

AGENDA: February 18, 2004

TO: Transportation Policy Workshop  
FROM: Linda Wilshusen, Executive Director  
RE: Timeframe for RTC Meetings

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## RECOMMENDATIONS:

Staff recommends that the Regional Transportation Commission:

1. Consider the options for addressing the time needed for the two monthly meetings of the SCCRTC, the regular meeting on the first Thursday of the month and the Transportation Policy Workshop meeting on the third Thursday of the month;
  2. Confirm the meeting timeframe for Transportation Policy Workshop meetings as 9:00 am to 12:00;
  3. Extend the meeting timeframe for regular RTC meetings to be from 9:00am to 12:30 pm;
  4. Request that individual Commissioners set aside these timeframes in their schedules; and
  5. Approve expenditure of funds to provide refreshments for Commissioners at TPW and regular RTC meetings.
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## DISCUSSION

Towards the end of the regular RTC meeting on February 5th, some Commissioners stated their need to leave the meeting at noon even though it was clear that that the meeting would extend beyond 12:00pm. The Chair asked that the timeframe for future RTC meetings be discussed at an upcoming meeting.

Staff has looked at the meeting lengths of the regular RTC and TPW meeting over the past twelve months. TPW meeting lengths have averaged just under 2 hours with the longest TPW meeting being 2 hours and 54 minutes. **Staff recommends that the time frame for TPW meetings continue to be 9:00 am to 12:00.**

For the regular RTC meetings on the first Thursday of the month, the average meeting time over the past year has been 2 hours and 45 meetings, with six meetings exceeding three hours. The last regular RTC meeting was also the longest meeting in the past 12 months, lasting 3 hours and 45 minutes. At that

meeting and the January 2004 meeting, the Commission needed to continue a regular agenda item to the next meeting due to lack of time.

The options for addressing the timeframe situation for the regular RTC meeting are as follows:

- Keep the status quo: meeting time frame of 9:00 am to 12:00 pm
- Start the meeting at 8:00 or 8:30 am, and continue the end of the timeframe at 12:00pm
- Change the timeframe to end at 12:30 or 1:00 pm
- Put more items on the consent agenda
- Have the Chair designate and enforce time limits for regular agenda items

The last two options would restrict Commission discussion and are not considered feasible.

**Staff recommends extending the meeting timeframe for the regular RTC meetings to 12:30 pm, and keeping the start time as 9:00 am.**

If this change is implemented, it will be important for all Commissioners to factor the change into their individual schedules.

In recognition of the extensive time commitment for RTC meetings, staff recommends that pastries or muffins along with coffee be made available for Commissioners at Regional Transportation Commission and Transportation Policy Workshop meetings, as is done for Transit Board meetings.

## **SUMMARY**

In response to the length of recent RTC meetings, consideration of lengthening the meeting time frame is in order. Staff recommends that the meeting timeframe for regular RTC meetings be lengthened to 12:30pm and that refreshments be provided at RTC meetings.