

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA  
February 14, 2011  
5:30 PM**

**CALL TO ORDER**

- |              |   |                |
|--------------|---|----------------|
| <b>I.</b>    | <b>APPROVE AGENDA</b>   | <b>1 min.</b>  |
| <b>II.</b>   | <b>INTRODUCTIONS</b>  | <b>3 min.</b>  |
|              | <b>A. Karen Rogers, City of Olympia Councilmember</b>   |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>   | <b>5 min.</b>  |
|              | <b>A. February 16, 2011, Work Session</b> <i>(Faith Hagenhofer)</i>                                       |                |
|              | <b>B. March 2, 2011, Regular Meeting</b> <i>(Jill Geyen)</i>  |                |
| <b>IV.</b>   | <b>APPROVAL OF MINUTES - January 10, 2011, Minutes</b>  | <b>1 min.</b>  |
| <b>V.</b>    | <b>NEW BUSINESS</b>   |                |
|              | <b>A. Dial-A-Lift Update</b> <i>(Emily Bergkamp)</i>  | <b>20 min.</b> |
|              | <b>B. Review Upcoming Transit Development Plan Process</b><br><i>(Dennis Bloom)</i>                       | <b>20 min.</b> |
|              | <b>C. Amend CAC Bylaws</b> <i>(Rhodetta Seward)</i>   | <b>10 min.</b> |
|              | <b>D. OTC Expansion - Project Scoping &amp; Estimated Costs</b><br><i>(Ann Freeman-Manzanares)</i>        | <b>45 min.</b> |
|              | <b>E. Review and Make Possible Changes to the Self-Assessment<br/>Instrument</b> <i>(Rhodetta Seward)</i> | <b>15 min.</b> |
| <b>VI.</b>   | <b>REPORTS</b>  |                |
|              | <b>A. February 2, 2011, Regular Meeting</b> <i>(Don Melnick)</i><br><i>Authority Highlights Attached</i>  | <b>3 min.</b>  |
| <b>VII.</b>  | <b>PUBLIC COMMENT</b>   | <b>10 min.</b> |
| <b>VIII.</b> | <b>MEMBER &amp; STAFF COMMENTS</b>  | <b>5 min.</b>  |
| <b>IX.</b>   | <b>NEXT MEETING - March 21, 2011</b>  |                |

**ADJOURNMENT**

**MINUTES  
INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
January 10, 2011**

**CALL TO ORDER**

Chair Linda Olson called the January 10, 2011, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Steve Abernathy; Berl Colley; Wilfred Collins; Valerie Elliott; Jill Geyen; Catherine Golding; Faith Hagenhofer; Meta Hogan; Don Melnick; Linda Olson; Jacqueline Reid; and Rob Workman.

**Excused:** Roberta Gray; Seema Gupta; and Kahlil Sibree.

**Unexcused:** Gerald Abernathy; Julie Hustoft; and Joan O'Connell.

Staff Present: Mike Harbour, Rhodetta Seward, Ann Freeman-Manzanares, and Shannie Jenkins.

**APPROVAL OF AGENDA**

**It was M/S/A by Melnick and Hagenhofer to approve the agenda.**

**INTRODUCTIONS**

A. Board member, Eve Johnson, Citizen Representative was introduced.

**MEETING ATTENDANCE**

A. **January 19, 2011, Work Session** - Berl Colley.

B. **February 2, 2011, Regular Meeting-** Kahlil Sibree. Rhodetta will contact Sibree to make sure he will be able to attend. If Sibree cannot, Melnick volunteered.

**NEW BUSINESS**

A. **Major Capital Projects Status Report:** Freeman-Manzanares presented projects currently in process and some completed projects.

## CAC MEETING MINUTES

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### **Projects completed:**

**Martin Way P&R Lot Expansion**, which opened in September of 2009.

Benefits of this project:

- Expanded the facility from 139 to 318 parking stalls (was at 120% capacity)
- Improved internal circulation for commuters and buses
- Upgraded lighting, security and passenger shelters, bike racks, internal sidewalks and sustainable landscaping

Funding Sources

- WSDOT Regional Mobility: \$1,259,360
- Local Match (20%): \$ 630,000
- WSDOT Property value: \$ 906,000

### **Hybrid Buses**

Funding

- ARRA: \$2.334 million
- Federal Appropriations: \$750,700
- Local Match: \$575,000

Benefits

- Reduced emissions
- Reduces fuel consumption about 25%
- Same operating reliability as traditional propulsion engine buses

Buses

- 40' long, weigh 30,800 pounds, life cycle 12 years.
- Seats 37 plus standing passengers, provides two wheelchair positions
- GPS activated audio/visual stop announcements, air conditioning, reading lights
- Low-floor entry/exit accommodates easy boarding and deboarding

### **Major Projects in Process:**

#### **Hawks Prairie Park & Ride**

Funding Source:

WSDOT Regional Mobility (spans two biennia: 2009-11/2011-13)

Grant: \$6,565,676 (plus 20% match)

Total: \$8,207,095

Project Information:

- Located on 8 acres- closed portion of landfill
- At 60% design, 332 parking spaces with outlets for electric vehicles
- Lighting, security cameras, passenger shelters

## CAC MEETING MINUTES

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- Compaction approximately at five feet
- Expected to begin construction in spring 2012, and operational mid to late 2012

### **Pattison Street Maintenance, Operations & Administrative Base Remodel & Expansion**

#### Funding Source

- Local funds for Master Planning, Preliminary and 30% Design and Property Acquisition.
- Seeking Federal Funding: Final Design and Construction

#### Project Goals

- Planning utilizing growth projections through 2035
- Primary focus on Maintenance & Operations; necessary infrastructure and frontage improvements
- Administrative Space - Phase 3
- Potential of adding space at the Olympia Transit Center or leasing off-site location
- Incorporate Sustainable Design and achieve at a minimum LEED Silver Certification

#### Site Concept

##### 2010 Fleet Composition:

- Fixed Route: 68
- Dial-A-Lift: 33
- Spare Vanpool: 21

##### 2035 Fleet Estimate:

- Fixed Route: 128
- Dial-A-Lift: 64
- Spare Vanpool: 60

### **Olympia Transit Center Expansion**

#### Base Project

#### Funding Source:

Federal: \$2,575,500

Local: \$ 901,125

Total: \$3,476,625

#### Base Project Goals:

- Additional bus bays to accommodate growth
- Accommodate private regional carrier
- Increase passenger amenities

## CAC MEETING MINUTES

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### Secondary Project Goal:

- Transit Authority considering options for adding administrative space
- Additional local funds would be required for options beyond base project
- Final engineering and design expected to be completed in 2011

*S. Abernathy arrived.*

Colley asked if the design for 13,000 square feet would be a three floor building. Freeman-Manzanares responded the funding is only for a single floor building to accommodate Greyhound.

### Other Major Capital Expenditures:

#### Hybrid Buses (Diesel/Electric)

- Need to replace 14 buses between 2012–2015
- Currently have federal funds for seven vehicles
- Unit cost: \$650,000 (estimate – Gillig bus)

#### Dial-A-Lift Vehicles

- Nine Replacement Vehicles on order
- Transit Authority just approved nine additional vehicles – All Local Funds

#### Vanpools

- Purchasing 46 Replacement Vanpools – State Grant Funds

Olson asked if the 25% fuel savings was per bus or per fleet. Freeman-Manzanares confirmed it was per fleet. Maintenance and Operations are trying to get even more savings. They are looking at doing a measured tire pressure instead of a visual, and a slow and easy approach at stops, which can create more fuel savings.

*Golding arrived.*

**B. Youth Representative Recruitment Process:** Seward reported the Authority approved the position for a 15-19 year old member and requests the CAC form an ad hoc committee to develop a plan and the recruitment process. This ad hoc committee will also include Erin Scheel, the Youth Education Specialist and Rhodetta Seward, the Executive Services Director. The CAC needs to finalize a recruitment process which needs to include a timeline for 2011.

The Authority offered several comments to the CAC:

## CAC MEETING MINUTES

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- ✓ Youth that are home-schooled be considered as well as those attending public school.
- ✓ Youth who have some type of involvement with public transit are desirable.
- ✓ Others feel requiring the youth be a rider could eliminate some who are leaders. This is not a criterion required of the Authority or of the other CAC members.
- ✓ Recommended appointing students in the spring, with the term ending when the school year ends.

Chair Olson asked if there were members interested in participating in the ad hoc committee. Melnick, Geyen, and Hogan volunteered. O'Connell was suggested; Seward will contact her to request her participation.

Elliott asked how we would reach out to homeless and home school students. Geyen responded the home school students are registered with the schools. Olson hopes there will be interest from all school districts in the area. Hagenhofer asked if we will recruit from PTBA or the entire county. She wants to make sure our outreach is to Rainier and Tenino areas as well. Elliott asked if the same interview process will be applied as a regular member. Seward responded yes it will be the same. Chair Olson suggested members send emails to the ad hoc committee if other ideas arise. The ad hoc committee will be responsible for bringing a draft plan back to the CAC at the February meeting.

**C. Future Presentations - Ideas:** Seward asked members what they want to see staff bring to them in 2011. Staff creates an annual calendar for agenda items for the CAC and Authority meetings.

1. Have Emily Bergkamp, Dial-A-Lift Manager, share current statistics about Dial-A-Lift, along with future developments such as the phone system.
2. Receive updated information on the contract with Amtrak to manage the station.
3. Have CAC members tour the bus maintenance facility, to learn more about how Intercity Transit runs, to allow members to become more knowledgeable when talking to the community.
4. Continued information on the Hawks Prairie Park & Ride. Do CAC members have any input on plans and when public comments will happen?

*Workman arrived.*

5. Information on how the reduced pass cost program works.
6. Receive updated information about the ORCA passes.
7. Designate spots at The Evergreen State College for Dial-A-Lift vehicles.

## CAC MEETING MINUTES

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Members can add other items of interest throughout the year.

### **APPROVAL OF MINUTES - November 15, 2010**

**It was M/S/A by Elliott and Reid to approve the minutes of November 15, 2010.**

### **REPORTS**

**A. December 1, 2010, Regular Meeting - Roberta Gray.** Authority meeting detailed highlights are included in packets.

Melnick asked about the EMS? Seward reported some staff has gone through the training while others are not allowed to be considered for the program unless we pass a resolution. It is formality to pass a resolution to be certified to work with counties and cities. Our employees will now need to be recertified once the resolution is passed. Intercity Transit can only apply for grants if we are certified. Olson would like information on this as a presentation.

Reid asked for an update on the trip planner through Google. Harbour reported the press release will be posted tomorrow, and the trip planner is available this Thursday. At this time, Google is not accessible for persons with disabilities. Golding asked if there will be other options with the trip planner for sight impaired persons. Staff will have the IS staff look into this. We can only "urge" Google to be ADA accessible.

Melnick asked how many solar lights will be installed on December 1. There will be two lights installed at this time.

**B. January 5, 2011, Regular Meeting - Wilfred Collins.** The Authority approved: the purchase of Dial-A-Lift and Vanpool vehicles; to renew one year federal advocacy services; approved the discounted bus pass program. The Authority discussed the Centennial station and how it may be funded and agreed to convene a meeting of the jurisdictions to discuss the matter further.

### **MEMBER & STAFF COMMENTS:**

Workman feels passengers are concerned there is no service on Christmas and New Years days. He feels it would be a benefit to have service throughout the County on these days.

Workman asked if Intercity Transit can look into recycling for drivers. He would like to see recycling containers at the Lacey Transit Center.

## CAC MEETING MINUTES

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Workman thanked Intercity Transit for moving the Forest Glen stop by 200 feet.

Workman commented some Dial-A-Lift clients have issues with the new seat belt policy. He does not appreciate that it is mandated to use a "filthy seatbelt," and was not allowed time to get documentation from a physician to be exempt from using the seatbelt. He feels it is not in the best interest of the Dial-A-Lift clients. Chair Olson recommended he have further discussion individually with management on this issue. The issue was brought to the CAC at a previous meeting and the DAL clients were given a month's notice in writing before the policy was implemented.

Hagenhofer reported a passenger was trying to connect with the Express bus to the U-District. The connection was missed by two minutes, and another route option adds an hour to the commute. The passenger asked staff to consider adding time to the route.

Golding commented route 41, coming downtown, has Bayview and Water Street announcements at the same time. They are several blocks apart. She asked if they can be separate announcements. Harbour will have staff look into this.

Collins reported the last bus connection from Seattle to the 512 Park & Ride then to Olympia is at 9:00 p.m. This is nine minutes before the Seattle bus arrives, and asked if it is possible for more leeway.

Elliott thanked the Intercity Transit staff for the holiday dinner. She commented it is unclear in the schedule book what the senior age is. Harbour responded the age is 65.

Geyen asked if a route to Jubilee development will be added when the Hawks Prairie Park & Ride is complete. Also, there is a request from North Thurston Public Schools Student Services Center for a bus to go around Pleasant Glade Elementary. Parents in this area have a hard time getting to the school for conferences.

Colley reported announcement adjustments from Ruddell Road onto Pacific have been made.

**NEXT MEETING: February 14, 2011. (2<sup>nd</sup> Monday of the month)**

## **ADJOURNMENT**

**It was M/S/A by Melnick and Elliott to adjourn the meeting at 6:24 p.m.**

Prepared by Shannie Jenkins, Executive/HR Assistant

**INTERCITY TRANSIT CITIZEN'S ADVISORY COMMITTEE**  
**AGENDA ITEM NO. V-A**  
**MEETING DATE: February 14, 2011**

**FOR:** Citizen Advisory Committee

**FROM:** Emily Bergkamp

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

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- 1) **The Issue:** Provide the CAC an update on Dial-A-Lift (DAL) services.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** Per the CAC Charter and requests of the CAC, the DAL Manager will provide updates to the CAC at least twice per year, and more often as requested.
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- 4) **Background:** DAL Manager Emily Bergkamp will provide an update on DAL programs, services and issues, including the current status of Intercity Transit's Travel Training program, DAL client demographics, DAL stops at The Evergreen State College, the customer satisfaction survey and 2011 vehicle replacement timeline.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 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."*
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- 8) **References:** N/A

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: February 14, 2011**

**FOR:** Citizen Advisory Committee

**FROM:** Dennis Bloom, Planning Manager, 705-5832

**SUBJECT:** Review Upcoming Transit Development Plan Process

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1) **The Issue:** Review of the Transit Development Plan (TDP) process for 2011-2016.

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2) **Recommended Action:** For information and discussion purposes. Staff will provide a brief presentation on the highlights of the 2010 Annual Report and the 2011-2016 Transit Development Plan.

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3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.

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4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan and submit the final document in early April.

The update must include three elements:

- a) Description of the system from the previous year (2010 Summary);
- b) Description of planned changes, if any, to services and facilities (2011-16); and
- c) Operating and capital financing elements for the previous year (2010), budgeted for current year (2011), and planned for the next five years (2012 - 16).

This year's update is again more of an administrative process due to the requirement that all transit systems comply with the April deadline. However, development of an Intercity Transit "Strategic Plan" for policy, service, capital projects and budget, which has been traditionally a part of the TDP process, will continue later in the year (July-August) after submission of this document.

Staff will present the Draft TDP to the ITA on March 2, 2011, which also triggers the public review and comment process for the next two weeks. A public

hearing on the TDP is now scheduled for March 16, and staff will request adoption by the Authority at their April 6, 2011, meeting. Upon final approval, staff will forward the document to WSDOT, local jurisdictions and other appropriate organizations and businesses.

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5) **Alternatives:** N/A

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6) **Budget Notes:** This is currently covered under the 2011 Budget.

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7) **Goal Reference:** The conducting of a public hearing for the draft TDP reflects all current goals established for the agency.

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8) **References:**

**The current 2009 Annual Review/2010- 2015 TDP can be viewed on-line at:**  
<http://www.intercitytransit.com/newsandinfo/publications/Pages/default.aspx>

**2011 Timeline for TDP Process:**

- ✓ Feb 2 ITA: Request Public Hearing set for March 16
- Feb 14 CAC: TDP Process Review
- March 2 ITA: Present Draft TDP - draft available to the public
- March 16 ITA: Conduct Public Hearing
- April 6 ITA: Adopt TDP

Copies of the approved TDP will be distributed to WSDOT, local jurisdictions and other appropriate organizations and businesses.

- Please note: the March CAC meeting occurs after the March 16 Public Hearing. The draft TDP will be available for review and comment starting March 3.

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-C  
MEETING DATE: February 14, 2011**

**FOR:** Citizen Advisory Committee

**FROM:** Rhodetta Seward, 705-5856

**SUBJECT:** Amendment to CAC Bylaws

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- 1) **The Issue:** Whether to approve an amendment to the CAC bylaws, to include a youth position.

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- 2) **Recommended Action:** Approve the amendments to the CAC bylaws, as presented.

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- 3) **Policy Analysis:** Per the CAC Charter, amendments can be made to the bylaws. They are to be presented 30-days in advance of approval. The membership can waive the 30-days, if the proposed amendment is an amendment they have approved by another process such as the addition of the youth member position.

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- 4) **Background:** The CAC discussed adding a 20<sup>th</sup> position to the committee, specifically reserved for the student. After considerable discussion, they agreed the position should be for a 15-19 year old. They took the proposal to the Intercity Transit Authority on December 1, 2010. The Authority approved adding a 20<sup>th</sup> position to the CAC for a 15-19 year old, with a one-year term, eligible to reapply for a second one-year term if desired. The recruitment for this position was left up to the CAC, with the Authority providing their thoughts.

As a result of this decision, the CAC bylaws required an amendment to include the additional position, reserving the position specifically for a youth, age 15-19 years old. Once the recruitment process is refined and agreed upon, should it be different from the other member recruitment process, those differences may need to be captured in the bylaws as well.

The bylaws typically are drafted and sent to the CAC 30-days in advance of an approval. Staff sent the bylaws to the members on February 7, 2011. Should the members require more time to consider the amendments, staff can review these changes at the February 14 meeting, and bring them back to the membership at the March 21 meeting, or members can approve them at the February 14 meeting.

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- 5) **Alternatives:**  
A. Approve the amendments to the CAC bylaws as distributed.  
B. Defer approval of the amendments until the March 21, 2011, meeting.
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6) **Budget Notes:** N/A

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7) **Goal Reference:** Adding another member to the CAC allows more input and perspective to all issues brought before the CAC, which contributes to attaining all goals.

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8) **References:** CAC Bylaws with proposed amendments.

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
*Operating Procedures***

**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)

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 Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit.

The CAC is advisory to the Authority, not the agency.

**COMPOSITION**

The CAC shall be comprised of no more than ~~nineteen~~ **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

Any four unexcused absences in a 12-month period will result in forfeiture of the member's position on the CAC. The staff liaison will track attendance and a notification of membership forfeiture will automatically be sent to the respective member when four unexcused absences in a 12-month period occur. For an excused absence, members must notify the staff liaison prior to the meeting. A pattern of significant absences will be reviewed by the Chair of the Citizen Advisory Committee, hereinafter referred to as the "Chair". *(Amended 07/16/01; 12/16/02; 12/20/04)*

## 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 one week prior to the meeting.

## 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;
- attend the regular Authority meeting the 1<sup>st</sup> Wednesday of each month and provide reports to 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 session. 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 operating principles 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  
July 16, 2001  
December 16, 2002  
December 20, 2004  
February 14, 2005  
February 6, 2008  
March 5, 2008  
**2/14/11**

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**INTERCITY TRANSIT  
CITIZENS ADVISORY COMMITTEE  
AGENDA ITEM NO. V-D  
MEETING DATE: February 14, 2011**

**FOR:** Citizen Advisory Committee  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Olympia Transit Center Expansion  
Project Scoping and Estimated Costs

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- 1) **The Issue:** Staff will present multiple scoping options and project cost estimates for the Citizen Advisory Committee's review.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** Dependent upon the option selected, the Authority may have to dedicate additional funds to this project. Those funds would be budgeted in 2012.
- 
- 4) **Background:** Intercity Transit received federal grant funding to expand the Olympia Transit Center (OTC) by adding bus bays, incorporating a private intercity carrier such as Greyhound and increasing customer amenities.

The Pattison Master Planning process identified the need for additional administrative space which, due to phasing and funding realities, would not be addressed at Pattison Street for approximately 15 years or more. The Pattison Street Facility is already beyond capacity with staff located in a trailer in the bus yard and in off-site rental space. Staff and the Authority recognized the opportunity to potentially address this issue with the expansion of the OTC. OTC preliminary design addressed accommodating both the original grant scope and the possibility of including approximately 10,000 square feet of administrative space.

Understanding that additional local dollars would be required to pursue options beyond the base project, a placeholder of \$2,000,000 in local funds was incorporated into the long range financial model.

In addition, STP grant funds recently became available to Intercity Transit. The Authority authorized an application for \$1,252,490 with a local match of \$195,475 for OTC expansion. Intercity Transit is expected to receive these funds as the OTC expansion is an eligible project that meets the goals of the program.

Attached is a spreadsheet identifying four expansion options. Site development and square footage to accommodate elements of the original grant program, or base project, remain consistent throughout. The options differ in the amount of administrative space developed.

- Option 1      1-story building                      2,404 sq. ft.
- Option 2      1 ½- story building                      5,851 sq. ft.
- Option 3      2-story building                          7,417 sq. ft.
- Option 4      3-story building                          9,684 sq. ft.

A fifth option to consider is renting existing office space. Our current rental space, which is located near the Pattison Facility, costs \$24.48 per square foot per year. At current pricing and over a 15 year period, Option 2 would equate to \$2,148,487.20; Option 3 would equate to \$2,723,522.40; and Option 4 would equate to \$3,555,964.80.

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5)      **Alternatives:** N/A

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6)      **Budget Notes:** Options 1 and 2 cost us no additional local dollars. Option 3 would require an additional \$403,780 in local dollars and Option 4 would require an additional \$1,299,780 in local dollars.

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7)      **Goal Reference:** Goal No. 2: *“Providing outstanding customer service.”*

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8)      **References:** Attached spreadsheet entitled “Olympia Transit Center–Scope and Budget Options–February 2011.”

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**Olympia Transit Center - Scope and Budget Options  
February 2011**

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
	1 Story Building	1 1/2 Story Building	2 Story Building	3 Story Building
	<b>2,404 Administrative Space</b>	<b>5,851 Administrative Space</b>	<b>7,417 Administrative Space</b>	<b>9,684 Administrative Space</b>
	2,703 Greyhound/Customer Area	2,703 Greyhound/Customer Area	2,703 Greyhound/Customer Area	2,703 Greyhound/Customer Area
	5,107 Total Square Footage	8,554 Total Square Footage	10,117 Total Square Footage	12,387 Total Square Footage
<b>Estimated Project Costs:</b> (Final Design through Construction)	<b>\$4,947,000</b>	<b>\$5,883,000</b>	<b>\$7,000,000</b>	<b>\$7,896,000</b>
Less: Federal Grant, STP and Committed Local Dollars	-\$4,752,590	-\$4,752,590	-\$4,752,590	-\$4,752,590
<b>Remaining Project Costs:</b>	<b>\$194,410</b>	<b>\$1,130,410</b>	<b>\$2,247,410</b>	<b>\$3,143,410</b>
Less: Local Dollars Programmed into the Financial Model \$1,843,630	-\$194,410	-\$1,130,410	-\$1,843,630	-\$1,843,630
<b>Additional Local Funds Required:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$403,780</b>	<b>\$1,299,780</b>

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-E  
MEETING DATE: February 14, 2011**

**FOR:** Citizen Advisory Committee

**FROM:** Rhodetta Seward, (705-5856)

**SUBJECT:** CAC Self Assessment Instrument Review

- 
- 1) **The Issue:** Whether to make changes to the self assessment instrument.

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  - 2) **Recommended Action:** Provide staff direction.

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  - 3) **Policy Analysis:** Per the Operating Principles, the Citizen Advisory Committee will conduct a self evaluation (assessment) at least annually and present the results to the Transit Authority.

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  - 4) **Background:** In June 2010, after completing the self assessment and reviewing the results, members discussed the instrument and suggested the committee may want to make changes prior to using it again. It was agreed staff would bring the instrument back early in 2011 for a review.

The statements on the instrument have been used for the past several years, with only slight changes. The instrument is distributed in May, along with a copy of the bylaws which includes the purpose statement, officer responsibilities, and the suggested composition of CAC.

Members complete the assessment; staff compiles the results; and the results are shared with the members of the CAC at their June meeting. The results are then shared with the full Authority at a joint meeting in July.

CAC members should review the instrument to determine what works, what's not working, what questions should be added to gain information you feel is missing, should anything be deleted, keeping in mind, the assessment should be a simple survey.

The instrument needs to be finalized by April, so staff can develop the document for distribution in May.

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**5) Alternatives:**

- A. Provide staff direction for changes to the instrument.
  - B. Continue using the instrument currently in place.
- 

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

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**7) Goal References:** Goal #1, *“Assess the transportation needs of our community.”* Goal #2, *“Provide outstanding customer service.”* The CAC works with the ITA to meet these goals and all goals of the ITA.

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**8) References:** Copy of the Self Assessment Instrument

**Instructions:** Complete the following assessment by marking the appropriate box that best fits the statement for you. Comments are welcome. If you choose to use this electronically, please note the lines may move on you - you may want to use "insert" and type over the lines in that case.

Please return the form to **RHODETTA SEWARD** by **JUNE 4**. (You will receive this form electronically also.) Any questions, contact Rhodetta at 705-5856. It is requested that you include your name on the document, so Rhodetta will know who has or has not yet submitted a form. Names will not be shared as part of the results; it's for staff tracking purposes only.

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
SELF ASSESSMENT  
MAY 2010**

<i>Total Members Eligible to Participate:</i>	<i>Members Participating in Survey:</i>
<i>% of Participation:</i>	

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
<b>1. We remained faithful to our purpose.</b>	<input type="checkbox"/>				

Comments: \_\_\_\_\_

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*Strongly  
Agree*

*Somewhat  
Agree*

*Somewhat  
Disagree*

*Strongly  
Disagree*

*Don't  
Know*

**2. The Citizen Advisory Committee represents the community.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Intercity Transit and the community benefited from our input.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. We add value to the Transit Authority's decisions.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Strongly  
Agree*

*Somewhat  
Agree*

*Somewhat  
Disagree*

*Strongly  
Disagree*

*Don't  
Know*

**5. Our meetings are run well.**

Comments: \_\_\_\_\_

**6. I feel satisfied with my participation level within the Citizen Advisory Committee.**

Comments: \_\_\_\_\_

**7. I am prepared for the meetings.**

Comments: \_\_\_\_\_

*Strongly  
Agree*

*Somewhat  
Agree*

*Somewhat  
Disagree*

*Strongly  
Disagree*

*Don't  
Know*

**8. I feel comfortable contributing at the meetings.**

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**Comments:** \_\_\_\_\_


**Name:** \_\_\_\_\_

**(Please include your name so staff will know who has completed a form. Thank you.)**

**Authority Meeting Highlights**  
*a brief recap of the Authority Meeting of February 2, 2011*

**Action Items**

Wednesday night, the Authority:

- Scheduled a public hearing on March 16, 2011, 5:30 p.m. for the purpose of receiving public comments on the Annual Transit Development Plan: 2010 Summary and the 2011-2016 Plan. *(Dennis Bloom)*
- Authorized the General Manager to issue a purchase order for 16 passenger shelters in the amount of \$63,002.52, including tax and freight under the conditions of the existing contract. *(Melody Jamieson)*
- Appointed Tom Burke, Maintenance Technician, to Intercity Transit's 401(k) Pension Committee, to a four year term to end January 31, 2015. *(Mike Harbour)*
- Authorized the General Manager to execute a one-year contract extension with Ilium Associates to provide Marketing services in an amount not to exceed \$90,000. *(Marilyn Hemmann)*
- Authorized the General Manager to executive a one-year contract extension with Bjorgen Bauer, PLLC to provide general legal services. *(Ann Freeman-Manzanares)*
- Authorized the General Manager to execute a contract with HDR Engineering for Value Engineering Services for the Pattison Street Facility Remodel and Expansion in an amount not to exceed \$57,636. *(Ann Freeman-Manzanares)*
- Authorized staff to apply for \$1,252,490 in Surface Transportation Program (STP) funding for use in expansion of the Olympia Transit Center and for \$240,000 in Transportation Enhancement funds for improving bus stop accessibility. *(Mike Harbour)*
- Conducted officer elections as follows: *(Rhodetta Seward)*
  - Chair: Sandra Romero, Thurston County Commissioner
  - Vice Chair: Marty Thies, Citizen Representative
- Approved committee assignments as follows: *(Rhodetta Seward)*
  - Thurston Regional Planning Council: Sandra Romero
  - Transportation Policy Board: Ed Hildreth
  - 401(k) Pension Committee: Joe Baker

They agreed Ed Hildreth would continue to cover the Urban Corridor Task Force. They also tabled the discussion on “alternates” until the February 16, 2011, work session.

**Other items of interest:**

- **February 6 Service Change** will consist of a modest 3.1% increase, which includes improved evening and weekend service; increased peak hour 15-minute frequency on the most-used route (#41), and the changes impacts 8 of 22 bus routes.
- **New website enhancements** are timed with the service change and include customer-requested web route maps in HTML format.
- **Google** on-line trip planner is now available.
- **Vanpool marketing program** is underway, with 35 new vanpoolers signed up; one new group formed; and several seats on existing vanpools filled.
- **Ridership** closed for 2010 at .3% above 2009 levels with 4,313,015 boardings. This is the second highest annual ridership in the 30 year history of our agency.
- **Sales tax revenue** was up 3.06% for January, up four straight months.
- We received strong proposals for the **Dial-A-Lift market research**. The selection team will interview finalists later in the week and make an award recommendation in March.
- The new **IS Manager** begins on Monday, February 7.
- **Interviews for Development Director** were Monday – second interviews on Thursday.
- The Sustainability Committee is completing a **draft policy** and hope to have something for the Authority to review in the near future.
- Each Authority member completed their **annual code of ethics**.
- Harbour provided an update on the **uncertainty of federal funding**, and he provided an update on **state legislation**.

**Rhodetta Seward**  
prepared: February 3, 2011