

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
June 21, 2017
5:30 P.M.**

CALL TO ORDER

- | | | |
|------------|---|--------------------------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | RECOGNITION - EXCELLENCE IN TRANSIT HONOREES
<i>(Ann Freeman-Manzanares)</i> | 15 min. |
| 3) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. <u>Citizens testifying are asked to limit testimony to three minutes.</u></i>

<i>The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.</i> | 10 min. |
| 4) | COMMITTEE REPORTS
A. Transportation Policy Board June 14 <i>(Don Melnick)</i>
B. Citizen Advisory Committee June 19 <i>(Jonah Cummings)</i> | 3 min.
3 min. |
| 5) | DELL COMPUTER EQUIPMENT AWARD <i>(Jeff Peterson)</i> | 5 min. |
| 6) | SCHEDULE A PUBLIC HEARING ON THE 2017-2022 TDP <i>(Dennis Bloom)</i> | 5 min. |
| 7) | PROJECT MANAGEMENT SERVICES AGREEMENT <i>(Steve Krueger)</i> | 5 min. |
| 8) | AMEND AUTHORITY BYLAWS - AUTHORITY PUBLIC MEETINGS
<i>(Pat Messmer)</i> | 5 min. |
| 9) | BICYCLE COMMUTER CHALLENGE RESULTS <i>(Duncan Green)</i> | 15 min. |
| 10) | SHORT RANGE SERVICE PLAN/COMMUNITY CONVERSATION
<i>(Dennis Bloom)</i> | 15 min. |
| 11) | GENERAL MANAGER'S REPORT | 10 min. |
| 12) | AUTHORITY ISSUES | 10 min. |
| 13) | ADJOURNMENT | |

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 5
MEETING DATE: June 21, 2017**

FOR: Intercity Transit Authority

FROM: Jeff Peterson, 705-5878

SUBJECT: Dell Computer Equipment Award

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1. **The Issue:** Purchase 41 Dell Personal Computers and 16 monitors.

 2. **Recommended Action:** Authorize the General Manager to purchase 41 Personal Computers and 16 monitors from Dell Incorporation in the amount of \$59,381.44, inclusive of tax.

 3. **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.

 4. **Background:** The desktop computers being requested are going to replace computers that have been out of warranty since April of 2016. Historically, computer hardware was refreshed on a 3-year cycle. Current technology is trending to 5-year life cycles and this purchase includes a 5-year warranty. The Information Systems team considered different suppliers of computers and found Dell offers quality reliable computer equipment at the most competitive rate. Intercity Transit's current computer environment consists of Dell equipment. Continuing to proceed with Dell equipment allows for operational efficiencies by avoiding compatibility issues, minimizing support of disparate technologies, and reducing learning curve.

To ensure price competitiveness, staff compared different equipment providers and costs from the State of Washington (DES) contract. Dell meets or exceeds our requirements and offered the lowest cost for both the PC's and the monitors. Staff recommends proceeding with a contract with Dell.

 5. **Alternatives:**
 - A) Authorize the General Manager to purchase 41 Personal Computers and 16 monitors from Dell Incorporation in the amount of \$59,381.44, inclusive of tax.
 - B) Defer action and continue to operate with existing equipment.

6. **Budget Notes:** The 2017 budget includes \$300,000 for the replacement of aging computer equipment; of this amount \$60,000 has been allocated for this project.

7. **References:** None

8. **Goal Reference: Goal #2:** *"Providing Outstanding Customer Service."* **Goal #3:** *"Maintain a safe and secure operating system."*

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: June 21, 2017**

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Schedule a Public Hearing on the Transit Development Plan

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- 1) **The Issue:** Whether to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).
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- 2) **Recommended Action:** Schedule a public hearing for August 16, 2017, for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2016 Summary and the 2017 - 2022 Plan.
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- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing on the annual update of the Transit Development Plan. Authority policy also provides an opportunity for public comment.
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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.

The annual TDP update must include three elements:

- a) Description of the system from the previous year (a 2016 Summary);
- b) Description of planned changes, if any, to services and facilities (2017-22); and
- c) Operating and capital financing elements for the previous year (2016), budgeted for current year (2017), and planned for five years (2018 - 22).

Staff will present the Draft TDP for discussion purposes to the Citizen's Advisory Committee meeting on July 17 and the Authority meeting July 19. The document will be available for public review and comment on July 20. After the public hearing, staff will request adoption by the Authority at their September 6, 2017, meeting. Upon final approval, the document is to be sent to WSDOT, local jurisdictions and other appropriate organizations and businesses.

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- 5) **Alternatives:**
- A. Schedule a public hearing for August 16, 2017, for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2016 Summary and the 2017-2022 Plan.
 - B. Set a later date for the public hearing and approval of the TDP. Setting an adoption date past September 2017 will require a request to WSDOT for an extension of the due date.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Conducting a public hearing for the draft TDP reflects all current goals established for the agency.
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- 8) **References:**

2017 Timeline for TDP Process:

July 17, CAC:	Present Draft TDP
July 19, ITA:	Present Draft TDP
July 20, Public:	Draft available to the public
August 16, ITA:	Conduct Public Hearing
September 6, ITA:	Request to Adopt 2016 Summary and 2017-2022 TDP

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: June 21, 2017**

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5837

SUBJECT: Project Management Services Agreement

1) **The Issue:** Consideration of entering into an Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to perform Project Management Services in support of the Olympia Transit Center (OTC) Expansion Project.

2) **Recommended Actions:** Authorize the General Manager to enter into an IAA with DES to provide Project Management Services and authorize Project Management Services in support of the Olympia Transit Center Project in the amount of \$157,493.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** The OTC Expansion Project is at 30% design and has gone through Value Engineering. This project was initially pursued as a traditional design/bid/build project. A variety of challenges, including a very tight site, the requirement to operate the existing facility during construction, as well as complicated geotechnical, design and utility requirements, has lead us to pursue an alternative construction deliver method. Staff proposes an IAA with DES to perform construction project management services as the most productive, cost effective and expedient way forward.

State statutes authorize DES to provide construction project management services to State and local government. In addition, FTA regulations support grant recipients entering intergovernmental service agreements.

DES has extensive engineering, architectural and public works expertise. A highly experienced and qualified construction project management team is needed to ensure Intercity Transit's interests are effectively advanced and a

successful outcome occurs. The DES Project Manager and support team has been vetted by staff. They have a strong working relationship with a variety of permitting and regulatory agencies, public utilities as well as design, construction and industry support professionals. An additional benefit is DES is authorized to pursue projects utilizing alternative project deliver methods, which allows us to forgo the state application, review and approval process, typically required of public entities.

Staff feels confident DES fees are fair and reasonable and that by partnering with DES, the OTC Expansion Project will gain a breadth of public works project management expertise and resources needed to achieve the desired results in a timely manner.

Any future work under the IAA with DES beyond the current scope of work for the OTC project that exceeds \$25,000 would be brought forward for Authority consideration separately.

5) **Alternatives:**

- A. Authorize the General Manager to execute an IAA with DES to perform construction project management services in support of the OTC Expansion Project in the amount of \$157,493.
- B. Solicit proposals from qualified GC/CM consultants and competitively award a construction project management contract. A consultant selection process, as well as pursuing permission from Washington State to pursue GC/CM will cause significant delay and potentially threaten federal funding participation.

6) **Budget Notes:** The OTC Expansion Project budget includes \$200,000 for project management services. The DES IAA amount of \$157,493 is well within this range.

7) **Goal References:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower environmental impact and enhance our community."*

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 8
MEETING DATE: June 21, 2017**

FOR: Intercity Transit Authority

FROM: Pat Messmer, 705-5860

SUBJECT: Amend Authority Bylaws Article V - MEETINGS

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- 1) **The Issue:** Consider approving Resolution 04-2017 amending the Intercity Transit Authority Bylaws to change the monthly Work Session public meeting to a Regular monthly public meeting.
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- 2) **Recommended Action:** Adopt Resolution 04-2017 amending the Intercity Transit Authority Bylaws eliminating Article V - Section 5.4 - Work Sessions and changing that meeting to a Regular monthly meeting.
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- 3) **Policy Analysis:** The Authority must approve all changes to the bylaws. Changes to the bylaws are adopted by resolution. All resolutions are approved by the Authority.
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- 4) **Background:** The Intercity Transit Authority conducts two public meetings monthly in accordance with the Open Public Meetings Act RCW 42.30.070. The first Wednesday of the month the Authority conducts a Regular meeting in which the Authority is known to take "action" on agency matters. The third Wednesday of the month is a Work Session, whereby the Authority discusses non-action items. However, due to the timing of agency business, it often times becomes necessary for the Authority to take action at the second meeting (Work Session). This requires changing the Work Session to a Special Meeting, and publishing the agenda in the local newspaper.

Resolution 04-2017 will amend the bylaws to eliminate the Work Session, changing it to a Regular meeting. This will allow the Authority to conduct action on agency matters if necessary.

Resolution 04-2017 will amend the Bylaws to eliminate Article V - 5.4 Work Sessions; and change Article V - 5.1 Meetings to read, "Regular meetings of the Authority will be held *twice* each month at its designated offices...."

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- 5) **Alternatives:**
 A. Adopt Resolution 04-2017 amending the Intercity Transit Authority Bylaws eliminating Article V - Section 5.4 - Work Sessions and changing that meeting to a Regular monthly meeting.
 B. Do not adopt Resolution 04-2017 and make no changes to the bylaws.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** The governing board oversees all goals of the organization.
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- 8) **References:** Resolution 04-2017; Intercity Transit Authority Bylaws Draft.
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**INTERCITY TRANSIT
RESOLUTION 04-2017
AMENDING THE INTERCITY TRANSIT AUTHORITY BYLAWS**

A RESOLUTION amending the Intercity Transit Authority Bylaws Article V – MEETINGS. Section 5.1 – Meetings to reflect the Authority shall hold two regular public meetings monthly; and eliminate Section 5.4 – Work Sessions.

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

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

The following sub-sections of the **Article V, MEETINGS** of the Intercity Transit Authority Bylaws are hereby amended to read as follows:

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held twice each month at its designated offices at a time and date established by resolution.

5.5 Meeting Notices. Notices of changes in the time or place of regular meetings, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.9 Order of Business and Agenda. The order of business at regular meetings and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting.

5.11 Meeting Minutes. The proceedings of all Authority meetings and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk.

5.14 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 days' notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

All other provisions of the bylaws shall remain unchanged.

ADOPTED this 21st day of June 2017.

INTERCITY TRANSIT AUTHORITY

ATTEST:

Debbie Sullivan
Chair

Pat Messmer
**Executive Assistant/
Clerk to the Board**

APPROVED AS TO FORM:

W. Dale Kamerrer
Legal Counsel

INTERCITY TRANSIT AUTHORITY
BYLAWS

INTERCITY TRANSIT AUTHORITY BYLAWS

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X. AMENDMENTS

INTERCITY TRANSIT AUTHORITY BYLAWS

I. BACKGROUND

Intercity Transit is the public transportation agency serving all territory within the boundaries of the cities of Olympia, Lacey, Tumwater, and Yelm, and includes the following voting precincts in unincorporated Thurston County, as they existed on April 4, 2002: 38, 43, 56, 58-59, 68- 70, 75, 78-79, 81-85, 87, 90-93, 97-98, 100, 107-108, 110, 112-115, 117-121, 123, 139, 136, 142-143, 159, 161-163, 167-169, 174, 177-178, 181, 186-199, 193-194, 196-197 and portions of some voting precincts (See Public Transportation Improvement Conference Resolution dated April 4, 2002). (Res. 1-03)

During the summer of 1980, representatives from the jurisdictions comprising the Intercity Transit service area met and formally established the Thurston County Public Transportation Benefit Area as a municipal corporation under the laws of the State of Washington (RCW 36.57A). In September, voters approved an initiative allowing for the collection of a sales tax to support public transportation, and on January 1, 1981, the Thurston County Public Transportation Benefit Area assumed operation of local transit service. On April 16, 1982, the Thurston County Public Transportation Benefit Area officially changed its name to Intercity Transit. (Res. 2-06)

On May 19, 1992, the voters in the non-urbanized areas of Thurston County voted to expand the transit district county-wide and levied a sales and use tax at the rate of three-tenths of one percent (.003). (Res. 2-93)

On April 4, 2002, the duly-called Public Transportation Improvement Conference voted to approve a resolution reducing the boundaries of the Thurston County Public Transportation Benefit Area to the area described in the first paragraph above. (Res. 06-02; Res. 1-03)

On September 17, 2002, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from three-tenths of one percent (.003) to six-tenths of one percent (.006). (Res. 1-03)

On August 17, 2010, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from six-tenths of one percent (.006) to eight-tenths of percent (.008). (Res. 01-2010)

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 526 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

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

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

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

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

4.3 Selection - Citizen Representatives. The three voting citizen representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Citizen representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any citizen member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a citizen representative position, the Authority may, by a majority vote, reappoint the citizen representative for a full three-year term, provided that a citizen representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring citizen representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested citizens, or appoint an interested citizen from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held ~~twice~~~~once~~ each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

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

~~**5.4 Work Sessions.** The Authority shall meet to conduct work sessions. The work sessions shall be open to the public except to the extent that executive sessions are authorized by law. Work sessions of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 05-2001)~~

5.45 Public Hearings. Public hearings may be scheduled by the Authority at such times and at such places as the Authority determines to be appropriate to specifically solicit public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare;
- a substantial change in transit service;
- presentation of the annual budget;
- Federal Transit Administration grant applications;
- Transportation Improvement Program;
- American's With Disabilities Act Plan Update;
- updates on the six year Transit Development Plan;
- environmental impact reviews.

Public notice shall be given at least two weeks in advance, unless otherwise required by Federal or State regulations. (Res. 2-93; Res. 1-96)

5.56 Meeting Notices. Notices of changes in the time or place of regular meetings, ~~work sessions~~, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally or by mail at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required. (Res. 1-96; Res. 05-2001)

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

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

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

5.89 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.910 Order of Business and Agenda. The order of business at regular meetings, ~~work sessions~~, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

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

5.112 Meeting Minutes. The proceedings of all Authority meetings, ~~work sessions~~, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.123 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.134 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

5.145 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, ~~work session,~~ special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 day's~~'s~~ notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

8.2 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

8.3 Clerk of the Board. The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

IX. GENERAL PROVISIONS

9.1 Warrants. All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

9.2 Notes. All notes or other evidence of indebtedness, including bills issued or incurred in the name of Intercity Transit shall be signed by such officer, member, agent or employee of Intercity Transit, and in such manner as shall from time to time to be determined by Authority resolution.

9.3 Other Legal Documents. The Authority may authorize any officer or officers, agent or agents of Intercity Transit, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Intercity Transit and such authorization may be general or may be confined to specific instances. All written contractual obligations of Intercity Transit, including, but not limited to, contracts, leases and assignments, are to be maintained by the General Manager or designee. (Res. 2-93; Res. 1-96)

9.4 Deposits. All funds of Intercity Transit shall be deposited in the appropriate account established by resolution. The appropriate director shall be custodian of the funds and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law. (Res. 1-96)

9.5 Gifts. The Authority may accept on behalf of Intercity Transit any contribution, gift, or bequest (so long as conditions are consistent with state law), for any purpose of Intercity Transit.

9.6 Travel. Members of the Authority, in order to properly and fully conduct official Intercity Transit business, may travel and incur expenses. Overnight travel by Authority members will be approved in advance by the Authority or authorized by the Chair subject to annual budget restraints. Authority members will receive reimbursement for reasonable expenses incurred while engaged in out-of-county official business, in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Intercity Transit employees. (Res. 62-84, 94-89, 2-93, Res. 1-96; Res. 6-02)

9.7 Repealer. These bylaws, as established by resolution, shall supersede all prior resolution in conflict herewith.

X. AMENDMENTS

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

ADOPTED: July 24, 1987

Amended:	April 5, 1989	(Res. 94-89)	May 2, 2001	(Res. 5-2001)
	May 3, 1989	(Res. 95-89)	May 15, 2002	(Res. 6-2002)
	March 6, 1991	(Res. 1-91)	February 5, 2003	(Res. 1-2003)
	September 4, 1991	(Res. 4-91)	March 1, 2006	(Res. 2-2006)
	March 3, 1993	(Res. 2-93)	June 6, 2007	(Res. 3-2007)
	February 7, 1996	(Res. 1-96)	June 16, 2010	(Res. 5-2010)
	September 2, 1998	(Res. 2-98)	March 4, 2015	(Res. 1-2015)
	June 2, 1999	(Res. 4-99)	<u>June 21, 2017</u>	<u>(Res. 4-2017)</u>

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 9
MEETING DATE: June 21, 2017**

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2017 Bicycle Commuter Challenge Update

1) **The Issue:** Brief the ITA on the results of the 2017 Bicycle Commuter Challenge.

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

3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest in 2006.

4) **Background:** This year's Bicycle Commuter Challenge (BCC), which runs the full month of May, had a respectable year in spite of the wettest winter and spring on record! About 1,600 people registered for the 2017 event, and pedaled an estimated 85,000 miles in May.

Bicycling is a significant transportation element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generating public goodwill.

This is Intercity Transit's twelfth year administering this countywide event. For the ninth consecutive year, Duncan Green directed the BCC and related efforts as a temporary employee (a six month position). He received assistance from the other members of Intercity Transit's Marketing and Communications staff.

5) **Alternatives:** N/A

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- 6) **Budget Notes:** The cost of the Bicycle Commuter Challenge is largely staff time for one temporary position. The annual budget for the BCC is \$20,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support.
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- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 10
MEETING DATE: June 21, 2017**

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705.5832

SUBJECT: Short Range Service Plan & Community Conversation Update

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- 1) **The Issue:** Provide an update on the most recent outreach efforts.
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- 2) **Recommended Action:** There is no recommended action.
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- 3) **Policy Analysis:** This overall project is to help oversee and direct the agency's efforts to develop, maintain and improve services including a significant public involvement process for considering future services, priorities and the resources needed to accommodate those efforts.
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- 4) **Background:** Over the past couple of weeks, open houses were held at the Lacey Timberline Library, Tumwater Timberline Library, Olympia Community Center, Olympia Timberline Library and the Yelm Community Center. Staff will provide an overview of those sessions.
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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 throughout the Public Transportation Benefit Area."*
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- 8) **References:** N/A.