

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
May 19, 2014
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Karen Valenzuela, Intercity Transit Authority Representative
<i>(Michael Van Gelder)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. June 4, 2014, Regular Meeting <i>(Meta Hogan)</i> | |
| | B. June 18, 2014 Work Session <i>(Charles Richardson)</i> | |
| IV. | APPROVAL OF MINUTES - April 21, 2014 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN
<i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | 3 min. |
| VI. | NEW BUSINESS | |
| | A. UNDERGROUND STORAGE TANK REPLACEMENT <i>(Ann Freeman-Manzanares)</i> | 30 min. |
| | B. AMENDMENT TO CAC BYLAWS & CHARTER <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| | C. NOMINATION OF OFFICERS <i>(Nancy Trail)</i> | 15 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. May 7, 2014, Regular Meeting <i>(Victor VanderDoes)</i> | |
| | B. April 2, 2014, Regular Meeting <i>(Leah Bradley)</i> | |
| IX. | NEXT MEETING - June 16, 2014. | |
| X. | ADJOURNMENT | |

Attendance report is attached.

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 21, 2014

CALL TO ORDER

Chair Van Gelder called the April 21, 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; Mitch Chong; Valerie Elliott; Sreenath Gangula; Joan O'Connell; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; Victor VanderDoes; Quinn Johnson; Don Melnick; Meta Hogan; Dale Vincent; Julie Hustoft; Roberta Gray; and Sue Pierce.

Absent: Alyssa Neely.

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

Others Present: Authority member, Joe Baker, Intercity Transit Authority; and Jailyn Brown, Thurston Regional Planning Council (TRPC).

APPROVAL OF AGENDA

It was M/S/A by and HAGENHOFER and ELLIOTT to approve the agenda as published.

INTRODUCTIONS

Van Gelder introduced Authority member, Joe Baker.

See arrived.

MEETING ATTENDANCE

A. May 7, 2014, Regular Meeting - Victor VanderDoes.

B. May 21, 2014, Work Session - Dale Vincent.

APPROVAL OF MINUTES

It was M/S/A by O'CONNELL and HUSTOFT to approve the minutes of the March 17, 2014 meeting.

Gray and Sibree arrived.

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

- *Bradley* – Trash can missing at stop.
- *Chong* – Adding route maps at some of the more traveled stops.

NEW BUSINESS

A. Regional Transportation Plan Priorities Survey (*Jailyn Brown*) Brown indicated there are federal and state requirements for 20-year regional plans. The current plan was adopted in 2004. She indicated the long-range plan looks at major connections, transit, and bicycle and pedestrian technology. TRPC is looking for input from people on what type of regional vision they have so TRPC can understand which direction they need to go.

Brown posed several questions to the committee including what we are articulating on how the community will grow; what is the transportation system that will support that, and how we will fund it. Transit has a major part in the plan. The other part of the plan is that the plan is financially constrained. TRPC has to put together a 20 year forecast for revenue and we're hitting the constraint walls for the first time. As we select projects we must take that into consideration. Those are two important things.

Brown indicated committee members were asked to go look at a video, a budget calculator and complete a survey. The budget calculator is new to TRPC, but lets people know what things cost so they can weigh choices based on the costs. TRPC will have an email campaign asking agencies and their employees to participate and provide input.

Brown stated this long-range plan is different, a paradigm shift, and demographics are changing. Boomers are aging, wanting different lifestyles, some can't drive and also technology is changing. Autonomous vehicles will affect the long-range plan. Intercity Transit has cameras on buses; providing real-time access to buses. Demographics, technology and funding are the major things. The federal funding picture has changed drastically for transit.

Brown asked the committee to think about what the transportation element should be, and what role transit plays in that vision. Brown provided we have an amazing transit system for a community our size and it is very supportive of the community. Brown asked the committee their thoughts on the possibility of bringing rail to the community, indicating it is a very expensive option for moving approximately 1,000 people per day. And also to consider light rail, trolleys, or adding an HOV lane on I-5. Brown stated the survey would be available through the end of May.

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Brown answered questions.

Sibree – Asked if TRPC had a number on the cost per thousand for light rail?

Brown responded that TRPC has asked for some assistance from Sound Transit on the estimation. At this time the best information is an average cost per mile was \$47M.

Van Gelder – Asked about the breakdown on the number of people coming into the county, versus going out of the county heading north.

Brown responded that the numbers apply to Pierce County, with 30k going out of Thurston County, mostly going north. We expect those numbers to double over the life of the plan. Those numbers are bigger than what the State of Washington employs in Thurston County, making commuting is our largest employer.

Pierce- Indicated she was frustrated when she did the survey because there was no way to factor in the timeframe. You have to look at the time its going to take to see these projects.

Brown replied she was glad Pierce was irritated, because that means you're thinking about the issues.

Chong – Asked if other transit agencies are having difficulty putting service on the streets now, would they have enough buses to service light rail.

Brown stated that TRPC would bring more challenges to Intercity Transit. It's expensive to add more routes, and ADA will also be an issue. This is why the finance piece is so important. Places that have light rail services have a much larger population base. Our area will have a population of about 400k in 20 years. People may not be interested in paying taxes to support that rail service.

See – Stated we need supportive funding with transformational ideas. Along those lines it would be ideal to pursue different avenues for revenue; if we can look at different sales tax rates, or new sources, and encouraging feds to pass something for federal funding. See indicated when he took the survey it appeared to cover Thurston County, and when it went to I-5 – JBLM, outside the county, it changed his priority list, which would have looked different if that were clear initially.

Hagenhofer – Shared she reviewed an article in the New York Times on mapping of persistent poverty. It may be a very useful tool when planning transportation and routes.

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Brown stated one of the challenges came when Intercity Transit had to pull boundaries in. South county poverty rates are the highest in the county, but it's not feasible to provide service to those areas. Brown stated when we put on our provision of service hats, it is a complicated issue.

Vincent – Stated he felt that Pierce Transit didn't carry their full weight for the express service load and asked if TRPC had any information on that?

Brown stated that TRPC is interacting with the City of Lakewood, and JBLM, looking at issues going up to the base. People are going where the jobs are, and that's north. The Puget Sound Regional Council to the north sees JBLM as pretty far down on their list of priorities.

Bloom – Stated that Pierce Transit is in the process of revisiting their long-range plans and have stated there are no current plans to restore the express service.

B. Bus Stop Update (*Dennis Bloom*) Bloom stated his presentation would provide a brief summary of existing stops and improvements with the associated costs. A summary of current inventory includes 940 bus stops (transit centers not included); 291 stops (31%) with shelters; 98 stops (10%) have benches; and 555 (60%) of the bus stops are pole/sign stops. Bloom provided that 675 of the stops (72%) are fully ADA accessible; 253 stops (27%) are functional, meaning that kneeling and making a ramp available for use; and only 12% are not currently ADA compliant. The stops by jurisdiction breakdown are 43% Olympia; 22% Lacey; 12% Tumwater; Yelm 3%; and 184 of those stops are in Thurston County. Intercity Transit is working with cities as they add sidewalks to address stop improvements. Bloom indicated Intercity Transit's bus stops show favorably compared with like systems.

Bloom provided information on the Bus Stop Committee at Intercity Transit. They are responsible for reviewing and providing comments to jurisdictions on developments. In 2013 Intercity Transit received 212; reviewed 26 land use proposals; and made requests for accommodations on 14 specific projects. Bloom provided this may not seem like a lot; but development is still slow due to the economy. Approximately half of those developments will go through and add a stop, or improvements to an existing stop. The developer is responsible for constructing the landing pad. This is our active effort to make sure Intercity Transit has bus stops in place before the development is in place.

Bloom answered questions.

Melnick – Asked if Intercity Transit has a written policy for this?

Bloom responded, Intercity Transit tries to get in during the first stage of development, which is pre-submittal, and send in our comments. When it gets to

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the public hearing we resubmit our comments again. If the project goes through SEPA and the city permits it, then we get into negotiations with the developer as to where it will go and what it will look like. This could be a bus stop and/or a pathway into a development. Residential developments typically have fences around them; and to get to the closest street/stop we ask for a pedestrian pathway to make the stops more accessible.

Bloom stated the Stops and Zones Committee reviews suggestions from customers, operations, and OCPC. We hear comments from drivers on a regular basis. We use analysis including 3 in-house databases; and we have counters on every bus. We can do it on the trip level, but we usually do it on the route level. We do a summary for every stop annually to see how well they're doing. We go through a list of criteria to score the stops, including other factors for consideration like someone living near the stop who is disabled. We identify how well the stop is doing and determine if it is fit for a shelter. The decision is based on the number of people getting on the bus at the location. The boardings per day requirements are: urban 20; suburban 15; and rural 10. We have gone after every stop that has at least 10 boardings per day.

Bloom answered questions.

O'Connell- Asked if there is a way for people to find out where a specific stop is at in the process and what the timeframe is. She also inquired if the stop falls below the requirement would the shelter be removed.

Bloom responded we can get you the information on a specific stop. And, a shelter would not be removed if the stop falls below the number of boardings.

Melnick - Asked if Intercity Transit makes an effort to put a shelter in to bring more ridership?

Bloom responded that 80% of the stops have shown improvements with the installation of a shelter.

Bloom discussed the installation priorities including accessibility, and stated funding is an issue. We have a grant right now to do improvements. We've gotten funding the last 5 years to do stop improvements. Over the last 8 years we have completed 161 stop improvements, and the cost of those enhancements was \$1,285,077. This includes 3 regional grants and Intercity Transit added funds from their facilities budget.

Chong - Asked why Intercity Transit has to get grants for landing pads because he believes the cities or county should fund the improvements.

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Bloom responded the cities are responsible if they are putting in sidewalks. Jurisdictions rely on Intercity Transit because they don't know the routes. Typically they allow us to use the right-of-way.

Bloom reviewed some before and after photos of stops to show completed improvements.

Elliott – Asked if a curb is necessary?

Bloom responded that all Intercity Transit buses are “low-floor” now and this is better for the ramps on those buses. The older buses used to have lifts. Ramps can't be more than 12 degrees down to the ground, or the stop becomes not accessible.

In terms of funding, 39 bus stops were installed with local jurisdictions help. Intercity Transit has contributed money to some of the improvements; but most are funded by the jurisdictions. Land use has added 37 stops. Bloom provided examples of land use development improvements.

Baker left.

Bloom reviewed the typical shelter costs at:

Standard shelter with bench – installed	\$4,900
Standard shelter pad (6'x10')	\$3,500
Stop “landing pad” (5'x8')	\$2,200
Route decals	\$10
Schedule display	\$211
Trash can	<u>\$160</u>
	\$10,989
Solar lighting per unit	\$1,980

O'Connell – Asked why the landing pad and shelter pad are separate?

Bloom responded they have to engineer them and must be permitted.

Bloom reviewed the accessibility requirements for construction and bus ramp deployments.

C. CAC Self-Assessment (*Ann Freeman-Manzanares*): Freeman-Manzanares stated the Authority requires the CAC do a self-assessment on an annual basis, and we are looking for 100% participation. The forms can be submitted electronically or via hard copy. We will present it to you at the June CAC meeting and at the joint ITA meeting.

D. State of Intercity Transit (*Ann Freeman-Manzanares*): Freeman-Manzanares stated back in 2005 the CAC requested a state of Intercity Transit report to talk about statistics and take a look forward. The report looks at the issues for the strategic plan which frames our budget. We ended 2013 with 220 active vanpools, an increase of 2.3%; fixed route had 4.4 million boardings in 2013, which is 2.9% less 2012. January 2013 was our best January ever. February 2013 fares were raised and ridership decreased the remainder of the year. DAL boardings are up 4% over the prior year.

Freeman-Manzanares discussed the challenges facing the agency. Federal funding legislation changes for MAP -21 and the loss of discretionary funds – 80% for buses, and rehabilitation and construction. We’re looking at long term projections for fleet replacement and this will be touched on in our strategic plan.

Freeman-Manzanares answered questions.

Melnick – Asked what other transit systems doing and what solutions area they coming up with?

Freeman-Manzanares responded that Intercity Transit and other systems our size are doing a number of things. We are looking at the possibility of other funding sources; sales tax and possibly of going out for an increase; as well as other alternatives. Legislation sponsored by APTA is working for the rebalancing of federal dollars. \$500M was taken off the top and given to legacy rail systems, and rural systems are now getting more money. There is a coalition forming now to help restore funding.

Vincent – Asked if the state legislature doing anything?

Freeman-Manzanares responded we are working with our state legislators so they understand the issues. We didn’t see much progress in this last session. We are hopeful for this next session. In addition, some of our funding sunsets in 2015.

Freeman-Manzanares stated the strategic plan will be updated in June; you can add any issues you would like the Authority to hear. With the change in federal funding if we can’t replace buses we can’t maintain the service we have. The Authority indicated in their planning session last year they were interested in offering the community an opportunity to vote on a sales tax increase to maintain services, but the makeup of the board has since changed. The Authority will revisit this issue in the coming months.

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CONSUMER ISSUES

- *Bradley* – Reported the stop across the street from Tumwater middle school is missing a trash can.
- *Chong* – Suggested having maps on the shelters that are located away from the main hubs for the route(s) servicing the stop.
- *See* – Provided a quick thank you to Intercity Transit for sponsoring the BCC. There was a great turnout for the Earth Day Market Ride last weekend and the Wrencher's Ball is this Friday at the Olympia Transit Center.

REPORTS

- *Van Gelder* – March 19, 2014, Work Session – focused on the relocation of the UST's; and brought in aspects of the strategic plan for the site. A number of options were considered; IT staff and City staff were going to be discussing impacts that go beyond the relocation of the storage.
- *Bradley* – April 2, 2014, Regular Meeting – approved the grounds Maintenance contract and purchase of 28 passenger shelters with kiosks.
- *Melnick* – April 16, 2014, Work Session – A Proclamation honoring Mary Williams; Ann Freeman-Manzanares provided the State of Intercity Transit; and the Authority began discussing the Citizen Representative to the board.
- *Freeman-Manzanares* – Reported that Intercity Transit won the Thurston County Green Business award in the government category. Also that the CAC applications are due by May 15th and there is a Walk & Roll event on Wednesday, May 7, 2014.

NEXT MEETING: May 19, 2014.

ADJOURNMENT

It was M/S/A by GRAY and MELNICK to adjourn the meeting at 7:30 p.m.

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: May 19, 2014**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Underground Storage Tank Replacement Project

1) **The Issue:** Staff will provide information on the underground storage tank replacement 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 ITA 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).

Working closely with agency staff, the City of Olympia, the Department of Ecology and others, 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.

The Authority decided to take some time to further analyze options for our site in relation to the development of the Martin Way corridor.

Staff will present information regarding the progression of the Pattison Master Planning project to date.

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

6) **Budget Notes:** There is \$4,000,000 in the 2014 budget for this project. The current estimated costs for each of the three options, plus the as yet undetermined costs for alternative fueling arrangements during construction and upgrades to the Veeder Root system, are expected to be within the budgeted amount.

7) **Goal Reference:** Goal #2 *"Provide outstanding customer service,"* Goal #3: *"Maintain a safe and secure operating system."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** Staff will present information regarding the research, acquisitions, and planning background for placement of the UST system.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: May 19, 2014**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5853)

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 and/or entertain additional amended language. 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 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.
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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 can be agreed to at this meeting, the CAC may act upon the changes at the meeting following ITA approval.

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- 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.
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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-C
MEETING DATE: May 19, 2014**

FOR: Citizen Advisory Committee

FROM: Nancy Trail (705-5857)

SUBJECT: Nominations for Officers

-
- 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 attached excerpts of the CAC ByLaws.

 - 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 Van Gelder and Vice Chair See have each completed one-year terms in these positions.

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; 02/06/08*).

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 ByLaws, 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 nomination 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) Reference: CAC By-Laws.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE**
Bylaws

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices 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 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 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.

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 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 until and unless 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	

Authority Meeting Highlights
A brief recap of the Authority Meeting of May 7, 2014

Action Items

Wednesday night, the Authority:

- Scheduled a public hearing for June 4, 2014, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2015-2017 TIP. *(Bob Holman)*
- Authorized the General Manager to execute a one-year contract with Siemens for the maintenance of the agency telephone system for \$32,608, including taxes. *(Marilyn Hemmann)*
- Authorized the General Manager to execute a one-year contract extension with Securitas Security Services USA, Inc. in an amount not-to-exceed \$173,685 for the provision of security services at the Lacey and Olympia Transit Centers.
- Authorized the General Manager to enter into a ten-year agreement, with two five-year renewal options, with the Washington State Department of Transportation for installation and use of its fiber optic cable, running from the Lacey Transit Center to Pattison Street, in an amount not-to-exceed \$106,443, which is inclusive of taxes and fees. *(Jeff Peterson)*
- Authorized the General Manager to enter into an agreement with WSDOT for use of server room facilities and fiber optic cable connection for a five-year term with an option for renewal, in an amount not-to-exceed \$70,471, including taxes. *(Jeff Peterson)*

Other Items of Interest

- Welcomed **David Copley, Walk-n-Roll Assistant, Jessica Gould, Walk-n-Roll Curriculum Assistant; Erin Pratt and Curt Daniel, Travel Training Coordinators; and Grant Swidecki, Technician 1.**
- Received a presentation from Jaily Brown, Senior Planner for TRPC on the **Regional Transportation Plan Priorities Survey.**
- There are **214 active Vanpool Groups.**
- **Provided defensive driving training** for 22 vanpool drivers and 2 community van volunteers.
- Staff participated in four **transit fairs** for employers in the region, including DES, Providence Hospital, State Farm and Boeing.

- Staff completed **29 events, transit fairs and presentations the first four months of this year.**
- There were just under **26,000 boardings** reported as of April 25, 2014. Our average is typically 19,500.
- Staff met with Jubilee transportation volunteers to assist with developing a **Community Van Program at Jubilee.**
- There was a high level of activity with **Earth Day (April)**, and staff is focused on the **Bicycle Commuter Contest** this month. Also transitioning into **Dump the Pump** coming in June.
- The **Bicycle Commuter Contest** is in full swing with 50 sponsors. This year the **CRANK IT team** has 47 members.
- **National Bike to Work Day** is Friday, May 16.
- Intercity Transit has been present and well represented as a sponsor or supporter of several recent community events: **Thurston Chamber Green Business Forum; EDC Annual Awards event, VCB Annual Meeting, and Arts Walk.**
- There was a **bike-to-school event at Pioneer Elementary School, with 158 cyclists in the morning and 120 cyclists for the bike rodeo in the afternoon.**
- **Transit Appreciation Day** is Wednesday, August 13. We will recognize mile-stone anniversaries (20, 25 and 30 years), and the Excellent in Transit winners.

Pat Messmer

Prepared: May 8, 2014

Attendance Tracking

		4	5	6	7	8	9	10	11	12	1	2	3	4	
CAC	Members	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	
Leah	Bradley									MEETING CANCELLED					
Mitch	Chong														
Valerie	Elliott														
Sreenath	Gangula	Absent	Absent				Absent								
Jill	Geyen						Absent								
Roberta	Gray		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	
Alyssa	Neely						Absent						Absent		Absent
Joan	O'Connell						Absent								
Sue	Pierce													Absent	
Charles	Richardson				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