accept the nomination. By conducting nominations at the May meeting, nominations will not be accepted at the June meeting.

Staff will prepare and distribute ballots at the appropriate time, if more than one person is nominated for either position, and the election will be held at the June meeting. Staff will collect the ballots and two people will count and verify the ballots. The CAC Chair will announce those elected before the meeting is adjourned. If a person is running unopposed, a unanimous ballot may be cast. Those elected take office at the July meeting.

5) Alternatives:

- A) Receive nominations for Chair and Vice Chair and conduct elections at the June meeting.
 - B) Receive nominations for Chair and Vice Chair and defer elections. The Vice Chair would serve as chair until such time as elections are concluded.
 - C) If positions have only one person nominated for each position, staff recommends casting a unanimous ballot at the June meeting.
-

6) Budget Notes: N/A

7) Goal Reference: N/A

8) References: Pages 3 and 4 of the CAC Operating Principles.

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 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 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 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.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-D
MEETING DATE: May 20, 2013**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, ext. 5856

SUBJECT: 2013 Self-Assessment

1) **The Issue:** Whether to complete the CAC self-assessment inclusive of June 2012-May 2013. Staff will share results of the assessment at the June 17 CAC meeting, and with the Authority at a joint meeting, tentatively in September.

2) **Recommended Action:** Complete the attached self-assessment and return it to staff by June 7, 2013, for compilation of results. 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, to be held (tentatively) in September.

4) **Background:** The CAC conducts a self-assessment each May and discusses the results each June. An opportunity to made changes to the assessment was provided to members at the April meeting – no changes were recommended.

The form is distributed to all members in May for completion. The CAC seeks 100% participation. Assessments are due June 7, 2013.

Staff compiles the results which are shared with the CAC at their June meeting. The CAC and Intercity Transit Authority meet jointly at least once each year, at which time; results are then shared with the Authority by the CAC Chair and Vice Chair. The joint meeting is *tentatively* planned for September 18, 2013. The CAC would not hold its regular September 16 meeting.

5) **Alternatives:** N/A

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

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

8) **Reference:** 2013 Assessment Tool

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 7**. 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 2013**

<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
Agree*

*Somewhat
Agree*

*Somewhat
Disagree*

*Strongly
Disagree*

*Don't
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. V-E
MEETING DATE: May 20, 2013**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, 705-5856

SUBJECT: 2012 Citizen Advisory Committee Recruitment

-
- 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. In 2011, the Authority approved adding a youth position, increasing the number of members from 19 to 20. 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 three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term with no option for reappointment. The youth can, however, apply for the regular three-year position if they wish to continue on the committee. Each May, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members, representing the diversity of our community. Five members can seek reappointment. Those who've sent letters will go to the Authority for reappointment at their next meeting. One youth position and the other open positions will be subject to the interview process which is scheduled for June 10, 2013.

Three Authority members, *Nathaniel Jones, Virgil Clarkson and Ed Hildreth*, along with three CAC members, *Victor VanderDoes, Charles Richardson, and Meta Hogan* will comprise the ad hoc committee which will conduct the interviews and make recommendations to the Authority for appointment. The Authority will make their appointments on July 3, 2013.

Three applicants will be appointed to partial terms; two appointed to full 3-year terms and the youth will be appointed to a one-year term.

The deadline for applications is May 24, 2013. Currently, we've received nine applications. All applications go to the Authority on June 5, 2013, and they will determine who and how many to interview on June 10.

5) **Alternatives:** N/A

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

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

8) **References:** N/A

Attendance Tracking

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

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	Apr-13	May-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				Absent	
Jill	Geyen						Joint			Canceled					
Roberta	Gray						Joint		Absent	Canceled					
Faith	Hagenhofer	Absent					Joint	Absent		Canceled				Absent	
Meta	Hogan			Absent			Joint			Canceled	Absent				
Julie	Hustoft		Absent				Joint			Canceled		Absent			
Don	Melnick						Joint		Absent	Canceled					
Joan	O'Connell						Joint		Absent	Canceled			Absent	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					