

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
November 18, 2013
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS & CELEBRATIONS | 15 min. |
| | A. Joe Baker, Yelm Councilmember, Intercity Transit Authority Representative <i>(Michael Van Gelder)</i> | |
| | B. Honoring Outgoing Member Midge Welter <i>(Michael Van Gelder)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. December 4, 2013, Regular Meeting <i>(Faith Hagenhofer)</i> | |
| | B. December 18, 2013, Work Session <i>(Jill Geyen)</i> | |
| IV. | APPROVAL OF MINUTES - October 21, 2013 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN | 3 min. |
| | <i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | |
| VI. | NEW BUSINESS | |
| | A. Youth Education Program Update <i>(Meg Kester/Erin Scheel)</i> | 20 min. |
| | B. ITA Issue for Discussion and Response: "What do you think is the regional role of Intercity Transit, keeping in mind our responsibility to provide service to the local PTBA | |
| | <i>(Michael Van Gelder)</i> | 60 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. November 6, 2013, Regular Meeting <i>(Quinn Johnson)</i> | |
| | B. October 30, 2013, 1-5 JBLM Corridor Plan Feasibility Study <i>(Ann Freeman Manzanares)</i> | |
| IX. | NEXT MEETING - December 16, 2013 | |
| X. | ADJOURNMENT | |
- Attendance Report is Attached**

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
October 21, 2013

CALL TO ORDER

Chair Van Gelder called the October 21, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Mitch Chong; Valerie Elliott; Sreenath Gangula; Jill Geyen; Meta Hogan; Julie Hustoft; Quinn Johnson; Alyssa Neely; Joan O'Connell; Sue Pierce; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; and Dale Vincent.

Absent: Don Melnick; Victor VanderDoes and Roberta Gray.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; and Nancy Trail.

Others Present: Authority member, Karen Stites.

INTRODUCTIONS

Van Gelder introduced Authority member, Karen Stites; new CAC member Dale Vincent; and City of Lacey Associate Planner, Ryan Andrews.

MEETING ATTENDANCE

A. November 6, 2013, Regular Meeting - Quinn Johnson.

B. November 20, 2013, Work Session - Roberta Gray (*absent, will find someone else if necessary*).

APPROVAL OF MINUTES

It was M/S/A by Hogan and Hustoft to approve the minutes of August 19, 2013 meeting.

Hagenhofer arrived.

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

- *Bradley - Bus stop issue.*
- *O'Connell - Bus stop issue.*

- *Van Gelder* – Information provided by Drivers.

NEW BUSINESS

A. City of Lacey – Woodland District Strategic Plan (*Ryan Andrews*) – Andrews identified the Woodland District as the area from north Interstate 5, on the west is the Chehalis Western Trail, the south is the Lacey Woodland Trail and on the east side is College street. It includes the South Sound Center, Fred Meyer – Lacey Market Square and the Woodland Square Loop area up to the Clarus Eye Center.

Andrews provided historical information regarding the adoption of the ‘Downtown 2000 Plan’ several years ago, and some marks of the implementation include buildings up closer to the street creating more pedestrian friendly amenities with sidewalks that are 15’ wide. This was meant to define the area as Lacey’s core.

In 2011 the steering committee re-validated the goals of the plan and identified that the goals were still valid:

Goal A: Encourage density and a diverse mix of uses in the center.

Goal B: Create a core area that is strongly pedestrian-oriented and transit friendly.

Goal C: Create strong identity for the core area.

Goal D: Create places that provide for the needs of a diverse population of different ages.

Andrews provided information on the federal ‘challenge’ grant from Housing and Urban Development obtained through Thurston Regional Planning Council facilitating three planning projects along main corridors. Lacey has the Woodland District Strategic Plan, adopted by the Lacey City Council back in July. The City of Olympia is doing the Martin Way District, from Ensign Road down Martin Way and up the hill. Tumwater has the brewery district including the property up from the brewery in and around Capitol Boulevard.

Through the planning process the City identified six key elements to revitalize the area. Right now there is 237,000 sf of vacant office space and the focus is to inject some vitality into the area. The process identified nine qualities of community:

- | | |
|--------------------------------|---------------------------------|
| 1. Visibility & Identity | 6. Unique, Memorable Experience |
| 2. Connectivity & Mobility | 7. Cultural Heart |
| 3. Vibrancy | 8. Contemporary/Modern City |
| 4. Diversity | 9. Prosperous |
| 5. Healthy, Complete Community | |

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Andrews indicated efforts to inject these design concepts into the area led to the identification of different areas. The South Sound Center/Fred Meyer being the retail destination district, the main street district includes the Lacey Transit Center. The east side is the residential and employment district. Lacey is looking at including a residential component as part of the redevelopment of some of the office buildings.

Andrews provided that in the next year Lacey is going to tie Golf Club Rd from Pacific to 3rd Avenue to bring people into the center of the area. Lacey is also working with the property owner to reconfigure the Fred Meyer site to make it flow better. South Puget Sound Community College will relocate in the Rowe Six buildings.

Andrews relayed that the plan provides the Lacey Transit Center becoming a hub for economic development, with buildings around the edge including amenities. The Transit Mixed Use District provides transition between Destination Retail and Urban Neighborhood Districts; opportunities for mixed use and place-making with the east-west reorientation of the transit center; a pedestrian bicycle network to and from the transit center; and includes vibrant high-activity uses around the transit center with a clear delineation of public/private space.

Andrews indicated that the Urban Neighborhood District includes pedestrian oriented and mixed use buildings with Huntamer Park as the cultural center of Lacey. The park will include a year-round pavilion building and possible water feature. This area may also include a new YMCA. It will have a 'main street' district with bicycle streets providing connections to urban trails on the perimeter. SPSCC will be located adjacent the Lacey Transit Center at least for the next 10 years.

Andrews provided that the strategic plan leads to an action including four categories:

1. Set the State
2. Improve Investment Climate
3. Strategic Partnerships
4. Recruitment, Advocacy and Stewardship

The action plan sets for the prioritization of actions for the City, private sector and others that help achieve the strategic plan. The plan has a 10 year implementation period.

Andrews answered questions.

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- B. 2014 Draft Budget** (*Ben Foreman*) – Foreman provided information on the 2014 draft budget, and that it is driven by the strategic plan. He highlighted important sections including new positions/projects, capital expenditures, ongoing projects, operating expenses and salaries/wages/benefits. The total 2014 Budget per the Strategic Plan with carryover projects is \$60,004,107.

Foreman answered questions.

- *Hagenhofer* – Asked if any of the bus stop’s slated for improvement are along Yelm Highway?

Staff responded that we will gather the information and provide it to the Committee via email

- *See* – Inquired on the underground storage tank (UST) replacement and if only one insurance carrier is available must make rates high, and wondering what kind of insurance savings are expected with replacement.

Staff responded that the policy, which covers ten transit properties and 42 tanks through the Washington State Transit Insurance Pool (WSTIP) is \$75,000 total. The concern is that the carrier may cancel the policy because of the age and single-hull construction of the tanks.

- C. 2014-2019 Strategic Plan Policy Statement Review** (*Ann Freeman-Manzanares*) - Freeman-Manzanares provided that the Strategic Plan is the primary policy document and it provides direction regarding priorities for the next year as well as five years in the future. The strategic planning is done in six year increments. The document goes through a review process like the budget, and will go to public review, and a public hearing on November 6th. The Intercity Transit Authority is scheduled to adopt the document on December 4, 2013. The document is updated on an annual basis.

Freeman-Manzanares indicated staff worked with the numbers out to 2027 this year, because 2027 looks at an entire replacement cycle for buses. Staff believes that this is a better way to look at long-term planning based on the changes with federal legislation, including MAP-21 passed in 2012. This eliminated the ability to get 80% funding for buses, which changes our financial forecast significantly. Staff created a spreadsheet with many variables that allows a look at the major elements that drive the budget. This shows how those elements affects the agency and budget long-term.

Freeman-Manzanares began an overview of the 19 policy positions detailed in the attachment to the agenda.

Van Gelder – Inquired about the deadline for comments.

Freeman-Manzanares - Replied that the deadline for comments was November 6th at 4:00 pm for consideration at the public hearing.

Freeman-Manzanares addressed the policy positions and staff recommendations.

Hagenhofer – Asked if staff had ever calculated the fare return if every bus were full and if that would make a difference in terms of our bottom line.

Freeman-Manzanares – Fares account for approximately 10% -12% of our revenue. We can run some numbers but it's not likely that fares will off-set the grant funds we received previously from federal grants. We raised fares for Vanpool in January and for bus service in February. We lost ridership with both fare increases.

Elliott – Asked if we don't purchase the hybrid buses and the resulting change in the fuel, will we give up the ESMS/ISO efforts or certification?

Freeman-Manzanares – ISO certification is measuring our preparedness through our environmental management system to avoid or respond to things like fuel spills, etc. We will have a presentation on hybrid versus conventional vehicles and the environmental differences at a later date.

Members of the CAC asked for assumption variables on the restoration of the federal funding eliminated by MAP-21, a sales tax increase in 2014, 2015, etc.

Freeman-Manzanares provided that we are currently at eight-tenths of one percent sales tax, and the maximum under state law is nine-tenths of one percent sales tax. An informal poll indicated that the members were interested in going out for a sales tax increase in 2014. The main concern was educating the community so they understand why we're doing it. In the past we've found that 18 months was a good timeframe to accomplish that.

Stites – Provided information on the sales tax initiative that Grays Harbor is involved with and the urgency related to them placing it on the November, 2013 ballot.

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Pierce – Provided information on the Pierce Transit education campaign, in that it was not exactly easy to get answers to questions on the figures provided. That caused concern. Is asking for a sales tax increase far enough away from the most recent fare increase?

Freeman-Manzanares – We review fares every three years. The Authority decided to raise vanpool fares and bus fare. When the fares were increased in February the youth and reduced fare fares were not increased.

Freeman-Manzanares said that there are many variables in our forecast which are difficult to predict like sales tax and approximately three quarters of the budget is based on sales tax. Another potential variable is the cost of fuel. Changing the cost of fuel one dollar impacts our budget by a million dollars.,

Foreman provided that historically there have been years of tax revenue at 7, 8, 10 and 12 percent, and also years at 0. We have taken a hit in the last five years in terms of sales tax and have yet to recover. Because it is approximately three quarters of our budget, these can change the entire landscape picture on how it builds on itself year after year. The down years follow you for many years.

See – Regarding the cash reserve, how much of a concern is having the amount that the Authority is comfortable with? Is it wise to adjust it to a smaller amount?

Foreman – Responded that the number is reasonable. If we buy grant funded buses, we have to pay for those up front and get reimbursed. We don't want to be in a position to have to borrow the money to pay for the buses. Other transit agencies have like reserve amounts; some have 180 days.

Freeman-Manzanares answered questions about the policy statements.

Hagenhofer – Relayed concerns regarding the lack of south county service and believes that density driven service is counter-intuitive to all of the conversations that the county has had on the Sustainable Thurston project. Further, that it would behoove Intercity Transit to approach the outlying, underserved areas for service.

Vincent – Indicated that he would support pursuing tax increase measure and that we can't afford to lose. Once you lose it makes it that much more difficult to be successful the next time.

Elliott – The current political climate means that we are treading on thin ice asking for an increase.

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Chong – Suggested that Intercity Transit work with business owners to offer coupons for riders to visit their stores. Intercity Transit would get funds from the advertising and increased ridership.

Geyen – Question regarding #13 and if there is a perception that there are several people using Dial-A-Lift that don't need to be?

Freeman-Manzanares – That is not the intention of that policy statement.

. The issue is educating individuals who have the ability and those that are conditional approved to ride DAL so they can have experience the greater independence fixed route provides. That outreach is part of the focus of the Travel Trainers.

See – Asked if it is possible that the transportation package passage with the State would make a difference in the operating budget?

Freeman-Manzanares – It is not intended to replace federal funding lost through the elimination of the bus and bus facilities program.

Van Gelder – Took an informal poll of the members to determine if Intercity Transit should go out for a tax increase, and all members present answered in the affirmative. Most members indicated it should be done in 2014.

Vincent – Provided that the current North Thurston ballot measure outcome will be very informative.

CONSUMER ISSUES

Freeman-Manzanares asked that the consumer issues be emailed to her given the lack of time at the meeting so staff can address them before the next meeting.

REPORTS

Freeman-Manzanares noted that all ITA and CAC members were invited to attend the Thurston Regional Planning Councils presentation of I-5 at JBLM Corridor Plan Feasibility Study on Wednesday, October 30, 2013 at 5:30 pm at TRPC's office in Olympia.

Intercity Transit Citizen Advisory Committee

October 21, 2013

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NEXT MEETING: Monday, November 18, 2013, 5:30 pm.

ADJOURNMENT

It was M/S/A by Hustoft and Hogan to adjourn the meeting at 7:42 p.m.

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: November 18, 2013**

FOR: Intercity Transit Authority

FROM: Meg Kester, Marketing & Communications Manager, 705-5842
Erin Scheel, Youth Education Specialist, 705-5839

SUBJECT: Youth Education Program Update

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- 1) **The Issue:** To update the Citizen Advisory Committee on the agency's youth education program.

 - 2) **Recommended Action:** For information and discussion.

 - 3) **Policy Analysis:** The Authority supports marketing and outreach to youth as part of the agency's overall objective to increase ridership, raise awareness of alternative transportation modes and support community sustainability.

 - 4) **Background:** Intercity Transit began a Youth Education Program in July 2007 with Regional Surface Transportation funding administered by the WSDOT via the Thurston Regional Planning Council. The grant was used as start-up funding to ramp up connection to an important and growing market segment: youth.

In the past six years Intercity Transit's youth education program has expanded and is now flourishing. It is considered a valuable resource to area schools and jurisdictions. Staff works with all four school districts in our PTBA (Olympia, Tumwater, North Thurston and Yelm), and many of the region's elementary, middle, and high schools. The youth program also connects with young people outside schools through community groups and local programs.

Intercity Transit's youth program activity includes classroom presentations, rolling classrooms, field trips, after-school programs, the Bike PARTners build-a-bike program, the Undriving program and supports the Healthy Kids Safe Streets Action Plan, of which Intercity Transit is a key partner. Much of the agency's youth outreach work also

engages parents, community volunteers, educators and youth leaders. The program has grown and become more successful thanks to many community partnerships, multiple grant awards and the continued support of the Intercity Transit Authority and Citizen Advisory Committee members.

This work is an integral part of the agency's Marketing & Communications division and is administered by Erin Scheel. New grant awards for 2013-2015 support activity at Washington and NOVA middle schools through a partnership with the City of Olympia and WSDOT Safe Routes to School funds, and additional Walk n'Roll activity through a partnership with the Thurston Regional Planning Council and Transportation Alternatives Program funds.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The cost of the Youth Education program is largely staff time. The annual project budget for the program is \$24,000.
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- 7) **Goal Reference:** Goal #1, *"Assess the transportation needs of our community."* Goal #4, *"Provide responsive transportation options."* Goal #5, *"Align best practices and support agency sustainable technologies and activities."*
-
- 8) **References:** Healthy Kids Safe Streets Action Plan.
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WALK N ROLL

A Youth Education Program of **Intercity Transit**

In Partnership with Thurston Regional Planning Council

Building a New
Generation
of Healthy & Safe
Walkers, Bike Riders &
Bus Riders

October 16, 2013



WALK N ROLL

A Youth Education Program of
Intercity Transit

In Partnership with TRPC

Goals

Safety – Health – Well-being – Choices

- **Promote Transit – every bus trip begins and ends with biking or walking**
- Promote regular physical activity
- **Reinforce good traffic safety skills**
- Focus safe walking and biking street improvements – specially within $\frac{1}{2}$ mile of schools
- **Coordinate and partner on school siting, design, education & encouragement.**



Schools & Transportation Evolution

- Community Forums
 - Health & Built Environment – 2006 (WSDOT)
 - Why Can't Kids Walk & Bike to School? – 2009 (Olympia)
- Demonstration Program
 - Walk n Roll – 2009 (TRPC/OSD/Olympia)
- Plans
 - Healthy Kids – Safe Streets Action Plan
 - Sustainable Thurston School and Transportation Panels



A Youth Education Program of
Intercity Transit
In Partnership with TRPC

Outreach 2012-2013



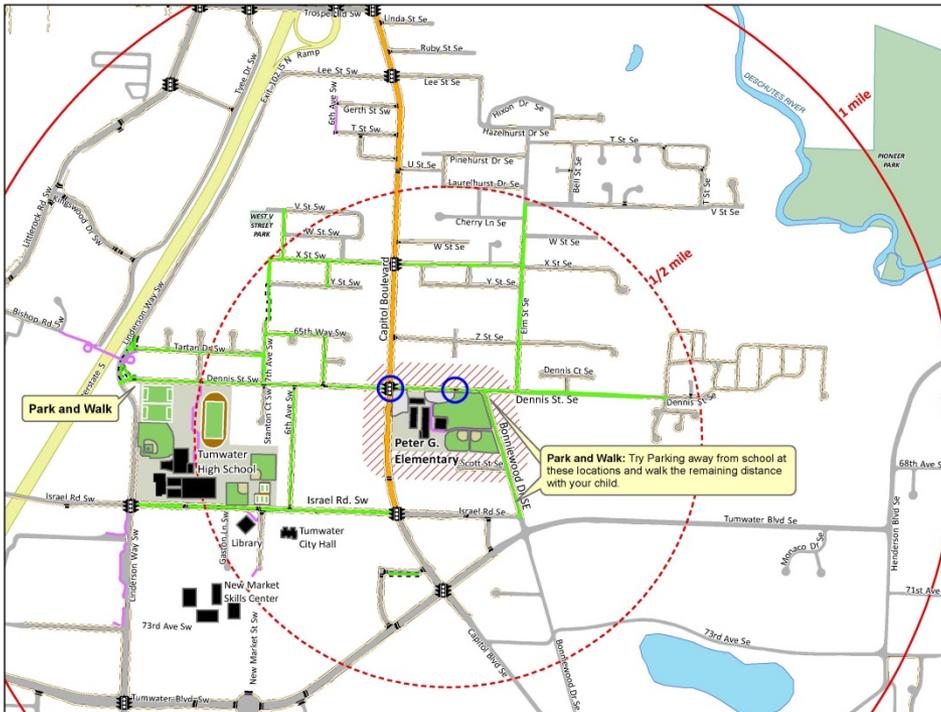
- Lacey
- Olympia
- Tumwater
- Yelm
- 24 schools
- 164 educational events
- Preschool thru college

Walking School Bus



Walk Route maps

- Identify best routes
- Offer safety tips
- Identify safety improvements



Peter G. Schmidt Elementary
Home of the Eagles

School Walking Routes

 **RECOMMENDED ROUTES TO SCHOOL**

 **STREETS WITH MORE TRAFFIC**
Adult supervision is recommended for younger children

 **CROSSING GUARD LOCATIONS**
Best location to cross to school

 **Signalized Crosswalks**
 **Routes with sidewalks**
 **Pedestrian Walkways**
 **Off-Street Paths**
 **Crosswalk**
 **20 mph School Speed Zone**

Park and Walk: Try Parking away from school at these locations and walk the remaining distance with your child.

Teach your children:

Pedestrian Safety

- ✓ Stop at the curb before crossing the street.
- ✓ Walk, don't run, across the street.
- ✓ Cross at corners, using traffic signals and crosswalks.
- ✓ Look left, right, and left again before crossing.
- ✓ Walk facing traffic.
- ✓ Make sure drivers see you before crossing in front of them.
- ✓ Do not play in driveways, streets, parking lots or unfenced yards by the street.
- ✓ Wear white clothing or reflectors when walking at night.
- ✓ Cross at least 10 feet in front of a school bus.
- ✓ Do not cross the street alone if you're younger than 10 years old.

Bicycle Safety

1. Always wear a bike helmet, no matter how far you're going!
2. Ride in the same direction as the car traffic.
3. Stop at intersections and cross when it is safe.
4. Don't follow the rider in front of you at an intersection until you have stopped and looked both ways on your own.
5. Use hand signals (right turn, left turn, stopping).
6. When riding on a sidewalk, ride very slowly (about the same speed as the walkers) and let walkers know if you are going to pass.

Questions?
Contact Randy Weeks
rweeks@osd.wednet.edu
360.596.6500

Drive Safely

Drivers near the school can help create an environment that feels safe and inviting for pedestrians and bicyclists. They need to know the following:



- Obey speed limits for the school zone, where traffic fines double.
- Watch for, and yield to, pedestrians and bicyclists near and around the school.
- Come to a complete stop at stop signs.
- Do not block pedestrian crosswalks.



Did You Know....

- That just one vehicle dropping off and picking up students at school puts about 3 pounds of pollution into the air per month.
- Idling for more than 30 seconds uses more fuel than turning the engine off and restarting the vehicle.

Source: Washington State Department of Health

Bike PARTners



Rolling Classrooms and Field Trips



Undriving Program

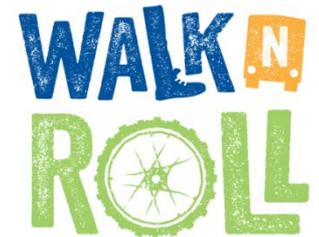


Innovate Programs



Looking Ahead 2013-2015

- Transportation Alternatives Programs (TAP)
 - Continue outreach county-wide
- Safe Routes to School (SRTS)
 - City of Olympia
 - Washington Middle School



A Youth Education Program of
Intercity Transit
In Partnership with TRPC

Meeting Community Needs

Healthy Kids – Safe Streets Action Plan

Initiatives to encourage kids to walk, bike & bus to school

Goals

- Build a generation of safe and healthy walkers, bike riders, and bus riders
- Promote regular physical activity so students stay strong, healthy, and ready to learn

The Problem

Too few students walk, bike, or take the bus. Too many parents drive students to

Creating Places Preserving Spaces

A Sustainable Development Plan
for the Thurston Region

August 2013

DRAFT



OPPORTUNITIES & CHOICES

Goals and Actions

Timeline

Lead

Partners

Schools & Transportation

GOAL S-1 Encourage safe and active school transportation to improve community health, economic, and environmental outcomes.

Action S-1.1 Acknowledge primary responsibility of schools for education as well as common interest in the health and safety of students.

Action S-1.2 Continue to support and act on the Healthy Kids - Safe Streets Action Plan and other programs that are working to build a generation of healthy and safe walkers, bicycle, and bus riders.

Offer education and encouragement programs and build the necessary sidewalk, bike lane and other safety improvements necessary to increase student physical activity, safe travel knowledge and practice, and reduce car trips and traffic around schools especially during peak travel times.

Action S-1.3 Commit to early and frequent collaboration between school districts and jurisdictions on school siting, design, and safe travel infrastructure around schools to encourage walk, bike, and bus trips to school.

Action S-1.4 In new neighborhoods, site and design schools that maximize opportunity for neighborhoods and the community, and encourage travel to schools on foot, by bike or by bus.

Action S-1.5 Develop new public/public or public/private partnerships to maximize and leverage revenue for schools and other facilities, including surrounding safe walk/bike routes.

In Closing

- 46% of our most frequent riders are under 25
- Millennial generation a big part of our current and future ridership
- Will have a growing role in how our community develops
- Success of program largely due to engagement and support of stakeholders and individuals
- Challenge: continued engagement from policy makers, elected officials and others in considerations of land use, school siting, infrastructure prioritization, transit corridors and neighborhood connectivity
- Continued and ongoing coordination between jurisdictions, schools, and other stakeholders

Thank You



WALK N ROLL

A Youth Education Program of **Intercity Transit**

In Partnership with Thurston Regional Planning Council

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM VI-B
MEETING DATE: November 18, 2013**

FOR: Citizen Advisory Committee
FROM: Michael Van Gelder, Chair, Citizen Advisory Committee
SUBJECT: Discussion - Intercity Transits Regional and Local Role

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- 1) **The Issue:** Discuss the Authority question, "What is the regional role of Intercity Transit, keeping in mind the responsibility to provide service to the local PTBA."

 - 2) **Recommended Action:** Discuss and report to the ITA.

 - 3) **Policy Analysis:** The CAC is advisory to the Authority on a variety of issues.

 - 4) **Background:** As part of the strategic planning process, the Authority considers issues of regional, local and circulator service. The Authority wishes to benefit from the CAC discussion on the matter.

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

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

 - 7) **Goal Reference:** The purpose of the discussion supports Goal #1, "*Assess the transportation needs of our community.*"

 - 8) **References:** N/A
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Authority Meeting Highlights
a brief recap of the Authority Meeting of November 6, 2013

Action Items

Wednesday night, the Authority:

- Declared property listed on Exhibit "A" as surplus. *(Marilyn Hemmann)*
- Authorized the General Manager to enter into the final one-year contract extension with Blumenthal Uniforms and Equipment in the not-to-exceed amount of \$65,000, including taxes. *(Erin Hamilton)*
- Authorized the General Manager to enter into a contract with Energy Industries to upgrade the current lighting in the Pattison Street facilities and grounds in the not-to-exceed amount of \$226,086, including taxes. *(Erin Hamilton)*
- Authorized the General Manager to enter into an agreement with Teknon Corporation in the not-to-exceed amount of \$129,960, including taxes. *(Jeff Peterson)*
- Authorized the General Manager to enter into a contract for the provision of website development and enhancement services with Xpio Corporation in an amount not-to-exceed 39,930, including taxes. *(Erin Hamilton)*
- Conducted a public hearing to receive and consider comments on the 2014-2019 Strategic Plan. *(Ann Freeman-Manzanares)*
- Conducted a public hearing to receive and consider comments on the 2014 Budget. *(Ben Foreman)*
- Received an update on the 2012 State Auditor's Report. *(Ben Foreman)*
- Canceled the Wednesday, November 20, 2013, Work Session. *(Ann Freeman-Manzanares)*
- Conducted the General Manager's three-month performance evaluation.

Other Items of Interest

- Completed **Stage 1 of the ISO 14001 Audit** on November 4 and 5.
- Intercity Transit hosted a visit with **Congressman Denny Heck** today. Authority member, Nathaniel Jones, CAC Chair, Michael Van Gelder, and ATU representative Karen Stites led Congressman Heck on a guided tour of the Pattison facility; rode the bus to the OTC; and met many of our staff members.

- We have **218 active vanpools**. Down from 220. Five more groups formed and awaiting training.

Pat Messmer

Prepared: November 7, 2013

Attendance Tracking

		8	9	10	11	12	1	2	2	4	5	6	7	8	9	10	11	12
CAC	Members	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Leah	Bradley																	
Mitch	Chong																	
Valerie	Elliott		Joint	Absent		Canceled												
Sreenath	Gangula		Joint	Absent		Canceled				Absent	Absent				Absent			
Jill	Geyen		Joint			Canceled									Absent			
Roberta	Gray		Joint		Absent	Canceled					Absent					Absent		
Faith	Hagenhofer		Joint	Absent		Canceled				Absent			Absent					
Meta	Hogan		Joint			Canceled	Absent											
Julie	Hustoft		Joint			Canceled		Absent										
Quinn	Johnson														Absent			
Don	Melnick		Joint		Absent	Canceled									Absent	Absent		
Alysha	Neely														Absent			
Joan	O'Connell		Joint		Absent	Canceled			Absent						Absent			
Sue	Pierce																	
Charles	Richardson	Absent	Joint			Canceled		Absent					Absent		Absent			
Carl	See		Joint			Canceled												
Kahlil	Sibree		Joint			Canceled									Absent			
Victor	VanderDoes					Canceled										Absent		
Michael	Van Gelder	Absent	Joint			Canceled												
Dale	Vincent														Absent			

 = Joint meeting does not count against required meeting attendance