



DATE: November 8, 2012

TO: Governing Board, Intermodal Container Transfer Facility Joint Powers Authority

FROM: Douglas A. Thiessen, Executive Director

SUBJECT: Recommendation to Move ICTF JPA Board Meetings to October

The ICTF JPA's Bylaws dictate that an annual Governing Board meeting take place "on or about July 1 of each year". Consistent scheduling constraints during the summer months make it difficult to ensure a quorum at this time of year. Therefore it is recommended that the Bylaws be amended to hold the annual meeting in October each year. Amendment of the Bylaws as recommended would not impact the Board's ability to hold additional Governing Board meetings as decided by the Board.

It is recommended that the Governing Board direct staff to prepare an amendment to the ICTF JPA Bylaws to move the date of the annual Governing Board meeting to October. The amendment would then be brought to the Board for consideration at a future meeting.

It is also recommended that the Board make the following finding:
"The Board finds the activity is administrative activity that will not result in direct or indirect physical changes in the environment, and, as such, is not a "project" as defined by CEQA Guidelines section 15378."

A handwritten signature in blue ink, appearing to read 'D. Thiessen'.

Douglas A. Thiessen
Executive Director