

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
May 21, 2014
5:30 P.M.

CALL TO ORDER

- | | | |
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| 1. | APPROVAL OF AGENDA | 1 min. |
| 2. | INTRODUCTIONS - None | 0 min. |
| 3. | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i> | 10 min. |
| 4. | MARTIN WAY CORRIDOR AND PATTISON STREET FACILITY EXPANSION PLANS (Ann Freeman-Manzanares and Marilyn Hemmann) | 60 min. |
| 5. | CITIZEN ADVISORY COMMITTEE REPORT (Dale Vincent) | 10 min. |
| 6. | CITIZEN REPRESENTATIVE CANDIDATE SELECTION (Pat Messmer) | 10 min. |
| 7. | CAC BYLAW AND CHARTER AMENDMENT (Ann Freeman-Manzanares) | 10 min. |
| 8. | GENERAL MANAGER'S REPORT | 10 min. |
| 9. | AUTHORITY ISSUES | 10 min. |
| 10. | ADJOURNMENT | |

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 4
MEETING DATE: May 21, 2014**

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann (360) 705-5833
Ann Freeman-Manzanares (360) 705-5838

SUBJECT: Martin Way Corridor and Pattison Street Facility Expansion Plans

1) **The Issue:** Staff from the City of Olympia, Thurston Regional Planning Council, the Economic Development Council and EcoNorthwest will discuss future plans for the Martin Way Corridor in relation to the Pattison Street Rehabilitation and Expansion Project.

2) **Recommended Action:** This item is for information and discussion.

3) **Policy Analysis:** Staff provides periodic updates on major capital projects.

4) **Background:** In August, 2013, the Authority approved award of a consultant contract to Tetra Tech to assist staff in developing options and estimated costs for replacement of the underground storage tanks (USTs).

Tetra Tech completed a study describing the three most feasible UST replacement options. Staff presented these options and related costs at the February 19, 2014, ITA work session.

At the March 19 ITA work session, staff presented information regarding the history, efforts and resources involved in the acquisition of the Martin Way property and development of the Pattison Master Plan.

The Authority expressed interest in conducting a study session to discuss plans for the Martin Way Corridor and how we might insure that our growth is supportive of the Martin Way Corridor and regional development goals.

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

6) **Budget Notes:** There is \$4,000,000 in the 2014 budget for UST replacement.

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.”* Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: May 21, 2014**

FOR: Intercity Transit Authority
FROM: Pat Messmer, 705-5860
SUBJECT: Citizen Representative Candidate Selection for Interview

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- 1) **The Issue:** Consider applications received to date.
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- 2) **Recommended Action:** Direct staff to schedule interviews for June 4, 2014, with the applicants selected by the Authority.
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- 3) **Policy Analysis:** Per the Authority Bylaws, Article IV, Section 4.3 Selection – Citizen Representatives; it is the responsibility of the Authority to appoint, by a majority vote, the three Citizen Representative positions.
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- 4) **Background:** Citizen Representative Marty Thies submitted his resignation from the Intercity Transit Authority effective June 4, 2014.

The Authority directed staff to conduct a recruitment process to fill the unexpired term. Applications were due May 15, 5:00 p.m. Copies of the letters of interest and resumes were forwarded to the Authority for their review.

The Authority will discuss and direct staff to schedule interviews with selected candidates prior to the June 4 regular meeting. As stated in the original recruitment schedule, the Authority is expected to deliberate and make a selection at their June 4, 2014, meeting.

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- 5) **Alternatives:**
- A. Direct staff to schedule interviews with the selected candidates on June 4, 2014.
 - B. Direct staff to continue the recruitment with the goal of soliciting additional applicants from the public.
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- 6) **Budget Notes:** The cost of an additional recruitment would include production of additional display ads, graphic design, mailings and paid advertisements.

7) **Goal References:** The appointment of a Citizen Representative supports all goals of the agency.

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: May 21, 2014**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5853)

SUBJECT: CAC Bylaw & Charter Amendment

- 1) **The Issue:** Review proposed amended CAC Bylaws and Charter language.

- 2) **Recommended Action:** Discuss recommended changes and/or entertain additional amended language to the CAC Bylaws and Charter.

- 3) **Policy Analysis:** The CAC Bylaws and Charter 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 ITA members thirty days in advance of the meeting at which the changes are to be acted upon.

- 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.

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

- 7) **Goal Reference:** The CAC works in an advisory capacity to the Authority to meet all goals of Intercity Transit.

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- 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