



**JEFFERSON TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING
Wednesday, November 6, 2019, 3:30 p.m.
Jefferson Transit Boardroom
63 4 Corners Road, Port Townsend, WA**

AGENDA

Call to Order/Welcome

Public Comment

1. Fehr & Peers – Comprehensive Plan Presentation

2. Approval of Minutes, August 7, 2019

3. New Agenda Items

4. Old Business

a. Reconsider Motion to Recommend Scott Walker to the CAC Board

5. New Business

a. Discuss Re-appointment of Positions 5, 6 & 7 for a 2-year Term

b. Set Terms for Positions 8 through 15

c. Video – Roberts Rules of Order (7:14 minutes) Mastering the 3 most Important Motions

d. CAC 2020 Work Plan Discussion

6. Reports

a. Leesa Monroe – Ridership Report

7. Next Meeting Date - 2/5/2020 - proposed agenda Items

Public Comment

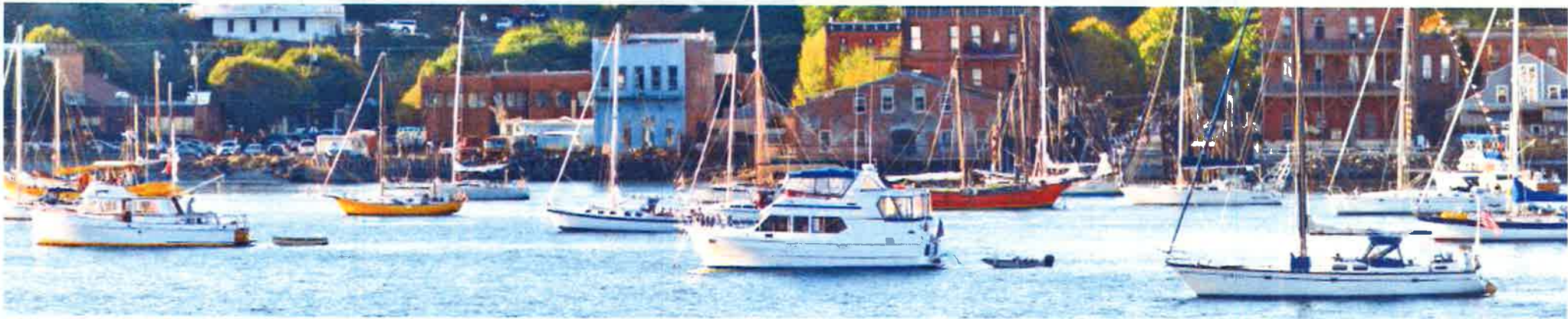
Adjournment



Jefferson Transit Authority Comprehensive Plan

Citizen Advisory Committee Meeting

Wednesday, November 6th, 2019



Introductions



Kendra Breiland
Principal-In-Charge



Aaron Gooze
Project Manager



Daniel Dye
Deputy Project
Manager



Josh Steiner
Transit Service
Standards



Sarah Saviskas
Public Outreach



Bill Grimes
Outreach Lead
SCJ Alliance



Eric Kitchen
Financial Analysis
ECONorthwest

What this Meeting will Cover

1. Plan Objectives
2. Understanding Transit
3. Project Approach
4. CAC Engagement Approach
5. Follow-up Questions

Objectives of the Plan

The Mission of Jefferson Transit Authority:

To provide reliable, safe, comfortable public transportation service in Jefferson County which is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

Objectives of the Plan

Key Questions to Address:

- What is reliable?
 - What is safe?
 - What is comfortable?
 - How do you define “cost effective”?
 - How much energy reduction is desired?
 - How to contribute to cultural and economic benefit of the County?
-
- How are current travel trends impacting these objectives and what should we consider for future transit planning?
 - Planning for growth over next twenty years*
 - 25% population growth
 - 60% employment growth

*Per Jefferson County Comprehensive Plan, December 2018

Understanding Transit



Two Functions of Transit



Mobility: Where can you travel within a given amount of time?

Access: How many useful things can you do?

Frequency vs. Coverage

What is Frequency?

- The number of buses that arrive in each hour
- Also defined as “headway”
- Ex. A 15-minute headway means that four buses arrive at a stop each hour
- More frequency provides more availability of service when someone wants to travel and reduces the waiting time for a bus

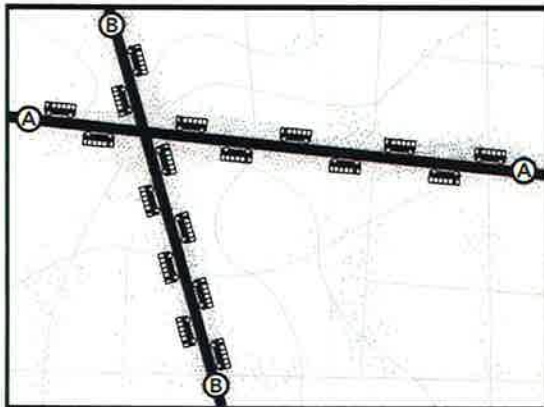
What is Coverage?

- How close the route and the stops are to your origin or destination
- More coverage reduces the amount of time required to walk to or from the bus stop
- Ex. A route with stops spaced every $\frac{1}{4}$ mile provides more coverage than a route with stops spaced every $\frac{1}{2}$ mile

Frequency vs. Coverage Priorities

Ridership Goal

"Think like a business"



Ridership Goal:

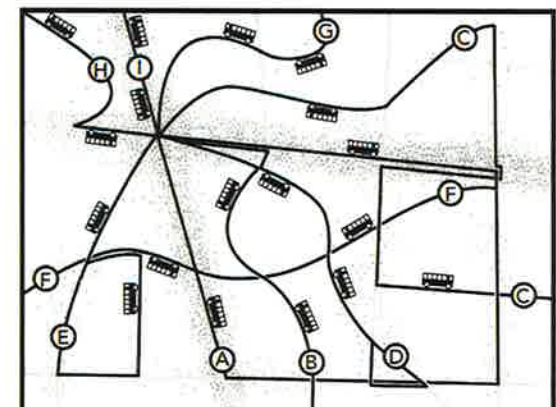
- Density of people/jobs near service
- Productivity
- Frequency/Span

Allocation of Resources



Coverage Goal

"Access for all"



Coverage Goal:

- People/jobs near service
- Lifeline access to critical services
- Geographic equity/ Environmental Justice communities served

Transit Service Priorities

- Balancing different needs and priorities
- What is important to you about your local transit service?



Coverage

Where bus stops are and where routes are available



Service Type

Local (more stops, all day service) vs. Commute (limited stops, peak-hour service)



High Frequency

How often the bus comes



Comfort & Safety

How enjoyable your ride is, how safe you feel



Span of Service

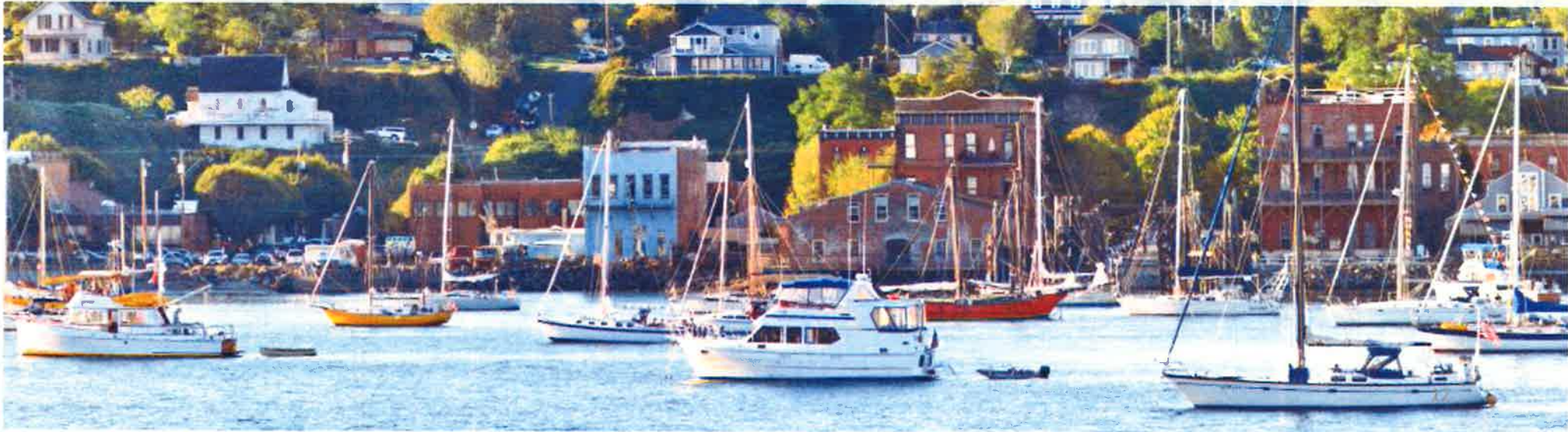
How early service starts, how late service ends



Low Cost

How much you pay to ride

Project Approach



Elements of a Successful Planning Process

- Leverage local expertise
- Apply transit planning principles
- Utilize innovative data and technical approaches
- Develop a successful implementation and evaluation framework

Steps in the Plan Development

1. Data sources and baseline conditions
2. Emerging trends research
3. Strategy development to achieve transportation and climate goals
4. Funding and implementation

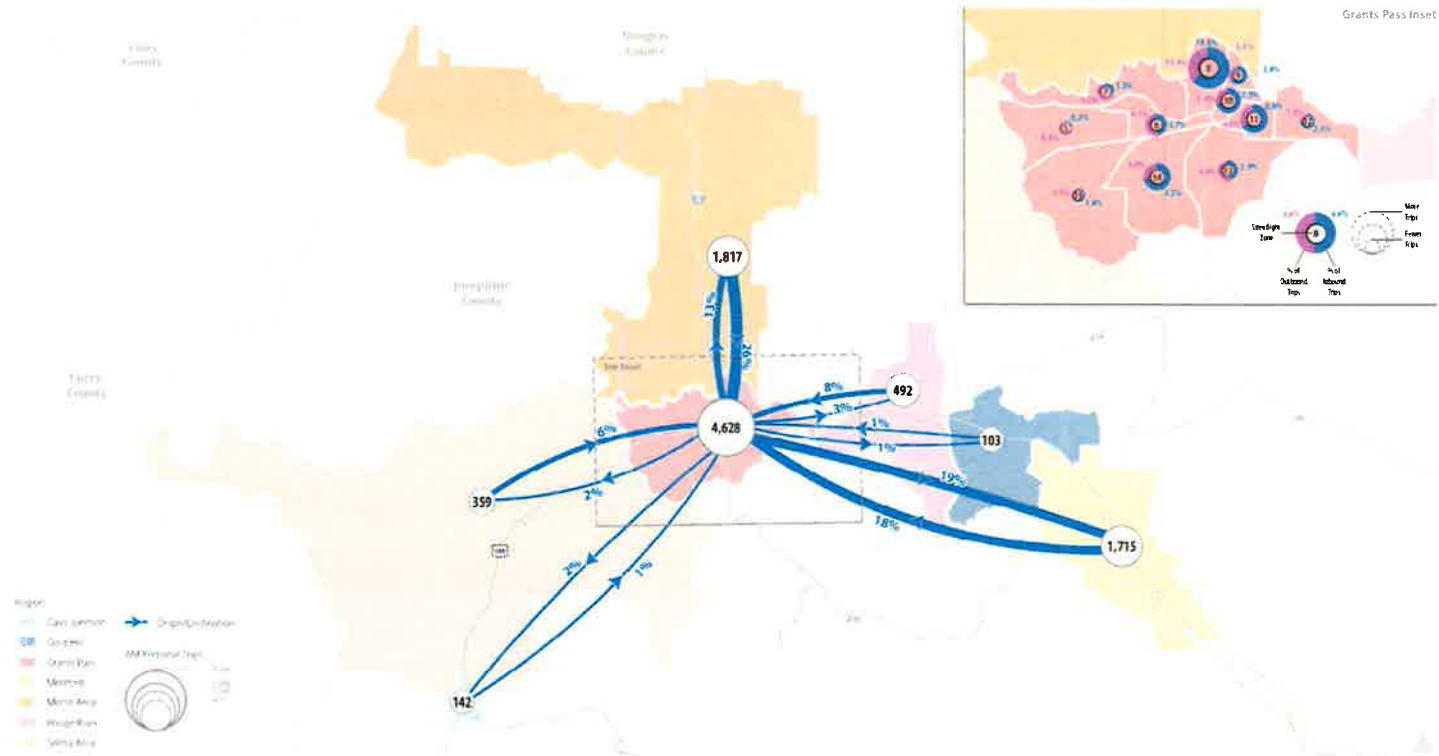
Engagement with the community throughout

What Data and Information Will Inform the Plan

- Jefferson Transit Authority (JTA) operations and financial data
- Community and stakeholder feedback
- Partner agency feedback
- Jefferson County Comprehensive Plan
- Geographic Information Systems (GIS) data
- Data from similarly-sized transit agencies
- Jefferson County Climate Action Plan
- Census data
- Travel demand data from new sources (GPS, cellphone, etc.)
- Key destinations and community assets
- Tourism-based demand

Example Data Analysis

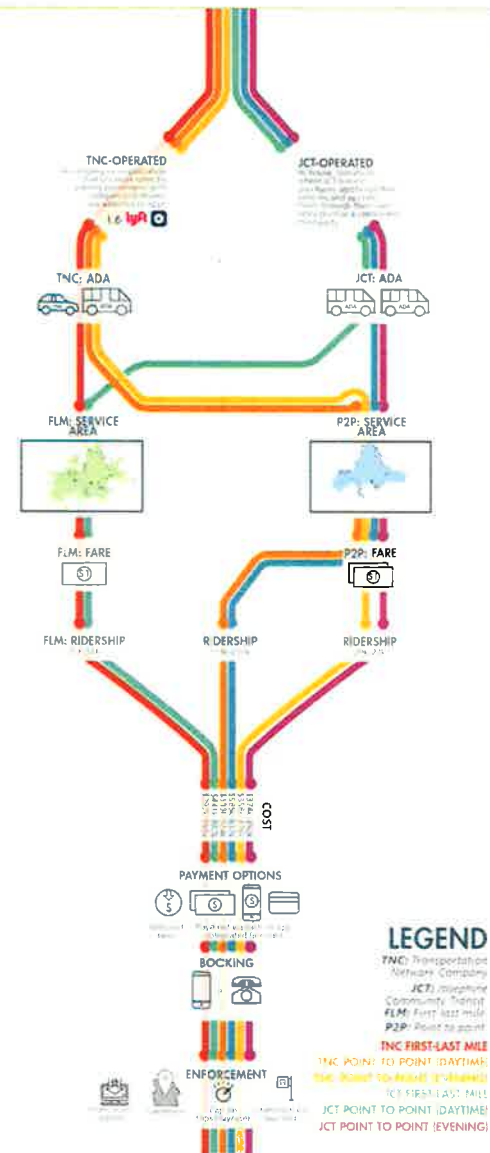
Origin-destination mapping using GPS/cellphone data from Streetlight, Inc.



Emerging Trends and New Expectations

- Defining the objectives and purpose of different transportation services:
 - Backbone service (fixed-route)
 - Crowd-sourced service (microtransit)
 - On-demand ridehail
- Service standards revisions
- Leveraging agency partnerships
- Pilot programs for innovative services
- Electrification of the fleet










Example: Josephine Community Transit



Strategy Identification and Evaluation

- Develop options for service
- Determine evaluation criteria
- Evaluate service options
- Consider trade-offs

Example: Everett Transit Long Range Plan

Aspects	Frequency service option*	Coverage service option*	Today's service
 Number of people riding the bus	16,000 individual daily trips 15% of people taking transit for their commute	14,000 individual daily trips 14% of people taking transit for their commute	6,500 individual daily trips 9% of people taking transit for their commute
 Frequency during the busiest commute times	10-minute average wait time	13-minute average wait time	17-minute average wait time
 Frequency in the middle of the day, at night, and on weekends	12-minute average wait time	20-minute average wait time	23-minute average wait time
 Percent of people and jobs within walking distance of transit	60% of Everett residents and jobs within walking distance	70% of Everett residents and jobs within walking distance	70% of Everett residents and jobs within walking distance
 Percent of low income and minority Everett residents within walking distance of transit	65% of low-income and minority Everett residents within walking distance	75% of low-income and minority Everett residents within walking distance	74% of low-income and minority Everett residents within walking distance
 Direct service to where you're going, so you don't have to transfer as often	79% of Everett Transit trips are direct	82% of Everett Transit trips are direct	80% of Everett Transit trips are direct
Travel time examples (includes estimated wait, walk, and in-transit travel time)			
 Twin Creeks to Boeing	40-45 minutes	50-60 minutes	60-70 minutes
 Everett Mall to Downtown Everett	35-40 minutes	40-45 minutes	45-50 minutes
 Northwest Everett to Everett Station Light Rail	25-30 minutes	20-25 minutes	25-30 minutes

*Data for the frequency and coverage service options are calculated based on anticipated growth and usage in 2040.

Source: Fehr & Peers, Everett Transit Long Range Plan

Engagement and Outreach Plan



- Public engagement strategies
 - Riders and non-riders
 - Diverse opinions
- Transit staff engagement
- Transit staff support
- CAC engagement at critical decision points

MEETINGS

- ◆ Stakeholder Workshop
- 👥 Public Outreach
- 🌀 Board

DELIVERABLES

- 1 Work Plan & Outreach Strategy
- 2 Workshop & Outreach Materials
- 3 Strategies & Objectives Summary Memo
- 4 Draft Comprehensive Plan
- 5 Final Comprehensive Plan



Questions?

Please send further comments to Laura Smedley,
Executive Assistant and Clerk of the Board
lsmedley@jeffersontransit.com



CAC Board Agenda Summary

MEETING DATE: November 6, 2019

AGENDA ITEM: Approval of Minutes, August 7, 2019 CAC Meeting

SUBMITTED BY: Darrell Conder **TITLE:** Board Chair

**EXHIBITS/
ATTACHMENTS:** August 7, 2019 CAC Minutes

BUDGETARY IMPACT (if applicable) **BUDGETED:** N/A

EXPENDITURE REQUIRED: N/A **FUNDING SOURCE:** N/A

**SUMMARY
STATEMENT:** The 8/7/2019 CAC Meeting minutes are submitted for approval.

**RECOMMENDED
ACTION/MOTION:** Motion: Move to approve Minutes from the August 7, 2019 CAC Meeting

Jefferson Transit Authority Citizens Advisory Committee

Meeting Minutes

Wednesday, August 7, 2019, 3:30 pm
63 4 Corners Road, Port Townsend WA

CAC Board Members Present: Brenda Williamson, John Nowak, Brandon Maxwell, Vivianne Kuehl, Darrell Conder, and Tim Caldwell with Anne Metcalfe excused. A quorum was present.

Authority Board Members Present: Jefferson County Commissioner, Kate Dean

Staff Present: General Manager Tammi Rubert, and Operations Manager Leesa Monroe

Call to Order/Welcome

The meeting was called to order at 3:33 pm by General Manager Tammi Rubert. This was the first meeting of the Citizens Advisory Committee (CAC), General Manager Tammi Rubert chaired the meeting until a CAC member was elected as chair.

Introductions

Commissioner Dean suggested introductions and asked members to comment on, why they are here.

Tammi Rubert: is the General Manager for Jefferson Transit Authority (JTA). She has worked for JTA for 15 years and has also worked as the Operations Manager, a Dispatcher, and a driver. The Transit 101 books that have been provided will answer the basic questions about JTA. She is available for any questions.

Leesa Monroe: is the Operations Manager for JTA. She has worked in public transportation for nearly 25 years. JTA for 7 years, and 16 years at Pierce Transit. She is available for any questions.

Darrell Conder: has used public transit for almost 50 years. Wherever he has lived, he has been a transit advocate. He has been a volunteer at JTA and wrote a history of public transit in Jefferson County for the Historical Society, half of the book was about JTA. He has also attended Board Meetings for about 15 years. He is here because Catharine Robinson asked him to apply for the CAC.

Tim Caldwell: works at Fort Worden. He has a history of working with transit. He was on the JTA CAC in the past and is on the Ferry Advisory Committee. It behooves Fort Worden to have more foot traffic than auto traffic.

Vivianne Kuehl: serves on Quilcene school board. Uses transit to commute from Quilcene.

Brandon Maxwell: works as a Civil Engineer for the City of Port Townsend. He applied because he saw the CAC ad and wants to participate in the community and is a current bus rider.

John Nowak: works at Jefferson Healthcare and is involved with Jefferson County Community Health Improvement Plan, he would like to get people to use public transportation and see it as an option. Catharine Robinson asked him to apply to serve on the CAC.

Brenda Williamson: moved from Georgia to Brinnon about 3 years ago. She wanted to have a more active role in the community and is also a public transportation advocate. She is a retired health care administrator.

Kate Dean: is the County Commissioner for District 1. She has an interest in people having voices in the community, accessibility, and primarily to get more cars off the road. She uses transit often and is a bike commuter. JTA needs more community input to increase ridership. She will serve as the liaison between the JTA Board and the CAC. City Council member Ariel Speser will also participate when she can.

CAC Elections for Chair and Vice-Chair

The floor was open to nominations for Chair and Vice-Chair. Tammi Rubert reviewed the Bylaw Section VII for the Chair and Vice-Chair terms of service and duties.

Viviann Kuehl asked if there was anyone here who would like to be Chair.

Tammi Rubert discussed the Chair's Board Meeting attendance. The Chair can either report to the Authority Board or submit a report that is read to the Board. The Vice-Chair will take over when the Chair is not available. Laura Smedley and I will help prepare the Agendas for your meetings.

Kate Dean suggested the Chair have experience with Roberts Rules.

Motion: Vivian Kuehl nominated Darrell Conder. John Nowak seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

Elected Chair Darrell Conder called for nominations for a Vice-chair

Motion: Vivian Kuehl nominated Brenda Williamson. Tim Caldwell seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

New Agenda Items

Darrell Conder asked if there were any new items for the agenda.

Tim Caldwell asked to add a brief question and answer period of what this group is coming together to do. It was noted that may be covered under Agenda item 3C, Missions and Goals.

Darrell Conder asked if there is going to be a public comments section.

Tammi Rubert explained she is following Kitsap Transits lead. They do not have a public comment period at their meetings because they address comments and questions to their representative, who then brings it to the CAC meeting, but if the CAC chooses to add public comment, they may.

Members reviewed the public comment process at other board meetings they have attended and thought it was important to have public comment.

Motion: John Nowak moved for public comment at the beginning and end of meetings. Brandon Maxwell seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

Darrell Conder asked if there was any public comment.

Public Comment

Mike Kaill - A study was done in 2004 on how the city could improve the traffic in Port Townsend. He suggested marketing the reasonable cost to ride transit.

Debbie Jahnke – She hopes the City would be working with transit to improve the shuttle, hoping the CAC can spearhead this. She also hopes this group can get people out of their cars and on the bus.

Brenda McMillan – Would like the CAC Board to approve fare-free ridership.

Alternates

Tammi Rubert said it was brought up at the Authority Board Meeting to discuss if the CAC should have alternates for members. The CAC would need to approve and recommend to the Board to add alternates to the Bylaws if that decision is made.

There was a discussion on how alternates would work.

Kate Dean explained the formula for the number of members and how the alternate formula was decided.

Darrell Conder expressed his concern about having an even number of people on the Board. He also said that because they are an advisory committee, anything done in the CAC meeting would be brought before the Authority Board for approval.

Kate Dean commented that Scott Walker would represent bicyclists on the CAC Board.

There was a discussion regarding what the Bylaws say regarding a quorum.

Tim Caldwell – questioned if the CAC was adding Scott or making a motion to add another member to the CAC.

Kate Dean stated Section 4.1 in the Bylaws would need to clarify terms if we foresaw having a larger committee.

There was a discussion regarding the number of members for the CAC to best represent the transit community.

Motion: Vivian Kuehl moved to change the Bylaws to include 15 members, with the goal to balance the composition, not to fill the seats. Brandon Maxwell seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

Tammi Rubert asked if the Committee wanted to change the Bylaws Section 4.1 to 15 positions and alternates.

Kate Dean suggested the CAC pass to staff to decide on how to assign terms. She also stated there may be subcommittees created to dive into particular interests. That is a way to engage other folks who are not appointed to the Committee but wish to have a voice.

There was a discussion about the need for alternates. With the increased size of the Board, a member could be added to the Committee if there is an application from an underrepresented population.

Kate Dean brought up the question, do you want to recommend Scott Walker

Motion: Darrell Conder moved to recommend Scott Walker to the CAC Board. John Nowak seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

Bylaws

Tammi Rubert said Commissioner Sullivan questioned the wording on Bylaw language on page 4 Section 5.3 regarding carrying-on propaganda. This language is from the IRS publication 557 for corporations and associations.

There was a discussion about changing the language.

John Nowak said he thinks it means the members of the CAC shall not lobby or otherwise attempt to influence legislation without Board approval.

Darrell Conder said the CAC may not use their position on the Committee for their own personal agenda. He gave an example of a CAC member taking advantage of their CAC position in the past.

Kate Dean believes this group should be generally pulling in the same direction of the Authority Board. The CAC members do not have the authority to amend the official Bylaws, but that can be done by making recommendations to the Authority Board to adopt new language.

Viviann Kuehl would like to recommend to the Authority Board to remove 5.3.

Darrell Conder stated that some changes could be made to the language.

After further discussion the following motion was made:

Motion: John Nowak moved to change Section 5.3 to: “the members of the CAC shall not lobby representing themselves as Board Members, or otherwise attempt to influence legislation without specific JTA approval.”

Viviann Kuehl seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

Roberts Rule/Open Public Meeting Act Questions

John Nowak asked if personal and work emails are discoverable.

Kate Dean stated in the strictest interpretation any device or email you are using for this CAC Board could be searchable, but it is extremely unlikely that the threshold will be met.

Tammi Rubert said if there was a request that would involve personal or work email addresses or devices, the request would be specific to the CAC information.

Kate Dean asked how the Open Public Meetings Act (OPMA) training was handled.

Tammi Rubert stated Laura Smedley sent an email with a link to the OPMA training to everyone on the Committee.

Brenda McMillan said she was not clear about the decision on CAC alternates.

It was a group decision not to add alternates at this time, but the Committee was increased to 15 positions. There are currently 7 positions filled, and, if wanted, with the recommendation to add Scott Walker.

Kate Dean said the CAC might want to review Roberts Rules.

Tammi Rubert said there might be a training DVD available that we can all view, which will help give everyone useful information about Roberts Rules. There is also a basic informational sheet in your books about Parliamentary Procedures.

Missions and Goals

Kate Dean's said her intention for this group is that the CAC would help increase ridership; her recommendation is that you take that on as a mission. She also wanted to have some time for this group to discuss what they want to work towards or create some aspirational momentum for the group.

Tammi Rubert said it might be helpful for the CAC members to know what we are working on currently. The next Authority Board Meeting is August 27, 2019, and these are some things we will discuss:

- Fehr & Peers – we interviewed several agencies and have decided to hire Fehr & Peers to do our Comprehensive Plan. This is a long-range plan. They want to do a presentation at one of your CAC meetings. Everett Transit just completed their

long-range plan, if you look at Everett Transit's website there is a video that will give you an example of Fehr & Peers work. JTA is like the hub of a wheel because we connect the entire peninsula. We connect with Clallam Transit, Grays Harbor Transit, Kitsap Transit, Mason Transit, and the Washington State Ferries.

- Public restroom at Haines Place Transit Center.
- Feasibility study on electric vehicle charging and infrastructure. We want to know if our PUD can handle the type of energy required for electric buses.
- The addition of a third maintenance bay at 4 Corners.
- Painting the Haines Place Transit Center.
- We are at capacity at the Haines Place Transit Center bus loop. Before we can add more service, we need more room in the bus loop. We want to hire an engineer to tell us how we can increase our capacity.
- Kingston route.

There was a question regarding the Comprehensive Plan Process.

Ms. Rubert explained we have just chosen Fehr and Peers and will be bringing the contract to the Authority Board for approval. The first step is a lot of public outreach.

Darrell Conder would encourage all of the CAC members to attend Board Meetings.

Ms. Rubert said the Finance Committee recommended that she research fare-free ridership. She has found that it does increase ridership by removing barriers. Our fareboxes bring in approximately 4% of JTA's revenue. The processing of money is a big factor. Mason Transit and Island Transit are fare-free, and there are a lot of positives to going fare-free. That is something that the public, our taxpayers, need to weigh in on.

John Nowak asked Commissioner Dean what the scope or boundaries are of what the committee can do.

Kate Dean said the intention of reconvening this group was to assist us in ways to increase ridership. She agrees that the Comprehensive Plan is a great opportunity for this group. She wants this to unfold organically with the faith that we are all pulling in the same direction of the staff and Authority Board. She said increasing ridership is mission #1.

Darrell Conder said getting people out of cars has been his mission for many years. It has been tried a lot, but there are some ways of increasing ridership, and it is something we can explore as a group.

Tim Caldwell said free fare would definitely increase ridership. How does transit put together a schedule when events occur for late service? Wooden Boat is one of those events, but there are large events four or five other times during the year. Could those be part of the schedule?

Tammi Rubert said Mr. Caldwell is bringing up the whole charter service question. If the service is in our schedule, we don't have to worry about the charter service regulations.

John Nowak talked about the Brinnon service, is additional Brinnon service something that is within the scope of what we can discuss.

Darrell Conder said the more people who ride the bus, the better the schedule can be. Sunday service was canceled because the ridership was low.

Brandon Maxwell said the buses would make the runs regardless, so let's fill them up, they should be full of people.

Leesa Monroe said the comprehensive plan would answer some of the questions. The question that is always asked is, do you want frequency or coverage. And the rule is that you can't have both. The workshop should cover how rate versus coverage works.

Darrell Conder said it would be nice to have workshops where we can see training videos and discuss them in an informal setting.

Brandon Maxwell said increasing ridership is his main goal, but we should all think about what the CAC mission should be.

John Nowak asked if there is something that could be recommended that would help us understand ridership issues. Is there a national trend of decreased ridership?

Tim Caldwell asked if the City has done a parking study since 2004. It would seem that either the City or County has done a traffic study, particularly since the addition of the roundabouts.

Darrell Conder said the main reason to build the Haines Place Park and Ride in the '90s was to eliminate downtown parking and offer a free shuttle bus from Haines Place, but they did not follow through and close off downtown.

Brandon Maxwell said transit responds to what the City does, but we can't control the parking and whether they charge for it.

Tammi Rubert will send the CAC a study that was done on increasing ridership.

Kate Dean asked if Leesa Monroe will give an overview presentation of local trends in ridership at the next CAC meeting.

Ms. Dean said we could discuss a 2020 work plan at the next meeting and look at ridership trends. A ridership report from Leesa Monroe would give the CAC more context to discuss ridership.

Laura Smedley will contact the group to discuss the date for the next meeting. At that time, we can discuss the 2020 meeting schedule.

Public Comment

Mike Kaill said he had asked a lot of people what they know about Jefferson Transit, and found complete ignorance. I think publicity is one of the first issues to address.

Adjournment

The meeting was adjourned at 5:07 pm. The next regular meeting date and time will be decided and will be held at 63 4 Corner Road, Port Townsend, WA.

Laura Smedley, Clerk of the Board

Date

DRAFT



CAC Board Agenda Summary

MEETING DATE: November 6, 2019

AGENDA ITEM: Reconsider Motion to Recommend Scott Walker to the CAC Board

SUBMITTED BY: Darrell Conder **TITLE:** Board Chair

**EXHIBITS/
ATTACHMENTS:**

Copy of Motion from 8/7/19 Minutes

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

**SUMMARY
STATEMENT:**

This Motion was made at the 8/7/19 CAC Meeting. During Darrell Conder's Report to the Authority Board on 8/27/19 he stated he would like to bring this back to the CAC Board for discussion at the next meeting. The motion below will open this topic to be discussed and voted on again.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to reconsider the motion to recommend Scott Walker to the CAC Board

Motion: Vivian Kuehl moved to change the Bylaws to include 15 members, with the goal to balance the composition, not to fill the seats. Brandon Maxwell seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

Tammi Rubert asked if the Committee wanted to change the Bylaws Section 4.1 to 15 positions and alternates.

Kate Dean suggested the CAC pass to staff to decide on how to assign terms. She also stated there may be subcommittees created to dive into particular interests. That is a way to engage other folks who are not appointed to the Committee but wish to have a voice.

There was a discussion about the need for alternates. With the increased size of the Board, a member could be added to the Committee if there is an application from an underrepresented population.

Kate Dean brought up the question, do you want to recommend Scott Walker

Motion: Darrell Conder moved to recommend Scott Walker to the CAC Board. John Nowak seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

Bylaws

Tammi Rubert said Commissioner Sullivan questioned the wording on Bylaw language on page 4 Section 5.3 regarding carrying-on propaganda. This language is from the IRS publication 557 for corporations and associations.

There was a discussion about changing the language.

John Nowak said he thinks it means the members of the CAC shall not lobby or otherwise attempt to influence legislation without Board approval.

Darrell Conder said the CAC may not use their position on the Committee for their own personal agenda. He gave an example of a CAC member taking advantage of their CAC position in the past.

Kate Dean believes this group should be generally pulling in the same direction of the Authority Board. The CAC members do not have the authority to amend the official Bylaws, but that can be done by making recommendations to the Authority Board to adopt new language.

Viviann Kuehl would like to recommend to the Authority Board to remove 5.3.

Darrell Conder stated that some changes could be made to the language.

After further discussion the following motion was made:

If we've voted, but later want to change that motion, how do we do it?

Changing a motion that has already been made and voted on comes under the class of motions called "re-do" motions. Here are three of the most commonly used methods:

Reconsider -- A motion to reconsider must be made by a person who voted on the prevailing side. That means someone who was on the side that carried or won the motion. This prevents someone on the losing side from bringing up a motion over and over just to annoy. The motion to reconsider should be made at the meeting at which the motion was made and voted on, although some boards allow it at the next meeting. The motion to reconsider can be seconded by anyone and requires a majority to pass. Once the motion to reconsider passes, the motion to be reconsidered is on the floor, worded exactly as it was when passed. The board can now make a motion to amend it or they can discuss and re-vote it as it is.

Amend something previously adopted - is a change motion that can be made only if no action has been taken on the original motion. It is used to strike out only a part of the text or make a change to the wording. It must be seconded, is debatable and requires 2/3 of the members to vote in the affirmative to pass. The motion is made "To amend the motion previously adopted to now read..." and includes the amendment as the wording of the motion to amend. Once passed, the motion as amended stands. If the motion fails, then the original motion stands.

Rescind -- A motion to rescind can only be made if no action has been taken on the original motion. It can be made at any time (later meetings included) after the original motion was made and passed. The motion to rescind requires a 2/3 majority to pass. If the rescind motion passes, it completely wipes out the original motion.

Notice that the first example, "reconsider," is actually a two-step process. If the motion to reconsider passes it brings back the original motion for the board to discuss and vote on. The motion to reconsider does not make any changes by itself. In fact, the board may re-vote the original motion and end up making no changes whatsoever or it may vote down the original motion, and no action is taken as a result.

The "motion to amend previously adopted" and the "motion to rescind" are one-step motions. If one of them passes, the previous motion either goes away (rescind) or is changed. If the "motion to rescind" or "motion to amend motion previously adopted" fails to get a 2/3 vote, the original motion stands as it was voted.



CAC Board Agenda Summary

MEETING DATE: November 6, 2019

AGENDA ITEM: Discuss Re-appointment of Positions 5, 6 & 7 for a 2 year term

SUBMITTED BY: Darrell Conder TITLE: Board Chair

EXHIBITS/
ATTACHMENTS:

Bylaws

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

SUMMARY
STATEMENT:

CAC Board Member is positions 5, 6 & 7 one year terms limits run through December of the terminal year, December 2019, as stated in the Bylaws **Section 4.1 a)**. Those members are Anne Metcalfe, John Nowak, and Brenda Williamson. If the members are interested in continuing as CAC Board Members, there will need to be a motion and second from the CAC to agree to extend their terms for 2 years, and then a recommendation to the Authority Board to appoint the three members for a 2 year term at the December 17th Board Meeting, **Section 4.1 b) & c)**.

RECOMMENDED
ACTION/MOTION:

Motion: Move to extend CAC Board Member positions 5, 6 & 7 (Anne Metcalf, John Nowak, and Brenda Williamson) terms for 2 years.

requested by the JTA Board. In addition, the CAC is further empowered and authorized as follows:

- a) To review significant policy decisions as requested by the JTA Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA, as well as to make recommendations to the JTA Board upon these issues and concerns.
- b) To support the efforts of the JTA Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the JTA Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, Dial-A-Ride, and Vanpool services
- e) The CAC is an advisory group and, therefore, it is strictly understood that all recommendations by the CAC are advisory only and do not constitute an action or obligation of the JTA Board or of any JTA employees. In this capacity, the CAC is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.

SECTION IV – TERM LENGTHS OF APPOINTEES

4.1 – The scope of CAC terms shall be subject to the following rules:

- a) Positions one (1) through four (4) will be appointed for two (2) years. Positions five (5) through seven (7) will be appointed for one (1) year. At the inception of the Committee, terms will start upon appointment and run through December of the terminal year. Positions eight (8) through eleven (11) will be appointed for two (2) years. Positions twelve (12) through fifteen (15) will be appointed for one (1) year.
- b) Upon termination of the initial terms outlined above, the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms.
- c) The first 2-year term for CAC members, who are appointed by the JTA Board to the CAC during a calendar year, will commence upon appointment. The CAC member will be a voting member of the Committee following the date their application is approved by



CAC Board Agenda Summary

MEETING DATE: November 6, 2019

AGENDA ITEM: Set Terms for Positions 8 through 15

SUBMITTED BY: Darrell Conder TITLE: CAC Board Chair

EXHIBITS/
ATTACHMENTS:

Bylaw Amendment Proposal

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

SUMMARY
STATEMENT:

Originally the CAC Bylaws, **Section 1.1** allows for not more than fifteen, or less than 7 members. **Section 4.1 a)** stated 2 year terms for positions 1 through 4, and 1 year terms for positions 5 through 7. The Bylaws did not specify term limits for positions 8 through 15. We can stagger the last 8 term limits the same as the first 7 by adding to the Bylaws the following language: Positons eight (8) through eleven (11) will be appointed for two (2) years. Positions twelve (12) through fifteen (15) will be appointed for (1) year.

RECOMMENDED
ACTION/MOTION:

Motion: Move to amend the CAC Bylaws in Section 4.1 a) to add term limits for Postions 8 through 15 by adding the following language: Positions eight (8) through eleven (11) will be appointed for two (2) years. Positions twelve (12) through fifteen (15) will be appointed for (1) year.

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AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . ."

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

