

AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
April 18, 2012
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|--|----------------|
| 1. | APPROVAL OF AGENDA | 1 min. |
| 2. | INTRODUCTIONS - None | 0 min. |
| 3. | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i> | 10 min. |
| 4. | CITIZEN ADVISORY COMMITTEE REPORT <i>(Gerald Abernathy)</i> | 3 min. |
| 5. | OLYMPIA TRANSIT CENTER EXPANSION UPDATE
<i>(Ann Freeman-Manzanares)</i> | 20 min. |
| 6. | ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) UPDATE <i>(Bob Holman)</i> | 20 min. |
| 7. | REVIEW DASH SERVICE <i>(Dennis Bloom)</i> | 20 min. |
| 8. | AUTHORITY ISSUES | |

ADJOURNMENT

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: April 18, 2012**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Olympia Transit Center Expansion Update

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- 1) **The Issue:** Staff will provide an update on the status of the Olympia Transit Center expansion project.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** Staff provides periodic updates on major capital projects.
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- 4) **Background:** Staff will provide an update and anticipated schedule for design and construction of the Olympia Transit Center expansion project. Staff is working through a number of issues including the pros and cons of having a full or partial “planted” roof as well as the potential for solar, bicycle parking and ADA/Visitor/Staff vehicle parking. Staff and our design team, SRG Partnership, have been working with the City of Olympia to further define building requirements. We continue to work through the environmental process, have established an Art Committee and anticipate proceeding with Value Engineering in May.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** Continuing to define building requirements and design elements. This work will better define anticipated construction costs.
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- 7) **Goal Reference:** Goal No. 2: *“Providing outstanding customer service.”*
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- 8) **References:** N/A
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**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: April 18, 2012**

FOR: Intercity Transit Authority
FROM: Bob Holman, ext. 5885
SUBJECT: Environmental & Sustainability Management System (ESMS)
Update

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- 1) **The Issue:** Update on implementation of Intercity Transit's ESMS.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** ESMS implementation is consistent with Intercity Transit's Environmental and Sustainability Policy (POLICY-EX-0011, May 4, 2011)
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- 4) **Background:** Our ESMS Core team participated in 4-four day ESMS workshops at VirginiaTech in Roanoke, Virginia between January and November 2011. Since January 2011, the agency invested approximately 2,500 staff hours costing approximately \$81,000. Most recently, we completed a one day GAP Audit on March 7, 2012. This consisted of a one day, FTA funded visit by staff from VirginiaTech to review procedure documents, action plans and other documentation in all 17 areas of ISO 14001 requirements. This was a "practice audit" intended to gauge our progress and work still needed as we move toward a second practice audit by VirginiaTech in July and a "real" certification audit in early 2013.

Some of the specific areas for GAP audit review included operational controls; documentation of legal and other regulatory requirements; internal and external communication documentation; the need for future training programs; and action plans for emergency preparedness, spills prevention, effective stormwater management, fluids and fuel usage management. We also formed a volunteer Internal ESMS Audit Team as required by ISO 14001. Ben Foreman is the lead on this team which will be following the same methodology used in the GAP Audit and the practice audit in July to assure the ESMS Core Team that our agency is on track for meeting and maintaining ISO 14001 certification requirements.

The following is a summary of GAP Audit findings:

Intercity Transit's ESMS Team made significant progress in the development and implementation of its ESMS. Employee buy-in appears to be strong among the core team which appears to be committed to making ESMS a lasting norm reflective of the Operations and Maintenance Facility. Intercity Transit's Operations and Maintenance Facility's **overall score** at the Gap Audit stage is **51%**. In terms of scoring, **30%** of the requirements were **Met**, **41%** were **Partially Met**, and **29%** were **Not Met**.

Progress to date on the ESMS implementation benefited from the assistance of an ESMS Intern, Justin Rogers from July 2011 thru part of January 2012. His efforts played a big part in our successful APTA Gold sustainability award. Going forward, we will be employing a full time person as an Environmental and Sustainability Coordinator (ESC) dedicated to the agency's many faceted Sustainability Commitment and the ESMS as a specific part of that commitment. With the ESC resource, the progress and continued commitment of staff, we are confident we will obtain ISO 14001 certification and realize the ESMS benefits of cost savings and efficient, effective operational controls.

5) **Alternatives:** N/A

6) **Budget Notes:** N/A

7) **Goal Reference:** The project elements support Goal #3: *"Maintain a safe and secure operating system;"* and Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: April 18, 2012**

FOR: Intercity Transit Authority
FROM: Dennis Bloom, Planning Manager, 5832
SUBJECT: Review Dash Service

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- 1) **The Issue:** Staff will review the Dash circulator route for discussion of service conditions and possible next steps.
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- 2) **Recommended Action:** Presentation and discussion only.
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- 3) **Policy Analysis:** Agency policy requires a public review and comment process occur before the Authority approves proposals that make a significant service change.
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- 4) **Background:** August 2011, staff proposed a number of fixed route service adjustments that the Authority approved for implementation on October 2, 2011. This included trimming the Dash route by 1,318 vehicle service hours (approximately \$112,000). The decrease in hours reflects the regular drop in weekday ridership that occurs after the Legislative session ends, basically from April through December. The other service reduction for Dash includes dropping the least productive service day, Saturday, which would occur after the Labor Day holiday in September.

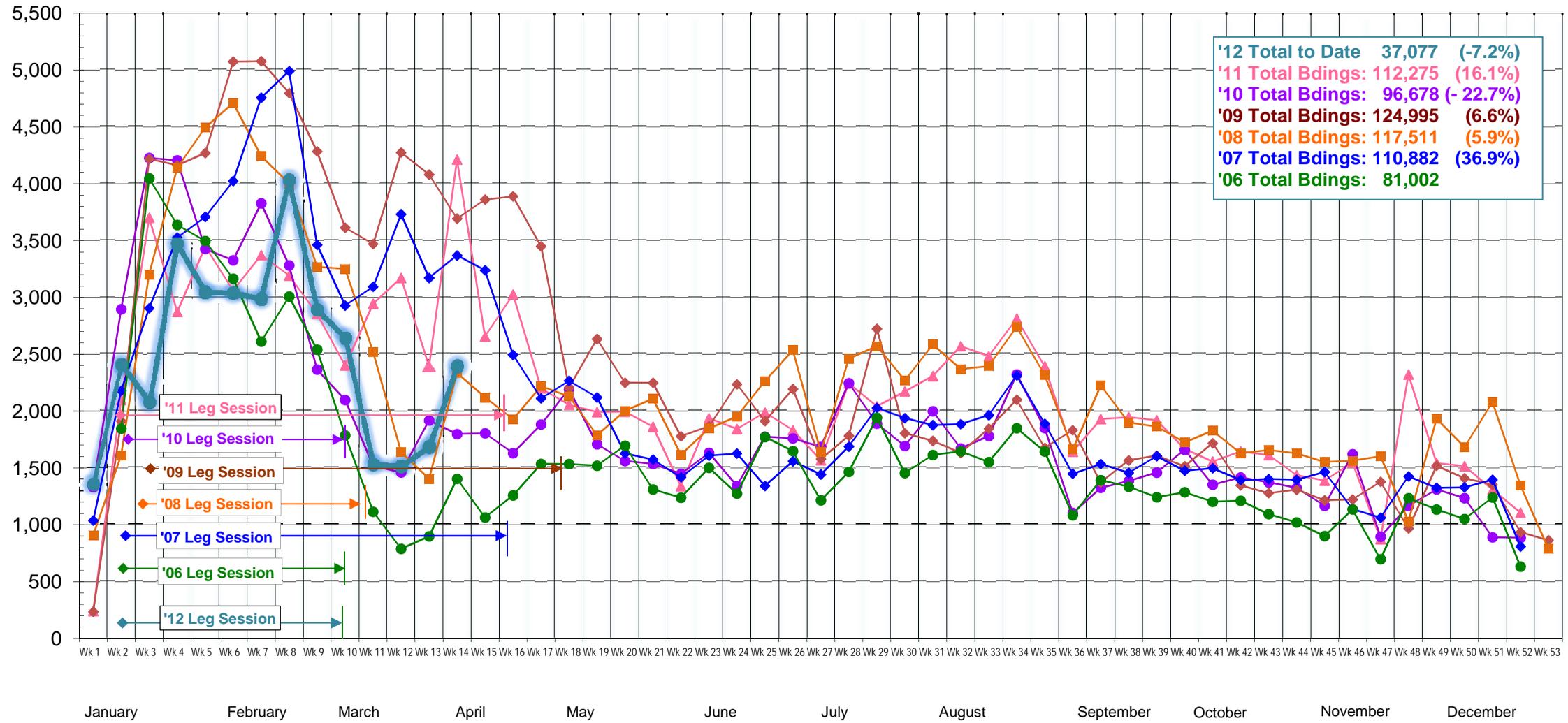
The Authority asked staff to provide an update on ridership since the changes in service were implemented this past October. It should be noted Intercity Transit recently received a request for extending the Dash over to the Hand's On Children's Museum later this year when the museum is expected to open on Thurston Ave. in Olympia. Staff is currently analyzing possible options for this request.

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- 5) **Alternatives:** This is a discussion item. No service changes for Dash are being proposed at this time. If adjustments are considered, October 2012 or February 2013 would be the earliest 'regularly scheduled' implementation dates possible.
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- 6) **Budget Notes:** The 2012 budget maintains the status quo level of service for the Dash.

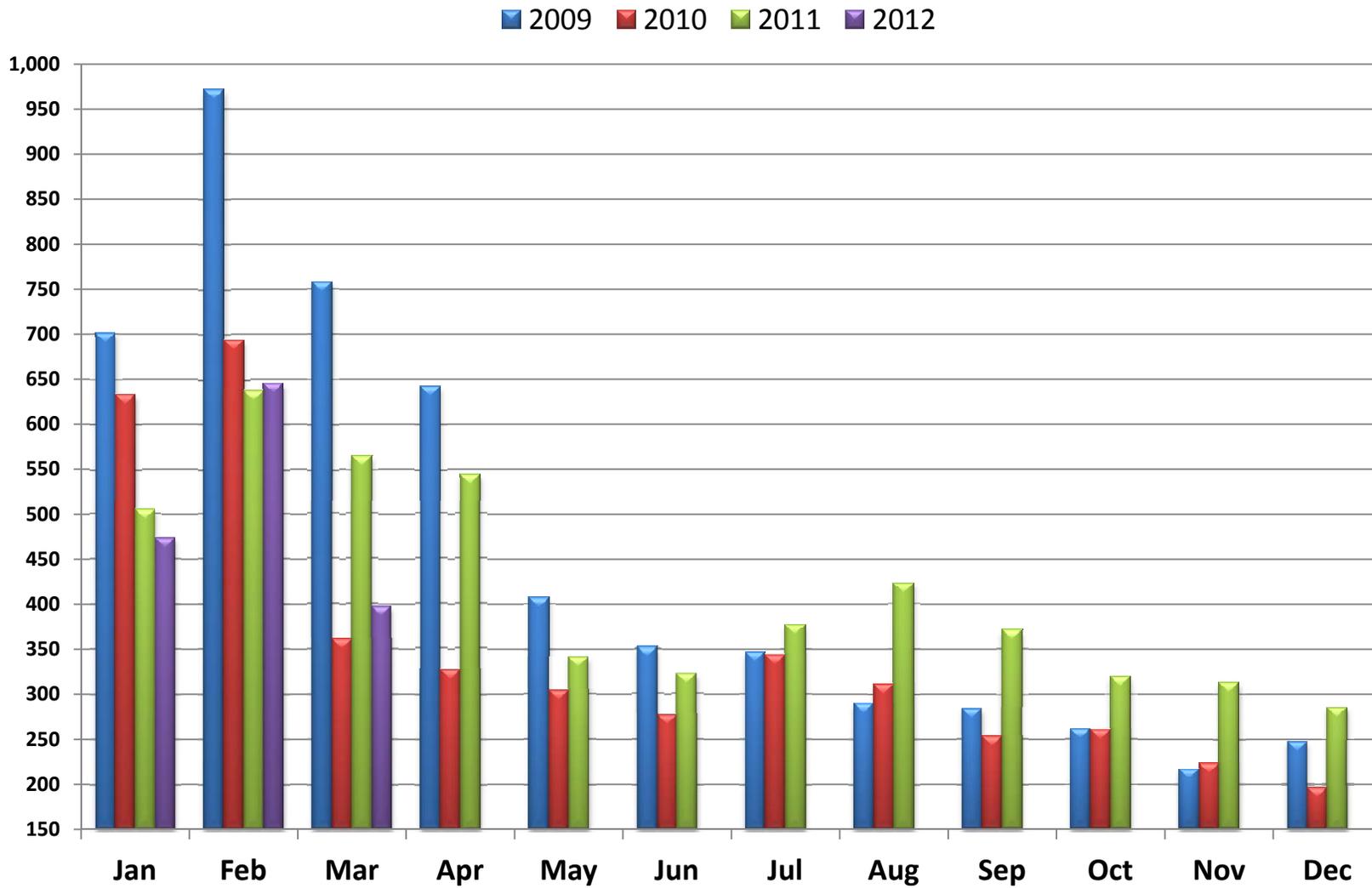
7) **Goal Reference:** Goal#1: *“Assess the transportation needs of our community.”*

8) **References:** Dash Boarding Charts

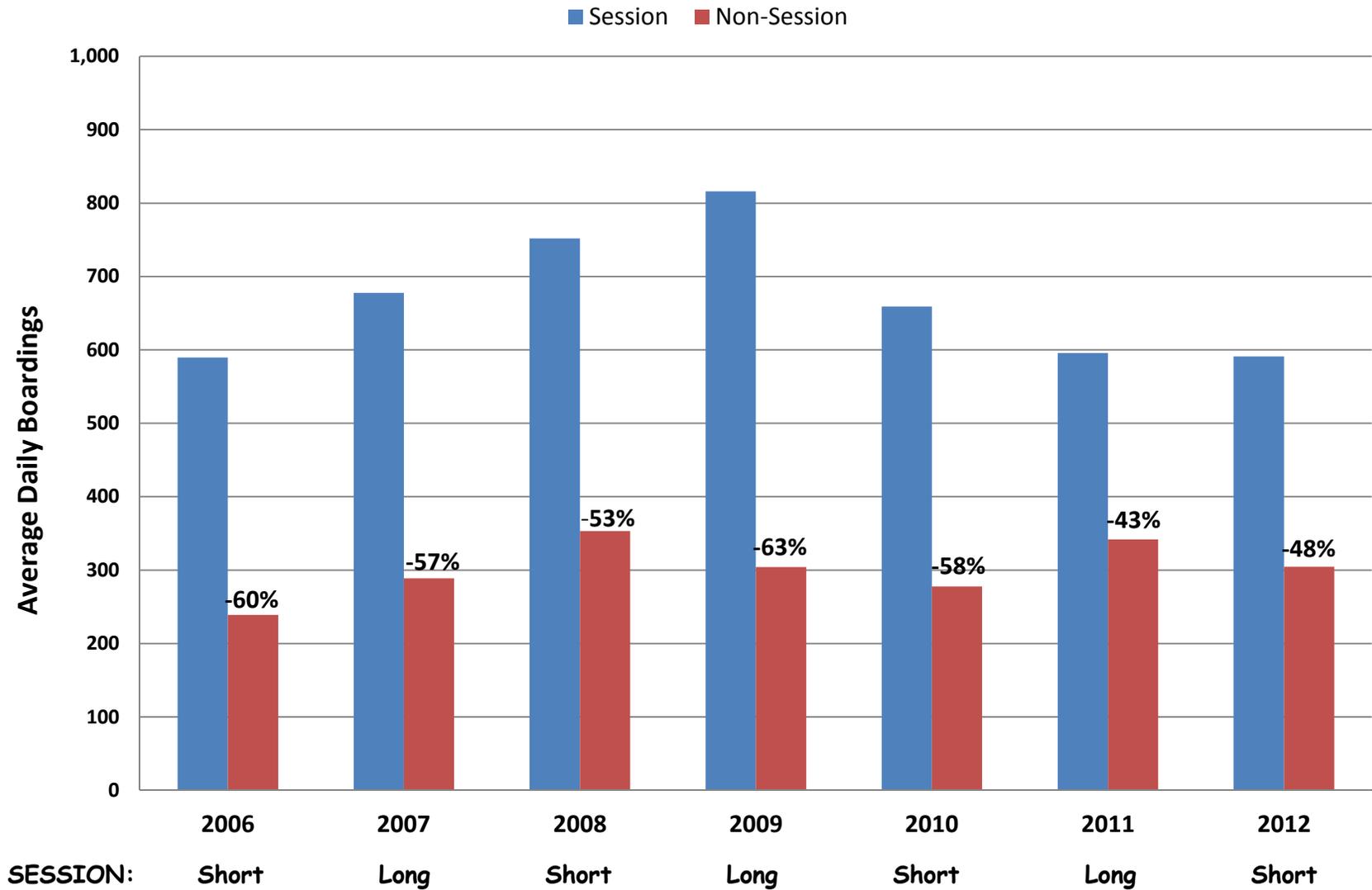
Weekly Dash Boardings: 2006 - 2012 Week 14 - 2012

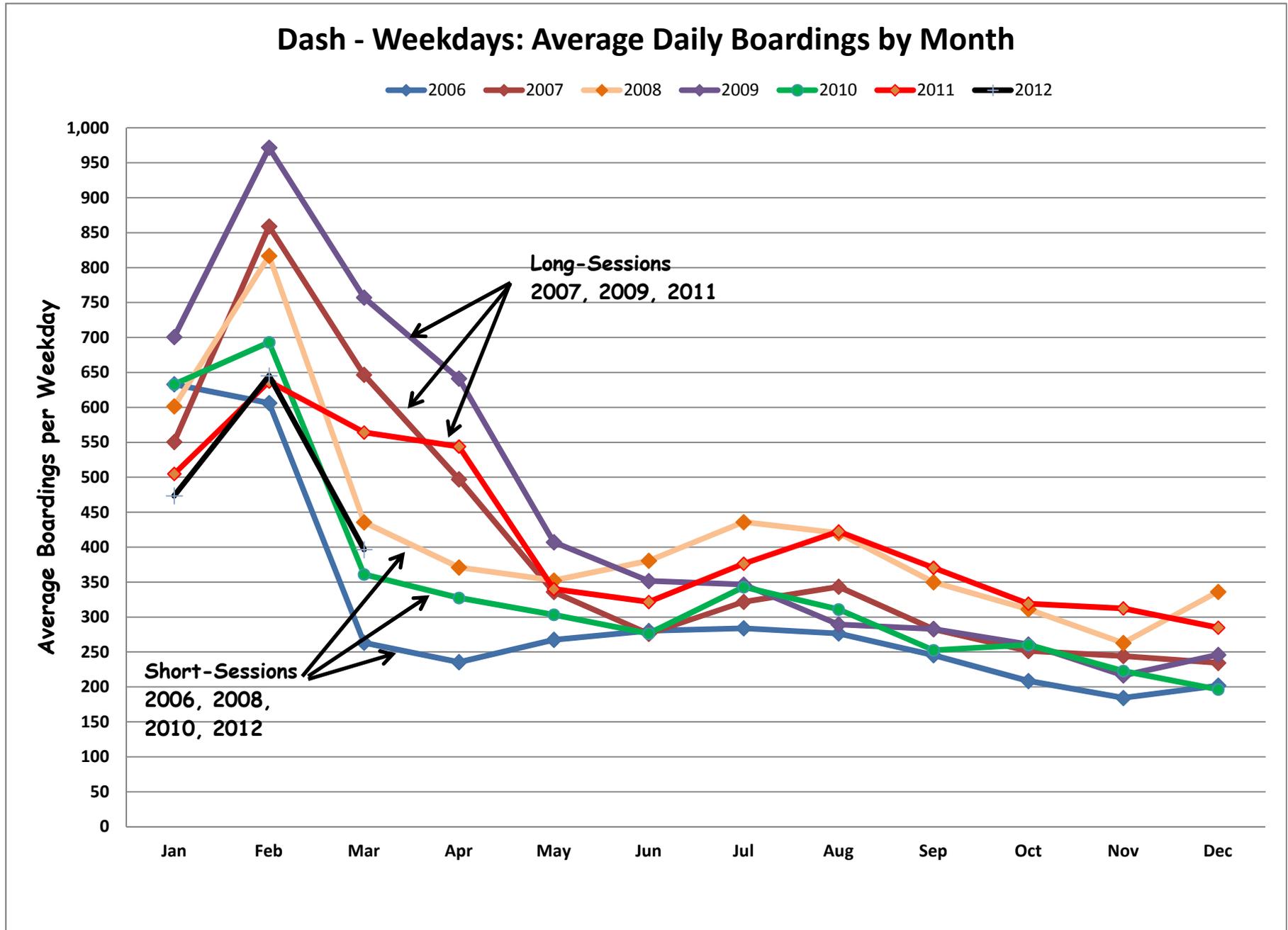


Dash - Weekdays: Average Daily Boardings by Month and Year

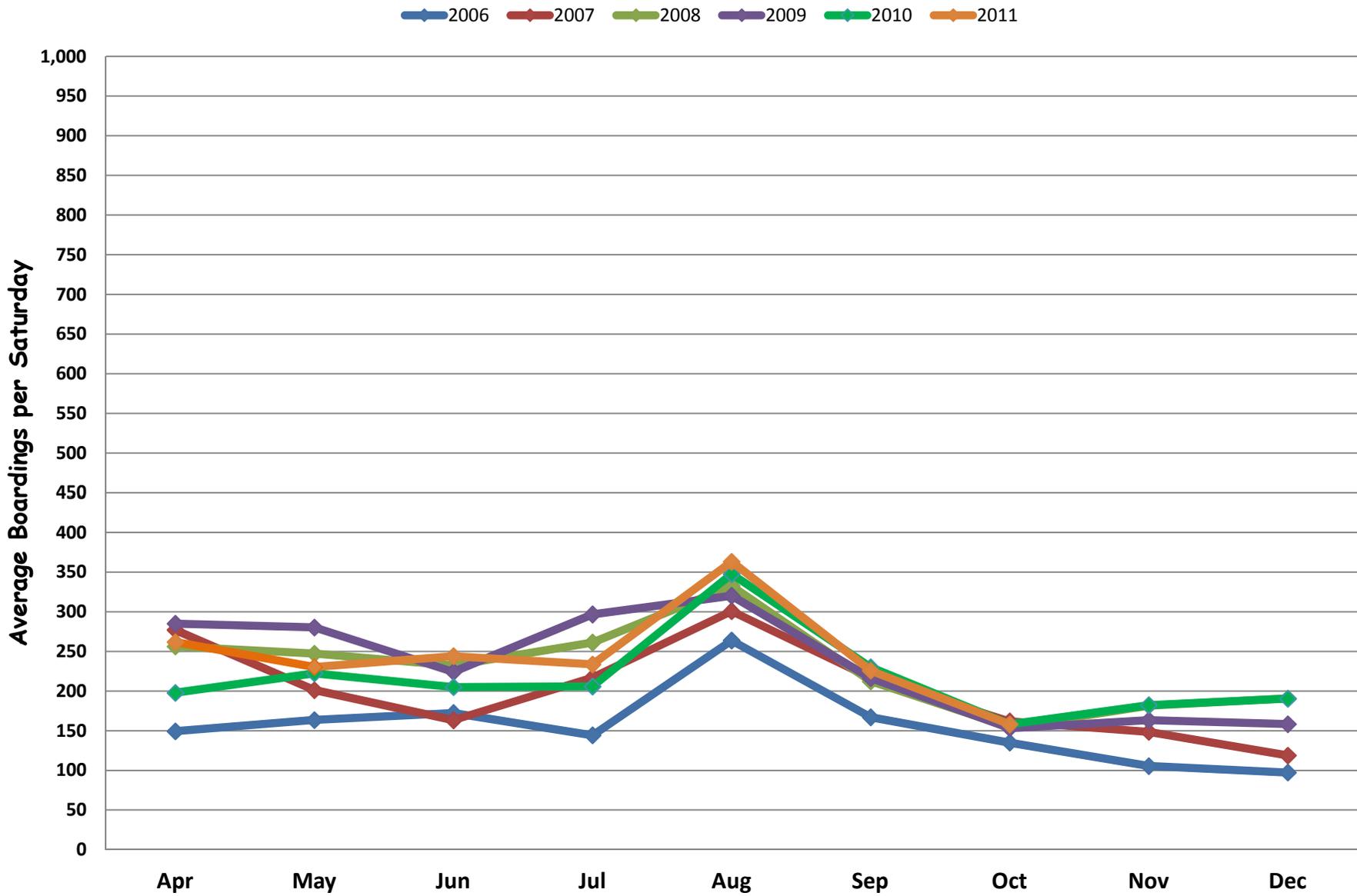


Weekday Dash - Average Daily Boardings: Session vs Non-Session





Dash - Saturdays: Average Daily Boardings by Month



2011 Weekday Dash: Boardings by Time of Day (in 30-minute increments)

■ Session ■ Non-Session

