

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
February 18, 2015
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS/RECOGNITIONS - 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 asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name 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>

<i>The Authority will not typically respond to your comments this same evening;</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (Valerie Elliott) | 3 min. |
| 5) | ELECTION OF VICE CHAIR (Pat Messmer) | 5 min. |
| 6) | PENSION COMMITTEE APPOINTMENT (Ann Freeman-Manzanares) | 5 min. |
| 7) | BRIEFING ON CAMPAIGN PROCEDURES (Dale Kamerrer) | 75 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | ADJOURNMENT | |

Notice: The Authority will conduct a discussion following the special meeting, pursuant to RCW 42.30.140 (4) (b) to discuss the ATU Local 1765 negotiations.

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

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

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 three days prior to the meeting.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5860.

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 5
MEETING DATE: February 18, 2015**

FOR: Intercity Transit Authority

FROM: Pat Messmer, 705-5860

SUBJECT: Annual Authority Reorganizing Activities
Election of Vice Chair

1. **The Issue:** The Authority must reopen nominations or conduct a revote for the election of Vice Chair due to the lack of a majority vote.

2. **Recommended Action:**

- A. Reopen nominations for the election of the Intercity Transit Vice Chair which requires a new motion.
- B. Conduct a revote of the original nominations and votes taken until one of the nominees receives the needed majority.

3. **Policy:** According to Intercity Transit Authority Bylaws, the Chair and Vice Chair shall be elected by members of the Authority at the first meeting in February of each year. Article VI, 6.1 states, "The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority."

4. **Background:** At the annual reorganization meeting held February 4, 2015, nominations and elections for Chair and Vice Chair were held. According to the Intercity Transit Bylaws, 6.1 of Article VI, "Election" it states, "The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority."

A unanimous vote was cast by show of hands, electing Councilmember Nathaniel Jones as Chair. Citizen Representative Ryan Warner was one of three nominated for Vice Chair, and by show of hands, three votes were cast in favor of Warner. However, only seven voting members of the Authority were present, and the votes cast for Vice Chair required a majority vote of four.

A motion may be made to reopen nominations for Vice Chair. Or a revote can be conducted of the original nominations, and votes taken until a nominee receives the needed majority.

-
5. **Alternatives:**
- A. Reopen nominations for the election of the Intercity Transit Vice Chair which requires a new motion. Votes are taken until nominees receive the needed majority.
 - B. Conduct a revote of the original nominations and votes are taken until one of the nominees receives the needed majority.

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

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

8. **References:** Intercity Transit Authority Bylaws referencing 6.1 of Article VI - "Election."

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

8.2 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

8.3 Clerk of the Board. The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

IX. GENERAL PROVISIONS

9.1 Warrants. All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: February 18, 2015**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Pension Committee Appointment

1) **The Issue:** Whether to make an appointment to the Pension Committee.

2) **Recommended Action:** Approve the General Manager's recommendation to reappoint Tom Burke, Auto Technician, to the Intercity Transit Pension Committee for a four-year term to end January 31, 2019.

3) **Policy Analysis:** The Authority must approve members of the Pension Committee. The General Manager recommends a member for the Authority's consideration.

4) **Background:** The Pension Committee consists of seven members. The Finance and Administration Director and the Finance Manager serve as permanent members. The Authority appoints one Authority member. Four employees serve on the committee. Employees are recommended by the General Manager and are subject to the Authority's approval.

Employee representatives serve four-year terms. The terms are staggered, so one position is available for appointment each year. Tom Burke, Auto Technician whose term ended January 31, 2015, is being recommended for reappointment.

Other current members are Elizabeth Barlow, Vanpool Coordinator, will serve through February 2016; Kathleen Perkins, Accounting Specialist, will serve through February 2017; and Tom Doenitz, Coach Operator, will serve through February 2018.

5) **Alternatives:**

A. Approve the General Manager's recommendation to reappoint Tom Burke, Auto Technician, to the Intercity Transit Pension Committee for a four-year term to end January, 31, 2019.

B. Request the General Manager make a different recommendation.

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

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: February 18, 2015**

FOR: Intercity Transit Authority
FROM: Dale Kamerrer, Legal Counsel, 360-754-3480
SUBJECT: Briefing on Campaign Procedures

-
- 1) **The Issue:** Brief the Authority on procedures related to elections.
-
- 2) **Recommended Action:** For information and discussion only.
-
- 3) **Policy Analysis:** Intercity Transit is required to follow ballot measure election procedures.
-
- 4) **Background:** The Authority indicated interest in placing a sales tax measure before the voters in 2015. This briefing will provide an overview of procedures related to ballot measure election campaigns and allow an opportunity to ask questions of legal counsel.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** N/A.
-
- 8) **References:** N/A.
-