

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**WORK SESSION**  
**April 17, 2013**  
**5:30 P.M.**

**CALL TO ORDER**

- |            |  |                |
|------------|--|----------------|
| <b>1.</b>  | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>2.</b>  | <b>INTRODUCTIONS - None</b>  | <b>0 min.</b>  |
| <b>3.</b>  | <b>PUBLIC COMMENT</b><br><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> | <b>10 min.</b> |
| <b>4.</b>  | <b>CITIZEN ADVISORY COMMITTEE REPORT</b> (to be determined)  | <b>3 min.</b>  |
| <b>5.</b>  | <b>DIAL-A-LIFT UPDATE</b> (Emily Bergkamp)   | <b>15 min.</b> |
| <b>6.</b>  | <b>FUNDING OF CENTENNIAL STATION MAINTENANCE &amp; OPERATIONS</b> (Ann Freeman-Manzanares)   | <b>20 min.</b> |
| <b>7.</b>  | <b>STATE OF INTERCITY TRANSIT</b> (Ann Freeman-Manzanares)   | <b>15 min.</b> |
| <b>8.</b>  | <b>LABOR REPRESENTATIVE UPDATE</b> (Rhodetta Seward)   | <b>5 min.</b>  |
| <b>9.</b>  | <b>CITIZEN ADVISORY COMMITTEE RECRUITMENT INTERVIEW VOLUNTEERS</b> (Rhodetta Seward)   | <b>5 min.</b>  |
| <b>10.</b> | <b>AUTHORITY ISSUES</b>  |                |

**ADJOURNMENT**

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 5  
MEETING DATE: April 17, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Emily Bergkamp, Dial-A-Lift Manager, 705-5893

**SUBJECT:** Dial-A-Lift Update

- 
- 1) **The Issue:** Provide the Intercity Transit Authority an update on Dial-A-Lift (DAL) services.
- 
- 2) **Recommended Action:** Information only.
- 
- 3) **Policy Analysis:** The DAL Manager will provide updates to the Authority at least twice per year, and more often as requested.
- 
- 4) **Background:** DAL and Travel Training are vital programs of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services. Comprehensive travel training ensures those who can utilize fixed route service receive proper training to successfully do so. DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. DAL Manager Emily Bergkamp will provide a general DAL and Travel Training update highlighting the status of the Travel Training pilot to gauge the effectiveness of two FTE Travel Training coordinators.
- 
- 5) **Alternatives:** N/A
- 
- 6) **Budget Notes:** N/A
- 
- 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 AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 6  
MEETING DATE: April 17, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Funding of Centennial Station Maintenance and Operations

- 
- 1) **The Issue:** Discuss the future approach for funding the maintenance and operation of the Centennial Station.
- 
- 2) **Recommended Action:** Information and discussion only.
- 
- 3) **Policy Analysis:** Intercity Transit manages the operations and maintenance of the Olympia-Lacey Amtrak Depot (“Centennial Station”). Funding is provided through an intergovernmental agreement with local jurisdictions and revenue from Amtrak based on a Use Agreement. Any changes in the intergovernmental agreement, or how the station is funded, will require Authority approval.
- 
- 4) **Background:** The regional funding agreement for the maintenance and operation of the Centennial Station expires December 31, 2013. In 2011, the regional funding approach was called into question when the City of Olympia informed Intercity Transit it had not budgeted funds for its 2011 contribution to the station’s maintenance. This led to Intercity Transit calling a meeting of all participating jurisdictions and the development of a single intergovernmental agreement to replace multiple agreements between each jurisdiction and Intercity Transit. The City of Olympia reconsidered its decision and committed to participating through December 31, 2013.

The funding for the maintenance and operation of the facility has been based on population since its inception in 1993. The 2013 budget is \$71,600 with Amtrak contributing \$9,152 of these costs. The remaining \$62,448 is divided between the seven local jurisdictions. The 2013 jurisdictional support is as follows:

Thurston County	27%	\$16,861
Intercity Transit	25%	\$15,612
City of Olympia	18%	\$11,240
City of Lacey	16%	\$9,992
City of Tumwater	6%	\$3,747

Port of Olympia	6%	\$3,747
City of Yelm	2%	\$1,249

Total Jurisdictional Support      \$62,448

The participating jurisdictions asked Intercity Transit to consider other means of funding the station. Suggestions included charging parking fees, establishing a revenue generating activity at the station, using volunteers more extensively, increasing Amtrak’s contribution and having Intercity Transit assume the full cost of running the station.

This is an opportunity to have a conversation about possible alternative funding strategies and set a date with our jurisdictional partners to review the funding arrangement.

---

5) **Alternatives:** N/A

---

6) **Budget Notes:** The 2013 budget for the Centennial Station is \$71,600. Intercity Transit contributes \$15,612 plus in-kind administrative and maintenance support.

---

7) **Goal Reference:** Goal No. 4: *“Provide responsive transportation options.”*

---

8) **References:** N/A

---

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 7  
MEETING DATE: April 17, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** State of Intercity Transit

- 
- 1) **The Issue:** To provide a review of 2012 and identify issues to frame the conversation about how best to move Intercity Transit forward.
- 
- 2) **Recommended Action:** Information and discussion only.
- 
- 3) **Policy Analysis:** This report was requested by the Citizen Advisory Committee (CAC) in 2005 and presented to the Authority and the CAC on an annual basis since that date. This annual update has proven to be a useful exercise for staff and well received by the CAC and Intercity Transit Authority.
- 
- 4) **Background:** The 2012 State of Intercity Transit report focuses on the future direction of our agency with a discussion centered on our strengths, weaknesses, opportunities and threats. It is hoped this will set the stage for discussion at upcoming Authority meetings and at our planning session for development of the 2014-2019 Strategic Plan.
- 
- 5) **Alternatives:** N/A
- 
- 6) **Budget Notes:** N/A
- 
- 7) **Goal Reference:** The State of Intercity Transit Report is designed to review the previous year and begin the discussion of how Authority goals will be addressed in the coming year.
- 
- 8) **References:** Staff will forward the "State of Intercity Transit" document prior to the April 17 meeting.
-

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 8  
MEETING DATE: April 17, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Rhodetta Seward, 705-5856  
**SUBJECT:** Labor Representative Position

- 
- 1) **The Issue:** Provide an update on the status of the Labor Representative position.
- 
- 2) **Recommended Action:** Information only.
- 
- 3) **Policy:** At the June 16, 2010, meeting the Intercity Transit Authority approved Resolution 05-2010 amending the bylaws to include a “nonvoting” board member to be selected by the labor organization(s).
- 
- 4) **Background:** After approval of Resolution 05-2010, to include a “nonvoting” board member, the union leadership from the Amalgamated Transit Union Local 1765 (ATU) and the International Association of Machinists and Aerospace Workers District Lodge 160 (IAM) identified a representative to be seated on the Intercity Transit Authority for a 3-year term, beginning July 1, 2010, with the term expiring June 30, 2013. Karen Stites’ term expires the end of June. There are no term limits.

Staff is not involved in how the unions select their representative. Staff will provide both unions with information to include the role of the Authority members, typical number of meetings, when the Authority meets (time and days of the month), copies of the bylaws, and any other information they may request to assist in their decision.

The unions are asked to work together to identify their representative by June 5, 2013. If there is a change in the representative, this allows staff time to make the changes necessary and plan for an orientation prior to their first official meeting which would be July 3, 2013. If Karen Stites is reappointed by her union colleagues, there are no changes necessary other than updating the Authority roster. The Authority is not required to confirm and/or approve this position.

---

5) **Alternatives:** N/A

---

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

---

7) **Goal References:** Having all Authority positions filled helps achieve all goals of the agency.

---

8) **References:** Copy of Resolution 05-2010.

**INTERCITY TRANSIT  
RESOLUTION 05-2010  
AMENDING THE INTERCITY TRANSIT AUTHORITY BYLAWS**

A **RESOLUTION** amending the Intercity Transit Bylaws to add a “nonvoting” board member.

**WHEREAS**, a new law (2010 Wash. Laws Chapter 278) the “Legislation”) requires, among others, legislative bodies of public transportation benefit areas organized under chapter 36.57A RCW, such as Intercity Transit, to add a “nonvoting” board member that is recommended or selected by majority vote of the labor organization(s), if any, representing the public employees in the agency, to their governing bodies (the “Nonvoting Member”); and

**WHEREAS**, the Authority deems it reasonable and appropriate to amend the Bylaws as set forth below.

**NOW THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:**

**Section 1.** The following cited sub-sections of the Intercity Transit Authority Bylaws are hereby amended to read as follows:

**4.1 Composition.** The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2020)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater, and Yelm.

Three (3) citizen representatives. Three citizens selected by the full Authority from citizens of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010).

**4.2 Selection - Elected Members.** The five elected voting members of the Authority shall serve at the pleasure of and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).



**4.3 Selection – Citizen Representatives.** The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

**5.3 Executive Sessions.** Executive sessions may be held during a regular or special meeting for the purposes listed in RCW 42.30.110. Before convening in executive session, the Chair shall publicly announce the purpose for the executive session, the time when the executive session will be concluded, and the Chair will announce whether the nonvoting member will be excluded, consistently with RCW 36.57A.050. The executive session may be extended to a stated later time by announcement of the Chair. (Res. 5-2010).

**5.7 Quorum.** At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010).

**5.8 Chair.** The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010).

**5.11 Voting/Authority Decisions.** Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res. 5-2010).

**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).

**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).

**Section 2.** **Article X, AMENDMENTS** is hereby amended to read as follows:

These bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority members as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution; therefore, any amendments hereto shall be by the same instrument. (Res. 2-06; Res. 5-2010).

**Section 3.** All other provisions of the bylaws shall remain unchanged.

**ADOPTED this 16<sup>th</sup> day of June, 2010.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

\_\_\_\_\_  
**Sandra Romero, Chair**

\_\_\_\_\_  
**Rhodetta Seward, Executive Services  
Director/Clerk to the Authority**

**APPROVED AS TO FORM**

\_\_\_\_\_  
**Thomas R. Bjorgen  
Legal Counsel**

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 9  
MEETING DATE: April 17, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Rhodetta Seward, 705-5856  
**SUBJECT:** 2013 Citizen Advisory Committee Recruitment

- 
- 1) **The Issue:** Seek three volunteers to assist with the interview process for CAC candidates.

---

  - 2) **Recommended Action:** Identify three volunteers to participate in the interview process the week of June 10, 2013.

---

  - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. 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 3-year terms. Each May, staff conducts a recruitment to fill vacancies which may occur throughout the year or through expiration of terms. There are nine possible vacancies on the CAC, five of which can be filled by current members should they seek reappointment, and if the Authority considers them for such reappointment. One of the four remaining vacancies is set aside for a youth between 15 and 19 years of age.

The week of June 10<sup>th</sup> is targeted for interviews for CAC candidates. All applications meeting the requirements for CAC positions will be brought to the Authority at the June 5<sup>th</sup> meeting for consideration. At that time, the Authority will determine who and how many applicants to interview.

Staff is seeking three Authority members to join with three CAC members to form an ad hoc committee to conduct interviews the week of June 10<sup>th</sup>, most likely Monday, the 10<sup>th</sup>. The committee will make recommendations to the full Authority for appointment at their July 3<sup>rd</sup> meeting.

---

- 5) **Alternatives:**
- A. Identify three volunteers to participate in the interview process the week of June 10, 2013.
  - B. Delay identifying the volunteers – this can be done at the May 1<sup>st</sup> meeting; there is adequate time to form the interview team.
- 

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

---

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

---

8) **References:** N/A

J:\DATA\WINWORD\AUTHORIT\agenda11232013CACInterviewPanel.docx