

**INTERCITY TRANSIT  
 COMMUNITY ADVISORY COMMITTEE  
 AGENDA  
 October 16, 2023 – Olympia Transit Center  
 5:30 PM**

Join on your computer: [Click here to join the meeting](#). The meeting ID: 214 301 588 832  
 Passcode: QSQiFt; or call in (audio only) +1 929-229-5501, 615049843# United States,  
 New York City Phone Conference ID: 615 049 843#

**CALL TO ORDER**

<b>I.</b>	<b>APPROVE AGENDA</b>	<b>1 min.</b>
<b>II.</b>	<b>INTRODUCTIONS</b> A. <b>Intercity Transit Authority Representative</b> ( <i>Brian Hess</i> )	<b>1 min.</b>
<b>III.</b>	<b>MEETING ATTENDANCE</b> A. <b>October 18, 2023, ITA Meeting-</b> ( <i>Eliane Wilson</i> ) B. <b>November 1, 2023, ITA Meeting -</b> ( <i>Betty Hauser</i> ) C. <b>November 15, 2023, ITA Meeting -</b> ( <i>Trina Primm</i> )	<b>3 min.</b>
<b>IV.</b>	<b>APPROVAL OF MINUTES - July 17, 2023</b>	<b>1 min.</b>
<b>V.</b>	<b>NEW BUSINESS</b> A. <b>2024-2028 Capital Improvement Plan</b> ( <i>Jana Brown</i> ) B. <b>2024 Draft Budget</b> ( <i>Jana Brown</i> ) C. <b>Fall Outreach Campaign</b> ( <i>Nick Demerice</i> ) D. <b>2024 Draft Strategic Plan</b> ( <i>Emily Bergkamp</i> ) E. <b>CAC Self-Assessment Instruction</b> ( <i>Emily Bergkamp</i> ) F. <b>Nomination of Officers</b> ( <i>Amanda Collins</i> )	<b>15 min.</b> <b>15 min.</b> <b>15 min.</b> <b>20 min.</b> <b>10 min.</b> <b>10 min.</b>
<b>VI.</b>	<b>CONSUMER ISSUES - All</b>	<b>10 min.</b>
<b>VII.</b>	<b>REPORTS</b> A. <b>General Manager’s Report</b> ( <i>Emily Bergkamp</i> )	<b>10 min.</b>
<b>VIII.</b>	<b>NEXT MEETING - November 20, 2023</b>	<b>1 min.</b>
<b>IX.</b>	<b>ADJOURNMENT</b>	<b>1 min.</b>

**Attendance Report 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**  
**July 17, 2023 – Virtual Meeting**

**CALL TO ORDER**

Chair Smit called the hybrid July 17, 2023, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

**Members Present:** Chair Nicole Smit; Vice Chair Jihan Grettenberger; Harrison Ashby; Clair Bourgeois; Ty Flint; Doug Riddels; Lloyd Peterson; Marilyn Scott; Rachel Weber; and Eliane Wilson.

**Absent:** Alejandro Garcia; Nikki Crist; Ursula Euler; Betty Hauser; Trina Primm; Allison Spector; and Edwina Waehling.

**Staff Present:** Amanda Collins; Emily Bergkamp; Eric Phillips; Rob LaFontaine; Nicky Upson; Rob Rinehart; Peter Stackpole; Michael Maverick; Tammy Ferris; Jessica Gould; and Daniel Van Horn.

**Guests Present:** Ryan Olson, OHSU; Courtney Donovan, OHSU; Rachel Sims, community attendee; and Georgia Chanterelle, community attendee.

**APPROVAL OF AGENDA**

It was M/S/A by LLOYD PETERSON and JIHAN GRETTEBERGER to approve the agenda.

**INTRODUCTIONS**

Smit introduced Authority member, Clark Gilman, as the ITA representative attending the meeting.

**MEETING ATTENDANCE**

- A. July 19, 2023, ITA Meeting – Lloyd Peterson
- B. August 2, 2023, ITA Meeting – Doug Riddels (Backup Eliane Wilson)
- C. August 16, 2023, ITA Meeting – Edwina Waehling (Backup Ty Flint)

**MOTION TO APPROVE MINUTES**

It was M/S/A by JIHAN GRETTEBERGER and MARILYN SCOTT to approve the June 26, 2023, minutes.

**NEW BUSINESS**

- A. **Martin Way Park and Ride Update** - (*Eric Phillips*) Phillips serves as the Director of Strategic Programs at Intercity Transit and provided an additional update on the Martin Way Park & Ride Direct Access Project. He presented previously on this topic in March 2023 and since that time the project has seen significant progress. Phillip's presentation highlights photos of the Martin Way Park & Ride site through various phases of construction. Phillips

also discusses the construction schedule, progress of site improvements, changes to the project, and an updated budget report.

The project began in February 2023, when Intercity Transit awarded the contract to Tapani Inc. A Notice to Proceed was granted on March 8, 2023, and construction has been underway ever since and is expected to be substantially completed by July 31, 2023, with some punch list items continuing into fall of 2023 due to supply chain issues causing delays. Intercity Transit reached a milestone when it began utilizing the Northbound (NB) ramp to enter the facility on June 15<sup>th</sup> and customer parking transitioned to the new lot area on June 23<sup>rd</sup>. The south lot is still awaiting light poles that have been delayed and that phase of the project is estimated to be complete by the end of August 2023. The final phase of the project will include updating the WSDOT use agreement and negotiating approvals with WSDOT for the addition of a shelter at the flyer stop and on the main platform. The key features of the project are illustrated below and include direct bus access, pedestrian connections, increased parking, and support structure that hosts a site security system and restrooms for staff.



In March 2023, the mobilization and demolition began at the site that included clearing trees and preparing the grounds for the direct access ramp. The tree clearing caused a temporary closure of the Interstate-5 offramp to ensure safety and was completed in a single afternoon. Phillips' presentation highlighted pictures of several large trees that were removed during this phase. Following tree removal, the site was graded in preparation for hardscaping and on May 11, concrete was poured for the direct access lane. Throughout the next several weeks, overnight paving was completed, and the Olympia Express route began utilizing the direct access lane for all trips on June 15<sup>th</sup>. Currently, buses are using the direct access ramp and diverting through the Park & Ride parking lot and eventually will begin stopping directly on the ramp to utilize the NB Olympia Express Flyer Stop. After the opening of the direct access lane, preparations began on concrete work for the internal pedestrian connections that link Martin Way to the platform area. Phillips highlighted additional photos of this work and noted that there was an adjustment on the platform to change the elevation and allow for curbing on the edge of the parking area. As of July 7<sup>th</sup>, work was still

ongoing for the internal platform area and connecting walkway through the parking area to Martin Way.

The next feature Phillips discussed was the addition of an Operations Support Building to offer a basic air-conditioned space for an upgraded security system, a mechanical/facilities room, centralized site storage, and employee-only restrooms. The building footprint is approximately 240 square feet. Through May and June, construction included setting the pad and pulling in utilities, building blockwork and framing, completing fascia and roofing, and finishing interior fixtures for the spaces. Infrastructure site improvements include adding water lines, a limited onsite sanitary system, and additional conduits for future communication/fiber connections. The existing stormwater facility was repaired in the North lot and new landscaping was installed around the parking lot and buildings.

Finally, Phillips finished his presentation with information on the Flyer Stop. In March, a rough grade was completed for the pedestrian connection to the Flyer Stop area. The ramp area was widened to meet WSDOT standards and for future compatibility for ramp metering. The sidewalk connection on Martin Way also now wraps around the I-5 NB onramp, which was previously open drainage, so a new catch basin was installed. Phillips highlighted several photos showing the work and noted that utility lines were added for pedestrian lighting and future customer communications at the Flyer Stop. At the end of June, the walkway connection was complete. On Martin Way, WSDOT required certain improvements including corner repair and a half lane improvement/extension of the onramp.

An unexpected problem that arose during construction included a portion of the new parking area that buckled under the weight of construction vehicles; the sub-material was failing and required replacement. This began a new phase of construction referred to as the North Lot Area Restoration and required excavating the defined area to replace the unsuitable base, which varied in depth between one foot to more than two feet. New material was brought in and within a few weeks the area was repaired and new paving complete. On June 23<sup>rd</sup>, the North Lot was restriped and open for business.

Phillips then provided a cost update on the \$3,700,000 project budget, with costs including recent contract escalations. He also notes that the grant-funded portion of the project was to be complete no later than June 30, 2023, per grant rules and Intercity Transit was notified by WSDOT at the beginning of July that a portion of the funds for this project were re-appropriated so the project could carry forward through the 2023-2025 biennium. The estimated project cost includes the amounts in reserve for a future canopy shelter planned at the site.

**Funds**

\$2,153, 000	State WSDOT Regional Mobility Grant (2021-2023 biennium)
\$538,250	Required Local Match 20%
\$1,008,750	Additional Local Funds in Budget
<b>\$3,700,700</b>	<b>Total Project Budget</b>

**Project Costs\***

\$496,288	Engineering/Design/CM
\$2,239.411	Tapani/ Construction Contract (est.)
\$130,000	Permits/Feed/Misc.

\$400,000 Estimated Future Expense (Site Shelters)

**\$3,265,699 Estimated Total Project Cost**

*\*Expended, forecast or under contract as of July 14, 2023*

Phillips recognized different stakeholders including Intercity Transit's Procurement Coordinator, Tammy Ferris; Consultant Teams SCJ Alliance, Lead and MSG Architects, Sub; and Washington State Department of Transportation (WSDOT) Traffic Access, Environmental, Operations, and Planning Staff. Intercity Transit was the first public agency in the area to work through the new WSDOT Federal Highway Administration (FHWA) process. WSDOT's Olympic Region staff Jeff L., Andy Larson, and JoAnn Schueler provided excellent assistance in obtaining federal approval for the access break request.

Other Intercity Transit departments supporting the Direct Access Project work include Facilities, Operations, Information Systems, Planning, and Procurement Staff. A special shout-out to Rob Rinehart, Dean Taylor, Cameron Crass, Nicky Upson, and Ally McPherson. Internal staff support enabled Intercity Transit to communicate with the public when closures of the ramp were scheduled and kept service on the road with minimal disruptions.

*Phillips answered questions.*

*Clair Bourgeois asked about the time savings now that the NB onramp Flyer Stop is in service.*

*Phillips answered that the schedule has not been adjusted but he expects most of the time savings to be realized in the NB trips. He expects the SB trip to be 5 minutes and NB trip to be 8 minutes and can report back once timing has been updated on the schedule. Anecdotally Phillips has seen significant timing improvements from buses entering the Park & Ride via the direct access lane. Operators have also commented that the flow was smooth and efficient without needing to worry about making a left turn into the facility.*

*Ty Flint commented that the project seemed to move quickly.*

*Phillips agreed that the project's momentum was good in the beginning, and they are overcoming various obstacles such as the unplanned parking lot restoration and lighting delays. Thankfully, it is a good time of year to have a lapse in pedestrian lighting. There is adequate daylight into the evening hours and fixtures should be installed before the fall when we begin to lose daylight hours.*

**B. Update Fixed Route Webpages** – *(Nicky Upson and Rob Rinehart)* Nicky Upson, Senior Marketing, Communications, and Outreach Coordinator and Rob Rinehart Information Systems Manager presented on website enhancements to the Fixed Route pages.

Upson began the presentation by sharing some of the history behind Intercity Transit's website, including images of the homepages from 1998, 2015, 2017, and 2021- the current design. She also described some of the improved features implemented over the years. In 1998, the homepage contained basic information about the agency's mission, services, and customer service phone number. Then in 2015, the website was re-designed to include Intercity Transit's new logo and simplistic features were added on the homepage, such as a Trip Planner, Route Finder, and Rider Alerts. In 2017, additional work was done to strengthen the look and feel of Intercity Transit's website branding. In this upgrade, the Trip Planner and Route Finder were moved to a separate webpage and

replaced with highly visual photos. During this re-design, the top navigation bar was also streamlined into three focus areas: Ride, Learn, and Connect, which redirected web visitors to more detailed information. Upson acknowledged that the navigation bar was not very descriptive and could be confusing for the user. In 2021, the website redesign focused on high priority improvements such as updating the top navigation bar, adding the Trip Planner and Route Finder back to the homepage, and adding direct links to other frequent website tasks. Improvements were also made to the route webpages by adding dynamic maps for each route and changing the source of schedules, which led to greater staff efficiency and provided the customer with greater detail.

Intercity Transit's marketing team knew they would need to continuously improve the website to achieve their desired goal and in July 2022, entered a contract with Fruition Growth, LLC for web hosting, support, design, and development services. Data showed that 60% of all website visitors are planning trips and of those, 65% click on schedules for one or more routes. Based on this information, the marketing team knew that improving the routes pages would provide the greatest impact on website visitors and work began in December 2022 for further improvements. To make the necessary changes, work was focused on three key tasks of changing the route schedules source of information, adding real-time data information to the website, and updating the user experience. When beginning design work, Upson and the team started with a discovery phase where they looked at other transit system's websites to determine best practices and learn how others present real time and scheduled departure information. The team also looked at web analytics to determine how users navigate the website and gather information about heat mapping on the current route webpages. Following the discovery phase, Upson's team developed prototypes and moved on to user testing. Upson thanked the CAC for their participation in this phase of the work, as several committee members volunteered to perform the beta-testing and their feedback helped create a more user-friendly webpage. Based on testing input, the webpages were further refined and moved into development. Upson then passed the presentation to Rob Rinehart who continued with a demonstration of the routes pages and provided further technical explanation of the improvements.

Rinehart explained that both the website and dispatch system was upgraded to exchange real-time information using a 4G LTE connection. From the homepage, Rinehart proceeded to describe the existing website features and mapping by showing the current routes pages without upgrades. While some route information is available on the existing routes page, it is not intuitive to customers who are inexperienced with transit. Another detractor was the placement of Rider Alerts that often buried the information many website users were seeking and required them to scroll down. And finally, additional drop-down features to access static timetables required extra clicks from website visitors. The existing routes pages ultimately did not provide an ideal web user experience. Rinehart then displayed the improved routes pages and demonstrated the enhancements. First, he pointed out that the map is hidden by default but can be expanded on if the web user chooses to click on it and a full list of every route, as well as all alerts and announcements are available. Web users can filter alerts by selecting certain routes. The top navigation bar was also improved to include quick links to view service alerts, plan a trip, and find stops.

When viewing a particular route's page, the service alerts are still available if clicked on and no longer block key information about the route. The web user can also toggle

between scheduled information and real-time information depending on their needs. Additional toggles are available to change directions from inbound to outbound and weekend to weekday schedules. On the schedule table, time points are clearly defined, and coloring is improved to help users see without difficulty.

*Clark Gilman noted that he had difficulty reading the information and seeing the stops.*

*Rinehart pointed out the orientation of the table and responded that while there were several ways to display the information, the website is designed to be mobile device friendly because that accommodates over 70% of all web users. The stop information is along the left side of each row in table and the time points can be read directionally from left to right.*

Rinehart also demonstrated that the schedule table can be manipulated to show All Stops or only Timepoints. Different schedule information can be viewed by scrolling up and down or left to right, as well as by clicking the arrow buttons along the top menu which were popular in the heat map study. The customized table view also lets a web user filter data for certain stops. There is also an option to download a particular schedule and print it in PDF format.

Next, Rinehart reviewed the real-time departures information available on the website. If a web user expands the map, which can be changed from inbound to outbound start and end points, they can also see where the buses are along the route in real time. He also noted that the mapping icons are still being refined to improve accuracy, which is why the enhancements haven't launched yet. The maps also contain bus number information to assist customers in knowing which bus will be stopping to pick them up. And by hovering over a stop along the route, the estimated time of arrival and status of the bus appears (late, on time, or early). By closing the map, web users can also access departure information in table format. The real-time departure table has similar features to the schedule table and can be manipulated to show only timepoints and inbound or outbound information. Another feature is available to toggle between minutes to wait or actual departure time depending on the web user's preference.

Finally, Rinehart displayed the improved route pages on a simulated mobile device to show the CAC that web users can access the same information on either a desktop, tablet, or cell phone. On a mobile device the information is available in either table or list form. On the main routes landing page, the alerts appear along the bottom rather than to the right of the schedule.

*Jihan Grettenberger asked if the mobile app or the website will be better to use after the improvements are launched.*

*Rinehart responded that both methods will contain the same information, since the source is a single real-time feed from Avail Technologies. However, Rinehart shared that the website will be more favorable for the inexperienced rider who is not familiar with transit smartphone apps. In that situation the customer can access the website and find the first step to access the information. For an everyday rider, the more advanced tools on the smartphone apps will be useful.*

*Clair Bourgeois asked if Customer Service Representatives will have access to the real-time departure technology or if they will still have to call dispatch to find out if a bus is running late.*



*Rinehart clarified that Customer Service has access to very similar information as the fixed route dispatch and should be able to supply information in real-time and look up most of the same information as dispatch. The new Avail System has been a great improvement for many areas of IT's operation by providing more accurate information as opposed to an analog system.*

*Betty Hauser inquired if location services need to be enabled for a web user to access the real-time location information since it is required in the smartphone app.*

*Rinehart confirmed that location does not need to be enabled when accessing the information on Intercity Transit's website.*

- C. SHIFT Onboard Study Update** – (Ryan Olson and Courtney Donovan) Ryan Olson, PhD – Professor the Oregon Institute of Occupational Health Science based at Oregon Health Science University in Portland presented an update on Intercity Transit's participation in the SHIFT Onboard Study (Success and Health Impacts For Transit Operators During Onboarding).

Dr. Olson has worked with commercial drivers to study and promote their safety, health, and well-being since the late 1990's. He was pleased to share findings from the SHIFT Onboard Study, which has been a partnership with Intercity Transit and five other transit authorities in the Pacific Northwest since 2018. The study is focused on new bus operators and is a five-year study funded by the National Heart, Lung, and Blood Institute. SHIFT Onboard was granted a one-year extension due to the disruptions COVID had on the industry and particularly on hiring new bus operators. SHIFT Onboard is a one-of-a-kind study, since very few studies focus on trying to change bus operator health or prevent health conditions from developing. This is the first study of its kind focused on new people as they receive training to operate a bus. Dr. Olson shared it has been a pleasure to work with Intercity Transit since 2018 and he appreciates the support from many departments at IT including human resources, operations, and training.

Dr. Olson recognizes that being new to any job is stressful. New operators are learning new things, meeting new people, learning new expectations, and trying to find out how to get things done in a new place of work. However, SHIFT Onboard perceives this as a chance to seize new opportunities, take advantage of new benefits, and start fresh. Dr. Olson and his team were excited to develop this project with their partners and work with newcomers to determine if they could add a little bit of extra emphasis around health as operators were starting their jobs and prevent bad things from happening. Anybody's job could be so stressful or so disruptive to their routine that their health could get worse and Dr. Olson's team believes that no job should make somebody's health worse or injure them or hurt them. And the ideal situation would be if a job can make a newcomer's health and well-being better. There are unique health hazards in operating a bus and in other forms of commercial driving so the SHIFT Onboard Study's effort includes adding extra support for operators up front to try and prevent the worsening of health and perhaps even help an operator's health get better.

Operators endure a lot of sitting time and breaks can be difficult to get consistently given traffic and all the other things that affect the timing of bus schedules. Shift work, long workdays, and variable schedules are also hard on people. All these factors change when an

operator eats and what they eat, how much physical activity they are getting, and how well they sleep. Evidence shows that these stress factors can lead to weight gain when bus operators are starting their job. Dr. Olson shared that SHIFT Onboard is the first to try and prevent health problems from developing with new people, specifically new bus operators. Before the National Institute of Health granted funding, researchers looked at what potential hazards are for new bus operators. Researchers heard stories that people might gain weight or have worsening health as they got going and two thirds of operators at a small Transit Authority in a different state gained weight, among the 55 people measured the average gain in their first two years was about 12 pounds. Researchers also knew that one unit of body mass index or 7-8 pounds increases a person's risk for conditions like high blood pressure and diabetes. So, a weight gain of 12 pounds over two years is a significant health disruption. Researchers also surveyed medium sized Transit Authorities and 266 operators reported average weight gain in the first year of about 7 and a half pounds, which was roughly consistent with the two-year weight gain observed at the smaller Transit Authority.

Intercity Transit participated in both a pilot study and in the larger randomized controlled trial. In both cases, Intercity Transit participated in enhanced onboarding that involved doing something extra during the training phase to try and prevent weight gain and support people's success on the job. About 30 operators were trained and 14 volunteered to be in the study, which involved blood glucose, blood pressure, weight, activity, and sleep monitoring. While all operators were trained, only those who volunteered were measured in the study. In the pilot study, there was also a control group of 9 operators that did not receive enhanced training. Following the pilot study, a randomized trial study began. In total, the randomized trial measured 293 operators and involved six Transit Authorities across the West and the Pacific Northwest.

Onboarding describes the process of getting a new person from not being in the organization to getting them onboard and into the new organization. In transit, there is a smooth system for training operators including how to follow company policies, take advantage of their benefits, and pass their commercial driver's license exam. SHIFT Onboard embeds additional steps into the already established process of initial training. The extra steps included an initial two-hour training during orientation, a two-hour training right before the operator went into service and subsequent two-hour trainings at 90-day, 180-day, and 270-day milestones. The program is structured around job success and health concepts and in between each training was an online challenge that included goal setting, self-monitoring goal progress, and feedback related to the goals. The challenges were built to feel like a game where people could earn medals and extra incentives. Dr. Olson clarified that all training is evidence based and focused on topics that are known to help new people on the job feel successful, feel satisfied, and help maintain healthy body weight and stay healthy. Participants in the study were compensated for their time spent online by OHSU and Intercity Transit paid operators for their initial training sessions that totaled 10 hours of time.

Measurements showed that Intercity Transit participants reported lower work stress, better job satisfaction, more job confidence, and less impacts of social isolation throughout the pandemic. Additionally, Dr. Olson reported that Intercity Transit participants prevented approximately 7 pounds of weight gain throughout the study compared to the control group. He further explained that the potential return on investment can be realized in less healthcare spending, increased likelihood of staff retention, and decreased likelihood of

work-related collisions and injuries. There is one year left in the trial and of the 15 Intercity Transit operators who volunteered to be studied, about 70% remained enrolled over the course of two years. Twelve participant's final measurements are complete and the remaining three participants are to be completed soon. Dr. Olson shared that the program results show improved job satisfaction, decreased stress, and prevention of weight gain. Dr. Olson's team will be working to complete the trial with all Transit Agency partners and compile results for further sharing. SHIFT Onboard will be available for participating agencies to utilize all or part of the program moving forward.

*Jihan Grettenberger inquired about the strategies used to change behaviors and follow through with the change to maintain weight and health benefits.*

*Dr. Olson responded that during the in-person training motivational interview strategies were used to help people explore their own motivations for making changes and to choose the kind of goals they wanted to work on. New operators choose what is important to them and then work on those goals for their own personal reasons. The online training also incorporates group level feedback and individual feedback. Incentives are also used to get people to use the program.*

*Grettenberger followed up by asking if the incentives would continue if Intercity Transit implemented the program.*

*Dr. Olson stated from a research standpoint he would recommend keeping the incentives, but agencies may not be able to afford it. Agencies could also be creative and find other ways to run the program, but it may be less effective or not have a difference. It's possible that the social elements provided the motivation to make it work rather than \$10 or \$5 incentives for completing the training. However, the ultimate recommendation would be to implement the program as it was studied.*

*Grettenberger also asked if Intercity Transit intends to continue the program once it is available.*

*Emily Bergkamp responded that there are plans to utilize the curriculum during initial operator training. Intercity Transit is also fortunate to have a Wellness Committee that provides different activities and incentivizes certain health and wellness behaviors. However, the incentive structure would have to be reviewed.*

*Olson added that 10 extra hours might not seem like a lot, but it's still 10 extra hours that costs time and money. Researchers believe implementing some, most, or all the curriculum is a viable option that will still benefit operators. Other agency efforts can also compliment the program since this training focuses solely on new operators. Post-study conversations will be on-going with each agency and Dr. Olson is thankful for the partnerships.*

**D. Service Restoration Update** – (Rob LaFontaine) LaFontaine serves as Intercity Transit's Planning Manager and presented on service updates for July and September 2023, as well as the 2023-2028 Transit Development Plan.

LaFontaine shared that Intercity Transit has been hyper focused on aligning its volume of service with the anticipated availability of operators. Throughout the pandemic, bus service was adjusted to be scalable so service could be rapidly pulled or added into the schedule. Operator availability continues to be a moving target and the planning department believes that they are seeing sustainable growth to begin adding service in July 2023. LaFontaine will

# Intercity Transit Community Advisory Committee

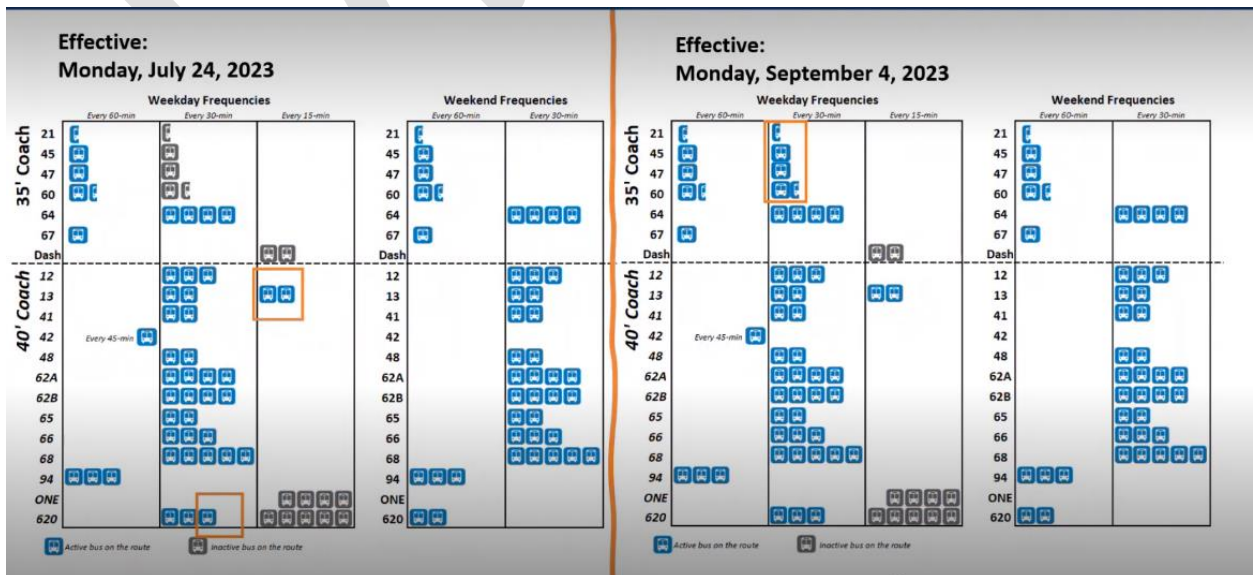
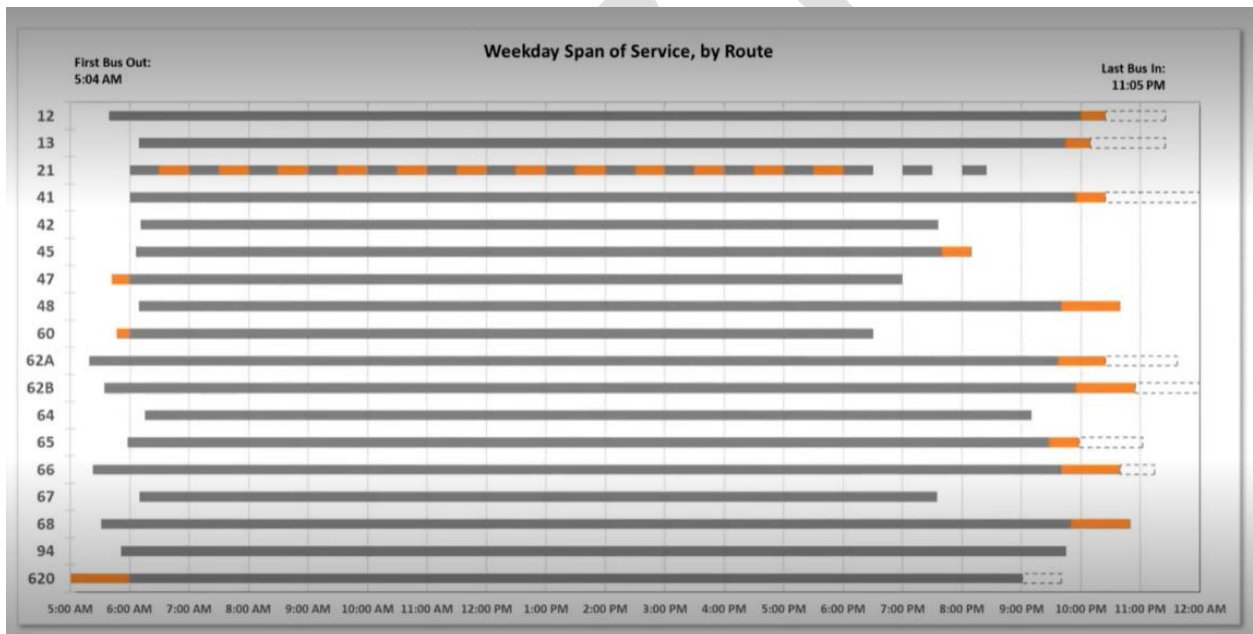
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review the service updates for the remainder of 2023 and provide a look-ahead for the next five years through the 2023-2028 Transit Development Plan.

Starting Sunday, July 23<sup>rd</sup> higher frequency will be added to Route 13 with 15-minute service intervals, increased from 30-minute service intervals. Service hours will be extended on Route 620 (Olympia Express) with 1 additional early morning trip and 4 additional afternoon and evening trips during the weekday schedule. Starting Sunday, September 3<sup>rd</sup> higher frequency will be added to Routes 21, 45, 47, and 60 with 30-minute service intervals, increased from 1-hour service intervals. Service hours will also be extended past 10:00 p.m. on weekdays and weekends for select routes. Cumulatively, these changes add up to about 13% increase in service and place service restoration at 88% of pre-COVID levels.

LaFontaine thanked human resources and training staff for their work in recruiting and training additional operators. A bar graph showing the span of service coverage for each route was displayed with orange highlighting the additions in July and September 2023. LaFontaine also displayed a visual to represent added frequency.



*Eliane Wilson asked what the 620 pattern will be following the 2023 service updates.*

*LaFontaine responded that in the short-term the pattern will be the same.*

*Wilson clarified that her question asks about the frequency of the 620 staying at every hour for each direction.*

*LaFontaine replied that in the morning service will be running hourly and starting in the afternoon and into the evening it will increase to every 30 minutes.*

*Wilson shared that increasing service to every 30 minutes coming from Lakewood is a great improvement.*

*LaFontaine added that frequency helps riders with connections for trains and Sound Transit buses traveling further north.*

*Community Attendee Georgia Chanterelle asked if the routes selected for weekend service expansion had been decided yet.*

*LaFontaine responded that they have been selected and include Route 62, among others. Routes will be updated in the September schedule.*

*Clair Bourgeois inquired if there are upcoming changes to Route 64.*

*LaFontaine responded that there are no changes to Route 64 in either July or September. He followed up to ask if there was a particular change she was hoping to see.*

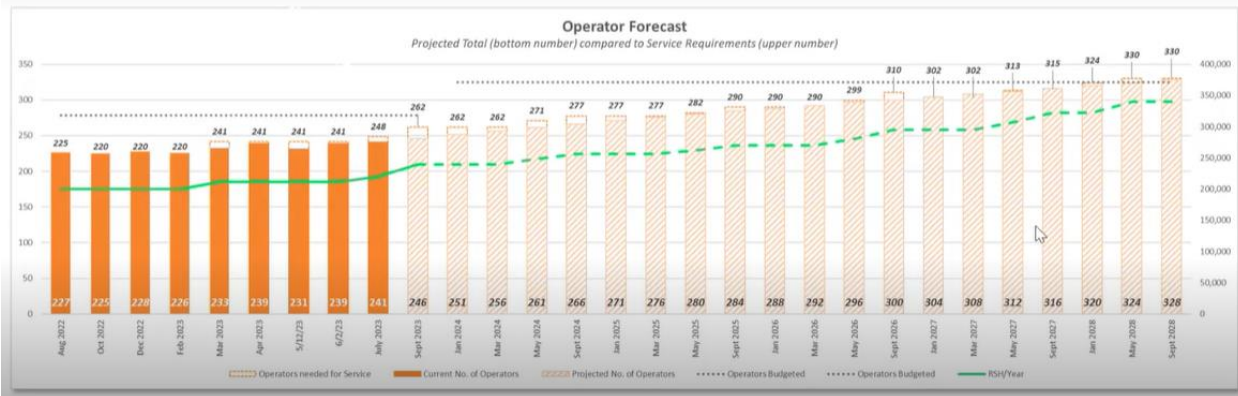
*Bourgeois stated Route 64's last departure from the downtown Olympia Transit Center at 7:15 p.m. and she was hoping that service would be expanded later, especially with some routes seeing service as late as 10:00 p.m. Bourgeois also noted that Route 64 arrives at the Lacey Transit Center at 7:40 p.m.*

*LaFontaine shared that he will speak to Route 64 evening service in the next part of his presentation.*

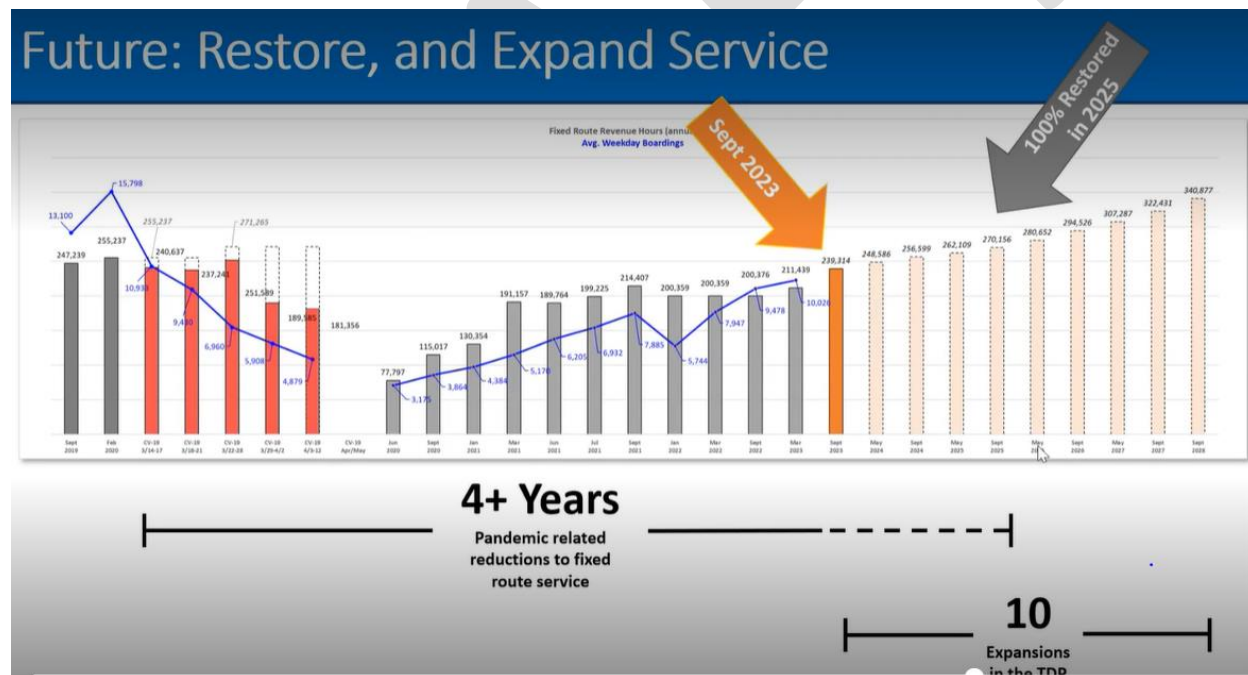
LaFontaine continued to discuss planned improvements from 2024 through 2028, which are captured through a six-year Transit Development Plan (TDP) that is a requirement of Transit Agencies in the State of Washington. The TDP includes Intercity Transit's 2022 Annual Report and a collection of other required documents, and helps staff compare local transit goals with state transit goals. Over the next five years, Intercity Transit expects to host about 20 classes of operators and implement 10 service changes with expansions in the Spring and Fall of each year. Forecasts include over 100,000 hours of increased revenue service to fully restore what was reduced, suspended, and altered during the COVID pandemic and begin the work of implementing IT's long-range plan. LaFontaine discussed projected operator growth from August 2022-September 2028, with dark orange bars showing current number of operators and lighter orange showing number projected into the future. The numbers are trending up, which is a positive. The green line represents Revenue Service hours, which is the metric used to quantify IT's service. This trend is also going up and shows that recruitment of new operators and retention of operators is increasing along with planned service. Planning staff are mindful of operator supply when writing service schedules.

### 2023 – 2028 Operator Forecast

- +/-20 Classes of Operators over 5 years



Overall, Intercity Transit is expected to experience pandemic related fixed-route service disruptions for more than four years and plans service to be fully restored in September 2025. Service expansion is anticipated to begin in 2026 with revenue hours increasing to 340,877 hours annually by September 2028. LaFontaine reviewed details of the service graph including average weekday boarding counts and annual revenue hours, both actual and projected.



Annual projections for the 2024 spring schedule include possible restoration of Olympia Express and DASH and for the 2024 fall schedule include possible restoration of the BRT Demonstration Project bringing service restoration to 92% of pre-COVID levels and utilizing consolidated grant funds. In 2025, the spring schedule is projected to include possible late night service restoration and the fall schedule will include final restorations and initial expansions from the Long-Range Plan bringing service to 100% of pre-COVID levels and utilizing Regional Mobility Grant funds. In 2026, projections include possible neighborhood routes extended to 11:00 p.m. service on both weekdays and weekends, as well as higher frequency on some routes. In 2027 and 2028, service will continue to increase in frequency with the ultimate goals

of minimum 30-minute frequencies all day, three routes with all-day 15-minute service, consistent frequency all-day seven-days-a-week, and simpler bus schedules. LaFontaine shared that there are additional elements to the Long-Rangel Plan that include micro transit and on-demand transit, late night service, and more but are beyond the reach of the current TDP.

*Marilyn Scott inquired about the new homes constructed near Henderson and if the plan takes that into account for increased service.*

*LaFontaine responded that Planning does take inventory of new construction and community development, but it is not practical to adjust schedules every time a new subdivision comes along. Additional considerations will need to be had as the look and feel of Intercity Transit's service evolves with expansion of fixed-route and on-demand services to new areas. Intercity Transit has also been paying attention to pilot projects going on throughout the region and notes that technology is increasing to meet the needs of operating on-demand transit services.*

The 2023-2028 TDP Timeline will be reviewed by the Intercity Transit Authority on August 2<sup>nd</sup>, a public hearing set for August 16<sup>th</sup>, and final adoption of the TDP in September to file with the Washington State Department of Transportation (WSDOT).

LaFontaine answered questions.

*Community Attendee Georgia Chanterelle asked for an explanation of "The One" or BRT Demonstration.*

*LaFontaine responded that Intercity Transit received grant dollars from the State of Washington back in 2019 that allowed IT to complete a demonstration project on high-frequency service along a segment of the Martin Way corridor into West Olympia and the Capital Mall. The project was only running for a few months before the pandemic impacted service and "The One" was discontinued. This would be service supplementing routes 62 and 48, running east-west through the community.*

**E. Public Records Request Policy Update** – (Amanda Collins) Collins serves as the Public Records Officer for Intercity Transit and presented recommended policy updates for Policy EX-0005 Requesting Public Records.

Collins shared that the policy was adopted by way of resolution on April 4, 2007, and addresses agency compliance with the Public Records Act (PRA), RCW 42.56. The PRA requires that all public records maintained by state and local agencies be made available to members of the public, with very narrow statutory exemptions.

The policy was reviewed for statutory updates, process and procedure updates, and updates to general agency information.

Statutory updates included:

- Reference to executive order 01-2007 for not maintaining a public record index.
- Clarifying that all public records requests must be for identifiable records and a valid request cannot be for all, or substantially all, agency records.
- Removing references to RCW 42.17, which was an old statute.

- Adding language regarding mandatory Third-Party Notice to employees, former employees, and their labor representatives regarding requests for payroll, supervisor, personnel, and training records, RCW 42.56.250(12).
- Adding language to create a redaction log for any portion of a record that is exempt to inform the requester of any denial and corresponding legal authority.
- Clarified rights of requesters to petition for court review of any denial of a record.

Process updates included:

- Updating the policy description.
- Adjusting designated business hours for public inspection of records to 30 hours weekly, as allowed by statute.
- Establishing fees for electronic records.
- Adding language to accept a public records request via e-mail.
- Clarifying that a 5-day response may include a direct link to electronic records that are publicly available on Intercity Transit's website.
- Clarifying that a 5-day response may include an estimated date that the first installment of records will be available.
- Establishing procedures for requesting and providing electronic records.
- Adding detailed explanation of costs for electronic delivery, materials, customized service fees, and outside vendors.
- Removing reference to an employee waiver and cancelling FORM EX-0005B to authorize disclosure of personnel information without redaction.

General information updates included:

- Updating the name and contact information for Intercity Transit's Public Records Officer
- Updating the address of Intercity Transit's administrative office building.

Finally, Collins reviewed next steps for the proposed policy updates. A legal review by Jeffrey Myers, General Counsel to Intercity Transit was completed in July and staff have a scheduled presentation to the Authority Board in August. Other agency efforts surrounding Public Records Act awareness include all staff training for public disclosure and records management, re-forming the records management committee, and procuring a public records software to manage the increased volume of requests.

Collins answered questions.

*Lloyd Peterson commended staff for taking action to review the policy. Peterson stated that public records issues are legal quagmire and odds are an agency is going to lose since every record is a public record with very narrow exemptions. Peterson was also pleased to learn that all staff training was a part of the agency's efforts as it's important to keep all officials and staff aware of the nature of the law.*

*Collins responded that a public records request can be furnished upon any agent of Intercity Transit and a priority is to inform all staff of their obligations under the law.*

- F. Cancellation of August CAC Meeting – (Emily Bergkamp)** Bergkamp serves as the Interim General Manager and brought forth discussion of possibly cancelling the normally



scheduled August meeting due to lack of agenda items. The alternative would be to maintain the planned schedule and meet on August 21, 2023, as scheduled.

*Nicole Smit asked if the Joint Meeting was normally in August.*

*Bergkamp responded that the joint meeting is typically held in September.*

*Smit called for any discussion about cancelling the August meeting.*

*Grettenberger stated that she had no concerns.*

*Smit asked if this requires a motion for approval.*

*Collins responded that past practice has not included seeking input from the committee and was mostly staff driven. However, since the item was up for discussion with alternatives proposed a vote would be appropriate.*

**It was M/S/A by NICOLE SMIT and JIHAN GRETTEBERGER to cancel that August 21, 2023, CAC Meeting.**

## **CONSUMER ISSUES**

*Clair Bourgeois* shared a facilities related concern at the Olympia Transit Center. Bourgeois stated that she was walking along 4<sup>th</sup> Avenue, which had uneven pavement that caused her to fall, and she sustained some injuries to her knee and was bleeding. Bourgeois proceeded to Intercity Transit for assistance and asked Customer Service for a first aid kit. Staff at the Olympia Transit Center provided her with band aids but did not have other supplies to respond to the situation and did not have paper towels in the restroom to clean her wounds.

Bergkamp acknowledged this concern and stated that she would check in with her facilities staff to get some additional first aid supplies.

## **REPORTS**

- **General Manager's Report** - Bergkamp provided the General Manager's report including:
  - **South Sound Regional Rodeo Results**  
Intercity Transit hosted the South Sound Regional Bus Rodeo on July 16 at the Tumwater Brewery. Our very own Operations Supervisors, David Dudek and Bill Miller, along with their spouses Lilian and Shanika, worked tirelessly again to ensure this event takes place every year. Maintenance Supervisor, William Snyder, who coaches our Maintenance Team, also ensured the Maintenance portion of the competition ran smoothly. We hosted driver competitors from King County Metro, Ben Franklin Transit, Twin Transit, Spokane Transit, Whatcom Transit, Island Transit, Community Transit, Pierce Transit, Everett Transit, C - Tran, Kitsap Transit, and People for People (Moses Lake). Similarly, we hosted Maintenance Team competitors from King County Metro, Ben Franklin, Kitsap Transit, and Link Transit. Intercity Transit had an excellent showing as always. Our very own Coach Operator Rob Wood took 1<sup>st</sup> place in the overall 40-foot competition. DAL Operator Dan Savage took 2<sup>nd</sup> in the overall BOC competition, and one of our Maintenance Teams came in 2<sup>nd</sup> overall - with teammates Bryce Reinhardt, Jonathan Reynolds, and Sean Malay. IT had a second Maintenance Team who came in 4<sup>th</sup> place overall - with teammates Richelle Loken, Karl Ammann,

and Jackson Madison. Other Intercity Transit driver competitors were Jeremy Smith BOC, Filipino AINUU BOC, Sonja Phillips 40', Doug Turner 40' who took third place against other IT competitors, David Randall 40' who took 2<sup>nd</sup> place against other IT competitors. Special thanks to CAC Chair Nicole Smit for uniform inspections and score collection, CAC member Marilyn Scott for judging the 2<sup>nd</sup> passenger stop, and ITA member Sue Pierce for judging the left-hand turn obstacle. Special thanks to staff who helped too - Dena Withrow, Heather Stafford-Smith, Alana Neal, Jessica Gould, Michael Maverick, Warren Franz, Randi Jones, MJ Joy, Dan Macmillan, and Jonathon Yee.

- **Transit Appreciation Day (TAD)**

Staff are planning the first, post COVID Transit Appreciation Day (TAD). Mark your calendars for Friday, August 4 from 10 am to 4 pm. Intercity Transit will provide a delicious meal for all current employees, volunteers, Community Advisory Committee and Authority Board members. Due to current construction and parking constraints, we won't be able to invite family members and retirees to join us at TAD as we have in the past. But this is a step in the right direction to returning to events that celebrate everything staff and volunteers do, every day, to bring high quality public transportation to our community. Special thanks to Executive Assistant Amanda Collins and the Wellness Committee for their TAD planning efforts!

- **Zero Emissions Workshop**

Authority Members attended a Zero Emissions workshop with Center for Transportation and the Environment on July 12 to learn about their analysis of our fleet and service to help us make decisions on what type of zero emission technology would be the right fit for us in the future. Special thanks to Executive Assistant Pat Messmer for coordinating all the moving parts of the workshop. Jonathon and Emily have created a schedule of follow-up discussions with the ITA at meetings in the next few months to ensure board members have an opportunity to process the information shared as a group.

- **Class 23-04 Starting August 14**

We recently interviewed 39 Operator candidates for class 23-04 scheduled to start on August 14, which already had 4 candidates vetted from the previous recruitment. Last week, we extended 23 conditional job offers!

**NEXT MEETING: September 20, 2023, joint ITA and CAC meeting, location to be determined.**

**ADJOURNMENT at 7:49 pm.**

Prepared by Amanda Collins

<https://intercitytransitwa.sharepoint.com/sites/ExecutiveServices/Shared Documents/General/CAC/2023/2023 Minutes/Draft/July 2023 CAC Minutes.docx>

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-A  
MEETING DATE: October 16, 2023**

**FOR:** Community Advisory Committee

**FROM:** Jana Brown, Chief Financial Officer, 360-705-5816  
Emily Bergkamp, Interim General Manager, 360-705-5838

**SUBJECT:** 2024 Draft Capital Improvement Plan 2024-2028

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1) **The Issue:** Introduce the Intercity Transit Capital Improvement Plan 2024-2028.

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

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3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting any official plan, especially one driving the annual budget process. Both the Capital Improvement Plan along with the budget document identifies the expenditures needed to support the level of services identified in the Strategic Plan.

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4) **Background:** Intercity Transit has always maintained plans for implementing capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. This Capital Improvement Plan (CIP) is a new planning tool to further articulate these plans and bring them all together to coordinate with the operating budget. The CIP will be updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Lastly, using this methodology will also help in providing long-range financial forecasting.

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

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6) **Budget Notes:** The Authority reviewed the draft Budget, which includes capital costs, at their October 4, 2023, meeting. With approval from the Authority, a public hearing was scheduled for Wednesday, November 1, 2023, to review the draft Budget which will include all operating and capital costs. Both the Budget document along with the CIP are available online for public review and comment.

The CIP and budget are scheduled for adoption at the December 6, 2023, Authority meeting.

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

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8) **References:** [Draft Capital Improvement Plan 2024-2028](#).

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-B  
MEETING DATE: October 16, 2023**

**FOR:** Community Advisory Committee

**FROM:** Jana Brown, Chief Financial Officer, 360-705-5816  
Emily Bergkamp, Interim General Manager, 360-705-5889

**SUBJECT:** 2024 Draft Budget

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1) **The Issue:** Introduce the Draft 2024 Budget.

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

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3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget document relies on the Capital Improvement Plan and coordinates with the Strategic Plan regarding service levels, which is the prime driver of proposed expenses for 2024.

---

4) **Background:** Staff will present elements of the draft 2024 budget to include capital projects, new initiatives, new staff, on-going projects from the previous budget, and operational expenses. Staff will also discuss potential grant opportunities, which align with the Strategic Plan, and their impact on the budget, including our goals of restoring service to pre-COVID levels and continuing investments towards our transformational promises from Proposition 1.

The proposed Operating budget for 2024 is \$89 million, which includes \$7.3 million for rollover projects.

The proposed Capital budget for 2024 is \$65.3 million, which includes \$31.5 million in new projects and \$33.8 million for rollover projects.

The total proposed 2024 expenditure budget including staff recommended new projects/positions is \$154.3 million.

The major elements of Intercity Transit's 2024 budget are:

- Sales tax revenue for 2024 has been budgeted for what has been collected thus far in 2023, which represents a 3% increase above the 2023 budget.

- Continue construction to renovate and expand the Pattison Street facility.
- Continue pursue of grant funded BRT and Corridor Program
- Bus Stop Facility Capital Improvements
- Life Cycle Vehicle Replacements
- Zero Emission – Hydrogen Demonstration
- Centennial Station Improvements
- Lacey Transfer Center Improvements
- Add 4 new positions:  
Fleet Maintenance Supervisor, Information Services Cybersecurity Analyst,  
Training & Safety Coordinator and a temporary 3-year Data Analyst position  
for initial database tracking of all facilities related assets.

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

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6) **Budget Notes:** The Authority reviewed the draft budget at their October 4, 2023, meeting. With approval from the Authority, a public hearing was scheduled for Wednesday, November 1, 2023. The Draft Budget package is available for public review and comment on Intercity’s public facing webpage. The budget is scheduled for adoption at the December 6, 2023, Authority meeting.

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

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8) **References:** [Draft 2024 Budget.](#)

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-C  
MEETING DATE: October 16, 2023**

**FOR:** Community Advisory Committee

**FROM:** Nick Demerice - Chief Communications and Marketing Officer

**SUBJECT:** Marketing and Communications Update

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- 1) **The Issue:** To update the committee on several marketing and communications activities including a fall/winter campaign.
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- 2) **Recommended Action:** For information and discussion.
- 
- 3) **Policy Analysis:** The marketing and communications group are responsible for all external and internal communications for the agency. This includes a wide array of projects and programs.
- 
- 4) **Background:** In addition to a general update, Nick will provide the background and plan for a fall/winter marketing campaign.

In 2020, shortly after launching the zero-fare pilot and beginning construction on both the Olympia transit center and the administration and operations building, COVID hit. Like the rest of the world, IT had to reimagine itself overnight. As an organization that encourages people to come together and serve everyone, a pandemic was in direct conflict with those goals. The agency moved to appointment-based service and cut volumes drastically due to ridership evaporating overnight.

Now, as we come out of the pandemic, we have an opportunity to reintroduce ourselves to the community. Throughout the many summer community events we participated in, it became abundantly clear that most residents of Thurston County don't know much about Intercity Transit. Unless they were active users, almost no one knew we were fare free or offered services outside of fixed route and dial a lift.

This presents a tremendous opportunity to educate our community about the value and innovation of Intercity Transit.

- 
- 5) **Alternatives:** N/A.
- 
- 6) **Budget Notes:** The marketing and communications group is 5 total FTE when fully staffed. The work is primarily funded from general operating funds.

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7) **Goal Reference:** Marketing and communication activities support all 9 of Intercity Transit's annual goals through strategic and effective communication with our community about our services.

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



**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-D  
MEETING DATE: October 16, 2023**

**FOR:** Community Advisory Committee  
**FROM:** Emily Bergkamp, Interim General Manager, 360-705-5889  
**SUBJECT:** Draft 2024- 2029 Strategic Plan

- 
- 1) **The Issue:** Review the Draft 2024-2029 Strategic Plan.
- 
- 2) **Recommended Action:** For your information.
- 
- 3) **Policy Analysis:** It is the practice of the Intercity Transit Authority to review and accept comments from the public prior to adopting the strategic plan. The Strategic Plan states the Agency's direction for 2024 and the following five-year period. The Strategic Plan identifies the Authority's wishes regarding service levels, which is the prime driver of our proposed expenses for 2024.
- 
- 4) **Background:** The Draft 2024-2029 Strategic Plan identifies policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. While there are lingering unknowns regarding 2024 due to remaining uncertainty in the labor market and the economy, the strategic plan recognizes the uncertainties, allowing the agency to respond as appropriate and focuses on returning to pre-pandemic levels of service and working towards goals from the Authority approved long-range plan. Formal comments will be accepted through a public hearing tentatively scheduled for the November 15, 2023, Authority meeting. Both the Strategic Plan and the budget are on track for approval at the December 6, 2023, Authority meeting.
- 
- 5) **Alternatives:** N/A
- 
- 6) **Budget Notes:** The Strategic Plan coordinates with the development of the annual budget.
- 
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all the Authority goals.
- 
- 8) **References:** [Draft 2024-2029 Strategic Plan.](#)

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-E  
MEETING DATE: October 16, 2023**

**FOR:** Community Advisory Committee

**FROM:** Emily Bergkamp, Interim General Manager, 360-705-5889

**SUBJECT:** 2023 CAC Self-Assessment

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- 1) **The Issue:** Completion of the CAC self-assessment inclusive of 2023. Staff will share results of the assessment at the November 20, 2023 CAC meeting, and with the Authority at the December 6, 2023 ITA.
- 
- 2) **Recommended Action:** Complete the self-assessment by November 10, 2023, for compilation of results by staff. The assessment will be completed online and staff will email a link to access the survey.
- 
- 3) **Policy Analysis:** The Intercity Transit Authority requires the CAC to complete an annual self-assessment. Results are shared with the Authority.
- 
- 4) **Background:** The CAC conducts a self-assessment each spring and discusses the results. The self-assessment exercise had been suspended since 2020 due to the pandemic. The CAC resumed in-person meetings in July 2023, and it is recommended to conduct a self-assessment this fall, ahead of the next full term.
- The survey link will be sent on October 23, 2023. The CAC seeks 100% participation. Assessments are due by November 10, 2023. Staff will share results of the assessment at the November 20, 2023 CAC meeting, and with the Authority at the December 6, 2023 ITA.
- 
- 5) **Alternatives:** Postpone the self-assessment exercise and revisit further action in spring 2024
- 
- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.
- 
- 8) **Reference:** N/A

**INTERCITY TRANSIT  
COMMUNITY ADVISORY COMMITTEE  
AGENDA ITEM NO. 5-F  
MEETING DATE: October 16, 2023**

**FOR:** Community Advisory Committee

**FROM:** Amanda Collins, Executive Assistant, 360.357.1532

**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 2024 year.
- 
- 2) **Recommended Action:** Nominate interested and willing CAC members for Chair and Vice Chair.
- 
- 3) **Policy Analysis:** Per the CAC By Laws and Operating Principles, officers will be nominated in October and elected in November for one-year terms.
- 
- 4) **Background:** CAC Chair Nicole Smit has completed two terms and Vice Chair Jihan Grettenberger has completed two terms in their respective positions. The By Laws and Operating Principles 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

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

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8) **Reference:** CAC By Laws.

## COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12
CAC	Members	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Harrison	Ashby												
Clair	Bourgeois												
Nikki	Crist			Absent				Absent					
Ursula	Euler	Absent						Absent					
Ty	Flint		Absent										
Alejandro	Garcia	Absent	Absent	Absent	Absent	Absent	Absent	Absent					
John	Gear		Absent	Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Jihan	Grettenberger					Absent							
Betty	Hauser						Absent	Absent					
Marie	Lewis	Absent	Absent	Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Jeremy	Mott			Absent	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned	Resigned
Lloyd	Peterson	Absent		Absent		Absent							
Trina	Primm		Absent	Absent	Absent	Absent	Absent	Absent					
Doug	Riddels												
Marilyn	Scott	Absent	Absent			Absent							
Nicole	Smit												
Allison	Spector	Absent	Absent	Absent	Absent	Absent	Absent	Absent					
Edwina	Waehling	Absent		Absent	Absent	Absent	Absent	Absent					
Rachel	Weber	Absent											
Eliane	Wilson												

= Joint meeting does not count against required meeting attendance