

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA**

**April 15, 2024 - Administrative Office
5:30 PM**

Join on your computer: [Click here to join the meeting](#). The meeting ID: 292 291 944 573
Passcode: gXypt8 or call in (audio only) +1 929-229-5501, 202346457# United States,
New York City Phone Conference ID: 202 346 457#

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative (<i>Debbie Sullivan</i>) | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. April 17, 2024, ITA Meeting - (<i>Harrison Ashby</i>) | |
| | B. May 1, 2024, ITA Meeting - (<i>Garrett Fuelling</i>) | |
| | C. May 15, 2024, ITA Meeting - (<i>Lloyd Peterson</i>) | |
| IV. | APPROVAL OF MINUTES - March 18, 2024 | 1 min. |
| V. | NEW BUSINESS | |
| | A. Zero Fare Update (<i>Emily Bergkamp</i>) | 15 min. |
| | B. Bicycle Community Challenge Update (<i>Duncan Green</i>) | 15 min. |
| | C. CAC Stipend Program Discussion (<i>Emily Bergkamp</i>) | 15 min. |
| VI. | CONSUMER ISSUES - All | 10 min. |
| VII. | REPORTS | 15 min. |
| | A. March 20, 2024, ITA Report (<i>Eliane Wilson</i>) | |
| | B. April 3, 2024, ITA Report (<i>Garrett Fuelling</i>) | |
| | C. General Manager's Report (<i>Emily Bergkamp</i>) | |
| VIII. | NEXT MEETING - May 20, 2024 | 1 min. |
| IX. | ADJOURNMENT | 1 min. |

Attendance Report Attached.

Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see our [Non-Discrimination Policy](#).

Committee materials are available at <https://www.intercitytransit.com/agency/community-advisory-committee>. In compliance with the Americans with Disabilities Act, those requiring accommodation for

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Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
March 18, 2024 – Hybrid Meeting

CALL TO ORDER

Chair Wilson called the hybrid March 18, 2024, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Eliane Wilson; Vice Chair Ty Flint; Betty Hauser; Clair Bourgeois; David Payton; Doug Riddels; Garrett Fuelling; Harrison Ashby; JoAnn Scott; Marilyn Scott; Nicole Smit; Ursula Euler; Tony Mealy-Chapman; Rachel Weber; Rachel Wilson; and John-Paul Fox Seidel.

Absent: Lloyd Peterson; Trina Primm

Staff Present: Amanda Collins; Emily Bergkamp; Dena Withrow Cameron Crass; Alana Neal; Heather Stafford; Michael Maverick; Ramon Beltran; and Nathaniel Davis.

Guests Present: David Foster and Joanna Grist

APPROVAL OF AGENDA

It was M/S/A by TY FLINT and RACHEL WEBER to approve the agenda.

INTRODUCTIONS

Wilson introduced Authority member, Carolyn Cox as the ITA representative attending the meeting. Guests David Foster of Foster Government Relations and Joanna Grist of Grist Public Relations, LLC were introduced.

MEETING ATTENDANCE

- A. March 20, 2024, ITA Meeting - Eliane Wilson
- B. April 3, 2024, ITA Meeting - Garrett Fuelling
- C. April 17, 2024, ITA Meeting - Harrison Ashby

APPROVAL OF MINUTES

It was M/S/A by TY FLINT and NICOLE SMIT to approve the January minutes.

It was M/S/A by RACHEL WEBER and MARILYN SCOTT to approve the February minutes.

NEW BUSINESS

- A. **State Legislative Review** – (*Emily Bergkamp*) Emily Bergkamp introduced David Foster and Joanna Grist of Foster Government Relations and Grist Public Affairs, LLC who have served as Intercity Transit’s State Advocates since 2016. Foster and Grist support Intercity Transit

with building regional relationships, securing federal and state resources, and staying up to date with Washington State Legislative activities.

Foster began the presentation with expressions of gratitude for the opportunity to meet and discuss the partnership. The advocacy partnership has been successful with local legislators, as well as committee members on the transportation committees, both in the House and Senate. Foster noted a key accomplishment was the ability for Intercity Transit to secure a new sales tax with Proposition 1, different grant opportunities, and a recent increase in transit funding from the state-wide transportation package for the next couple years including funding for IT's maintenance facility. Foster provided an overview of the recent legislative session and different issues they are monitoring. The session ended on March 7th and was considered a short, 60-day session for a supplemental year that addresses supplemental budgets, transportation's operating and capital budgets, and is the second year of the biennium headed into an election. The election cycle begins the day after the legislative session. Currently, Democrats control the House by a margin of 58-40 and control the Senate by a margin of 29-20, as well as the Governor's office. Foster explained the last few years have been robust in both the supplemental year and the longer, normal session noting that despite being in the midst of the COVID-19 pandemic, the state's revenue remained strong, and a large amount of federal funding became available to all states with Washington being awarded its fair share. The transportation package was approved in 2022 and was a part of a trend of very active legislative sessions over the previous four years. The 2024 legislative session took on a more typical outcome and was relatively light on policy and budget changes.

A key transit bill discussed during the session included House Bill 2191 concerning transit governance and adding two community members to the board. Foster explained this issue has been around for several years and most recently a labor representative was added to the board in a non-voting role. The proposed addition of community members would have been voting roles. With Foster's help, Intercity Transit asked for an exemption from this legislation because it already has three community members serving on the Authority Board. The legislators that were working on the bill granted this exemption and understood the unique position Intercity Transit was in. Ultimately, HB 2191 bill did not move forward, nor did a separate request for a budget study to further examine the issue. Foster expects this bill to return in 2025, possibly with an amendment to make the labor representative a voting board member. Another bill of interest was Senate Bill 6304, which would have created penalties for idling vehicles. Public transit buses can have extended idling times and the bill may have had unintended consequences for transit agencies. SB 6304 also did not move forward, and Foster was unsure if this bill would return in subsequent years. \$5 million of funding for IT's maintenance facilities was secured for the 2025-2027 biennium and will become available July 1, 2025. Joanna Grist also shared that she and Foster had worked closely in the past to restore funding for the DASH shuttle, but the funding went away during COVID. She garnered a lot of legislative support for the service and can explore renewing the funding should Intercity want to continue the service.

Grist then reviewed upcoming elections and significant political changes in the district. She explained that filing for the upcoming election begins in May. Notably, Senator Sam Hunt who has been a champion for transit issues announced his retirement, leaving a vacancy in the 22nd district. House Representative Jessica Bateman announced that she will run for Senator Hunt's seat and Olympia City Councilmember Lisa Parshley is running for Representative Bateman's house seat. Representative Beth Doglio announced she will be

running for reelection for the other house seat. Representative JT Wilcox, who is the former minority leader, announced he is not running for reelection and City of Orting Mayor Josh Penner has announced he is running for Wilcox's house seat. Grist highlighted that Mayor Penner previously served on the Sound Transit board and is known for his pro-transit contributions, which is a positive sign for Intercity Transit.

Grist discussed the Climate Commitment Act, which is a major funding source for transit and is on the ballot in November, up for potential repeal. This vote impacts IT's funding through the Carbon Credit Trading Program that taxes polluters to pay for environmental and climate reduction programs, plus transit. Foster and Grist said they will be watching the issue closely as it may impact the priorities of their advocacy work.

Finally, Grist shared a recent court decision impacting redistricting that would create a new democratic-leaning district in the Yakima area. The new district is designed to ensure representation for Latinx voters. However, this decision displaces Senator Curtis King, who is a ranking member of the Senate Transportation Committee. Senator King had visited Intercity Transit to tour the facility and was supportive of the \$5 million grant. The new district is a very significant change for republicans in Eastern Washington that may make things more polarized and partisan in Olympia. Foster concluded their presentation by thanking Bergkamp and her staff for their support of transit initiatives, whether that be in the form of providing testimony or simply sharing the agency's perspective.

Foster and Grist invited questions from the committee.

Ty Flint asked about the Carbon tax and how much funding from Intercity Transit would be impacted if it gets repealed.

Foster responded that it is approximately \$16 million per year in operating funds. He explained it is quite substantial in transit organizations across the state both big and small.

Bergkamp added that Intercity Transit gets allocated funds from the state every year and the amounts significantly increased by the Climate Commitment Act. For example, Intercity Transit receives about \$7 million per biennium for paratransit support (Dial-a-Lift Program). Should the vote repeal the Climate Commitment Act, this funding would be cut roughly in half to previous funding levels which is very significant for Intercity Transit. There are a lot of transit agencies around the state that utilized the additional funding to implement zero youth fare. IT's pilot fuel-cell electric bus (FCEB) program and hydrogen fueling station is also wrapped into CCA dollars. The state has been advising transit agencies to seek reimbursement for whatever they can, and to do so now. There is some additional guidance coming from the Federal Transit Administration to aide in procurements of buses by prepaying and making progress payments. Supply chain issues have delayed the delivery of vehicles and made it difficult for manufacturers to shoulder all the risk up front. Bergkamp explained that moving to that style of procurement for FCEB's may help Intercity Transit utilize CCA funding sooner rather than later. Transit professionals understand that funding is never a sure thing, and these kinds of changes are not new to us.

Rachel Weber asked a question to clarify if CCA funding needed to be renewed and was not renewed during the session.

Foster explained that in 2022, the senate passed this carbon initiative to sell credits and allow offsets for organizations that pollute. Those dollars went into transit and other projects. The CCA was one of six initiatives that came to the legislature this year with two options. Option one was to pass the initiative and put it into law as written and the second option was to allow the

initiative to go to the ballot. The legislature voted to pass three of the six initiatives to go into effect on June 6th, and the other three are going to ballot including the carbon tax initiative. The voters of Washington will get to vote on whether they want to see this tax continue, a yes vote means repeal and a no vote means to maintain.

Bergkamp emphasized the importance of educating the public on ballot initiatives without advising how to vote.

Bergkamp added her appreciation for the support from David and Joanna in connecting legislators to Intercity Transit and the effectiveness of tours in showcasing transit's impact. She shared that between her transition into the role of General Manager and Ann Freeman-Manzanares' retirement, they didn't miss a beat and maintained good relationships with our state legislators.

Foster described the benefit of facility tours and having legislators see first-hand the benefits that transit organizations provide to their communities. Both Democrat and Republican leaders can see how transit is using taxpayer dollars and how it's being stretched and managed correctly, so they support moving tax bills along. Tours and conversations have allowed for Intercity Transit to do quite well even during the downtimes.

- B. Transit Employee Appreciation Day – (Cameron Crass)** Cameron Crass serves as Intercity Transit's Operations Deputy Director and shared several video clips highlighting IT professional drivers' skills. Crass opened his presentation to acknowledge National Transit Employee Appreciation Day, previously known as Transit Driver Appreciation Day, and extended recognition to all transit employees, including operators, supervisors, maintenance staff, and facility employees. Crass discussed the importance of frontline staff in keeping operations running smoothly, as well as the effectiveness of ongoing training and support for employees.

The first video showcases a specific incident where an operator demonstrated quick thinking and skill by avoiding a potential accident involving a cyclist. Such incidents highlight the challenges operators face daily and the importance of recognizing their efforts. Despite many such instances going unnoticed, Intercity Transit aims to appreciate and acknowledge the operators for their dedication and professionalism.

Crass shared another example, a new operator, only on the job for three or four months, who demonstrated quick reflexes when faced with a car unexpectedly entering their path. This incident highlights the preparedness and readiness of operators, even those in the early stages of their careers. He explained that the training program for operators has been extended from 8 weeks to 10, providing more time for practical experience on the road with support from experienced trainers. This thorough training ensures that operators are well-equipped to handle various situations they may encounter while on duty. Next Crass showed yet another incident of an operator who was exiting Capitol Mall and encountered a car turning into their lane unexpectedly. He explained that this scenario underscores the importance of operators being vigilant and scanning the road ahead. Despite encountering such situations frequently, operators are trained to remain alert and respond effectively to ensure the safety of passengers and others on the road.

In the final video Crass shared, an operator at a bus stop on Martin Way noticed an unresponsive person on the sidewalk and immediately sprang into action. The operator wasted no time in checking on the individual and proceeded to perform CPR until emergency medical services (EMS) arrived. This incident highlights the quick thinking and

compassion of transit operators, as well as their willingness to assist in emergencies. Despite such situations not being ideal, operators are trained and ready to provide aid when needed, showcasing their dedication to the community's well-being.

Crass explained that Intercity Transit receives a lot of good community feedback. He shared additional customer comments with the committee. Crass read a note thanking an operator for helping an elderly rider stay warm indoors while waiting for her ride to Tacoma. Another note thanked an operator who was previously recognized at a state conference for intervening to save the life of a person attempting to jump from a bridge. This note complimented the operator's de-escalation techniques and how they supported an upset passenger on an evening commute. Finally, a visitor from Korea wrote in to thank their operator for their kindness and warm smile.

Marilyn Scott shared an encounter when she was riding the bus, and a personal operating vehicle struck the bus's mirror. She commended the Operator for staying calm and safe during the situation.

Emily Bergkamp acknowledged Cameron Crass and Dena Withrow, who serve as the Deputy Director of Operations and the Operations Director, respectively. Bergkamp praised the excellent teamwork and support provided by these individuals to the organization's operators, especially during difficult times, such as family losses. Care and concern are shown by Cameron and Dena towards the well-being of the employees. Furthermore, Bergkamp expressed gratitude towards other essential groups within the organization, including operations supervisors, transit facility staff, and maintenance personnel. Operations supervisors are recognized as the first responders within the transit system, often handling issues on buses and managing traffic during accidents. Transit facility staff are appreciated for their maintenance of over 1000 bus stops and their efforts during facility relocations. Maintenance personnel are the unsung heroes who work tirelessly around the clock to ensure the fleet's preventative maintenance needs are addressed and tending to any defects, thus enabling the organization to function smoothly.

Eliane Wilson inquired if fixed route training and dial-a-lift training are the same or separate training.

Crass answered that all operators go through both fixed routes and Dial-a-Lift, so they are trained and able to drive for both services. Many new operators are assigned an "Extra-board" schedule that helps cover other operator's vacations and sick leave so a new operators' ability to step in and drive regardless of the need is important.

Dena Withrow thanked Cameron Crass for his presentation and recognition of transit workers. Withrow shared that she is relatively new to Intercity Transit and is amazed how the agency can show true appreciation to its staff, so they feel supported and can focus on providing excellent service to the community.

C. 2023 Walk N Roll Report – (Kerri Wilson) Kerri Wilson serves as the Walk N Roll Program Supervisor and presented the 2023 Walk and Roll program report.

Wilson highlighted various initiatives aimed at promoting walking, biking, rolling, and riding public transit in the community. The report included an overview of partnerships and initiatives, events, bike shop activities, youth education, and future plans.

- **Partnerships and Initiatives:** The program collaborated with organizations such as the Childcare Action Council, Safe Kids Thurston County, and Target Zero to implement various initiatives. These included installing permanent traffic gardens at elementary schools, conducting mobile traffic garden projects, organizing bike rodeo events, and hosting the Great Olympia Bike Rodeo at Garfield Elementary School.
- **Events and Programs:** Walk N Roll organized events like Walk to School days, where students and families were encouraged to walk, bike, or roll to reduce traffic congestion and improve air quality. The program also conducted after-school and summer "earn-a-bike" classes, walk to school events, and bike maintenance classes in partnership with local schools, parks and recreation departments, and community organizations.
- **Bike Shop Activities:** The WalkNRoll Bike Shop provided essential services, including bike refurbishment, maintenance classes, and community engagement. They refurbished donated bikes, offered free community bike maintenance classes, and piloted bike tune-up class series. The bike shop also supported high school programs, such as Avanti High School's bike mechanics curriculum and the Hope Bike Shop at Reeves Middle School.
- **Youth Engagement and Education:** The program focused on educating youth about bicycle safety and maintenance through school curriculums, bike festivals, bike camping trips, and internships. They also provided transit education to school students through school bus visits and rolling classroom field trips, where participants learned about the importance of public transit.
- **Future Plans:** Exciting plans for 2024 included expanding programming at the WalkNRoll Bike Shop to offer more bike mechanics classes and volunteer opportunities. They also aimed to launch a Community Bike Shop program, increase adult bike programming, offer bike safety classes for adults, and provide refurbished bikes to adults in need. Additionally, the program planned to expand Learn to Ride classes and Summer Bike Camps to accommodate more participants.

Wilson answered questions.

Rachel Weber asked about the best way to donate bikes to the program. She explained places that used to take used bikes before the pandemic have since disappeared. Weber also wanted to know about the levels of usability that would be accepted.

Wilson answered that Walk N Roll accepts donations several times a week on Wednesdays and Saturdays. She also suggests calling ahead of time to make sure staff is available to receive the donation. Gently used bikes with tires that are 24 inches or larger are accepted.

Carolyn Cox inquired about Walk N Roll's outreach efforts to reach minority communities.

Wilson highlighted several initiatives aimed at increasing diversity and accessibility to the program's offerings:

- *Expansion to Lacey: The summer bike camp will be held at Mountain View Elementary School in Lacey, making it more accessible to residents in that area, including minority communities.*

- *Partnerships with Avanti High School: Avanti High School serves a significant population of LGBTQ+ students, and the program collaborates with them to reach out to diverse groups.*
- *Expansion to Nisqually Middle School and Boys and Girls Club in Yelm: By bringing the earn a bike program to these locations, the program aims to engage students who may not have had access to such opportunities before.*

Regarding promotion and awareness, Wilson explained that promotion strategies vary depending on the program and location. Promotion typically occurs through partner organizations such as schools, Boys and Girls Clubs, YMCA, and Parks and Recreation departments. However, she acknowledged the challenge of promoting events independently and emphasized the importance of partnerships in reaching diverse communities.

Cox expressed appreciation for the efforts and acknowledged the challenges involved in spreading awareness and reaching underserved communities.

Emily Bergkamp thanked Wilson for her presentation, particularly for sharing her passion for Walk N Roll work as a cyclist and a mother. Bergkamp also highlighted a recent development of Dr. Debra Clemens from the North Thurston School District reached out to the program, presenting a valuable opportunity to engage with key stakeholders in the district's leadership. This interaction holds promise for expanding outreach efforts within that specific school district. North Thurston's strategic plan aims to ensure that every child in the district has access to either school or community-based activities, recognizing transportation barriers faced by some families. As part of this initiative, the district expressed interest in incorporating educational videos from the program into their advisory hour, particularly focusing on bus riding tips for middle and high school students. Kerri Wilson's effective representation of the program during discussions with the school district leadership has been instrumental in fostering collaboration and exploring opportunities for mutual benefit.

D. Equal Employment Opportunity Program Update- *(Alana Neal)* Alana Neal, serves as the HR Deputy Director at Intercity Transit and delivered a comprehensive presentation on Intercity Transit's Equal Employment Opportunity (EEO) program.

Neal began by reaffirming the organization's commitment to providing equal employment opportunities without discrimination based on various factors, including race, creed, color, national origin, age, sex, religion, marital status, sexual orientation, veteran status, or disability. Alana outlined the legal framework governing employment discrimination, including federal laws such as Title VII and the Americans with Disabilities Act (ADA), as well as Washington state laws, which extend protections even further. Washington laws prohibit discrimination based on honorably discharged veteran or military status and the use of a trained service animal by a person with a disability.

The presentation delved into the components of Intercity Transit's EEO program, which align with regulatory requirements. These components include a statement of policy, dissemination of the policy internally and externally, designation of personnel responsible for implementation, utilization analysis with goals and timetables, continuous assessment of employment practices, and monitoring and reporting on the EEO program. Neal explained that Intercity Transit wants to make sure its policies and internal practices not only meet the requirements of the laws, but also meet the spirit of the laws. IT's policy, which can be found within the Human Resources Rules document states that "Intercity Transit will recruit, train, and promote to all job levels without regard to race, color, religion, gender,

marital status or family status, national origin, age, mental or physical disability, the use of a trained service animal, gender identity, genetic information, or veteran status.”

Alana provided an overview of the organization's demographics compared to county demographics, highlighting efforts to address any disparities through outreach and recruitment initiatives. She detailed various outreach strategies, including partnerships with educational institutions, job fairs, advertising, and collaboration with organizations like WorkSource. Intercity Transit’s agency-wide snapshot of gender is 26% female, 73% male, and 1% identifying as other. The 2020 Census shows Thurston County’s gender snapshot as 51% female and 48% male. Next, Neal shared race demographics and commented that the agency reported at 75% white, which is 4% down from 2020 when it reported at 79% white. For Operators, the trend continued and 72% reported as white, down from 76% reporting white in 2020. The statistics Neal shared highlight Intercity Transit’s progress in attracting staff reflective of the community it serves.

Neal also addressed recruitment processes, emphasizing fairness and equity. She outlined the steps involved in recruitment, from skills assessments to reference checks, and highlighted the organization's efforts to attract a diverse pool of applicants. Human Resources has fostered partnerships in the community with Grays Harbor Community College, South Puget Sound Community College, and Bates Technical College in Tacoma. These colleges share information about job openings and Intercity Transit currently utilizes Technician interns from Bates College. Other outreach efforts include recruitment during the Lacey Spring Fun Fair and job fairs at JBLM’s Hawks Career Center. WorkSource is another exciting partnership to reach applicants by hosting onsite interviews and physical testing at an all-day event. Human Resources staff will take staff along to various job fairs to aid in recruitment so candidates can speak with those that are most knowledgeable about a particular job. She highlighted pictures of Intercity Transit staff attending Pride where they spoke to many people about employment opportunities. In 2023, Neal shared that her team received 1,391 applications for employment, including 545 applications for coach operator positions. Intercity Transit onboarded 102 new employees and 65 operators in the five CDL classes offered last year. Neal further discussed racial demographics for the employment applications. 63% of applicants self-reported as white and ultimately, 64% of the new hires self-reported as white. While not shown in the presentation, this was an improvement over 2020’s reported numbers. Intercity Transit’s continued goals surrounding equal employment opportunity include ensuring that everyone feels free to be different and free from discrimination, that IT is a place where everyone is valued as an individual, and that all employees know their own beliefs and values are respected.

Neal answered questions.

Eliane Wilson asked if Washington state had more stringent rules about service animals.

Neal explained that the use of service animals is not federally protected under Title XII, but Washington state laws do protect people who utilize service animals from employment discrimination.

Emily Bergkamp commended Neal for her outstanding presentation and acknowledged the hard work of the human resources and admin services team, specifically mentioning Heather Stafford and Amy Zurfluh for their efforts in ensuring effective outreach and fostering diversity within the workforce. Bergkamp emphasized the importance of not only attracting diversity but also

supporting it within the workplace. She highlighted Neal's work in establishing the organization's first Diversity, Equity, and Inclusion committee, noting that it plays a crucial role in creating a supportive environment where employees feel comfortable expressing themselves. Additionally, Bergkamp noted the agency's collaboration with consultant Parfait Bassale to further enhance the sense of belonging among employees.

CONSUMER ISSUES

Rachel Wilson, who works for the state government in the Secretary of State's office inquired about Vanpool fees and the discrepancy between utilizing Vanpool services and paying for the cost of parking. Wilson's colleagues are satisfied with the service. However, she is worried that the cost of vanpooling seems to be higher than the cost of parking for some individuals.

Emily Bergkamp shared that Intercity Transit has good relations with state agencies and many offer some kind of subsidy for vanpooling. She acknowledges that it's never a bad idea to reapproach the conversation.

Dena Withrow added the Intercity Transit has some of the lowest vanpool fares in the state. The parking fee also does not contemplate the cost of wear and tear on a vehicle, tires, and fuel. Withrow affirmed that she will follow up on the partnership to see if they can do some additional work to make vanpooling even more attractive.

David Payton shared that his neighbor, who is vision-impaired rides frequently and has noticed an increase in personal operating vehicles driving recklessly around buses. Payton asked if the topic has been brought up before and if there is anything that could be done in partnership with local governments to help reduce the acceptable speed, whether it be through design components or higher levels of speed enforcement.

Withrow commented that she has not heard of the concern specifically but is aware that city planners and transit planners frequently review walkability, traffic volume, and other factors when determining speed limits and speed deterrents. Withrow thanked Payton for elevating the question.

Rachel Weber stated that she is aware of a tactic called a "road diet" where paint is used to make the road appear narrower thus causing drivers to slow down because it feels like they have less room to maneuver. Weber stated that the Town of Shelton deployed this strategy due to budget issues and found success.

Bergkamp noted that Intercity Transit's planning department is very connected with local municipalities and is adept to bringing awareness to the issue of transit-related development to ensure the thoroughfares are conducive to pedestrian access. Calming traffic is a major part of transit-oriented development. With the relationships that LaFontaine has built with other planning departments, Intercity Transit has a seat at the table to advocate for change with each new development.

Betty Hauser also shared that she has seen similar issues on Capitol Way and after speaking with a police officer she learned that the lights on the main thoroughfare were set to stay green unless a car pulled up to an intersecting street. This contributed to excessive speeds since there were not consistent measures in place to cause cars to stop.

An Officer shared that they are contemplating placing the lights on a schedule to turn red periodically to reduce occurrences of speeding.

Rachel Weber asked about Routes 64 and 94, which are both scheduled to depart at 45 after and if it is the same schedule as before the pandemic.

Bergkamp answered that there is an upcoming service change in May that will add additional hours to the express route (620). After that change is implemented, staff may consider increasing the frequency of other routes, such as the 94. Currently, route 94 operates on a variable schedule, with some parts of the day having higher frequency than others. The goal is to standardize the frequency to 30 minutes throughout the day. Route 64 already operates on 30-minute headways and is likely to continue doing so. These changes are part of ongoing efforts to provide more reliable and consistent options for commuters. *Bergkamp* also shared about hiring efforts and the challenges faced by transit agencies. Planning contemplates an equation to determine the number of operators needed per service hour, aiming to restore pre-pandemic service levels. However, this doesn't fully consider challenges posed by the Washington State Paid Family Medical Leave Act, which grants workers a beneficial leave option that impacts the agency's FTE count and daily service commitments. Despite these challenges, *Bergkamp's* team is working to overcome them and move closer to delivering IT's service goals.

JoAnn Scott thanked staff for adding receptacles to bus stops at 4th and Pear and a Shelter at East Bay.

REPORTS

- **February 21, 2024, ITA Report** – Clair Bourgeois attended. ITA Highlights were attached to the meeting packet with a summary.
- **March 6, 2024, ITA Report** – Rachel Weber attended the meeting and reported the following meeting highlights. First, the legal services contract was renewed to maintain Law, Lyman, Daniel, Kamerrer, and Bogdanovich's law firm (LLDKB) as Intercity Transit's general counsel. Then a contract was approved to continue working with a specialized consulting firm for the selection of a new Enterprise Resource Planning (ERP) software system. ERP's handle much of Intercity Transit's day-to-day business such as payroll, accounting, inventory, and more. Next at the meeting, *Bergkamp* shared the General Manager's report, including good progress on construction at the Olympia Transit Center, inviting Authority members to attend the Bus Buddy program's tenth anniversary on March 16th, sharing about March 18th as National Transit Employee Appreciation Day, recognizing Jessica Gould as Intercity Transit's new disadvantaged business and enterprise liaison, and announcing the Spring ITA retreat save the date for May 10th 8:30am-4:30pm.
- **General Manager's Report** – *Bergkamp* provided the General Manager's report including:

Bus Buddy 10th Anniversary

The Bus Buddy Program is officially 10 years old. Intercity Transit had a great celebration on March 16th at the Olympia Transit Center. Scott Schoengarth and all the Bus Buddies were on hand to commemorate this big milestone.

TSA Base

The Transportation Security Administration recently conducted a review of our security policies and procedures. This is called a Baseline Assessment for Security Enhancement (BASE), and its goal is to help us elevate our security posture in ways that are specific to our system. TSA returned to Intercity Transit on March 8th to provide an executive summary.

Save the Date: South Sound Regional Roadeo

June 29 & 30, Intercity Transit will host the regional transit roadeo at the Tumwater Brewery grounds. Regional Roadeos are a unique learning opportunity for Operators and Maintenance Teams to engage with other transit agency professionals and compete in driving skills and maintenance disciplines. Operators and Maintenance Teams with top scores progress to the statewide competition and the international competition.

Transportation Choices Coalition Visit

Kirk Hovenkotter, new Executive Director at Transportation Choices Coalition (TCC) visited Intercity Transit for a tour and meet and greet. Hovenkotter and Bergkamp also rode the bus from Pattison St. to the Olympia Transit Center so he could see the system. TCC is a partner in advocating for transit funding and access for both transit agencies and riders alike.

NEXT MEETING: April 15, 2024, Pattison St.

- **ADJOURNMENT at 7:30 pm.**

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM 5-A
MEETING DATE: April 15, 2024**

FOR: Community Advisory Committee

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

SUBJECT: Zero-Fare Demonstration Project Update

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- 1) **The Issue:** Staff will provide an update on the [Zero-Fare Demonstration Project](#).
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- 2) **Recommended Action:** For information and discussion only.
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- 3) **Policy Analysis:** The Intericity Transit Authority Adopted Resolution 03-2019 in December 2019 implementing a five-year, Zero-Fare demonstration project. Because COVID-19 significantly reduced service and with it data to conduct an analysis of the Zero-Fare demonstration project outcomes, in October 2021, the Authority extended the five-year, zero-fare demonstration project for a period of three additional years beginning on the date Fixed-Route and Dial-A-Lift services return to March 2020 service levels or January 1, 2028, whichever is later, by approving Resolution 04-2021.
-
- 4) **Background:** A community survey and [IT Proposition 1](#), approved in November 2018, supported consideration of the efficiency of the existing fare collection system and creating a transformational transit system. The Authority solicited and reviewed a technical analysis of existing fare collection systems, capital and operating cost, and how best to provide a broad range of benefits desired by the community documented during a two-year public engagement process entitled "IT Road Trip." The outcome of that analysis and public engagement resulted in adopting a resolution for a five-year, Zero-Fare demonstration project, which through the approval of a subsequent resolution was extended to allow for increased project outcome data collection.

Intercity Transit's May 2024 service change will bring our pre-COVID service levels up to approximately 90%, with 100% service levels anticipated to return with the September 2025 service change. At their January 3, 2024 meeting, the Authority expressed interest in revisiting the project this year and agreed to have further discussions about Zero-Fare. Staff will present an update on the Zero-Fare demonstration project to continue discussions on this topic to gather Community Advisory Committee feedback on the update for Authority consideration.

5) **Alternatives:** N/A

6) **Budget Notes:** The Zero-Fare demonstration project is reflected in the 2024-2029 strategic plan and the approved 2024 Budget.

7) **Goal Reference:** This item is consistent and supports all Authority goals.

8) **References:** [Resolution 04-2021](#).

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM 5-B
MEETING DATE: April 15, 2024**

FOR: Community Advisory Committee

FROM: Duncan Green, BCC Representative, 360-705-5874

SUBJECT: 2024 Winter Bicycle Challenge and BCC Update

-
- 1) **The Issue:** Brief the CAC on the results of the 2024 Winter Bicycle Challenge, and progress on the 37th Annual Bicycle Commuter Challenge coming up in May.

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

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

 - 4) **Background:** The Winter Bicycle Challenge (WBC), which runs the full month of February, set records again in 2023, despite some seriously wintry weather! This year, 354 people participated in the event. We rode 28,102 miles and a total of 2,666 days, introducing many people to the benefits of bicycling even in winter, and adding to participants' and our community's health and well-being. Forty people won prizes in random drawings held each week during the event.

Preparations are ongoing for the 37th Annual BCC in May, including our kick-off event, the Earth Day Market Ride, on Saturday, April 20 this year, and Bike to Work Day on Thursday, May 16. This year's theme for the BCC is "Many Riders, Many Reasons, One Planet!"

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

This is Intercity Transit's nineteenth year administering this countywide event. For the sixteenth consecutive year, Duncan Green is coordinating the BCC and related efforts. He receives assistance from the other members of Intercity Transit's Marketing and Communications staff.

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

6) **Budget Notes:** The cost of the Bicycle Community Challenge is largely staff time for one position. The annual budget for the BCC is \$25,000.

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."*

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

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 5-C
MEETING DATE: April 15, 2024**

FOR: Community Advisory Committee

FROM: Emily Bergkamp, General Manager

SUBJECT: Discuss Proposal for CAC Member Stipend

1) **The Issue:** Discuss the issue of whether to implement a CAC member stipend.

2) **Recommended Action:** For discussion and review purposes.

3) **Policy Analysis:** CAC Bylaws Section 3 under Products states it is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process. The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view.

4) **Background:** On March 6, 2024, the ITA reviewed and approved proposed changes to the CAC Bylaws. During the discussion, an ITA member brought forth the issue of compensating CAC members for attending meetings through a stipend program. The ITA referenced Lacey City Council's 2023 approval of an Advisory Board Stipend Program, which aims to remove barriers for civic participation by offsetting costs of travel, parking, internet, and childcare.

The ITA intends to discuss this issue further and desires to learn more about the CAC's perspective before taking any action.

5) **Alternatives:** N/A

6) **Budget Notes:** The Executive budget allots for expenses related to governing and advisory board administration, including meeting supplies and meals. Expenses related to a stipend program was not included in Intercity Transit's 2024 budget.

7) **Goal Reference:** *Goal 6: Encourage use of our services, reduce barriers to access and increase ridership.*

8)

References:

City of Lacey Advisory Board Stipend Program

- Resolution 1138

City of Olympia Municipal Code Chapter 2.100 Related to City Council Advisory Boards, Commissions and Committee

- Ordinance 7275
- Sample Member Agreements

Community Advisory Committee
Meeting Date April 15, 2024
Stipend Program Discussion

REFERENCES

RESOLUTION NO. 1138

CITY OF LACEY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LACEY RELATED TO THE LACEY CITY COUNCIL POLICIES AND PROCEDURES MANUAL.

WHEREAS, on June 9, 2011, the Lacey City Council adopted the Lacey City Council Policies and Procedures Manual to standardize the process for implementing current and new Council practices, procedures, and policies; and

WHEREAS, Advisory Board Stipend Programs endeavor to remove barriers to civic participation by offsetting incurred expenses for participating on City advisory boards, e.g., travel costs, parking costs, internet costs, childcare costs, etc.; and

WHEREAS, an Advisory Board Stipend Program meets the Lacey Work Plan: 2022 to 2024 goal of “Enhance communication & engagement efforts;” and

WHEREAS, an Advisory Board Stipend Program meets the Lacey Communications Plan: 2022 to 2027 goal of “Create relationships and continue to build capacity with historically underrepresented communities to ensure barriers to participation are eliminated allowing individuals to participate in decisions that impact the community, as desired;” and

WHEREAS, the Commission on Equity, an advisory board to the Lacey City Council, started the review of an Advisory Board Stipend program in early 2023; and

WHEREAS, the Planning Commission, Historical Board, Parks, Culture, and Recreation Board, and Lacey Youth Council, all advisory boards to the Lacey City Council, also reviewed the Advisory Board Stipend Program throughout the winter of 2023; and

WHEREAS, on April 24, 2023, the Commission on Equity recommended the adoption of an Advisory Board Stipend Program to the Lacey City Council; and

WHEREAS, on June 5, 2023, the Community Relations Committee reviewed the Advisory Board Stipend Program; and

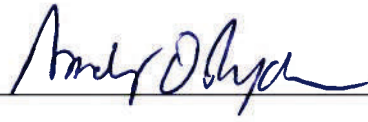
WHEREAS, on July 27, 2023, the Lacey City Council reviewed the Stipend Advisory Board Program.

WHEREAS, staff proposed to incorporate the Advisory Board Stipend Program policy in a new section of the Lacey City Council Policies and Procedures Manual, Section 2.17, Advisory Board Stipend Program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, that the Lacey City Council Policies and Procedures Manual shall be updated to include a new Section 2.17, "Advisory Board Stipend Program," as set forth in **Exhibit A**.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 5th day of October, 2023.

LACEY CITY COUNCIL

By 
Mayor

Attest:

DocuSigned by:

0A8D4C422A71483...
City Clerk

Approved as to form:

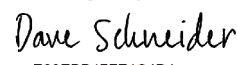
DocuSigned by:

E60EBB47FF4C4D1...
City Attorney

Exhibit A

2.17 Advisory Board Stipend Program

This program is to offset incurred expenses for participating on City advisory boards, e.g., expenses incurred for travel, parking, internet, childcare, etc. These necessary expenses may present barriers to participation for community members.

This program is not compensation or payment for services but is a nominal fee to cover expenses that are necessarily incurred incidental to the volunteer activity performed by advisory board members.

Advisory board members remain volunteers and are not employees of the City.

Definitions

“Meetings” mean all regularly or special scheduled advisory board public meetings and joint public meetings between the advisory board and the City Council. “Meetings” do not include informal discussion or planning sessions with City staff. “Meetings” do not include engagement activities.

“Opt-in” means the voluntary enrollment of an advisory board member in the Advisory Board Stipend Program. To opt-in, advisory boards members would have to complete all necessary forms as determined by the City Manager. Advisory board members will have the ability to opt-in within 60 days of appointment or annually from January 1 to February 28.

Budget Appropriation

This program is dependent on receiving funding through the budget process. If unfunded, Section 2.17 is not in effect.

Program Scope

This program applies to the following advisory boards:

- A. Board of Park Commissioners
- B. Civil Service Commission
- C. Commission on Equity
- D. Historical Commission
- E. Law Enforcement Officers & Fire Fighters (Disability Board)
- F. Library Board
- G. Planning Commission
- H. Youth Council
- I. Lodging Tax Committee
- J. Ad hoc advisory boards or task forces created by the Lacey City Council

This program does not apply to City Councilmembers or current City employees serving on any of the above listed advisory boards.

Stipends Amounts

Advisory board members must opt-in to the program to receive the following stipends:

- A. \$50 per meeting attended per person, whether virtually or in-person.
- B. Lacey Youth Council members serving as Youth Representatives to the Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board will receive \$50.00 per Library Board, Commission on Equity, Parks, Culture and Recreation Board, and Historical Board attended, whether virtually or in-person.
- C. No advisory board member may receive more than \$500.00 annually (from January to December) as part of this program.

The City shall provide stipends to advisory board members at an interval determined by the City Manager's Office, but distributed no fewer than four (4) times annually. All stipends will comply with applicable federal tax requirements.

Benchmarks

The City shall determine reporting metrics for this program and provide an annual review of the program to the Lacey City Council. Due to advisory board term lengths and various term limits, impacts of the program may not be discernable immediately.

Implementation

The City Manager's Office will work with the City Clerk's Office, advisory board staff liaisons, and the Finance Department to establish a reporting process for the program, including the development of an attendance verification system to document meeting attendance.

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 2.100 RELATED TO CITY COUNCIL ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

WHEREAS, the use of the word "citizen" within the wording of OMC Chapter 2.100 may be interpreted to limit who may participate on the Council's advisory boards, commissions and committees; and

WHEREAS, the Olympia City Council wishes to encourage the broadest possible participation by all community members within the City of Olympia, knowing that diversity and inclusion are to be valued and give strength to the viewpoints and recommendations provided to the City Council by its advisory boards, commissions, and committees; and

WHEREAS, the Council acknowledges it has the authority to create limited duration ad hoc boards, commissions, and committees to work upon emergent issues and to provide advice and recommendations to the City Council; and

WHEREAS, the Olympia City Council wishes to remove economic barriers to community members who may wish to serve upon the Council's boards, commissions, and committees but may need assistance with costs relating to transportation, meals or for child-care expenses; and

WHEREAS, Council finds that providing a stipend for meeting attendance will serve to remove or reduce barriers to participation by Olympia's community members on Council's boards, commissions and committees;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 2.100. Olympia Municipal Code Chapter 2.100 is hereby amended to read as follows:

Chapter 2.100

CITIZEN COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

2.100.000 Chapter Contents

Sections:

Article I. ~~CITIZEN~~COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES
APPOINTED BY THE OLYMPIA CITY COUNCIL

- 2.100.010 Purpose.
- 2.100.020 Boards, Commissions and Committees Established.
- 2.100.030 List — ~~Citizen~~Community-Member Boards, Commissions and Committees Appointed by the Olympia City Council.
- 2.100.040 Members.
- 2.100.050 Term of Office.
- 2.100.060 Vacancies.
- 2.100.070 Rules of Procedure and Bylaws.

- 2.100.080 Annual Work Plan.
- 2.100.090 Staff Liaison Support.

Article II. ARTS COMMISSION

- 2.100.100 Established - Purpose.
- 2.100.110 Duties of Commission.
- 2.100.120 Budget.
- 2.100.130 Public Art –Purpose.
- 2.100.140 Public Art--Duties of Commission.
- 2.100.150 Public Art--Allocation of Municipal Funds.
- 2.100.160 Public Art--Definitions.
- 2.100.170 Public Art--Funds for Public Art.
- 2.100.180 Public Art--Municipal Art Fund.
- 2.100.190 Public Art--Administrative Guidelines –Public Art, Art Programs and Services.
- 2.100.200 Public Art--Maintenance and Conservation of Public Art.
- 2.100.210 Donations for Community Art Programs and Services; City Manager Authorized to Accept.
- 2.100.220 Donations for Community Art Programs and Services; Application of Ordinance.
- 2.100.230 Donations for Community Art Programs and Services; Community Arts Account Established.
- 2.100.240 Appropriation of Donations for Art Programs and Services.

Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

- 2.100.250 Established -- Purpose.
- 2.100.270 Duties.

Article IV. LODGING TAX ADVISORY COMMITTEE

- 2.100.280 Established--Purpose.
- 2.100.290 Membership--Appointment.
- 2.100.300 Duties.
- 2.100.310 Relationship between the Lodging Tax Advisory Committee and City Council.

Article V. PARKS AND RECREATION ADVISORY COMMITTEE

- 2.100.320 Established--Purpose.
- 2.100.340 Duties.

Article VI. PLANNING COMMISSION

- 2.100.350 Established – Membership – Purpose.
- 2.100.360 Duties.
- 2.100.370 Powers of City Council.
- 2.100.380 Use Districts –Development Plan.
- 2.100.390 Comprehensive Plan –Purpose and Preparation.
- 2.100.400 Comprehensive Plan –Public Hearing--Copy Filing.
- 2.100.410 Comprehensive Plan –Modification Procedure.

Article VII. UTILITY ADVISORY COMMITTEE

- 2.100.420 Established –Purpose.
- 2.100.440 Powers and Duties.

Article VIII. HOME FUND ADVISORY BOARD

- 2.100.450 Established – Purpose.
- 2.100.480 Duties.

Article IX. ~~CITIZEN~~CITIZENCOMMUNITY REPRESENTATIVES FOR POLICE USE OF FORCE EVENTS

- 2.100.500 Established –Purpose.
- 2.100.520 Qualifications.
- 2.100.530 Duties.

NOTE: See OMC Chapter 18.76 for Design Review Board and OMC Chapter 18.84 for Heritage Commission-Historic Preservation.

Article I. ~~CITIZENCOMMUNITY-MEMBER~~ ADVISORY BOARDS, COMMISSIONS AND COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL

2.100.010 Purpose

The purpose of this chapter is to create specific ~~citizencommunity~~citizencommunity-member advisory boards, commissions and committees appointed by the City Council, and provide uniform policies for the boards, commissions and committees enabled herein, to the extent possible. From time to time, the City Council may create advisory ad hoc boards, commissions and committees and appoint community members to such advisory groups. Ad hoc boards, commissions and committees shall be of a limited duration determined by the Olympia City Council. Community members appointed to the City Council’s ad hoc boards, commissions and committees shall serve without compensation unless specifically retained as consultants, except for the stipend provided in OMC 2.100.040.C below.

2.100.020 Boards, Commissions and Committees Established

All ~~citizencommunity~~citizencommunity-member boards, commissions and committees appointed by the City Council shall be established by Ordinance of the City Council and which shall contain a statement of purpose and of duties. Except as may be otherwise provided by ordinance, the boards, commissions and committees appointed by Council are advisory in nature.

2.100.030 List —~~CitizenCommunity~~-Member Boards, Commissions and Committees Appointed by the Olympia City Council

The boards, commissions and committees appointed by the City Council are:

- A. Arts Commission (See OMC 2.100.100 - 2.100.240)
- B. Bicycle and Pedestrian Advisory Committee (See OMC 2.100.250 - 2.100.270)
- C. Design Review Board (See OMC 18.76)
- D. Heritage Commission (See OMC 18.12)
- E. Lodging Tax Advisory Committee (See OMC 2.100.280 - 2.100.310)
- F. Parks and Recreation Advisory Committee (See OMC 2.100.320 - 2.100.340)
- G. Planning Commission (See OMC 2.100.350 - 2.100.410)
- H. Utility Advisory Committee (See OMC 2.100.420 - 2.100.440)
- I. Home Fund Advisory Board (See OMC 2.100.450 - 2.100.480)
- J. ~~Citizen-Community~~CitizenCommunity Representatives for Police Use of Force Events (See OMC 2.100.500 – 2.100.520)¹

2.100.040 Members

- A. Number of Members. Except as may be otherwise ~~be~~ provided by ordinance, each board, commission or committee shall consist of nine (9) members appointed by the City Council.
- B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific board, commission or committee, the majority of members on each board, commission and committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.
1. This provision shall not apply to a board, commission or committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.
- C. Compensation. ~~All board, commission and committee members shall serve without compensation, except as determined by the Olympia City Council. All board, commission and committee members shall serve without compensation, but shall receive a stipend of Twenty-Five and no/100 Dollars (\$25.00) per meeting attended to defray expenses such as transportation, meals and child care. A member may waive receipt of any stipend offered by the City of Olympia. If a member certifies in writing they are a low-income person, as administratively determined by the City of Olympia, the stipend shall be \$50.00 per meeting attended.~~
- D. Appointment.
1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.
 2. Members serve at the discretion of the City Council and may be removed from office for any reason by majority vote of the City Council in a public meeting.
 3. City employees are not eligible for appointment to a board, commission or committee during the term of their employment with the City.
- E. Recruitment. The City Council's General Government Committee shall develop and implement a public process to recruit potential board, commission and committee members.
- F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, race and ethnicity on each board, commission and committee. No geographic, gender, age, profession, race, nor ethnicity restrictions shall be placed on applicant eligibility.
- G. Non-Partisan. All board, commission and committee positions are non-partisan.

2.100.050 Term of Office

- A. The term of office for board, commission and committee positions shall be three (3) years, except as modified by the City Council, and such terms shall commence on April 1.
- B. The terms shall be staggered so that as near as possible one-third of each board's, commission's and committee's membership shall expire each year.
- C. Terms shall be limited to three (3) full terms, nine (9) years, on any one board, commission or committee (except for the Design Review Board and the Heritage Commission). Partial terms will not be counted toward the number of terms considered. ~~Citizens-Community Members~~ or residents who have reached the term limit on any one board, commission or committee remain eligible to apply and serve on a different board, commission or committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

2.100.060 Vacancies

- A. Vacancies on boards, commissions or committees occurring during the term of office shall be filled based upon a timeline determined by the City Council’s General Government Committee.
- B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

2.100.070 Rules of Procedure and Bylaws

The General Government Committee of the City Council shall establish Rules of Procedure and Bylaws for boards, commissions and committees.

2.100.080 Annual Work Plan

Each board, commission and committee, except the Design Review Board, and ~~Citizen-Community Member~~ Representatives for Police Use of Force Events, shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council’s General Government Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the General Government Committee for consideration and recommendation to the full Council.

2.100.090 Staff Liaison Support

The City Manager, or designee, shall appoint a primary staff liaison for each board, commission and committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the board, commission and committee with research, report preparation, and correspondence in keeping with the board’s, commission’s or committee’s Council-approved work plan; and to perform other board, commission and committee liaison duties as may be assigned by the City Manager or designee.

Article II. ARTS COMMISSION

2.100.100 Established--Purpose

There is hereby established an Arts Commission (the Commission) to accomplish the following:

- A. To promote and encourage public programs to further the development and public awareness of, and interest in, the fine and performing arts and the cultural heritage of the area; and
- B. To advise the City Council in connection with the artistic and cultural development of the Olympia area; and
- C. To provide local artistic and cultural services to ~~citizens-community members~~ of the Olympia area by making available to the City and its ~~citizens-community members~~ expertise on the subject of visual and performing arts and cultural heritage; and
- D. To encourage donations, grants or other support to further expand artistic, cultural programs and services for the ~~citizens-community members~~ of the Olympia area; and
- E. To reach out to and work with the governments, institutions and ~~citizens-community members~~ of neighboring jurisdictions in connection with these purposes, and ultimately to include representatives of said jurisdictions on the ~~e~~Commission.

2.100.110 Duties of Commission

The Commission is empowered to take the following actions:

- A. To encourage, conduct, sponsor or cosponsor, on behalf of the City, public programs to further the development and public awareness of, and interest in, the fine and performing arts, and the area’s cultural heritage;

- B. To provide recommendations to the City Council and other groups on cultural and artistic endeavors and projects in which the City becomes involved and to act as a representative of the community in such matters;
- C. To advise the City Council concerning the receipt of or purchase of works of art to be placed on municipal property;
- D. To encourage donations, grants and other support to further expand arts and cultural services and programs available to citizens-community members of Olympia and the region;
- E. To encourage participation in local artistic and cultural events and programs by citizens-community members and governments of neighboring jurisdictions;
- F. Review all proposed donations for art programs and services to ensure that such donations are consistent with the goals of the Commission and the authority of the City of Olympia. After such review, submit a recommendation on the proposed donation(s) to the Director of the Parks, Arts, and Recreation Department and the City Manager for formal acceptance or rejection provided the donation is under \$10,000 in value;
- G. Prepare and recommend to the City Council a plan that outlines the expenditures of donations received and held in the Community Art Account for art programs and services; and
- H. To take such other actions as the City Council may direct from time to time.

2.100.120 Budget

The Commission’s programs and operating expenses shall be funded from the City General Fund and from grants, donations and other like sources. The City Manager shall include said budget within the annual operating budget of the City.

2.100.130 Public Art--Purpose

The City wishes to expand experience with visual and performing art. Such art has enabled people in all societies to understand more clearly their communities and individual lives. Artists capable of creating art for public places must be encouraged and Olympia’s standing as a regional leader in public art enhanced. A policy is therefore established to direct the inclusion of works of art in public works of the City and to explore means for encouraging artists to live and work in Olympia. When opportunities and funding allow, the City may also support performing art in public places when such performing art is consistent with the Municipal Art Plan.

2.100.140 Public Art--Duties of Commission

To carry out its responsibilities hereunder, the Commission shall:

- A. Prepare and recommend to the City Council for approval a Municipal Art Plan and guidelines to carry out the City’s Public Art Program, which shall include, but not be limited to:
 - 1. a method for the selection of artists or works of art and for placement of works of art at municipally owned, leased or rented property; and
 - 2. support of performing art programs, if consistent with the Municipal Art Plan.
- B. Recommend purchase of works of art or commission the design, execution and/or placement of works of art. The arts program staff shall advise the department responsible for a particular construction project of the Arts Commission’s recommendation regarding the design, execution and/or placement of a work of art in connection with such construction project.

C. Review all proposed donation of works of art to the City, proposed donation of funds for the acquisition of works of art, if restricted or dedicated in any way, and proposed donation of sites for works of art to ensure that such donations are consistent with the goals of the Commission and the City.

D. Promulgate rules and regulations consistent with Sections 2.100.130 through 2.100.170 to facilitate the implementation of the Arts Commission's responsibilities.

2.100.150 Public Art--Allocation of Municipal Funds

Sections 2.100.130 through 2.100.170 of this chapter provide allocation of certain municipal funds for the purpose of selecting, acquisitioning and installing art works in public places and further provides that moneys collected be held in a "Municipal Art Fund" to be expended for projects and programs as prescribed in the "Municipal Art Plan" to be developed by the Arts Commission. All works of art purchased and commissioned under the Municipal Art Plan shall become a part of the City art collection developed, administered, and operated by the City Arts Program.

Moneys in the Municipal Art Fund may also be used for the following:

1. toward the creation of a live/work housing project for local artists;
2. toward the City's Public Art, as provided in the Municipal Art Plan.

2.100.160 Public Art--Definitions

A. "Commission" means the Olympia Arts Commission.

B. "Conservation" means those activities required to conserve, repair, or preserve the integrity of the ~~art work~~artwork and setting within which the ~~art work~~artwork is located.

C. "Construction project" means any capital project paid for wholly or in part by the City to construct any building, structure, park, street, sidewalk, or parking facility, or any portion thereof, within the limits of the City.

D. "Municipal Art Plan" means a plan outlining the City expenditures of designated funds for Public Art projects for a one-year period.

E. "Public Art" includes visual and performing arts.

F. "Routine maintenance" means:

1. Those activities associated with keeping an ~~art work~~artwork and its setting clean and well-ordered; and
2. The removal of graffiti, if it can be accomplished employing effective, pre-approved methods.

2.100.170 Public Art--Funds for Public Art

Moneys for the Municipal Art Fund shall be secured through the following methods:

A. An annual amount equaling up to one dollar per capita may be appropriated from the City's General ~~Fund~~ for Public Art; and

B. All requests for appropriations from the General Fund for new construction projects visible and usable by the public, and exceeding five hundred thousand and no/100 dollars (~~\$500,000.00~~) shall include an amount equal to one percent of the estimated construction cost of such project for Public Art.

C. The Arts Program Manager, in consultation with City management and department directors, may suggest to the City Council other appropriate funds on a project basis.

2.100.180 Public Art--Municipal Art Fund

There is established in the City treasury a special fund designated "Municipal Art Fund" into which shall be deposited funds appropriated as contemplated by Section 2.100.170, together with gifts or bequests to the City for such purpose, and other funds as the City Council shall appropriate for Public Art, and from which expenditures may be made for specific Public Art in accordance with the Plan specified in Section 2.100.140. Moneys in the Municipal Art Fund may also be used toward the creation of a live/work housing project for local artists. Separate accounts shall be established within the Municipal Art Fund to segregate receipts by source or, when so directed by the City Council, for specific works of art. A percentage of the Municipal Art Fund will be appropriated for administrative costs associated with the project. Arts program staff salaries will not be funded from the Municipal Art Fund, except where specifically provided for art conservation. Donations received for Public Art projects and purposes shall be administered pursuant to applicable policies adopted by the City.

The interest accruing in the Municipal Art Fund shall be segregated as an art conservation reserve. Moneys held in the art conservation reserve may be expended for staff time, professional services, supplies, and operating costs associated with the conservation, repair, restoration, or maintenance of works of Public Art as prescribed in an annual maintenance plan to be developed by the Arts Commission. In the event that excess funds are accumulated in the art conservation reserve, a percentage of reserve funds may be expended for special maintenance projects as recommended by the Arts Commission and approved by the City Council.

2.100.190 Administrative Guidelines--Public Art, Art Programs and Services

The City Manager or designee is hereby authorized to promulgate administrative guidelines to carry out the provisions of Sections 2.100.130 through 2.100.240. Any major changes to said guidelines shall be submitted to the City Council for review.

2.100.200 Public Art--Maintenance and Conservation of Public Art

Routine maintenance of works of Public Art shall be performed by the Parks, Arts and Recreation Department consistent with the artist's specifications whenever possible. Minor routine costs shall be borne by the Parks, Arts and Recreation Department's budget. When routine maintenance costs exceed the resources of the Parks, Arts and Recreation Department, the Commission, in consultation with the arts program staff, may recommend the expenditure of art conservation reserve funds to support the cost of supplies and labor to perform routine maintenance.

Conservation, repair, and restoration of works of Public Art, once determined to be required by arts program staff and the Arts Commission, shall be performed by the artist or other contractor and the costs shall be fully born by the arts conservation reserve.

2.100.210 Donations for Community Art Programs and Services; City Manager Authorized to Accept

The City Manager is hereby authorized to accept on behalf of the City of Olympia donations for community art programs and services valued at less than \$10,000 and to carry out any conditions of the donation, so long as such conditions are within the authority of the City. The City Manager will, for each donation, communicate an appropriate acknowledgment of acceptance on behalf of the City of Olympia and an expression of appreciation.

Prior to making the City Manager's determination whether to accept a donation or whether any condition thereof is within the authority of the City, the City Manager shall receive and review the recommendation of the Arts Commission and the Director of the Parks, Arts and Recreation Department.

2.100.220 Donations for Community Art Programs and Services; Application of Ordinance

Sections 2.100.210, 2.100.230, 2.100.240 of this Chapter shall govern the receipt, holding and allocation of funds donated to the City only for the purpose of supporting community art programs and services.

2.100.230 Donations for Community Art Programs and Services; Community Arts Account Established

There is a special revolving account designated the "Community Arts Account" within the Special Accounts Control Fund. Donated funds received for community art programs and services pursuant to Sections 2.100.210, 2.100.230, and 2.100.240 shall be deposited into the "Community Arts Account." Funds held within the Community Arts Account shall be expended upon appropriation for arts programs and services set forth in the Municipal Art Plan for such programs and services approved by the City Council.

2.100.240 Appropriation of Donations for Art Programs and Services

Any donation given and received without conditions may be appropriated, pursuant to the Municipal Art Plan, for the enhancement or expansion of existing City art programs and services, or for the development of new art programs or services. If an approved donation is conditional, it shall be deposited in the Community Arts Account and may be used only for purposes set forth in the condition. In either event, a proper credit shall be given to the fund source, such as "this program sponsored by the City of Olympia Arts Commission with support provided by the Community Arts Account." Enhanced or expanded art programs and services funded from the Community Arts Account will continue only if funds are available to continue such programs.

Article III. BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

2.100.250 Established--Purpose

There is hereby established a Bicycle and Pedestrian Advisory Committee of Olympia to advise the City Council on the encouragement and facilitation of the use of bicycles and walking as regular means of transportation or recreation, and provide for pedestrian and bicycle safety needs.

2.100.270 Duties

The Bicycle and Pedestrian Advisory Committee shall have the following duties:

- A. Oversee the development of a bicycling master plan for approval by the Council and propose plan amendments as appropriate based on an annual review. Oversee the development of a pedestrian master plan for approval by the City Council and propose amendments as appropriate based on an annual review;
- B. Establish a list of recommended bicycle and pedestrian facility priorities for consideration during the City's annual review of capital improvement projects;
- C. Review preliminary plans for creating/enhancing bicycle and pedestrian facilities;
- D. Make recommendations on roadway design standards;
- E. Share information about existing and proposed bicycling and pedestrian programs with other community groups concerned with bicycle and pedestrian programs and safety;
- F. Make recommendations on any bicycle/pedestrian matters with an emphasis on policy and planning issues;
- G. Periodically review the results of implementation of City development standards and policies to ensure that the bicycle and pedestrian related goals in the Olympia Comprehensive Plan are being constructively addressed;
- H. Advise the City Council on ~~citizen~~community member concerns on bicycle and pedestrian transportation matters; and
- I. Other duties as appropriate.

Article IV. LODGING TAX ADVISORY COMMITTEE

2.100.280 Established--Purpose

There is hereby established a Lodging Tax Advisory Committee to advise the City Council on potential annual uses of the lodging tax imposed and collected by the City of Olympia.

2.100.290 Membership--Appointment

A. There shall be five (5) members of the Lodging Tax Advisory Committee, one (1) of whom shall be a member of the Olympia City Council, two (2) of whom shall be representatives of businesses required to collect the lodging tax, and two (2) of whom shall be persons involved in activities eligible to be funded by revenue received from the lodging tax.

B. The City Council representative shall serve as committee chair. The appointment of the City Council member will be determined annually by the City Council.

2.100.300 Duties

The Lodging Tax Advisory Committee shall have the following powers and duties:

A. Establish a process for and make recommendations to the City Council concerning potential uses for the lodging tax levied and collected by the City of Olympia within guidelines established by the City Council; and

B. Annually review and report to the City Council on the effectiveness of the use of the lodging tax in meeting the goals and parameters for the tax as adopted by the Olympia City Council.

2.100.310 Relationship Between the Lodging Tax Advisory Committee and the Olympia City Council

A. The annual recommendations of the Lodging Tax Advisory Committee on potential uses of that tax and the report on effectiveness of the lodging tax in meeting the goals adopted by the City Council shall be made to the Olympia City Council in a timely manner prior to or as part of Council consideration of the following year's City budget.

B. The Lodging Tax Advisory Committee shall inform ~~citizens~~ community members and groups that its work is advisory in nature only, and that the City Council decides how to use the lodging tax.

Article V. PARKS AND RECREATION ADVISORY COMMITTEE

2.100.320 Established--Purpose

There is hereby established a Parks and Recreation Advisory Committee to advise the City Council on recreation matters enumerated in this chapter.

2.100.340 Duties

The Parks and Recreation Advisory Committee shall have the following powers and duties:

A. To make recommendations to the City Council concerning the future park, playground and other recreation resources of the City through the planning and development of a parks capital improvement plan;

B. To update the Comprehensive Park Plan to comply with the Interagency Committee for Outdoor Recreation Grant in Aid programs;

C. To make recommendations to the City Council regarding planning and development of public recreational facilities and programs;

- D. To cooperate with any departments and advisory bodies of the City and with public school authorities, Thurston County, the State of Washington, other cities and public and private entities in the furtherance of a well-rounded parks and recreation program;
- E. To make recommendations to the City Council on rules and regulations regarding use of City recreational facilities to best serve the interests of the public;
- F. To serve as liaison between ~~citizens~~ community members and the City Council on parks and recreation related matters;
- G. To make recommendations to the City Council regarding any matters affecting parks and recreation programs;
- H. If requested by the City Council or City Manager, to provide advice regarding the employment of parks and recreation personnel; and
- I. To carry out other parks and recreation related subjects assigned by the City Council or by ordinance.

Article VI. PLANNING COMMISSION

2.100.350 Established – Membership – Purpose

There is hereby established in the City, pursuant to RCW 35A.63.020, a Planning Commission, consisting of nine (9) members, to advise the City Council on the long range growth and development of Olympia, including changes to the City's Comprehensive Land Use Plan and zoning ordinance.

2.100.360 Duties

The Planning Commission is authorized and empowered to act as the research and fact-finding agency of the City. To that end, it may make surveys, provide analysis, undertake research, and make reports as generally authorized or requested by the City Council. The Planning Commission, upon such request or pursuant to such authority, may:

- A. Make inquiries, perform investigations and surveys concerning the resources of the City;
- B. Assemble and analyze any data obtained and formulate plans for the conservation of such resources and the systematic utilization and development thereof;
- C. Make recommendations from time to time as to the best methods of such conservation, ~~z~~ utilization and development; and
- D. Cooperate with other public agencies in such planning conservation and development.

2.100.370 Powers of City Council

The City Council is authorized and empowered to provide for the preparation by the Planning Commission and the adoption and enforcement of coordinated plans for the physical development of the City. For this purpose, ~~z~~ the City Council, as is deemed reasonably necessary or requisite in the interest of the health, safety, morals, and the general welfare, upon recommendation by its Planning Commission, by general ordinances of the City, may regulate and restrict the location and the uses of buildings and structures for residential, commercial, industrial and other purposes; the height, number of stories, size, construction and design of buildings and other structures; the size of yards, courts and other open spaces on the lot or tract; the density of population; the setback of buildings along highways, parks, or public water frontages; and the subdivision and development of land.

2.100.380 Use Districts--Development Plan

For any or all of such purposes the City Council, on recommendation of the Planning Commission, may divide the City or any portion thereof into districts of such size, shape and area, or may establish such

official maps, or development plans for the whole or any portion of the area of the City as may be deemed best suited to carry out the purposes of this chapter; and within such districts it may regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land.

2.100.390 Comprehensive Plan--Purpose and Preparation

All such regulations shall be worked out as parts of a comprehensive plan, which the Planning Commission shall prepare for the physical and other generally advantageous development of the City, and shall be designed, among other things, to encourage the most appropriate use of land throughout the City; to lessen traffic congestion and accidents; to secure safety from fire; to provide adequate light and air; to prevent overcrowding of land; to avoid undue concentration of population; to promote a coordinated development of the unbuilt areas; to encourage the formation of neighborhood or community units; to secure an appropriate allotment of land area in new developments for all the requirements of community life; to conserve and restore natural beauty and other natural resources; to facilitate the adequate provision of transportation, water, sewerage, and other public uses and requirements.

2.100.400 Comprehensive Plan--Public Hearing--Copy Filing

The Planning Commission may recommend to the City Council the ~~plan~~ Comprehensive Plan so prepared as a whole, or may recommend parts of the ~~plan~~ Comprehensive Plan by successive recommendations, said parts corresponding with geographic or political sections, divisions or subdivisions of the City, or with functional subdivisions of the subject matter of the plan; and may prepare and recommend any amendment or extension thereof or addition thereto. Before recommendation of the initial ~~plan~~ Comprehensive Plan to the City, the Planning Commission shall hold at least one public hearing thereon, giving notice of the time and place by one publication in a newspaper of general circulation in the City and in the official gazette, if any, of the City. A copy of the ordinance or resolution adopting or embodying such ~~plan~~ Comprehensive Plan or any part thereof or any amendment thereto, duly certified as a true copy by the City Clerk, shall be filed with the County Auditor. A like certified copy of any map or plat referred to or adopted by the ordinance or resolution shall likewise be filed with the County Auditor. The Auditor shall record the ordinance or resolution and keep on file the map or plat.

2.100.410 Comprehensive Plan--Modification Procedure

Any ordinance or ordinances, resolution or resolutions, adopting any such ~~plan~~ Comprehensive Plan or regulations, or any part thereof, may be amended, supplemented, changed or modified by subsequent ordinance or resolution adopted by the City Council upon recommendation of the Planning Commission.

Article VII. UTILITY ADVISORY COMMITTEE

2.100.420 Established--Purpose

There is hereby established a Utility Advisory Committee to act as a public advisor to the City Council, the City Manager's office and the Public Works Department on utility policy matters for the City's four public utilities: Water, Wastewater, Storm and Surface Water, and Waste ReSources. The Utility Advisory Committee shall also act to actively encourage broad public participation in the planning and construction of the utility infrastructure which sustains the community. In this advisory role the Committee shall:

- A. Develop an understanding of the range and depth of utility policy issues, the relationship utilities have in implementing the Comprehensive Plan, and the role the various utility master plans have in City development.
- B. Provide advice to the City Council, the City Manager's office, the Planning Commission, and the Public Works Department in developing the Capital Facility Plan.
- C. Provide policy advice and direction on the setting of utility rates.

D. Review the variety of public involvement tools available to encourage community participation, and make recommendations to the City Council on what tools to use to ensure broad community involvement in the planning and the building of the utilities.

2.100.440 Duties

The Utility Advisory Committee is authorized and empowered to act as the principal policy advisor to the City Council, the City Manager’s office, and the Public Works Department on utility matters.

A. The Utility Advisory Committee may conduct research, perform analysis and prepare and develop reports and recommendations to the City regarding utility policy choices on issues such as utility rates, the utility related chapters of the Comprehensive Plan, the utility master plans, utility franchises, regulatory compliance with state and federal laws, levels of customer service and satisfaction, and the capital facilities of each of the City’s four public utilities.

B. The Utility Advisory Committee shall also foster opportunities for expanding the public’s involvement in the planning and delivery of public utility services.

C. In addition, the Utility Advisory Committee will provide advice to the City on management strategies to:

1. Maintain the community’s investment in its utility infrastructure;
2. Respond to state and federal regulations;
3. Define the role the utilities play in managing and accommodating growth in the community; and
4. Evaluate operations to ensure the utilities are operated in a sustainable manner which assures stewardship for our natural, business, material, and human resources.

D. The Utility Advisory Committee shall present an annual work plan to the City Council for approval.

E. The Utility Advisory Committee shall present an annual report to the City Council for approval on the state of the utilities and the other work of the Utility Advisory Committee, including recommendations to improve the operations of the committee.

Article VIII. HOME FUND ADVISORY BOARD

2.100.450 Established – Purpose

There is hereby established a Home Fund Advisory Board to accomplish the following:

A. Advise the City Council concerning the formulation of processes, procedures and criteria for carrying out the goals of the Olympia Home Fund; and

B. Ensure the expenditures of Olympia Home Fund dollars and other resources are invested based upon the priorities and commitments made to voters by the City of Olympia.

2.100.480 Duties

The Home Fund Advisory Board shall have the following powers and duties:

A. Priority Setting.

1. To review the overall housing needs of vulnerable populations within the City.
2. To coordinate with other stakeholders, City boards, commissions and committees, government funders and other public and private partners to develop categories of need and priority projects to meet those needs consistent with statutory limitations on use of Home Fund dollars; and

3. To make recommendations to the City Council concerning appropriate low income housing projects and housing and mental health related services.
- B. Public Communication. To facilitate and recommend outreach to the community about the Home Fund priorities, projects, services and investments.
 - C. Home Fund Allocations. To provide advice to the City Council on any proposed allocation of Home Fund dollars. This may be done through a subcommittee to expedite awards and reduce potential conflicts of interest.
 - D. Coordination. To be familiar with other funding plans and funding sources in order to maximize investment in Home Fund projects. Partners may include, but are not limited to:
 - Thurston County Five-Year Plan
 - Olympia's CDBG Annual Plan and Five-Year Plan
 - ' The Regional Housing Council
 - Housing Action Team
 - Thurston County Housing Authority
 - Continuum of Care
 - Housing Finance Commission
 - Housing Trust Fund

**Article IX. ~~CITIZEN-COMMUNITY MEMBER REPRESENTATIVES FOR POLICE USE OF FORCE~~
EVENTS²**

2.100.500 Established--Purpose

There is hereby established a pool of six ~~citizen-community member~~ representatives to assist by monitoring certain independent investigations regarding police use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW 9A.16.040. For each use of deadly force event for which an independent investigation involving ~~citizens-community members~~ is needed, two ~~citizen-community member~~ representatives from this pool of six will be selected to serve.

2.100.520 Qualifications

~~The Citizen Representatives must meet the following requirements in order to serve as a citizen representative:~~
The following qualifications are required in order to serve as a community member representative:

- A. Must be available to serve on a team that will independently investigate a police use of deadly force event;
- B. Must have the ability to serve fairly and impartially;
- C. Must be available to serve during non-traditional working hours;
- D. Must be willing and able to attend the City of Olympia Police Department Citizen's Community Member's Academy as well as other training relevant to participation on an investigative team;
- E. Must be able to pass a background check that meets Criminal Justice Information Service (CJIS) requirements, as established by the Federal Bureau of Investigation;
- F. Must not have an active arrest warrant and must not have been convicted in any state of:
 1. Any felony; or

- 2. A gross misdemeanor or misdemeanor involving domestic violence; or
 - 3. Any other crime that could impact the ability of a citizen-community member representative to impartially serve as part of an independent team of investigators on a police use of deadly force matter;
- G. Must not be a City of Olympia officer, official, or employee, or an immediate family member of an City of Olympia officer, official, or employee. "Immediate family member" means parents, spouse, siblings, children, or dependent relatives;
- H. Must reside within the city limits of Olympia;
- I. Must be able to serve for the duration of a three-year term without compensation, except for the stipends permitted in OMC 2.100.040, and serve for one term only; and
- J. Must be willing to sign a confidentiality agreement at the inception of their service on an investigative team and maintain strict confidentiality through the end of any criminal trial and appeal period.

2.100.530 Duties

- A. When selected to do so, each ~~Citizen-Representative-community member representative~~ shall, fairly and impartially, monitor independent investigations regarding any police use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW 9A.16.040, as instructed by the lead investigator of such team.
- B. Each ~~Citizen-Representative-community member representative~~ must attend the City of Olympia Police Department Citizen's Community Member's Academy, as well as other training determined relevant to participation on an investigative team prior to assignment to an investigation;
- C. Each ~~Citizen-Representative-community member representative~~ must maintain strict confidentiality throughout any investigation to which they have been assigned until its end and the conclusion of any subsequent trial and appeal period.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.



 MAYOR

ATTEST:

Sean Krier

 CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

PASSED: March 30, 2021

APPROVED: March 30, 2021

PUBLISHED: April 2, 2021

REGIONAL HOUSING COUNCIL ADVISORY BOARD MEMBER AGREEMENT

The parties ("Parties") to this Agreement ("Agreement") are the City of Olympia, a Washington municipal corporation ("City"), and Talauna Reed, ("Regional Housing Council Advisory Board Member").

1. Purpose. The primary purpose of the Affordable Housing and the Homeless Services Advisory Boards ("Regional Housing Council Advisory Boards") is to make recommendations to the Regional Housing Council (RHC) on funding and priorities related to federal, state, and local resources that are identified as under the purview of each Board or other tasks approved by the RHC. Additionally, the purpose of the Boards is to advise the RHC on priority setting and policies associated with housing and homelessness across Thurston County.

2. Scope. The Regional Housing Council Advisory Board Member agrees to perform the following work: Prepare for and attend meetings. Advise the RHC on how best to invest limited affordable housing and related social service dollars and on policies and procedures on a regional level to meet the most urgent community needs pertaining to affordable housing and homeless services.

3. Term. Member terms shall be up to three years. Terms may be renewed once, for a maximum term of six years. Following serving a maximum term of six years, a member may not serve on the same Advisory Board for three years before serving a new term. Terms of the initial group of members will be staggered to prevent all terms from expiring at the same time, with at least 50% of the members having an initial three-year term and up to 50% of the members having an initial two-year term. Members granted an initial two-year term shall be limited to a maximum term of five years.

4. Stipend. The total stipend is \$50 per Regional Housing Council Advisory Board meeting attended. The stipend will be issued per meeting for the duration of time in which the Regional Housing Council Advisory Board Member is actively serving a term on a Regional Housing Council Advisory Boards. The intent of a stipend is to reimburse members a flat fee to use for any expenses they may incur in taking the time to attend meetings. Members must complete a W-9 form to receive a stipend.

5. Open Public Meetings Act/Public Records. Any records prepared or used to support this work for the City are public records and must be provided to the City upon request. The definition of public records is found in RCW 42.56.010, and is not limited to paper records, but also includes electronic documents and social media posts.

6. No Political Endorsement using Position. Regional Housing Council Advisory Board Member will not use their position to endorse any candidate or ballot measure.

7. Regional Housing Council Advisory Board Commitment/Expectations. The Regional Housing Council Advisory Board Member understands and agrees to fully participate in the work as an independent participant who is not an employee of the City and to work diligently to meet the scope of work. The Regional Housing Council Advisory Board Member recognizes the importance of their role in relation to regional houselessness and affordable housing and each Regional Housing Council Advisory Board Member agrees to:

- Work collaboratively;
- Help to ensure that all Regional Housing Council Advisory Board members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives;
- Respect differences in approach and point of view, whether from one another, the community, the staff liaison, or Regional Housing Council members;
- Be accountable to others by fully participating in events and meetings, reviewing documentation, and utilizing and/or sharing other resources;
- Respect the limitations of the Regional Housing Council Advisory Boards' authority, which is to advise and make recommendations to the Regional Housing Council;
- Remain cognizant that this role is public facing and ensure that all work and communication with other Regional Housing Council Advisory Board members, staff liaisons, Regional Housing Council representatives, and the public is respectful and reflects the values outlined in the Regional Housing Council Advisory Board's founding documents.

8. Indemnity. Each party to this Agreement is responsible for the defense of their own acts in performing this Agreement and shall indemnify, defend and hold the other party harmless. Neither party assumes responsibility for the acts, omissions, or any claim for damages of any person outside this Agreement.

CITY OF OLYMPIA:

By: Steven J. Burney

Date of Signature: 05/10/2023

Steven J. Burney
P.O. Box 1967
Olympia WA 98507-1967



Deputy City Attorney

ADVISORY BOARD MEMBER:



Date of Signature: 05/10/2023

Talauna Reed

CLIMATE RISK & VULNERABILITY ASSESSMENT (CRVA) COMMUNITY PROJECT TEAM MEMBER AGREEMENT

The parties ("Parties") to this Agreement ("Agreement") are the City of Olympia, a Washington municipal corporation ("City"), and Colleen Carbery, ("Community Project Team Member" or "Member").

1. Purpose. The primary purpose of the Climate Risk and Vulnerability Assessment (CRVA) *Community Project Team* is to provide community insights and perspectives on the potential impacts of climate change in Olympia.

The Community Project Team will support the City's work to develop a Climate Risk and Vulnerability Assessment (CRVA). A CRVA is an assessment of the ways in which a community or regional is susceptible to the impacts of climate change.

2. Scope. Each Member agrees to perform the following work:

Members of the Community Project Team will participate in a series of meetings, workshops, and other engagements to learn about anticipated future climate conditions and assess potential impacts of current and future climate hazards.

- Participate in 6 project team engagements, which will include a combination of meetings, workshops, and surveys.
- Learn about anticipated future climate conditions and hazards during meetings and workshops.
- Share personal perspectives and insights on potential impacts of future climate conditions through workshops and surveys.
- Review and provide feedback on materials shared before and/or after team meetings and workshops.
- Participate in occasional one-on-one and ad hoc discussions to provide additional feedback or perspective.

3. Term. Member terms shall be 8 months.

4. Stipend. The total stipend is \$25 per meeting or workshop attended. The stipend will be issued per meeting or workshop for the duration of time in which the Member is actively serving on the CRVA Community Project Team. The intent of a stipend is to reimburse members a flat fee to use for expenses the Member may incur in taking the time to attend meetings and workshops. Members may choose to waive their stipend. Members who are low income, may be eligible to receive a higher stipend. For information on how to qualify, see the income-eligible criteria listed on the Stipend Level Certification form. **Members must complete the Stipend Level Certification and a W-9 form to receive a stipend.**

5. Open Public Meetings Act/Public Records. Any records prepared or used to support this work for the City are public records and must be provided to the City upon request. The definition of public records is

found in RCW 42.56.010, and is not limited to paper records, but also includes electronic documents and social media posts.

6. No Political Endorsement using Position. CRVA Community Project Team Members will not use their position to endorse any candidate or ballot measure.

7. Commitment/Expectations. The Member understands and agrees to fully participate in the work as an independent participant who is not an employee of the City and to work diligently to meet the scope of work. The Member recognizes the importance of their role in supporting the City's Climate Risk & Vulnerability Assessment and the Member agrees to:


- Work collaboratively;
- Help to ensure that all Members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives;
- Respect differences in approach and point of view, whether from one another, the community, the staff liaison, or other Members;
- Be accountable to others by fully participating in workshops and meetings, reviewing documentation, and utilizing and/or sharing other resources;
- Respect the limitations of the CRVA Community Project Team, which is to provide community insights and perspectives on the potential impacts of climate change in Olympia, and inform the development of Olympia's Climate Risk and Vulnerability Assessment.
- Remain cognizant that this role is public facing and ensure that all work and communication with other Members, staff liaisons, representatives, and the public is respectful and reflects the City's core values of compassion, integrity, and effectiveness.

8. Indemnity. Each party to this Agreement is responsible for the defense of their own acts in performing this Agreement and shall indemnify, defend and hold the other party harmless. Neither party assumes responsibility for the acts, omissions, or any claim for damages of any person outside this Agreement.

CITY OF OLYMPIA:

By: Pamela Bratt
Pamela Bratt, PhD
Director Of Climate Programs
P.O. Box 1967
Olympia WA 98507-1967

Date of Signature: 05/25/2023


Deputy City Attorney

MEMBER:

Colleen Carbery
Colleen Carbery

Date of Signature: 05/25/2023

REIMAGINING PUBLIC SAFETY WORK GROUP MEMBER AGREEMENT

The parties ("Parties") to this Agreement are the City of Olympia, a Washington municipal corporation ("City"), and Larry Jefferson, ("Work Group Member").

1. Purpose. The City intends to engage community members in a public process to identify solutions to reduce inequities, eliminate bias, and create a public safety system that works for all. In order to engage the community in reimagining public safety, the City wishes to bring together a group of community members ("Work Group") to host a series of community conversations, and, based on what they learn, to develop a vision, goals, and key recommendations. This Agreement outlines the understanding of the City and Work Group Member to participate in the Work Group in exchange for a stipend.
2. Scope. The Work Group Member agrees to perform the following work:
 - Extend invitations to Community Conversation participants;
 - Help host, facilitate and/or record participant input during Community Conversations and/or focus group sessions;
 - Recommend to the City Council goals and key recommendations for developing a public safety system that works for all;
 - Co-present or share final recommendations with City Council and/or a Council Committee; and
 - Participate in and/or support the development of any written articles, summaries, plans, videos, or other communication materials as needed to support the process and share the final recommendations with the community.
3. Term. This Agreement will start on the date of the first Work Group meeting and continue until a Work Group recommendation is made to the Olympia City Council, estimated to be sometime in the first quarter of 2022. ("Term"). Either party may decide with or without cause to end a Work Group Member's participation at any time. If this occurs, the Work Group Member will be paid the portion of stipend that reflects their service, as determined by the City.
4. Stipend. The total stipend is \$2,000.00 for the term of the Agreement. Half of the stipend may be invoiced after this agreement is mutually agreed upon and signed and the Work Group Member has participated in at least two meetings. The other half will be paid at the conclusion of the Agreement. The Work Group Member is solely responsible for the payment of any applicable taxes. The form of invoice to be used is added as of Exhibit A.
5. Open Public Meetings Act/Public Records. Any records prepared or used to support this work for the City are public records and must be provided to the City upon request during the project timeframe and no later than the end of the Member's participation in the Work Group. The definition of public records is found in RCW 42.56.010, and is not limited to paper records, but can also include electronic documents and social media posts.
6. No Political Endorsement using Position. Members are not authorized to use their position to endorse any candidate or ballot measure.

7. Work Group Member Commitment/Expectations. The Work Group Member understands and agrees to fully participate in the work as an independent participant who is not an employee of the City and to work diligently to meet the scope of work as outlined in this Agreement. The Work Group Member recognizes the importance of their role in reimagining public safety and agrees to abide by all laws, City codes and policies. The Work Group Member agrees to:
- Support the outcome that reflects what was heard and learned from the community;
 - Work collaboratively and be open to learning with other group members, members of the facilitation team, and City staff;
 - Help to ensure that all Work Group members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives;
 - Respect differences in approach and point of view, whether from one another, the community, the facilitation team, or City staff;
 - Be accountable to others by fully participating in events and meetings, reviewing documentation, and utilizing and/or sharing other resources;
 - Respect the limitations of the Work Group’s authority, which is to advise and make recommendation to the City Council and staff;
 - Remain cognizant that this role is public facing and ensure that all work and communication with City staff, other Work Group members and the public is respectful and reflects the values of the City of Olympia.
7. Each party to this Agreement is responsible for the defense of their own acts in performing this Agreement and shall indemnify, defend and hold the other party harmless for their acts as well as those of their employees, officers and volunteers. Neither party assumes responsibility for the acts, omissions, or any claim for damages of any person outside this Agreement.

CITY OF OLYMPIA:

By: Steven J. Burney _____
 Steven J. Burney
 P.O. Box 1967
 Olympia WA 98507-1967
 Date of Signature: 08/18/2021

APPROVED AS TO FORM:

[Signature]
 Deputy City Attorney

WORK GROUP MEMBER:

Larry Jefferson _____ Date of Signature: 08/18/2021

EXHIBIT A

EMAIL INVOICE TO
City of Olympia
Attn: Stacey Ray
sray@ci.olympia.wa.us

I N V O I C E

STIPEND: \$2,000 INVOICE AMOUNT: \$1,000

WORK GROUP MEMBER NAME: _____

PHONE NUMBER: _____

MAILING ADDRESS: _____

Signed _____ (Print Name)

Date: _____

Services Rendered:

REIMAGINING PUBLIC SAFETY WORK GROUP: STIPEND for SERVICES

I _____, certify that I have completed the scope of work requirements
[print name]
as indicated below and am requesting reimbursement in the amount of \$_____.

Payment A - \$1,000: Payable to Work Group Members after this agreement is mutually agreed upon and signed and the Work Group Member has participated in at least two meetings.

Payment B - \$1,000: Payable to Work Group Members after having completed all remaining deliverables as outlined in the Professional Services Agreement Scope (Section 2).

Authority Meeting Highlights/Summary
a brief recap of the March 20, 2024, Intercity Transit Authority Meeting

Wednesday night, the Authority:

- Declared Vanpool 2810 as surplus. Vanpool 2810, a 2018 Toyota Sienna 7-passenger van was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$24,791.74. The estimated cost to repair the damage to this vehicle is \$25,871.60, which exceeds its fair market value, and the vehicle has therefore been deemed a total loss. *(Noelle Gordon)*
- In honor of National Transit Employee Appreciation Day, Cameron Crass, shared footage highlighting how Intercity Transit Operators and frontline transit staff make a difference in our communities.
- Alana Neal briefed the Authority on the agency's Equal Employment Opportunity (EEO) program and recent applicant and employee utilization analysis.

General Manager's Report:

The **Bus Buddy Program** is officially 10 years old. We had a great celebration on March 16 at the Olympia Transit Center. Scott Schoengarth and all the Bus Buddies were on hand to commemorate this big milestone.

We anticipate a class size of 21 for Operator Class 24-02 starting Monday, March 25. We hope to end up with a class size of approximately 20. This is on the heels of Class 24-01, a group of 19 new Operators graduating on Friday, March 22.

Bergkamp met with Clark Gilman, Carolina Mejia, and consultant Jason Robertson from JRO+CO to discuss the ITA's topics of interest for the annual planning session. The event is scheduled for Friday, May 10, 2024, from approximately 8:30 a.m. to 4:30 p.m. in the AdOps Board Room. Robertson and Thomas Wittmann from Nelson-Nygaard will both be on hand to facilitate and lead discussions at our first planning session since 2019. Both Robertson and Wittmann guided the agency through the Intercity Transit Road Trip, public outreach, and education regarding Proposition 1, the Zero Fare pilot and the creation of our short and long-range plan. This meeting will provide an opportunity to revisit elements of our long-range plan that are yet to be implemented, along with other pertinent topics.

The **Transportation Security Administration** recently conducted a review of IT's security policies and procedures called a Baseline Assessment for Security Enhancement (BASE) and its goal is to help us elevate our security posture in ways that are specific to our system. They returned on March 8 with an executive summary.

Save the date for the **South Sound Regional Roadeo** being held June 29 and 30. Intercity Transit will host the Regional Roadeo at the Tumwater Brewery grounds. Regional Roadeos are a unique learning opportunity for Operators and Maintenance Teams to engage with other transit agency professionals

and compete in driving skills and maintenance disciplines. Operators and Maintenance Teams with top scores progress to the statewide competition and the international competition.

Kirk Hovenkotter from **Transportation Choices Coalition** (TCC) visited Intercity Transit on March 18 for a meet-and-greet and tour. He and Bergkamp rode the bus from Pattison to the Olympia Transit Center to get out in the system. TCC is a partner in advocating for transit funding and access for both transit agencies and riders alike.

Brody LaRock, Principal of NTPS Envision Career Academy, Brad Hooper Director of Career and Technical Education and Charlene Sandifer, Career Center Specialist, took a tour of IT's Walk N Roll (WNR) Bike Shop and they plan to start partnering with WNR staff to host Envision students at our bike shop. We also toured the Maintenance facility and gave an open invitation for students to return for a visit.

National Transit Employee Appreciation Day was on March 18, and we will continue to celebrate all week long, honoring Intercity Transit's frontline employees who work hard to ensure we can provide vital transportation services to the community. Our Operators (drivers), Operations Supervisors, Maintenance and Facilities staff go above and beyond to keep us moving.

Prepared March 21, 2024

Pat Messmer/Clerk of the Board

Authority Meeting Highlights/Summary
a brief recap of the April 3, 2024, Intercity Transit Authority Meeting

Wednesday night, the Authority:

- Authorized the General Manager to execute a purchase order with Day Wireless Systems to provide digital radio services on the TRBOWEST Digital Network up to a five-year term and payments made in monthly increments, for the not-to-exceed cost of \$274,428, including a contingency of 10% to account for potential expansion, does not include tax. *(Jeff Peterson)*

Other Items of Interest:

- David Chaffee introduced new hires **Christopher Jackson and Noah Guthrie, Service Workers**, and promotions **Larry Ingram and Kai Allen, Service Workers**.
- Kerri Wilson provided a **2023 Walk N Roll Program Update**.
- Duncan Green provided an update on the **Winter Bicycle Commuter Challenge and information about the May Event**.
- Rob LaFontaine provided a presentation and dialog about the primary functions performed by the Intercity Transit Planning Division including transit terminology and service considerations.
- Received **Public Comment** from four members of the community with concerns about the proposed traffic circle at Martin Way and Duterrow/Meridian Roads.

General Manager's Report:

Intercity Transit welcomed Class 24-02 on Monday, March 25, 2024. This class consists of 19 new Operators.

Staff, Authority, and CAC members attended a webinar on March 21, 2024, hosted by Jarrett Walker entitled, "Human Transit: How Clearer Thinking about Public Transit Can Enrich Our Communities and Our Lives." In 2011, Jarrett published what became a classic for sustainable transportation advocates, Human Transit. He recently released his updated and expanded edition to further deepen his initial explanations. The content moves into new territories, such as the problem with specialization; the role of flexible or "demand response" services; how to know when to redesign your network; and responding to tech-industry claims that transit will soon be obsolete. Additionally, a major new section exploring the idea of access to opportunity as a core measure of transit's success has also been added.

Bergkamp, Peter Stackpole and Rob LaFontaine continue to meet with Jason Robertson from JRO+CO to fine tune the agenda for the annual planning session. This event is scheduled for May 10, 2024, from approximately 8:00 a.m. to 3:30 p.m. in the AdOps Board Room. Robertson (JRO + CO) and Thomas Wittmann (Nelson-Nygaard) will facilitate and lead discussions at the first planning session since 2019. Robertson will cover the history behind the public outreach that took place prior to the creation of the Long-Range Plan and Wittmann will review peer industry trends as they relate to elements of our Long-Range Plan. Bergkamp and LaFontaine will present elements of the Long-Range Plan that we have completed or are ongoing, and review those yet to be completed, leading a

conversation with the Authority on prioritizing them and updating implementation dates. Stackpole will discuss Development Priorities and Grant Funding, along with a Financial Forecasting discussion with CFO Jana Brown, followed by a conversation around possible implications if the CCA was repealed.

Human Resources staff Alana Neal and Amy Zurfluh worked with the Athena Group to complete an employee engagement survey and are working to process the results and next steps. A sneak peek shows the results were overwhelmingly positive – something for us to celebrate as an agency as testament to our positive work culture – and we have some areas we will work to identify ways to improve to make Intercity Transit an even better place to work, and to maintain the amazing work environment we enjoy.

Bergkamp visited the Olympic Region Clean Air Agency (ORCAA), and met with Jeff Johnston, specifically about what ORCAA is doing to help reduce the impacts of burning in the area known as the “Jungle” homeless camp with their partners OlyMap.

Intercity Transit’s management team, ATU and IAM union leadership, spent time together at the 47th Labor and Employment Relations Collective Bargaining and Arbitration Conference (LERA). This event welcomes the diverse views of labor, management, government, academics, and advocates alike, providing conference sessions with something for everyone. During the planning of this year’s conference, Intercity Transit’s management and union leadership group were approached by staff from LERA to consider hosting a session at the conference. LERA staff thought the long history Intercity Transit and their labor partners have of co-creating a collaborative and positive labor-management relationship had the makings of an inspiring conference session.

Customer Service Manager, Joy Gerchak, Administrative Services Director, Heather Stafford, ATU Finance Secretary, Kierstin Price and Operations Deputy Director, Cameron Crass created a session entitled, “Don’t Stop Believing – You Too Can Have an Epic Labor-Management Relationship.” The session was so well attended it was standing room only. As a moderated discussion of where great labor relations start and what happens when it’s not all sunshine and rainbows, it also provided practical tools attendees could take back to their workplace to foster an even better labor-management relationship - even if they’ve stopped believing it’s possible. Please join me in congratulating this group for representing us so well at the conference.

Together with our labor partners, we understand that actively working on our relationship together and maintaining a positive work culture is fundamental to ensuring the community we serve doesn’t pay the price for our periodic workplace issues. While misunderstandings and disagreements in a unionized environment are not necessarily uncommon, Bergkamp is proud to say that during her two decades at Intercity Transit, she’s experienced the mutual respect for each other carries us through them.

Bergkamp, Board Chair and City of Olympia Councilman Clark Gilman and Board Member Mayor Debbie Sullivan will attend APTA’s Legislative Conference in Washington D. C. April 6-9. They are scheduled to meet with Senator Patty Murray’s office, Congresswoman Marilyn Strickland’s office, and Senator Cantwell’s office. This is a great time to visit with our legislators and provide an update on agency activities and future funding needs.

Sihe (Simon) Sun, Master’s in Environmental Science candidate at The Evergreen State College, completed a Zero-Fare Bus Thesis Research project, examining factors that influence people's choice of public transit in Thurston County. He distributed an online survey and posted flyers at different

locations throughout the Intercity Transit system with a QR code linking to the survey. The Marketing Department helped spread the word about the survey to recruit more participants to ensure the findings are directly relevant for Intercity Transit. Simon plans to share his collected data with Intercity Transit under the appropriate confidentiality protocols so we can utilize the findings for purposes of understanding the impact of zero-fare on ridership. The survey officially ended March 31. Simon shared that he received a total of 547 valid responses. Among these, 335 participants provided their geospatial location information, and 336 participants provided answers to the open-ended question, sharing their valuable feedback on their bus-riding experiences, suggestions, and/or complaints.

Intercity Transit celebrated National Transit Employee Appreciation Day on March 18 with banners posted throughout the facilities, sweet treats in the lounges and social media posts celebrating our frontline drivers, maintenance, and facilities staff. Marketing, Communications & Outreach Coordinator, Ally McPherson, created slides that Bergkamp shared with the Board. Many people took time to comment and share their thanks for the dedication Intercity Transit's frontline staff shows to the community every day - driving, keeping vehicles operating safely and keeping buildings and stops looking good.

Prepared April 4, 2024

Pat Messmer/Clerk of the Board

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
Betty	Hauser	X	X	X									
Clair	Bourgeois	X	X	X									
David	Payton	X	X	X									
Doug	Riddels	X	X	X									
Eliane	Wilson	X	X	X									
Garrett	Fuelling	X	X	X									
Harrison	Ashby	X	X	X									
JoAnn	Scott	X	X	X									
Lloyd	Peterson	X	ABSENT	ABSENT									
Marilyn	Scott	X	X	X									
Nicole	Smit	X	X	X									
Ursula	Euler	X	X	X									
Tony	Mealy-Chapman	X	X	X									
Ty	Flint	X	X	X									
Rachel	Weber	X	X	X									
Rachel	Wilson	X	X	X									
Trina	Primm	ABSENT	ABSENT	ABSENT									
YOUTH John-Paul	Fox Seidel	X	X	X									

= Joint meeting does not count against required meeting attendance