

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA  
October 15, 2018  
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. Intercity Transit Authority Representative DEBBIE SULLIVAN</b><br><i>(Sue Pierce)</i> |                |
| <b>III.</b>  | <b>MEETING ATTENDANCE</b>   | <b>3 min.</b>  |
|              | <b>A. October 17, 2018, Work Session</b> <i>(Linda Vail)</i>                                |                |
|              | <b>B. November 7, 2018, Regular Meeting</b> <i>(Justin Belk)</i>                            |                |
|              | <b>C. December 5, 2018, Regular Meeting</b> <i>(Michael Van Gelder)</i>                     |                |
| <b>IV.</b>   | <b>APPROVAL OF MINUTES – August 27, 2018</b>  | <b>1 min.</b>  |
| <b>V.</b>    | <b>NEW BUSINESS</b>   |                |
|              | <b>A. NOMINATION OF OFFICERS</b> <i>(Nancy Trail)</i>                                       | <b>5 min.</b>  |
|              | <b>B. CANCEL DECEMBER 17, 2018 MEETING</b> <i>(Ann Freeman-Manzanares)</i>                  | <b>5 min.</b>  |
|              | <b>C. DISCOUNTED BUS PASS PROGRAM</b> <i>(Ann Freeman-Manzanares)</i>                       | <b>10 min.</b> |
|              | <b>D. SURPLUS VAN GRANT PROGRAM</b> <i>(Ann Freeman-Manzanares)</i>                         | <b>10 min.</b> |
|              | <b>E. SEPTEMBER SERVICE CHANGE CHECK-IN</b> <i>(Rob LaFontaine &amp; Eric Phillips)</i>     | <b>30 min.</b> |
| <b>VI.</b>   | <b>CONSUMER ISSUES – All</b>  | <b>15 min.</b> |
| <b>VII.</b>  | <b>REPORTS</b>  |                |
|              | <b>A. September 5, 2018, Regular Meeting</b> <i>(Sue Pierce)</i>                            |                |
|              | <b>B. October 3, 2018, Regular Meeting</b> <i>(Carla Dawson)</i>                            |                |
|              | <b>C. General Manager’s Report</b> <i>(Ann Freeman-Manzanares)</i>                          |                |
| <b>VIII.</b> | <b>NEXT MEETING – November 19, 2018.</b>  |                |
| <b>IX.</b>   | <b>ADJOURNMENT</b>  |                |

**Attendance report is attached.**

*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](mailto:TitleVI@intercitytransit.com).*

*If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 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) 705-5857.*

*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).*

**Minutes**  
**INTERCITY TRANSIT**  
**COMMUNITY ADVISORY COMMITTEE**  
**August 27, 2018**

**CALL TO ORDER**

Chair Pierce called the August 27, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Sue Pierce; Tim Horton; Carla Dawson; Linda Vail; Marie Lewis; Marilyn Scott; Walter Smit; Ursula Euler; Jan Burt; Billie Clark; Denise Clark; Joan O'Connell; Victor VanderDoes.

**Absent:** Lin Zenki; Jonah Cummings; Scott Paris; Peter Diedrick; Vice-Chair Austin Wright; Justin Belk; and Michael Van Gelder.

**Staff Present:** Ann Freeman-Manzanares; Eric Phillips; Emily Bergkamp; Rob LaFontaine; Nancy Trail; and Steve Krueger.

**APPROVAL OF AGENDA**

It was M/S/A by BURT and O'CONNELL to approve the agenda.

**INTRODUCTIONS**

Pierce introduced Authority member, JOHN HUTCHINGS, as the representative attending the meeting.

**MEETING ATTENDANCE**

- A. September 5, 2018, Regular Meeting – Sue Pierce
- B. September 19, 2018, Joint Meeting – All are encouraged to attend
- C. October 3, 2018, Regular Meeting – Carla Dawson
- D. October 17, 2018, Work Session – Linda Vail

**APPROVAL OF MINUTES**

It was M/S/A by HORTON and SCOTT to approve the minutes of the July 16, 2018 meeting as amended to include that the WIFI service Horton mentioned on page 8 are not Intercity Transit services.

- A. **CAMPAIGN PROCEDURES** – (*Julie Carignan*) Carignan shared that the ITA passed a resolution to put the sales and use tax measure on the ballot and it will go out to everyone within the PTBA. Several things come up related to the campaign process and procedures. The PDC monitors and makes sure government and public agencies do not use public resources to influence the campaign. The PDC makes rules, provide interpretations, conducts investigations and levies fines on entities and individuals who break the rules. There are opportunities to campaign both pro or con on any measure, and that is your right to do so, but you cannot do that while you are being paid by a public entity. She reviewed the general rule which is in the statutes. The use of public facilities in support or opposition

is prohibited. The CAC is an interesting entity/group in terms of the PDC. CAC members could be considered public officials and rules will apply to CAC when serving as members out in the community, in these meetings, or talking to another group on behalf of I.T. It is recognized that people are not always serving in their role and that they have a personal life with personal interests and personal time. It should be clearly acknowledged when CAC are acting in the public official role and also when they are not. If CAC are out in the community and could be identified as I.T. representatives, sending an email, or have any sort of identifying name tag or clothing item and speaking about something related to I.T. it is possible CAC could be considered public officials. Carignan shared a list of what could be considered public facilities including reader boards, bulletin boards, info booths, email, phones, copies, office space and meeting rooms, buses, bus stops and transit stations. Since IT is running transportation, buses and bus stops are transportation facilities. This does not restrict an individual's right to support or oppose a proposition when on your own time, or at a Rotary or Kiwanis meeting and not acting as a representative of I.T. If asked whether members are in favor, in that instance CAC could put forth their personal opinions. It's always good to preface that statement with, "in my personal opinion," or say that "State law prohibits me from advocating for I.T., however my personal opinion is." The PDC is looking for fairness and that doesn't prevent I.T. or its representatives from sharing objective and fair information and facts relative to the ballot measure. The ask is for an increase in the sales and use tax .04% (or 4 cents on a \$10 taxable purchase) to maintain, expand and increase service. In the event it doesn't pass there will be service cuts. I.T. has developed an objective fact sheet to be shared with staff and volunteers that will be helpful. Remember CAC can encourage people to vote (but not which way); provide objective facts about the agency needs and the potential impacts of the ballot measure. If an employee or volunteer has a bumper sticker on their personal vehicle it is okay to have it in the parking lot.

Carignan shared some FAQ's and answers:

- Can a public official prepare and distribute campaign materials? No.
- Can you do it on your own time? Yes
- Can staff have a conversation about campaign activities at work? Carignan suggested taking a walk to the sidewalk so they are away from any public facility. From a risk management standpoint the consequences are more than just an investigation from the PDC. There could potentially be press and an article in the newspaper. Things like that can be just as punishing as an actual fine from the PDC.
- Can you make a statement in support or opposition of a ballot measure? On work time- no. On your personal time-yes. I.T. will link objective and fair material on the proposition from their website.
- Can you write a letter to the editor? Yes, but be sure to put something in it that declares it is your personal opinion, or stick to fair and objective facts.
- What if you're on the bus and someone asks you about the campaign. Carignan indicated that as long as you are expressing your personal opinion and not the opinion of the CAC, that is ok.
- Can I post about my support of a campaign on my personal social media? Carignan indicated it is as long as it is your personal opinion. Use caution if you are making a statement as a CAC member.

*Carignan* answered questions.

*Euler* – inquired regarding the Rotary club example if someone had paid for their own dinner and was expressing that they were sharing their own opinions is that different than if an employer pays for the meal.

*Carignan* – responded if you work for a public agency, and they are paying for the event, you need to stick to fair and objective facts. Wouldn't volunteer what I'm voting for. If you are on your own time, it is your right to state your own opinion.

*O'Connell* - asked if someone works for a state office they should go outside too.

*Carignan* – indicated it seems sort of extreme, but her recommendation is yes to make sure to follow the rules. They are a governmental agency.

*Hutchings* – inquired about posting something to his personal Facebook account.

*Carignan* – confirmed that his personal Facebook page did not list him as Thurston County Commissioner and indicated he could post his personal opinions.

*VanderDoes* – asked if CAC members could speak about transit levies in general and not specifically.

*Carignan* – indicated that speaking about what other transit agencies may or may not be doing is not a campaign related conversation. She cautioned to avoid a situation making reference to any ballot measure activity. A general information conversation is fine.

*Freeman-Manzanares* – inquired about employees/volunteers wearing buttons on their coat or backpack and if they should be removed.

*Carignan* – indicated wearing a button on a coat is a personal expression.

Carignan shared her contact information as well as the PDC website.

- B. OTC PROJECT UPDATE** (*Steve Krueger and Eric Phillips*) Krueger indicated they would provide an update and overview on the Olympia Transit Center Expansion. The architect has provided a great fly-over of the project that will be shown at the end. Just a little over a year ago the project architect was re-engaged to take a fresh look at the design to see if they could come up with a design solution to meet the programming needs that would fall within the agency's budgetary constraints. They came up with a smaller size design that met all the agency's needs. In March of this year the Authority awarded a contract to Graham Construction for General Contractor Construction Management (GCCM) and during this phase of the project their role is to provide value engineering in partnership with our architect as well as constructability review. In July Graham Construction released a solicitation for the different projects and they are due this Thursday the 30<sup>th</sup>. This will provide a better understanding of the total construction costs. Staff is working with the City of Olympia to get building permits and expect them by mid-September. Staff is hoping to do site work before winter comes in. The schedule calls for the project to be complete in about a year's time. He reviewed the site plan overview the three elements of focus including the triangle which is the major project site, existing structure and a little pocket park which will have trash as well as a long term bike storage. Most all the work will be done on the corner of the property and it will be fenced off once the permit is received. There were a few design

challenges including the right-of-way which is 22' from the property line and there were existing utility issues. It would take too much time and money to relocate the utilities so SRG designed it so that it will not extend over the right-of-way and as a result the utilities didn't have to be relocated. This design also allows traffic to come in from a right turn and improves access and safety issues. Krueger shared the different pedestrian areas including the entry court from the sidewalk, seating area and small pocket plaza with trees. He reviewed some of the hardscapes for the project, scored and dyed paving, and tactile paving that will alert someone that they are in the bus lanes. Customer amenities include a wood sculpture, seating stack, concrete benches for people to sit on and some leaning stainless steel areas along with decorative pedestrian lighting poles with warm lighting. There is an area that would accommodate a potential food truck or other amenities that could be brought in. He then reviewed the landscaping plan and the different plants to be used in the project. There will be cast iron grating surrounding all the trees. He reviewed the plan of the four different public spaces. There will be a lot of glass so you can see activity at the existing transit center. There will be a ticketing area for transit and Greyhound and the room has large doors that can be opened and used for overflow in inclement weather. There is also a secured door that is only accessible to transit employees. The second floor will accommodate 18 work stations and cubicles, with a conference room, copy room, data and communications, and an operator break room. There is also a kitchen area, private rooms, and more restroom facilities. The second floor extends over the first floor and provides some additional coverage from the elements around the exterior of the building.

*O'Connell* – asked if there would be a roof deck or green roof.

*Krueger* – indicated there would not be either.

*Freeman-Manzanares* – shared that it was initially an idea but looking at the budget the Authority decided to focus the dollars on direct amenities the public could use. Like bike racks, bathrooms, covered waiting areas, etc.

Krueger indicated the architect was utilizing building components that would compliment the existing structure. Areas of glass have been oriented to optimize natural daylight and reducing potential for solar heat. The brick has a slightly reflective quality that plays off the face of the glazing system. Interior spaces naturally lit keep heat in during the winter months and cool during the summer.

*Freeman-Manzanares* – added that the rainforest canopy theme from the existing structure glass may have some reflection there.

*Phillips* – indicated there will be polished concrete floors in the high traffic areas and carpet and linoleum upstairs.

Krueger showed where the long term bike storage would be located and added that access was a key issue for the city. It will also serve as parking for facility vehicles.

*Phillips* – added that the bike storage balances the trash enclosure area.

Krueger shared a flyover video of the new construction.

Freeman-Manzanares added that the facility opened in 1994 and it has taken 24 years to get the funds to do this expansion and it will be done around the 25<sup>th</sup> anniversary. With 5,000 trips and only two bathrooms this will add three for each. There has been an increasing need for safe bicycle parking. Greyhound will be included and that means people won't have to drag their luggage to the transit center. It will have great lighting and there will be cameras. A lot of attention was paid to the landscaping so people will feel safe. There is a really tight budget and the construction market is booming. Contractors are really, really busy and she cautioned that bids might come in higher than the budget. The cost of construction has been above the value of the construction projects for others because of the booming construction market.

*Vail* – inquired about individual stall bathrooms and changing directions of Washington and Franklin.

*Phillips* – yes, individual stalls and it will be a right turn in and right out.

*Vail* – remarked that she loved the surfaces considered and inquired about the functionality of it for those using mobility devices.

*Phillips* – responded that the designers were very conscientious about transition between the surfaces making sure the space is safe for travel

*Scott* – inquired about ramps to the new building and where the new bay for route #605 would be located.

*Phillips* – Yes, along the side where the white and blue features are behind there is a ramp and same on the back side. As for the new bay assignments they aren't available yet. The express route will be moving to the main platform. This will help keep people away from the construction area. It's possible that the agency may have stops along State for a touch and go type faster service.

*Burt* – asked if the bicycle storage was long term and first come first serve?

*Freeman-Manzanares* – indicated it will be set up so people bring their own lock and will be available on a first come, first served basis like SPSCC.

*Horton* – added that the agency should have a maintenance plan in place to replace tapered trees.

*Phillips* – indicated it was designed to complement the area and staff went back and forth with the city. The idea was to create an upper canopy that is longer term in the 35-40 ft. range.

*Horton* – suggested lining the tree grates with root barrier.

*Freeman-Manzanares* – added that the city has given a nod to this investment and the need to have the surrounding on-street parking to provide better mobility to the community.

*VanderDoes* – asked if the building was at a higher grade.

*Phillips* – responded yes it has to be 2 feet above to accommodate sea level rise. That allows for a 16' overhang.

*Smit* – asked about backup power.

*Freeman-Manzanares* – indicated the site was originally designed with a generator inside the facility. The tight budget, limited space and city recommendation was to not pursue that. We will have a plug in for a mobile generator and will contract with our partners at the Port of Olympia to address emergency situations.

*O'Connell* – added that it is turning out better than she imagined. It has a lot of movement and looks like a travel center. Downtown needs this. This level of consideration for the people impacts everyone.

*Euler* – asked if Greyhound would be moving out of their current site and if there is a financial arrangement.

*Phillips*- indicated they have been looking to get out of their current site and get rid of the property. The details are still being discussed. They are a fairly small operation with 12 -20 people per day with about 12 trips a day and half a dozen parcels. It is an important function to provide the interstate connection. They are anxious because their building is falling apart.

*Hutchings* – remarked that he appreciates the look to crime prevention with the lighting and design. He asked about the floor plan for security office and what is the plan during construction.

*Phillips* – indicated there is a partition behind the counter and they can check in back there. Most of the time guards are out on the platform. There will be a few work stations for them to use. The plan is for it to be business as usual during construction including keeping the public sidewalks open. Contractors will open the area for staging and it will impact some during ROW improvements, but that will be done quickly.

*Vail* – asked when construction starts.

*Freeman-Manzanares* – added they are hoping for this fall.

*Phillips* – added 150 of our operations staff work through their daily assignments at this location and it will provide the transition to get off the bus and have a nice place to take a break.

- C. LONG RANGE PLAN UPDATE – (Ann Freeman-Manzanares & Eric Phillips)** Freeman-Manzanares indicated she would highlight where IT is at on the Long Range Plan. The committee has been briefed on the IT Road Trip several times. This information is what was presented to the Authority at the retreat and is the direction they are going. The two big things are to look at the financial plan and the implementation plan. The Agency is struggling with how to pay for buses and keep the replacement cycle on track. They have been looking at population as a driver in increasing service as well as changes in the environment. The current funding scenario must also be considered. The current service

burn rate will exceed what's coming in by 2022. Through the planning process staff has looked at different scenarios with the steering committee and data from the public process. People clearly want to see a more transformation plan and that really narrowed the options in the plan. The changes in federal funding eliminated the bus and bus facility discretionary dollars has been eliminated for 4 years. They have put it back in but at such reduced levels and that created the financial issue the Agency is facing. Historically the money has been used to replace buses.

Phillips indicated the two year long range plan process was narrowed down to two options, status quo or transformational. The IT Road Trip told the Agency more about what people were looking for and what transportation should look like in this area. The Agency remains fairly conservative and doesn't overstate to stay in line with what they know. Staff set the target at 3% and has been consistent. Inflation was set at 3.5% so it is clear. The vehicle replacement schedules are huge drivers regarding the financial sustainability. Historically the Agency has relied on federal funding and the question to the Authority is how rosy should it be. Will things continue to be as they have been? Staff wants to push a plan forward that they feel confident about. The financial forecasts are based on 50%-50% participation. The Agency wanted to make sure the public knew the implications of the funding changes. The plan assumes technology changes. The increasing costs are shown based on those shifts. The plan also talks about the elements of service that the Agency can fund with the transformational system and puts a price tag to them. The *Bus Rapid Transit* (BRT) scenario includes additional operating and capital costs is the most expensive scenario in the plan. It requires new vehicles, some capital improvements and infrastructure. The gain is speed and reliability of that system. The Agency calls it BRT light because it does not include purchasing separate ROW and assumes we are operating within given resources.

Phillips explained the *Extended Span of Service* scenario which would include service until 11 and the possibly starting earlier. There is an *Improved Frequency* scenario which boosts service during peak hours. There is the *Service to New Areas* scenario including NE Lacey and Yelm during peak times. The *Innovative Service Zone* scenario is an area maybe not ready for a full size bus, but it could be something the Agency operates or possibly has an arrangement with another service provider. The *Night Owl Service* scenario will mimic what is currently a late night service out to Evergreen. This is more of an extension for the transit dependent rider so they can go downtown and have a nice night on the town and have a safe bus ride home.

*Vail* – inquired about how that would work.

*Phillips* – indicated it might be a mix of some regular service and some on demand. One van downtown waiting and making a trip swings by three designated stops out toward Lacey Transit Center in the neighborhood. Folks could possibly make a reservation.

*Smit* – asked if the Agency had any statistics on how many riders might be working nights.

*Phillips* – added that watching ridership trends is something trackable. There are a lot of people that work at the mall and don't get off until 10 that could benefit from this type of service.

*LaFontaine* – added that it is difficult to measure because there is a lot of, "I would ride if," which means they are not registering ridership now but have the potential to be ridership numbers.



*Phillips* – added that the top three things in a normal survey for transit are how often the bus comes, making sure the schedule is equal and extending the frequency with availability of connections. It is a little of a market shift to choice trips that are harder to serve.

*Vail* – inquired about service for special events.

*Phillips* – indicated staff is thinking more about that and what a learning experience the last one was.

Phillips continued sharing information on the different enhancements including *On Time Performance* confirming the need to address the problem knowing the roadways are more congested and working to not let people down. Another scenario is *Enhanced Commuter Service* with additional service to commuter express markets and also looking at intra-county connections from the north end getting across town. The *Enhanced Capital Facilities* scenario includes enhanced shelters, additional lighting so people feel safer. Intercity Transit is a leader in Washington State at having amenities for customers.

Phillips indicated staff will continue investigating fare payment options which is an umbrella policy issue. Customers responded that they want the system to work quicker and they asked for the Agency to do what they can to get it moving. The Authority spent a fair amount of time in fare collection and an equity issue came out. It's not an easy problem to solve. Staff is looking at ways to improve speed and efficiency of the system. This includes looking at new ways to finance that system. The Agency is limited in the types of revenues they can collect. Future discussions will include looking at other options for a fare replacement type of program. It has captured a lot of interest and discussion. This is a work in progress and came out in a variety of ways. It is a future policy discussion and people are really interested in pursuing this. The Chamber is looking at the value of making transit accessible.

*O'Connell* – suggested conversations with various state agencies regarding reduced fare/fare free/fare replacement and moving to a much simpler process. Maybe that means the funding is direct to IT. This would eliminate the hours it takes to manage the program.

*Phillips* – noted it is worth mentioning new technology for fare payment structure including phone scans as you ride the bus. It's interesting to note the general model in the industry is shifting from the value of the individual trip to the value of the information for the riding public. There is a market for information.

*Freeman-Manzanares* – added that their consultant stated the single easiest and least expensive way to speed up service is to remove the on-board fare box.

*O'Connell* – indicated it removes the class system on the bus. Nobody has to beg, borrow or steal to get on the bus.

*Horton* – added that seeing some of the technology at the state conference was really cool. It would reduce barriers. They were so easy to use and could be a benefit to the system.

Phillips continued sharing information on the Transformational and Status Quo Funding Options. The *Transformational scenario* includes the Legislature's approval for additional sales tax authority from talking about it into something real that could be put in a plan. The Agency had polling done and the feedback was based on the .04% increase for the *Transformational scenario*. In this scenario people will be looking for immediate improvements. It will take up to two years to get buses and added weekend service and hiring new operators will take some lead time to get things in place. Beginning in 2019 improvements will include improved span of service and on time performance. In 2020 it will include improved frequency and expanded bus service to NE Lacey. In 2021 it will include innovative service zones and night owl service. In 2022 it will include express service to Yelm and enhance commuter service. In 2023 it will include innovative service zone (second zone). In 2026 it will include innovative service zone (third zone) along with bus rapid transit. These will be implemented as quickly as possible. Under the *Status Quo Scenario* beginning in 2022 expenses are projected to exceed revenues and the Authority did not enjoy talking about that. One of the policy discussions was establishing guidelines for how the Agency moves through the process when a financial short fall is coming. Maintaining system integrity and core services while hurting the least number of people were identified as important. They shared that focusing on productivity and cost metrics, cost per trip, passengers per hour, and maintaining coverage were also important. He shared some service cut strategies with reduced rider impact spread across the system. Timing for reductions was a key question for the Authority. The size depends on when it is implemented if cuts are rolled out in 2019 it will be 38,000 annual service hours if you wait until 2020 that goes up to 50,000 service hours. For comparison purposes 12,000 service hours equates to an hourly route. Ultimately Intercity Transit will be the system the community wants it to be.

## CONSUMER ISSUES

- *Burt* – suggested that once the OTC expansion is complete to hold a CAC meeting in the new conference room.
- *Pierce* – remarked that the 400 and 900 series coaches are still playing the IT Road Trip recordings.  
*Phillips* – indicated updates have been made and staff will check on it.
- *Dawson* – would like a reminder to drivers that they can ask riders to keep their service animals on the floor and the ADA rule is they must be on the floor. Keep dogs off the seat.
- *Clark, D.* – shared that a coworker hit a deer recently and Clark, D talked her into riding the bus while her car was being fixed and she ultimately said it would be something she would consider continuing to ride the bus a few times per week.

## REPORTS

- **July 18, 2018 Work Session** – Euler provided the report including the committee approved the sales tax measure and the meeting moved forward very quickly; declared surplus; set the hearing for the TDP; adopted the service changes; and reviewed a draft of the resolution to go out for a vote.
- **August 1, 2018, Regular Meeting** – Burt provided the report including three people came in and spoke in favor of the sales tax measure; met new HR employee Patrice; and Jason Robertson gave an update on the survey which included over 1,500 survey responses

received; and the overall picture didn't look a whole lot different and he went over some of the details.

- **August 15, 2018, Work Session** – Smit provided the report including; approval of a contract for vehicle wraps; received a presentation from Dale Learn from Gordon Thomas Honeywell. They have contracted with us for 10 years for federal advocacy service; and received a presentation from the architect for the OTC expansion project.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report indicating:
  - WSDOT conference celebrated the Excellence in Transit winners including the procurement team Steve, Katie, Tammy and Jeff; along with Thomas Van Nuys and Reuben Lamberson. The maintenance team and 3 operators also competed. The maintenance team is Joe Bell, Grant Swidecki and James Bush and they got first place in the state. All three operators Dan Savage, Rob Wood and David Randall placed second in their categories. David Randall also got top honors in pre-trip inspection. Staff took the plaque to Kennewick and for the 4<sup>th</sup> year in a row Intercity Transit brought it back and will be on the plaque. The thing that is truly amazing is these people work together a lot and they practice on their own time. If you see them please congratulate them. She is presenting to the Tumwater City Council next week. Will be scheduling presentation to educate and talk with everyone that will listen. Staff is happy to present to anyone that will listen.
  - Phillips – added that the updated routes and schedules will be on the website by the end of this week. People can start trip planning on the website shortly at [intercitytransit.com/service-changes](http://intercitytransit.com/service-changes).

**NEXT MEETING: September 19, 2018, Joint Meeting with the Authority.**

## **ADJOURNMENT**

**It was M/S/A by SMIT and CLARK, D. to adjourn the meeting at 7:43 pm.**

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20180827.docx

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-A  
MEETING DATE: October 15, 2018**

**FOR:** Community Advisory Committee

**FROM:** Nancy Trail, 705-5857

**SUBJECT:** Nominations of Officers

- 
- 1) **The Issue:** To nominate members to serve one-year terms as the officers of the group (Chair and Vice Chair) for the January – December, 2019 year.
- 
- 2) **Recommended Action:** Nominate interested and willing CAC members for Chair and Vice Chair.
- 
- 3) **Policy Analysis:** Per the CAC Operating Principles, officers will be nominated in October and elected in November for one-year terms.
- 
- 4) **Background:** CAC Chair Sue Pierce has completed one term and Vice Chair Austin Wright has completed one term in their respective positions. The Operating Principles and By Laws provide:

**OFFICERS/TERM OF OFFICE**

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in October (either self-nomination or nomination by others) and affirmation by majority vote in November.  
(Amended 07/16/01; 02/06/08; 7/6/16).

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.”

Members may nominate other members who are willing to accept the nomination, and members may self-nominate. If you wish to nominate someone, it is best to contact the member ahead of the meeting to ensure they will accept the nomination.

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

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

---

7) **Goal Reference:** N/A

---

8) **Reference:** CAC Operating Principles

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-B  
MEETING DATE: October 15, 2018**

**FOR:** Community Advisory Committee

**FROM:** Ann Freeman-Manzanares (705-5838)

**SUBJECT:** Cancel December 17, 2018, CAC Meeting

- 
- 1) **The Issue:** Whether to cancel the December 17, 2018, CAC meeting.
- 
- 2) **Recommended Action:** Cancel the December 17, 2018, CAC meeting.
- 
- 3) **Policy Analysis:** The CAC must take action to cancel a regularly scheduled meeting.
- 
- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the December 17, 2018, meeting. Given the lack of agenda items, staff recommends canceling the meeting.
- 
- 5) **Alternatives:**
- A. Cancel the December 17, 2018, CAC meeting.
  - B. Maintain the schedule as it stands, and meet on December 17, 2018.
- 
- 6) **Budget Notes:** N/A.
- 
- 7) **Goal Reference:** N/A.
- 
- 8) **References:** N/A.

INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-C  
MEETING DATE: October 15, 2018

**FOR:** Community Advisory Committee  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Discounted Bus Pass Program

- 
- 1) **The Issue:** Provide a timeline for the 2019 application process and share a list of those that benefited from the program in 2018.
- 
- 2) **Recommended Action:** This is an informational item.
- 
- 3) **Policy Analysis:** Resolution 01-2018 directs the General Manager to implement a Discounted Bus Pass Program of up to \$400,000 a year.
- 
- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$400,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the seventh year of the program. A timeline for the program is as follows:

- |                                |                   |
|--------------------------------|-------------------|
| ▪ Applications out to agencies | Week of October 8 |
| ▪ Applications due             | November 16, 2018 |
| ▪ Present grant awards to ITA  | December 5, 2018  |
| ▪ 2019 program begins          | January 1, 2019   |

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** The Authority could forego sales of up to \$400,000 in passes and up to \$200,000 in revenue if all passes were purchased.
- 
- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community."  
**Goal #4:** "Provide responsive transportation options."
- 
- 8) **References:** 2018 Discounted Bus Pass Program Recipients.

## ***2018 Discounted Pass Program Grant Recipients***

Name of Recipient	Contact Name and Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 <b>Behavioral Health Resources</b> 3857 Martin Way East Olympia WA 98506	Tracey Lasley 360/704-7170	\$12,960.00 \$2,430.00 <b>\$15,390.00</b>	\$25,920.00 \$4,860.00 <b>\$30,780.00</b>	Adult Youth
2 <b>Capital High School</b> 2707 Conger Ave NW Olympia WA 98502	Suzanne Bowser 360/596-8010	<b>\$450.00</b>	<b>\$900.00</b>	Youth
3 <b>Capital Recovery Center</b> 1000 Cherry Street SE Olympia WA 98501	Meta Hogan 360/357-2582 - Office	<b>\$2,592.00</b>	<b>\$5,184.00</b>	Adult
4 <b>Catholic Community Services Drexel House</b> 604 Devoe Street SE Olympia WA 98501	Gabriel Ash 360/753-3340 ext. 21	<b>\$17,280.00</b>	<b>\$34,560.00</b>	Adult
5 <b>Catholic Community Services Family Behavioral Health</b> 1011 10th Ave SE Olympia WA 98501	Heidi Williams 360/878-8248	\$3,240.00 \$1,725.00 \$500.00 <b>\$5,465.00</b>	\$6,480.00 \$3,450.00 \$500.00 <b>\$10,430.00</b>	Adult Youth Summer Youth
6 <b>Community Action Council of Lewis/Mason Thurston</b> 3020 Willamette Drive NE Lacey WA 98516	Valerie Ballew 360/438-1100 x1136	<b>\$21,600.00</b>	<b>\$43,200.00</b>	Adult
7 <b>Community Youth Services</b> 711 State Ave NE Olympia WA 98506	Kelsey Warren 360-943-0780 ext. 165	\$9,990.00 \$3,300.00 \$400.00 <b>\$13,690.00</b>	\$19,980.00 \$6,600.00 \$400.00 <b>\$26,980.00</b>	Adult Youth Summer Youth
8 <b>Family Support Center of South Sound</b> P O Box 784 Olympia WA 98507-0784	Natalie Skovran 360/754-9297 ext. 211	<b>\$3,888.00</b>	<b>\$7,776.00</b>	Adult
9 <b>Garden Raised Bounty - GRuB</b> 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522 x210	<b>\$765.00</b>	<b>\$1,530.00</b>	Youth
10 <b>Gravity High School (Lacey) - ESD 113</b> 4315 6th Ave SE Lacey WA 98503	Nathan Ransley 360/464-6835	\$4,320.00 \$3,600.00 <b>\$7,920.00</b>	\$8,640.00 \$7,200.00 <b>\$15,840.00</b>	Adult Youth
11 <b>Gravity High School (Olympia) - ESD 113</b> 711 State Avenue NE Olympia WA 98506	Russ Surridge 360/464-6851	\$4,320.00 \$3,600.00 <b>\$7,920.00</b>	\$8,640.00 \$7,200.00 <b>\$15,840.00</b>	Adult Youth
12 <b>Housing Authority of Thurston County Housing Services Division</b> 1206 12th Ave SE Olympia WA 98501	Tammie Smith 360/918-5832	\$4,320.00 \$1,020.00 \$340.00 <b>\$5,680.00</b>	\$8,640.00 \$2,040.00 \$340.00 <b>\$11,020.00</b>	Adult Youth Summer Youth
13 <b>New Market Skill Center</b> 7299 New Market Street Tumwater WA 98501	Jen Sieritis 360/570-4465	\$612.00 \$480.00 <b>\$1,092.00</b>	\$1,224.00 \$960.00 <b>\$2,184.00</b>	Adult Youth
14 <b>North Thurston Public Schools - Student Support Svcs.</b>	Debi Marmion	\$1,530.00	\$3,060.00	Adult



## 2018 Discounted Pass Program Grant Recipients

Name of Recipient		Contact Name and Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
305 College St NE Lacey WA 98516		360/412-4466	\$4,725.00 \$3,000.00	\$9,450.00 \$3,000.00	Youth Summer Youth
			<b>\$9,255.00</b>	<b>\$15,510.00</b>	
15 <b>North Thurston Public Schools - Special Education</b> 305 College St NE Lacey WA 98516		Casey Smith 360/412-4482	\$6,804.00 \$5,400.00	\$13,608.00 \$10,800.00	Adult Youth
			<b>\$12,204.00</b>	<b>\$24,408.00</b>	
16 <b>Olympia High School Freedom Farmers</b> 1113 Legion Way SE Olympia WA 98501		Blue Peetz 360/870-6580	<b>\$3,960.00</b>	<b>\$7,920.00</b>	Youth
17 <b>Olympia Union Gospel Mission</b> PO Box 7668 Olympia WA 98507-7668		Jerry Gatton 360/584-3505	\$5,184.00 \$360.00	\$10,368.00 \$720.00	Adult Youth
			<b>\$5,544.00</b>	<b>\$11,088.00</b>	
18 <b>Pacific Mountain Workforce Development Council</b> 1570 Irving Street Tumwater WA 98512		Karen Kalish 360/570-4279	\$11,448.00 \$900.00	\$22,896.00 \$1,800.00	Adult Youth
			<b>\$12,348.00</b>	<b>\$24,696.00</b>	
19 <b>The Salvation Army</b> PO Box 173 Olympia WA 98507		Deborah Lay 360/352-8596 ext 1111	<b>\$5,400.00</b>	<b>\$10,800.00</b>	Adult
20 <b>Thurston County Public Defense</b> 926 24th Way SW Olympia WA 98502		Mia Pagnotta 360/786-5868	\$3,240.00 \$900.00	\$6,480.00 \$1,800.00	Adult Youth
			<b>\$4,140.00</b>	<b>\$8,280.00</b>	
21 <b>Tumwater School District South Sound Parent-to-Parent</b> 621 Linwood Ave SW Tumwater WA 98512		Lisa Alonzo 360/709-7006	\$900.00 \$750.00	\$1,800.00 \$1,500.00	Adult Youth
			<b>\$1,650.00</b>	<b>\$3,300.00</b>	
22 <b>Tumwater School District TOGETHER!</b> 1520-A Irving Street SW Tumwater WA 98512		Jennifer Gould 360/999-0546	\$472.50 \$200.00	\$945.00 \$200.00	Youth Summer Youth
			<b>\$672.50</b>	<b>\$1,145.00</b>	
23 <b>WA ST DSHS Olympia Community Service Office</b> 6860 Capital Blvd SE Point Plaza East, Bldg #2 1st Floor Tumwater WA 98501		Milton Caron 360/725-6530 Carol MacCraken 360/725-6622	\$7,560.00 \$450.00	\$15,120.00 \$900.00	Adult Youth
			<b>\$8,010.00</b>	<b>\$16,020.00</b>	
24 <b>YWCA - Olympia</b> 220 Union Ave SE Olympia WA 98501		Cherie Reeves-Sperr 360/352-0593	\$648.00 \$202.50 \$180.00	\$1,296.00 \$405.00 \$180.00	Adult Youth Summer Youth
			<b>\$1,030.50</b>	<b>\$1,881.00</b>	
25 <b>New Market Skills Center Tumwater FRESH Farm</b> 7299 New Market Street SW Tumwater WA 98501		Gabriel Marks 443/786-2149	\$0.00 \$390.00 \$0.00	\$0.00 \$780.00 \$0.00	Adult Youth Summer Youth
			<b>\$390.00</b>	<b>\$780.00</b>	

Adult	\$127,836.00	\$255,672.00
Youth	\$35,880.00	\$71,760.00
<b>Total Discounted</b>	<b>\$163,716.00</b>	<b>\$327,432.00</b>

## ***2018 Discounted Pass Program Grant Recipients***

Name of Recipient	Contact Name and Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
	Summer Youth	\$4,620.00	\$4,620.00	
	<b>Total Amount</b>	<b>\$168,336.00</b>	<b>\$332,052.00</b>	

Beginning Balance of Grant Fund:	<b>\$400,000.00</b>
Total Amount of Grants Awarded:	<b>(\$327,432.00)</b>
Funds Available to Award:	<b>\$72,568.00</b>

Path in Share drive: I: Discounted Bus Pass Grant Program\2018

H:\Accounting\Discounted Pass Grant Program\Grant Recipients and Funds Allocation.xlsx

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-D  
MEETING DATE: October 15, 2018**

**FOR:** Community Advisory Committee

**FROM:** Ann Freeman-Manzanares, 360-705-5838

**SUBJECT:** Surplus Van Grant Program

- 
- 1) **The Issue:** Update the CAC on the Surplus Van Grant program.
  - 2) **Recommended Action:** For information and discussion.
  - 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and non-profit groups by assisting them in meeting their needs for group transportation.
  - 4) **Background:** On September 3, 2003, the ITA adopted resolution 07-03 creating the Surplus Van Grant Program, making up-to-four surplus vanpool vehicles available each year to non-profit groups in Thurston County's Public Transportation Benefit Area (PTBA) to meet the transportation needs of their clients not met by Intercity Transit's services.
- 

A key aspect of this program is the vehicles must be used for passenger transportation-related purposes for citizens who live within the PTBA boundaries for groups located in our PTBA.

Applications will be available October 8, 2018, and due November 16, 2018. Staff is sending notices to community groups, preparing a press release, using social media and our website and utilizing the Thurston Regional Planning Council's list of community service groups to promote the program. We will host open houses on October 29 (4 pm-5pm) and November 8 (5:30 pm-6:30pm) to answer questions and show interested parties the vehicles. Staff will make a recommendation for vehicle award at the December 5, 2018, ITA meeting.

Since the program began in 2004, the agency's Surplus Van Grant Program has awarded 54 vehicles to organizations such as: Catholic Community Services, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South

Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, Yelm Adult Senior Services and many others.

The most recent van awards went to City of Lacey Veterans Services HUB, Community Youth Services, Senior Services for South Sound, TOGETHER!, Yelm Senior Center, Thurston County Food Bank, and Wa-Ya Outdoor Institute. Last year, based on need and availability of vans, the Authority elected to award seven vehicles. These and other organizations use their vans for transporting low-income clients; trips to the food bank; medical and social services appointments; transporting seniors to nutrition services; medical appointments and much more.

---

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

---

6) **Budget Notes:** The Surplus Van Grant Program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at approximately \$10,000 per vehicle.

---

6) **Goal Reference:** **Goal #1:** *"Access the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

---

8) **References:** Van Grant Recipients.

## **Van Grant Recipients**

2004:

1. Behavioral Health Resources
2. Bread and Roses
3. Habitat for Humanity
4. Senior Services for South Sound

2005:

1. Behavioral Health Resources
2. Boys and Girls Club of Thurston County
3. Pacific Peaks Girl Scout Council
4. Olympia Union Gospel Mission

2006:

1. Behavioral Health Resources
2. Senior Services for South Sound
3. Morningside
4. Catholic Community Services

2007:

1. Behavioral Health Resources
2. Bread and Roses
3. Senior Services for South Sound
4. Partners in prevention

2009:

1. Thurston County Food Bank
2. Yelm Adult Senior Services
3. Capital Clubhouse
4. Community Youth Services

2010:

1. Early Learning Center
2. Senior Services for South Sound

2011:

1. Olympia Union Gospel Mission
2. Senior Services for South Sound
3. Olympia Christian School

2012:

1. Boys and Girls Club of Thurston County
2. Catholic Community Services
3. Thurston County police Athletic League
4. Wee Love Learning Early Learning Center

2013:

1. Boys and Girls Club of Thurston County
2. G.R.u.B.
3. Panza for Quixote Village
4. Thurston County Food Bank

2014:

1. Boys and Girls Club of Thurston County
2. Community Youth Services
3. Olympia Union Gospel Mission
4. Senior Services for South Sound

2015:

1. Community Youth Services
2. Catholic Community Services
3. YWCA
4. Interfaith Works

2016:

1. Community Youth Services
2. Boys and Girls Club of Thurston County
3. Senior Services for South Sound
4. Community Action Council
5. City Gates Ministries
6. Center for Natural Lands Management

2017:

1. City of lacey veterans Services HUB
2. Community Youth Services
3. Senior Services for South Sound
4. Thurston County Food Bank
5. TOGETHER!
6. Yelm Senior Center
7. WA-YA Outdoor Institute

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. V-E  
MEETING DATE: October 15, 2018**

**FOR:** Community Advisory Committee

**FROM:** Rob LaFontaine, Planning Manager  
Eric Phillips, Development Director

**SUBJECT:** September Service Change - Check-In

- 
- 1) **The Issue:** Check in on September service change.

---

  - 2) **Recommended Action:** Information/Discussion

---

  - 3) **Policy Analysis:** This is an opportunity for the CAC to provide feedback on the September 23, 2018 service change.

---

  - 4) **Background:** Follow up discussion and review of service change highlights and processes including implementation and next steps for monitoring. Staff will share key processes and provide an opportunity for discussion.

---

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

---

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

---

  - 7) **Goal Reference:** N/A.

---

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



**Authority Meeting Highlights**  
*A brief recap of the Authority Meeting of September 5, 2018*

**Action Items**

Wednesday night, the Authority:

- Adopted the 2017 Annual Report and 2018-2023 Transit Development Plan as presented.
- Authorized the General Manager to enter into a one-year term contract, with eight optional six-month renewal periods, with Conduent Transport Solutions (Conduent) and pay the annual invoice for the Conduent Orbital CAD/AVL system hardware/software maintenance agreement. Consistent with the contract, the invoice amount is \$216,934.25, including taxes.
- Authorized the General Manager to enter into a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$42,000.
- Authorized the General Manager to enter into a one-year contract, with four one-year renewal options with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.
- Reappointed Citizen Representative Don Melnick to a second three-year term on the Intercity Transit Authority Board, effective January 1, 2019.

**Other Items of Interest:**

- Welcomed Laurie Knox, Accounting Specialist.
- Celebrated the 2018 Excellence in Transit Winners and the Washington State Public Transportation Roadeo Grand Champions.
- The State Auditors completed their audit and will conduct their exit conference on September 19.
- United Way's Day of Caring is Friday, September 28 and there's still time to join Intercity Transit's team. Russell Gilsdorf from Customer Service is coordinating the event.

**Pat Messmer/Executive Assistant/Clerk to the Board**  
**Prepared: September 7, 2018**

**Authority Meeting Highlights**  
*A brief recap of the ITA/CAC Joint Meeting of September 19, 2018*

**Action Items**

Wednesday night, the Authority:

- Authorized the General Manager to approve Change Order No. 2 and revise the total construction contract amount with Propel Construction Company to \$234,378.73.
- Scheduled a public hearing for Wednesday, October 17, 2018, to take comment on the 2019 draft budget.

**Other Items of Interest:**

- Maintenance Director, Paul Koleber, gave a presentation on Fleet Technology.
- The Community Advisory Committee reviewed the results of their 2018 Self-Assessment survey.
- Intercity Transit welcomed a class of 11 new operators on September 10, 2018.
- The State Auditor's exit interview was held September 19, 2018, and they presented no findings.

**Pat Messmer/Executive Assistant/Clerk to the Board**  
**Prepared: September 20, 2018.**

**Authority Meeting Highlights**  
*A brief recap of the Authority Meeting of October 3, 2018*

**Action Items**

Wednesday night, the Authority:

- Declared property (Vanpool Vehicles) as surplus with a total value estimated at \$220,107. (*Katie Cunningham*)
- Authorized the General Manager to execute an amendment to the existing Interagency Agreement with the Department of Enterprise Services to include all funding to complete the construction of the OTC Expansion Project in an amount not-to-exceed \$8,664,671. (*Steve Krueger*)
- Scheduled a public hearing at 5:30 p.m. on Wednesday, November 7, 2018, to take comment on the 2019-2024 Strategic Plan. (*Ann Freeman-Manzanares*)

**Other Items of Interest:**

- Welcomed Operator Class 18-02: *Jane Denicola; Robert Hood; Benny Sandberg; Marc Strickler; Ted Depoe; Drake Stevens; Anthony "Jay" Lirette; Kraig Scherz; Aaron Clay; Ron Parker; Matthew Parker.*
- Received a timeline for the 2019 Discounted Bus Pass Program application process and the list of those who benefited from the 2018 program.
- Received an update and a timeline for the Surplus Van Grant program.
- The Community Advisory Committee recruitment is underway. Four CAC members' terms are up for renewal and all but one has expressed a desire to return. Applications were released on October 1, and are due October 30. Interviews will be held November 14 from 3 p.m. to 6 p.m. *The Authority members who will participate on the interview panel are Carolyn Cox, Karen Messmer and Clark Gilman; Ryan Warner and Don Melnick will serve as alternates.*
- The lease on the Youth Education building downtown begins November 1, 2018.
- Intercity Transit received a \$9.7M grant from the Bus and Bus Facilities Program. IT is one of the highest grantees in the nation. This money was originally slated to complete the rehabilitation on the maintenance facility, build out the north lot and vanpool super center, as well as rehab the Pattison building. However, construction costs have increased and staff is working with the master planning group, Stantec, to figure out how to proceed.
- International Walk to School Day is Wednesday, October 10. An email will be sent out providing all of the dates, times, and participating schools.

- There is an article in the Thurston County Chamber of Commerce “Voice” regarding Intercity Transit’s Proposition 1, indicating they support the resolution.
- The Annual Holiday Banquet will be held on **Friday, December 14** beginning at 10 a.m. until 4 p.m. There will be an award presentation at noon. All are welcome to attend.

Pat Messmer/Executive Assistant/Clerk to the Board  
Prepared: October 4, 2018

# COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		9	10	11	12	1	2	3	4	5	6	7	8	9
CAC	Members	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	18-May	18-Jun	18-Jul	18-Aug	18-Sep
Justin	Belk				MEETING CANCELLED				Absent				Absent	
Jan	Burt							Absent						
Billie	Clark						Absent	Absent						
Denise	Clark									Absent	Absent			Absent
Jonah	Cummings									Absent	Absent		Absent	Absent
Carla	Dawson											Absent		
Peter	Diedrick							Absent					Absent	
Ursula	Euler							Absent						Absent
Tim	Horton		Absent				Absent							
Marie	Lewis													
Joan	O'Connell	Absent						Absent	Absent			Absent		
Scott	Paris												Absent	
Sue	Pierce													
Marilyn	Scott			Absent										
Walter	Smit													
Linda	Vail													
Victor	VanderDoes										Absent	Absent		
Michael	Van Gelder		Absent			Absent						Absent	Absent	
Austin	Wright	Absent		Absent			Absent	Absent	Absent		Absent	Absent	Absent	Absent
Lin	Zenki	Absent	Absent	Absent		Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent

= Joint meeting does not count against required meeting attendance