

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA  
November 21, 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>1 min.</b>  |
|              | <b>A. Introduction of Ed Hildreth, City of Tumwater Councilmember</b>                               |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>   | <b>3 min.</b>  |
|              | <b>A. December 7, 2011, Regular ITA Meeting</b> ( <i>Matthew Connor</i> )                           |                |
|              | <b>B. December 21, 2011, Special Meeting</b> ( <i>Jill Geyen</i> )                                  |                |
| <b>IV.</b>   | <b>APPROVAL OF MINUTES - October 17, 2011</b>   | <b>1 min.</b>  |
| <b>V.</b>    | <b>NEW BUSINESS</b>   |                |
|              | <b>A. 2012 Draft 2012 Budget</b> ( <i>Ben Foreman</i> )   | <b>20 min.</b> |
|              | <b>B. Major Capital Projects - Status Report</b> ( <i>Ann Freeman-Manzanares; Marilyn Hemmann</i> ) | <b>30 min</b>  |
|              | <b>C. CAC Attendance Policy Update</b> ( <i>Rhodetta Seward</i> )                                   | <b>10 min.</b> |
| <b>VI.</b>   | <b>CONSUMER ISSUES - All</b>  | <b>20 min.</b> |
| <b>VII.</b>  | <b>REPORTS</b>  |                |
|              | <b>A. November 2, 2011, Regular Meeting</b> ( <i>Faith Hagenhofer</i> )                             | <b>3 min.</b>  |
|              | <b>B. November 16, 2011, Special Meeting</b> ( <i>Michael Van Gelder</i> )                          | <b>3 min.</b>  |
| <b>VIII.</b> | <b>PUBLIC COMMENT</b>   | <b>10 min.</b> |
| <b>IX.</b>   | <b>NEXT MEETING - December 19, 2011</b>   |                |

**ADJOURNMENT**

**MINUTES  
INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
October 17, 2011**

**CALL TO ORDER**

Chair Stephen Abernathy called the October 17, 2011, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Gerald Abernathy; Steve Abernathy; Matthew Connor; Valerie Elliott; Sreenath Gangula; Roberta Gray; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Carl See; Kahlil Sibree; Michael Van Gelder; and Rob Workman

**Excused:** Faith Hagenhofer; Wilfred Collins; Jill Geyen, and Catherine Golding

**Unexcused:** Charles Richardson and Jackie Reid.

**Staff Present:** Mike Harbour, Rhodetta Seward, Bob Holman, Erin Scheel, Dennis Bloom, Meg Kester, Ann Freeman-Manzanares, and Shannie Jenkins.

**Others Present:** Bob Duffy, John Vaneck, and Anne Van Sweringin.

**APPROVAL OF AGENDA**

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

**INTRODUCTIONS**

- A. Board member, Eve Johnson, Citizen Representative, was introduced.
- B. New CAC members provided self introductions.

*Hogan arrived*

**MEETING ATTENDANCE**

- A. **October 19, 2011, Work Session** – Wilfred Collins.
- B. **November 2, 2011, Regular Meeting**– Faith Hagenhofer.

## CAC MEETING MINUTES

October 17, 2011

Page 2 of 7

### **APPROVAL OF MINUTES - August 15, 2011, Minutes**

**It was M/S/A by Gray and G. Abernathy to approve the minutes of August 15, 2011, as presented.**

### **OLD BUSINESS**

**A. Attendance Policy** - The CAC ad hoc committee, consisting of Connor, Hogan, and O'Connell met and reviewed the current policy. Hustoft was unable to participate. They reviewed several policies from other jurisdictions and local non-profits and businesses around town. After discussion, the committee came up with a proposal which they presented to the CAC. Connor commented the proposed policy was to encourage and motivate members to attend meetings. Instead of having unlimited excused absences, if a member misses more than 25% of the meetings in a rolling year, the member will be dismissed from the Committee. Hogan commented it was agreed members will still be expected, as a common courtesy to contact Seward if they are not able to attend a meeting, so staff will know if there will be a quorum. O'Connell noted staff will provide members with a monthly attendance report, so each member can track their absences. Everyone will start with a clean slate once the policy is approved by the Authority.

If approved by the CAC, Seward will take the policy to the Authority for approval and then it will go into place at the following meeting of the CAC. See asked if there would be special consideration if someone has a long term illness. Hogan responded the ad hoc committee came to agreement that if a member is not able to attend, they are not contributing to the committee and should be relieved of their commitment. Elliott questioned the wording "automatically removed" and asked if a group can meet and have a discussion rather than remove them automatically. Hogan feels this puts it back on the CAC which could make members feel awkward. It could become a popularity situation. Gray suggested if a member needs to resign, they be given priority at a later date, or at least encourage them to apply when a better time works for them. Elliott asked since the Board selects the members of the CAC, will they approve when a member is removed. The ad hoc committee responded that is not the intent of the policy; it will be an automatic removal.

Elliott voiced concerns if a member cannot attend a meeting when a date is changed. The issue is addressed in the proposal. If staff needs to change the date of the "regular meeting schedule" and a member is unable to make the new date, the absence would not go on the members' record. Gray likes having the report showing the absences.

## CAC MEETING MINUTES

October 17, 2011

Page 3 of 7

O'Connell pointed out the reasons why the decision was made and commented each member has value and if absent, everyone loses out on important input.

**It was M/S/A by Melnick and Gray to adopt the proposal and present to the Authority.**

### NEW BUSINESS

**A. Environmental & Sustainability Management System Update -** Holman presented an update on the implementation of the Environmental & Sustainability Management System (ESMS). The Authority approved an ESMS policy in early May 2011.

*Sibree and Workman arrived.*

The ESMS consists of processes, procedures, and creates documentation to make us more efficient and organized. The focus of the system is on economic, environmental, and sustainability benefits. Internally, we hope to be more adaptable and foster continued improvement within the agency. We will increase our operational efficiency, with cost savings and avoidance. Externally, we gain positive relations and public image, along with improved community sustainability.

ESMS started in 2009 with the agency adopting the APTA sustainability commitment. We formed a core team, added an intern from the Evergreen State College, and developed a sustainability plan. The Authority approved the Sustainability and Greenhouse Gas Reduction policy in 2010. The plan began implementation with a FTA federal grant in 2011. The Core Team attended a workshop in January 2011. After briefing the Authority from the workshop, the environmental and sustainability policy was adopted on May 4, 2011.

The FTA final training workshop is in November 2011. An ESMS gap analysis and audit will take place in March 2012. The ESMS program derived from the International Organization for Standardization (ISO14001). The standard consists of 17 elements with multiple requirements. We are moving forward to meet these standards and become ISO 14001 certified.

Holman went over the organizational/responsibility chart. Harbour is designated as the Senior Manager and has authority to approve all policies and procedures as an administrator. Other policies and procedures need to have approval of the Board. The standards also requires we have a Management Representative to help facilitate and

## CAC MEETING MINUTES

October 17, 2011

Page 4 of 7

ensure the success of the program. The focus of the ESMS is to plan what we need to do, put it into effect, check to see if we are doing it right, and continue to act on the plans. We will continue to revisit and rank what is important to the community and the agency. Sixty different activities were identified, and then narrowed down to eight significant aspects.

Once significant aspects are identified, objectives and targets are figured out, and then an action plan is put into place. We focused on five areas for an action plan:

1. Emergency preparedness and response.
2. Spill Prevention & emergency clean up.
3. Storm water management.
4. Fluids management (non UST).
5. Reduce fuel usage.

Gray asked Holman to define the difference between environmental and sustainability. Holman responded environmental is the place where we find ourselves in the community with air and water. Sustainability is looking at activities and asks if there is anything we can do better. Harbour commented it means meeting the needs of our current customers without endangering the environment of future generations.

O'Connell asked if staff finds this program gives more guidance and significance. Holman responded it gives us structure and makes us look at how we measure. Holman informed the CAC the certification is for a three year period, and then needs to be renewed. Harbour commented it forces us to do things the right way and have discipline. Melnick would like to see the sustainability portion defined more clearly when speaking to the public. See asked if ESMS has developed a way to measure improvements. Holman replied we recently applied for APTA recognition for our sustainability at the platinum level. The application process requests a lot of measurements and statistics, both existing and past measurements. Van Gelder feels it would be beneficial to include a short piece about performance measures and targets in the presentation. Harbour finished by mentioning these action plans have 14 different measureable outcomes which are being tracked. Our intern, Justin Rogers, organized the data in one place on our computer.

**B. Bike PARTners Program Update** – Scheel coordinates the Bike PARTners program, which is part of the Smart Moves Youth Education Program. The program teaches preschool kids through colleges students how to access the transportation network without using a car. This program is throughout the Olympia, Lacey, Tumwater and Yelm areas. Last year, the program had direct contact with 15,000 kids. Bike PARTners started in 2010 with eight volunteers. Bikes used in this program are

## CAC MEETING MINUTES

October 17, 2011

Page 5 of 7

left on our buses and unclaimed; others come from King County Metro, cities, and the Bicycle Alliance. The program is supported by grants, big partnerships and volunteers. Intercity Transit provides the volunteers a place to work to refurbish the bikes for low income students. One of the goals of the program is to teach students how to work on bikes, fix a flat or adjust the bike as they get taller. This builds confidence in the students and will introduce transportation alternatives to this generation. Volunteer Vaneck shared he first got started in the program at Evergreen Vista. The volunteers are teaching manual literacy to the students, along with fun and independence. Bike PARTners comes together with Intercity Transit, grant money, tools and parts, and partners with the schools to bring kids together.

Volunteer Duffy shared they meet with kids twice. The first day is to go over basics about tools used to work on bikes, how to adjust the bike, fix a flat and match bikes with the kids' size. The second day, Scheel and volunteer Van Sweringin take the kids on an hour-long bike ride, providing helmets and lights. They show them how to lock a bike, practice drills and rules, use bike lanes, and cross intersections. Each spring, the schools have a Bike to School Day. Over 1,000 kids participated in 10-11 different schools throughout the county. Scheel read thank you notes from several of the kids who received a bike.

Hustoft asked how they choose the schools. Scheel responded the group goes to the school where grants are received. There are grant programs in four schools now. Each grant is \$5,000. Gray asked if rain or speed is an issue. Scheel commented they both are issues. "Walk n' Roll" is another program in the 11 schools. In surveys, parents say the number one reason they drive their kids is traffic, with most of that traffic being other parents driving their own kids. Rain is far down on the survey list and is not a deterrent. We have an anti-speeding campaign called "Slow the Pace." Parents sign a pledge form stating they will slow the pace and they receive a bumper sticker.

**C. Proposed New Olympia Express Monthly Passes** - Bloom provided information on the proposal to add two new monthly passes for the Olympia Express service. The passes would go into effect January 1, 2012. The base fare structure would not change or the cost of the Olympia Express fare. Intercity Transit is suggesting the full fare be \$75.00 for a monthly pass, and \$37.50 for a reduced pass, and will not honor the ORCA card at this time.

When One Regional Card for All (ORCA) first came into this area, we shared this with Pierce Transit and sided on the ease for customers. Pierce transit dropped the Olympia Express service and incentives went away for us to stay in the program. Pierce Transit ended their operation of the Olympia Express service October 2, 2011. Intercity Transit

## CAC MEETING MINUTES

October 17, 2011

Page 6 of 7

is now the sole provider of inter-county public transit service between Thurston and Pierce Counties. Pierce Transit agreed they would reimburse Intercity Transit .87 per trip, since they did not have the ORCA software. Harbour and Bloom met with Pierce Transit and agreed both agencies are losing money. Hopefully a year from now, we will have ORCA readers on the buses. Bloom reported there will be costs of approximately \$100,000 to get the system up and running.

See asked what the cost is for Intercity Transit's new monthly passes. Bloom responded the cost is mainly for printing. Out of the 1,000 people riding the Olympia Express daily, 125 may use this type of pass. Elliott asked if it was economical to spend money on the new cards. G. Abernathy asked if we put out a large amount of money for the ORCA readers. Bloom responded, if we were a full partner, the cost is \$77,000 - \$90,000 for 10 buses. Harbour added Pierce Transit has some used equipment we are looking at purchasing, instead of buying new.

**D. 2012 - 2017 Draft Strategic Plan and Discussion of Major Issues** - Harbour presented an update on the proposed changes discussed at the joint meeting.

1. We are proposing a status quo level of service, but assuming 2,000 hours per years of additional Dial-A-Lift service.
2. It was agreed we should move forward with Pattison Street project without federal grant fund.
3. We are recommending we come back to the Authority to review any changes needed on the Olympia Express service. The ridership is up 35% on the Express, and we are currently adding back-up buses Monday through Thursday in the mornings.
4. No sales tax increase is proposed until 2013.
5. Fare increase not to be considered until 2013.
6. Staff recommends adding an ESMS coordinator, who will also work on partnering with PSE's energy conservation management program.
7. Land use planning will continue.
8. Signal priority on Martin Way corridor and Capitol corridor will be initiated.
9. Staff recommends keeping money in the budget for the ORCA equipment and looking at it again in 2012.

A Draft Strategic Plan is included in the CAC packets. Revisions will be made and a final draft will be available by November 2.

**Third Quarter (July 2, 2011 - September 30, 2011) Quarterly Report** - Harbour is providing a quarterly report, by each division, to the Authority. This will be in place of

## CAC MEETING MINUTES

October 17, 2011

Page 7 of 7

the previous monthly reports. Each department provided information on accomplishments from third quarter and highlights in what's coming up for fourth quarter.

### CONSUMER ISSUES:

1. Hustoft reported the stop on Ensign Road going toward Group Health is hidden by a rhododendron plant. Bloom will report this concern to facilities.
2. S. Abernathy commented the relocation of the stop on Mullen and Rumac is appreciated.
3. Elliott reported JBLM is cutting down on providing staff cars to employees and this may have an impact on vanpools.
4. Gray would like to see more trip planning promoting trips to SeaTac.
5. See asked about the OneBus Away funding ending. Bloom responded funding is extended for another 13 months.
6. Seward read a letter from Jackie Reid resigning her position on the CAC.
7. The Authority will open recruitment for a Citizen Representative. Eve Johnson's term ends December 31 and she will not seek reappointment. Staff thanked her for her service.
8. Workman questioned Village Vans being replaced at 100,000 miles and asked about the DAL vans being replaced every seven years regardless of the miles. Harbour reported this is a guideline for replacement.
9. Workman voiced concern regarding the transit guides and requested changing the photo on the outside of the guide. Harbour reported we are moving toward making the guides more distinct. Harbour indicated a new photo will be on the next guide.

### REPORTS

**A. October 5, 2011, Regular Meeting** – See provided a brief report on the highlights of the Authority meeting.

**NEXT MEETING: November 21, 2011.**

### ADJOURNMENT

**It was M/S/A by G. Abernathy and Gray to adjourn the meeting at 7:43 p.m.**

Prepared by Shannie Jenkins, Executive/HR Assistant

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-A  
MEETING DATE: November 21, 2011**

**FOR:** Citizen Advisory Committee  
**FROM:** Ben Foreman (705-5813)  
**SUBJECT:** 2012 Draft Budget - Public Hearing

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- 1) **The Issue:** To provide an overview of the 2012 Draft Budget.
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- 2) **Recommended Action:** Received feedback on the 2012 Draft Budget.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan the Authority will have the opportunity to adopt during this meeting. The Strategic Plan states the Authority's wishes regarding service levels - the service levels are the prime driver of our proposed expenses for 2012.
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- 4) **Background:** Staff presented the draft budget for public comment on November 16, 2011. The 2012 draft budget has been available to the public since Thursday, November 3, 2011.

The proposed operating budget for 2012 is \$32.1 million, a 4.2 percent increase over 2011. The capital budget, including projects that began during 2011, is proposed at \$26.1 million, with \$17.0 million in new projects and \$9.1 million in projects from 2011. The total proposed budget for 2012 is \$58.7 million. The major elements of Intercity Transit's 2012 budget are:

- Increase in existing Dial-A-Lift service levels by 2,000 service hours.
- Continuation of the Dash service at 2011 levels.
- Sales tax revenue for 2012 is projected to increase 2.0% compared to 2011 sales tax revenue. 2011 sales tax revenue is expected to be approximately 1% higher than our 2010 receipts.

New Projects for 2012 are as follows:

- |  |           |
|--|-----------|
| • General Wage Increase                      | \$163,000 |
| • Salary Survey Adjustments                  | 98,000    |
| • Short/Long Range Service Plan              | 80,000    |
| • Environmental & Sustainability Coordinator | 75,500    |

• Automotive Technician	58,500
• Youth Education Assistant	45,000
• ISO 14001 Certification	12,000
• Replace the Welding Room Precipitator	10,000
• Sustainability Committee (New Committee)	6,500
• Increase the Hours of Security at OTC	3,153
• Total for New Projects	\$551,653

Total capital/major projects for 2012 are \$26.1 million. The following six projects represent 90% (\$23.6 million) of this amount:

• Olympia Transit Center (OTC)	\$7,655,182
• Hawks Prairie Park and Ride	\$5,267,000
• Pattison Facility Expansion	\$3,373,132
• Purchase 7 Hybrid Buses	\$4,900,250
• Purchase 46 Vanpool Vehicles	\$1,292,600
• Purchase 10 Dial-A-Lift Vehicles	\$1,147,650

The remaining \$2.5 million in capital/major projects is comprised of 26 smaller projects.

Besides the three positions delineated above in the New Projects section, there are three new operator positions funded in the 2012 budget required to provide the service levels contained in the Strategic Plan – primarily to accommodate the additional 2,000 Dial-A-Lift service hours.

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5) **Alternatives:** For information and feedback. The public hearing was held on November 16, 2011, and this will now come before the Authority on December 7, 2011, for approval.

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6) **Budget Notes:** All

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7) **Goal Reference:** The annual budget impacts all goals.

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8) **References:** 2012 Discussion Guides

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: November 21, 2011**

**FOR:** Citizen Advisory Committee

**FROM:** Marilyn Hemmann, 705-5833  
Ann Freeman-Manzanares, 705-5838

**SUBJECT:** Major Capital Projects - Status Report

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1) **The Issue:** Review the status of three major capital projects: Hawks Prairie Park and Ride, Pattison Street remodel and expansion, and the Olympia Transit Center expansion.

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2) **Recommended Action:** This item is for information and discussion.

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3) **Policy Analysis:** The Authority appreciates the CAC's input on projects; therefore, staff provides periodic updates to keep members informed regarding project status.

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4) **Background:** Intercity Transit is involved in the planning and/or construction phase of three major capital projects. These projects will have a long term impact and largely define Intercity Transit operations over the next several decades. These projects include:

- **Hawks Prairie Park and Ride** - Design work is 90% complete and staff anticipates submitting the 100% design to Thurston County for permit review in December. Staff is currently negotiating the scope of work for construction management services and expects to recommend a contract amendment to the Authority at their December meeting. The preload compaction of the second half of the site will continue for three more months. Staff anticipates recommending award of contract for facility construction in February 2012. The facility is expected to be operational mid-to-late 2012. This project is funded through local dollars and grants from the WSDOT Regional Mobility program.
- **Pattison Street Facility** - Design work is 30% complete. A Value Engineering exercise provided a number of key findings and recommendations which will be vetted and potentially incorporated into the final design. Staff anticipates recommending contract award for the final design phase in February 2012. The 2012 budget includes 3.3 million to complete final engineering and proceed to

the construction phase. Thus far, all project work has been completed with local dollars. Our ability to move forward with construction is dependent upon federal funding.

- **Olympia Transit Center** - Design work is close to 30% complete. Staff anticipates recommending contract award for final design at the December Authority meeting. Staff is pursuing consulting services to comply with historical and archeological requirements. Staff will request Authority consideration regarding the incorporation of public art in January. Value Engineering is anticipated to take place February/March 2012. This project is funded with local dollars and Federal Surface Transportation Program and Earmark grants.

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5) **Alternatives:** N/A

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6) **Budget Notes:** The 2012 budget includes funds to proceed with portions of all three major capital projects.

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7) **Goal Reference:** These major capital projects address Goal #2: *"Provide outstanding customer service;"* Goal #3: *"Maintain a safe and secure operating system;"* Goal #4: *"Provide responsive transportation options;"* and Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

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8) **References:** N/A

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**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM NO. V-C  
MEETING DATE: November 21, 2011**

**FOR:** Citizen Advisory Committee  
**FROM:** Rhodetta Seward, 705-5856  
**SUBJECT:** CAC Attendance Policy Update

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1) **The Issue:** Provide an update on the status of the CAC bylaws changing the attendance policy for the CAC.

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2) **Recommended Action:** Information only.

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3) **Policy Analysis:** The current operating principles (bylaws) were amended to allow four unexcused absences and any amount of excused absences as long as the member calls the Intercity Transit staff before 5:00 p.m. the day of the meeting. The CAC makes amendment recommendations to the Authority, which has final approval on changes to the Operating Principles.

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4) **Background:** The Authority reviewed the CAC bylaws and the proposed language change for attendance. Meta Hogan and Matthew Connor of the ad hoc committee attended to answer any questions.

The Authority approved the bylaws with two minor edits, as attached. The policy would go into effect this November 21, 2011, meeting of the CAC.

The Authority did ask about a calendar year versus the rolling 12 months for tracking the attendance. Seward explained the reasoning for maintaining the rolling 12-months, as members do not come onboard at the beginning of the year, and sometimes a member is appointed mid-term. They also inquired about exceptions for long-term illnesses. Hogan addressed this issued. The Authority unanimously supported the CAC's recommendations.

Seward will develop a tracking document to be attached to each packet, so members can self monitor their attendance.

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5) **Alternatives:** N/A

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

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7) **Goal Reference:** Addressing a policy that ensures improved attendance helps address all goals of the agency.

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8) **References:** Page 2 of the CAC Operating Procedures (with proposed changes) and after Authority approval.

## 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.~~ A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period shall be removed from the committee. If staff needs to change the meeting from the regular meeting date (the third Monday of the month), and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair when the fourth unexcused absences in a 12-month period occurs. ~~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".~~

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. (*Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11*)

## 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.

## **TERMS**

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## **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.