

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
April 16, 2012
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Introduction of Nathaniel Jones, City of Olympia Councilmember | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. April 18, 2012, Work Session (<i>Gerald Abernathy</i>) | |
| | B. May 2, 2012, Regular Meeting (<i>Matthew Connor</i>) | |
| IV. | APPROVAL OF MINUTES - March 19, 2012 | 1 min. |
| V. | NEW BUSINESS | |
| | A. Olympia Transit Center Expansion Update | 20 min. |
| | (<i>Ann Freeman-Manzanares</i>) | |
| | B. Dash Update (<i>Dennis Bloom</i>) | 20 min. |
| | C. 2012 Youth Recruitment Process (<i>Rhodetta Seward</i>) | 15 min. |
| | D. 2012 Self-Assessment (<i>Rhodetta Seward</i>) | 5 min. |
| VI. | CONSUMER ISSUES - All | 20 min. |
| VII. | REPORTS | |
| | A. March 21, 2012, Work Session (<i>Rob Workman</i>) | 3 min. |
| | B. April 4, 2012, Regular Meeting (<i>Steve Abernathy</i>) | 3 min. |
| | Highlights attached | |
| VIII. | PUBLIC COMMENT | 5 min. |
| IX. | NEXT MEETING - May 21, 2012 | |

ADJOURNMENT

Attendance Report is Attached

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 19, 2012**

CALL TO ORDER

Chair S. Abernathy called the March 19, 2012, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Steve Abernathy; Wilfred Collins; Matthew Connor; Valerie Elliott; Sreenath Gangula; Jill Geyen; Catherine Golding; Roberta Gray; Faith Hagenhofer; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; Michael Van Gelder; and Rob Workman.

Absent: Kahlil Sibree

Staff Present: Mike Harbour, Rhodetta Seward, Ann Bridges, and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Hustoft and Elliott to approve the agenda.

INTRODUCTIONS

MEETING ATTENDANCE

- A. March 21, 2012, Work Session - Rob Workman.**
- B. April 4, 2012, Regular Meeting- Steve Abernathy.**

APPROVAL OF MINUTES - February 13, 2012, Minutes

It was M/S/A by Hagenhofer and Van Gelder to approve the minutes of February 13, 2012, as presented.

Workman asked if he is to share issues regarding the CAC at the Work Session, and can he bring up issues important to him personally. S. Abernathy confirmed it is appropriate to bring personal issues before the Board as long as he is clear they are his personal issues and not the view point of the CAC.

Hogan arrived.

CAC MEETING MINUTES

March 19, 2012

Page 2 of 8

TABLED FROM LAST MEETING

A. Providing Reduced Price Individual Bus Tickets - Harbour reported the plan was to bring this item to the CAC before it went to the Authority; however, since it tabled last month, the Authority addressed it at their last meeting.

Gray arrived.

Some organizations requested individual tickets instead of monthly passes at the reduced rate. The concern is knowing the level of demand and how we would manage it. The Authority feels this is bigger than what we want to do right now and agreed to table the item. Van Gelder remembers a program with DSHS when Intercity Transit gave agency administrators day passes to hand out to people in need. After a couple of years, the program was stopped due to the difficulty with monitoring and control. Hagenhofer asked how do we assess the number of day passes needed, and would it be worth the effort to get a count? Harbour responded we would accept applications from organizations. The difficult issue is how do we allocate them? Hogan asked what is the difference in administration costs between daily and monthly passes. Harbour admitted there basically is not much difference in administration; the concern is in identifying the need. The concern to the Authority was more about the cost. G. Abernathy agrees with the Authority and feels it could substantially reduce the amount of ridership. Elliott asked if we are getting complaints about fees. Harbour responded this was a request from an Authority member to bring forward for consideration. We've had requests from organizations in the past; however, not recently, and in the past, we've said no.

S. Abernathy asked if the Authority has a time frame to revisit the issue. Collins feels the monthly pass promotes people riding more often than a daily pass. This year we have 13 different organizations on the reduced pass program. Workman asked if the majority of agencies wanting reduced daily passes are for people in transient housing or just organizations helping people for a period of time. Workman sees it as an opportunity to help people. It was decided to bring back to the table in six months or so to re-evaluate.

Gangula arrived.

B. Amendments to Bylaws - Seward reported the CAC discussed in November there were errors in the bylaws that needed to be corrected. And as long as corrections were being made, staff recommends changing the name of the document from "Operating Principles" to "bylaws" which is how it is referenced. There were a few

CAC MEETING MINUTES

March 19, 2012

Page 3 of 8

“housekeeping” items reviewed and revised. Changes/corrections are under sections attendance, agenda, and amendments.

It was M/S/A by Hagenhofer and G. Abernathy to approve the amended bylaws as presented.

NEW BUSINESS

A. Village Vans 2011 Update – Bridges reported Village Vans celebrated their ten year anniversary on March 16. The program wouldn't exist without the passengers and volunteers. An open house was held for current and past passengers and community partners. During the open house, 10 awards of recognition were distributed to community partners. The program is successful because of the close working relationship with these organizations. They are responsible for promoting and supporting the program. Village Vans attend the same meetings during the month that social services groups meet.

The first 10 years, Village Vans:

- Provided 54,458 trips
- Traveled 416,030 miles
- Served 3,089 passengers
- Had 161 volunteers
- Accumulated 42,701 volunteer hours

Ninety-three percent of fully participating volunteer drivers succeeded in obtaining paid employment. The program is a win-win for everybody involved. The reason for volunteer drivers is the funding for Village Vans requires a local match. The first year the match was from DSHS Work First work initiative. When that match was not available, Bridges discovered in-kind contributions can be counted as the match with volunteer hours. Last year, drivers provided 5,630 hours of work. 2011 was the first year we exceeded the expenses with the in-kind match.

Bridges shared several personal stories from passengers. Representatives from nine other states contacted Bridges to ask how the program works. In 2011, Bridges provided on-going information and support to groups in Mason and Lewis Counties, and has an ongoing relationship with a non-profit in the Dallas, Texas area that is determined to duplicate the program. The job skills training part of the program is a big part and gives these volunteers transferable skills. These skills give people hope. The individuals perform well and represent Intercity Transit professionally. Village

CAC MEETING MINUTES

March 19, 2012

Page 4 of 8

Vans helps Intercity Transit stay on the cutting edge of creativity and the remarkable impact it has on our community.

Collins asked if there is more than one passenger per trip. Bridges responded normally there is one passenger because we go door-to-door. Multiple passenger trips are arranged when possible. When the 15-passenger vans were ready to be replaced, they were replaced with 7-passengers vans. One 15-passenger was kept for field trips or larger group events.

To be considered fully participating is when the participants take advantage of all three categories Village Vans offers. Participants learn skills they can put on their resume such as driving, scheduling, dispatch. The second activity is individual job skills coaching. The third activity is they get the opportunity to strengthen job skills they currently have. Right now there are six drivers but eight drivers are preferred in the program at a time, with 20-30 trips per day. When someone gets into the program, we are helping them leave the program successfully.

B. State of Intercity Transit – Harbour presented information on the current status of Intercity Transit and challenges facing the agency in 2012 and beyond. This year's report looks at the agency and says "where are we going from here?" The organization had a very good 2011. Some highlights are:

1. Fixed route ridership increased by 4.46%.
2. Vanpool program added 27 new vans, focusing on the Joint Base Lewis McChord and the I-5 corridor.
3. Express Service between Thurston and Pierce Transit counties. With the discontinued service of Pierce Transit, we added six trips and backing up two additional trips to handle loading issues.
4. Sustainability and Environmental Initiatives – We were the first transit system in the United States to receive the Gold Level APTA Sustainability Commitment status. We are also named a finalist in the Thurston Chamber's Green Business of the Year program.
5. The Great Snow of 2012. This was considered the "best disaster ever." The way you judge an organization is on how you apply what you learned. We were well prepared; we had chains on all buses; and we ran mainly on schedule.
6. Our Marketing, Youth Education, and Bicycle programs offer a range of programs. Our Youth Education programs continue to grow with active programs in every jurisdiction served by Intercity Transit.

CAC MEETING MINUTES

March 19, 2012

Page 5 of 8

Harbour focused on our weaknesses and opportunities. Our weaknesses are in two areas. One is our financial uncertainty. Our sales tax went down slightly last year after hoping for a 2% growth. Another weakness is the age of our facilities. Our facilities are inadequate to fully meet our needs and presents risks to our operations. General operating budget is approximately \$240,000 the first year and \$400,000 after that. We have funds in place for major capital projects to meet future needs such as the Olympia Transit Center expansion and the Hawks Prairie Park-and-Ride.

Some threats are:

1. **Funding:** A 1 percent drop in sales tax revenue is a loss of \$300,000 per year and \$2,000,000 over a six-year period.
2. **Fuel Prices:** A \$1.00 increase in fuel costs the agency \$1 million per year or \$6 million over a six year period. When fuel prices go up, we see more ridership, but we don't have the room, especially on the Express Service.
3. **Connection to Pierce County and the Puget Sound Region:** When the train comes to Lakewood by the end of 2012, this will generate more people who want to take the bus to the train.
4. **Centennial Station:** There is uncertainty that all jurisdictions will continue their funding for the maintenance and operation of the Station.
5. **Aging of Our Community:** Our community is aging and living longer. This will increase the demand for Dial-A-Lift service.
6. **Aging of our Workforce:** Like most public agencies, we have a disproportionate number of employees 55 or older. A lot of employees are retiring in the next 5-10 years, with years of experience.

Harbour asked the committee members if there were items missed they would like to see included for discussion. What do we do now and how do we move forward? The three options are:

- We stay status quo and maintain what we are doing today.
- We look at reshuffling by reducing routes and moving funds from our Capital program to the Operating program.
- We decide we want to move forward and go back to the voters and ask for the final one tenth of a cent sales tax.

Gray asked if there is discussion for higher fares for the express service when the Lakewood Station is in place. Harbour responded it may be an option. The last time we raised fares was in 2009 when fuel prices went to \$4.00 per gallon. Van Gelder asked if there is a political strategy to put out the tax increase to the voters during a non-state or non-federal election year. Harbour stated the August primary election is coming quickly. We like to go out a year ahead of time and let jurisdictions know what

CAC MEETING MINUTES

March 19, 2012

Page 6 of 8

our plan is. Primary elections seem like a good time for us to go out with so much in the general election. Elliott likes option one staying status quo and to reassess in six months. Geyen asked the difference of the cost to the agency between gas increase costs and the revenue for increased ridership. Harbour said we get the increase costs but we don't have the increase for capacity. Golding asked if we have an option to use the Pierce Transit buses not being used. Harbour responded it isn't about not having the buses to use but more the cost of operating. We could get buses if we have the money to operate them. Public transportation does not get a portion of the fuel increase. Gas tax in Washington is restricted for road purposes only. G. Abernathy feels if we do go out for the additional sales tax, we need to start the education now. Collins feels the people would like to see us stay status quo. Workman commented when we had an 18% increase in ridership when fuel went up before, and we put more service out, do we have a system in place to meet the demand for back up buses if that occurs again with this increase in fuel prices. How long when a route is overcrowded do we realize we need to add additional buses. Harbour reiterated we don't have capacity to add additional buses this time.

Workman asked how we decide where standing bus stops are with the residence aging in Thurston County. With businesses changing, how do we know when a stop needs to be moved? Harbour responded we have a bus stop committee that meets weekly to review bus stops. The committee gets input from community and the operators. If you see a stop you feel needs to be addressed, Harbour asked that you let staff know.

Harbour noted this is a kick off of a six month dialogue with the CAC, and will end up with the Strategic Plan adopted in November of this year.

C. 2012 Youth Recruitment Process - Seward reported it is time to start the process for the youth position recruitment and is seeking input for the recruitment process. The current youth positions end June 30 of this year. If approved by the CAC and the Authority, staff is looking at going out right after Spring break (April 8). Seward asked CAC members where is the best place for students to get this information in addition to Intercity Transit's website and on Facebook. Connor asked if applications were brought to the high school counseling centers. Seward indicated they were.

Seward pointed out a change to the voluntary information on the application form. This will now be on a separate document to ensure it is kept confidential.

There was discussion on how many youth positions will be open. Seward mentioned the interview committee interviewed the candidates. A youth was selected for the

CAC MEETING MINUTES

March 19, 2012

Page 7 of 8

youth position. The second position filled was a vacated position. Youth can apply for either the youth position or the regular three-year term position.

Golding commented most schools have websites and we can announce there. See asked if we've considered an advertisement on Facebook. You can advertise by geographical location and by age group. Elliott feels we have great ambassadors to encourage other students at their schools through Matthew and Charles.

Connor would like to see us target the sophomores and juniors looking into college; he feels seniors may be less committed. Richardson agrees with Connor and feels the experience is nice for a student's resume. He feels the best place for advertising is the school career centers and social media.

Gray experienced going out in person to the schools was very helpful in gaining responses. Hagenhofer suggested advertising to the SPSCC Running Start Program and on PSA's on radio as well as 4-H offices.

S. Abernathy asked Connor and Richardson to help in the recruitment effort. Geyen asked if they could do a debrief and let the committee know if their experience was successful and how it could be improved. Gray would like their input on what they see we need to look at moving forward. At the June meeting, there will be time to share what they see for the future of the position. Deadline for applications is May 18, 2012.

CONSUMER ISSUES -

- Golding asked if we've been able to lower the decibel frequency on the ramps as the noise is too loud. She also shared a story of a homeless person returning her friend's stolen purse.
- Workman appreciated the bus service during the snow.
- Van Gelder received compliments from colleagues about the snow service. They appreciate the DASH service. He feels the bus shelter in front of Jefferson is useless in bad weather.
- Hustoft reported a plant is blocking the view of the stop at Ensign and Lilly Road. The bus leaving OTC at 8:30 p.m. is overcrowded, and asked if it is possible to have a 9:00 p.m. bus.
- Hagenhofer reminded people of the new construction off Yelm Highway.

CAC MEETING MINUTES

March 19, 2012

Page 8 of 8

- G. Abernathy received a lot of comments on the job well done during the snow storm.

REPORTS

A. March 7, 2012, Regular Meeting - Melnick shared highlights from the regular meeting.

NEXT MEETING: April 16, 2012.

ADJOURNMENT

It was M/S/A by Melnick and G. Abernathy to adjourn the meeting at 7:40 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

**INTERCITY TRANSIT
CITIZENS ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: April 16, 2012**

FOR: Citizens Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Olympia Transit Center Expansion Update

-
- 1) **The Issue:** Staff will provide an update on the status of the Olympia Transit Center expansion project.
-
- 2) **Recommended Action:** This item is for information and discussion.
-
- 3) **Policy Analysis:** Staff provides periodic updates on major capital projects.
-
- 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.
-
- 5) **Alternatives:** N/A
-
- 6) **Budget Notes:** Continuing to define building requirements and design elements. This work will better define anticipated construction costs.
-
- 7) **Goal Reference:** Goal No. 2: *“Providing outstanding customer service.”*
-
- 8) **References:** N/A
-

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: April 16, 2012**

FOR: Citizen Advisory Committee

FROM: Dennis Bloom, Planning Manager, 5832

SUBJECT: Review Dash Service

-
- 1) **The Issue:** Staff will review the Dash circulator route for discussion of service conditions and possible next steps.
-
- 2) **Recommended Action:** Presentation and discussion only.
-
- 3) **Policy Analysis:** Agency policy requires a public review and comment process occur before the Authority approves proposals that make a significant service change.
-
- 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.

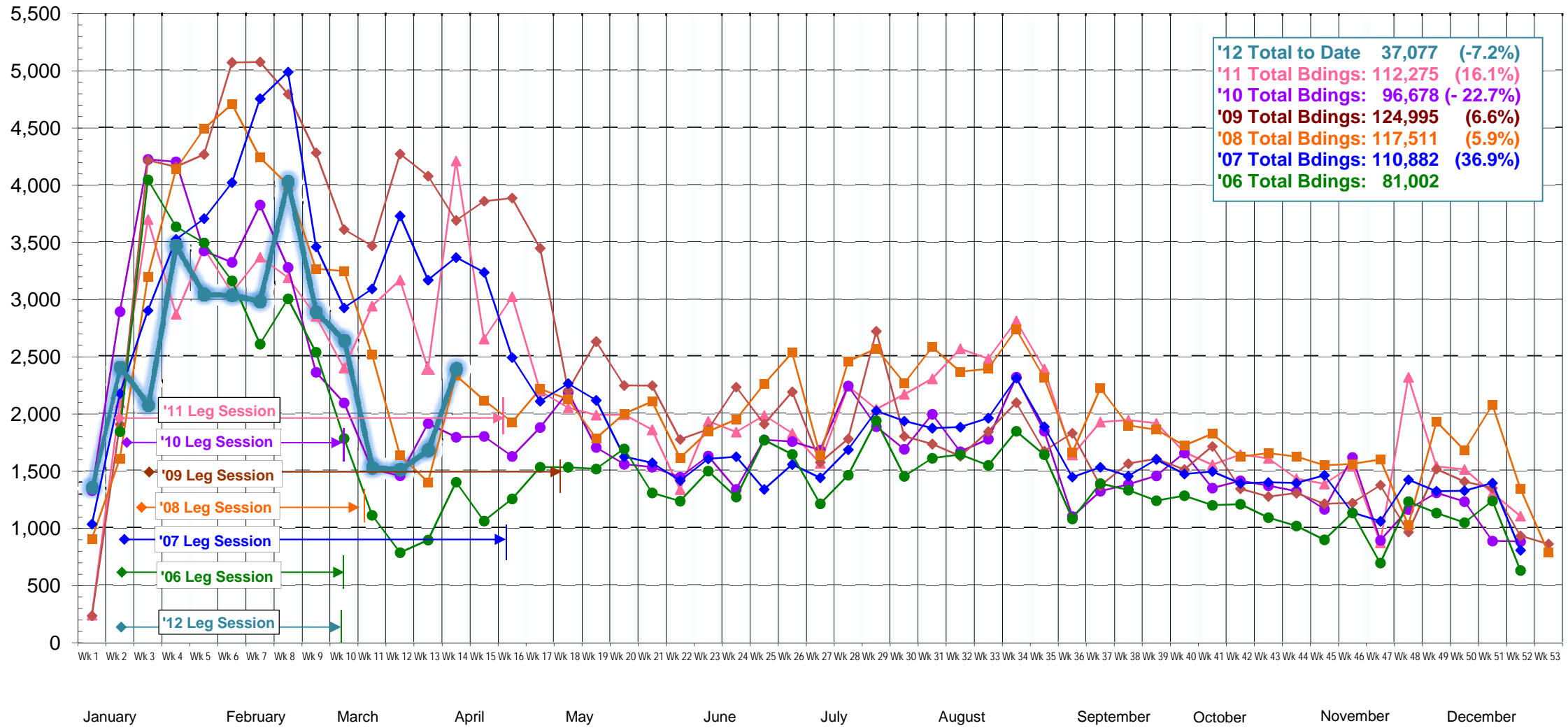
The Authority asked staff to provide an update on ridership since the changes in service were implemented this past October. It should be noted Intercity Transit recently received a request for extending the Dash over to the Hand's On Children's Museum later this year when the museum is expected to open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

-
- 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.
-
- 6) **Budget Notes:** The 2012 budget maintains the status quo level of service for the Dash.

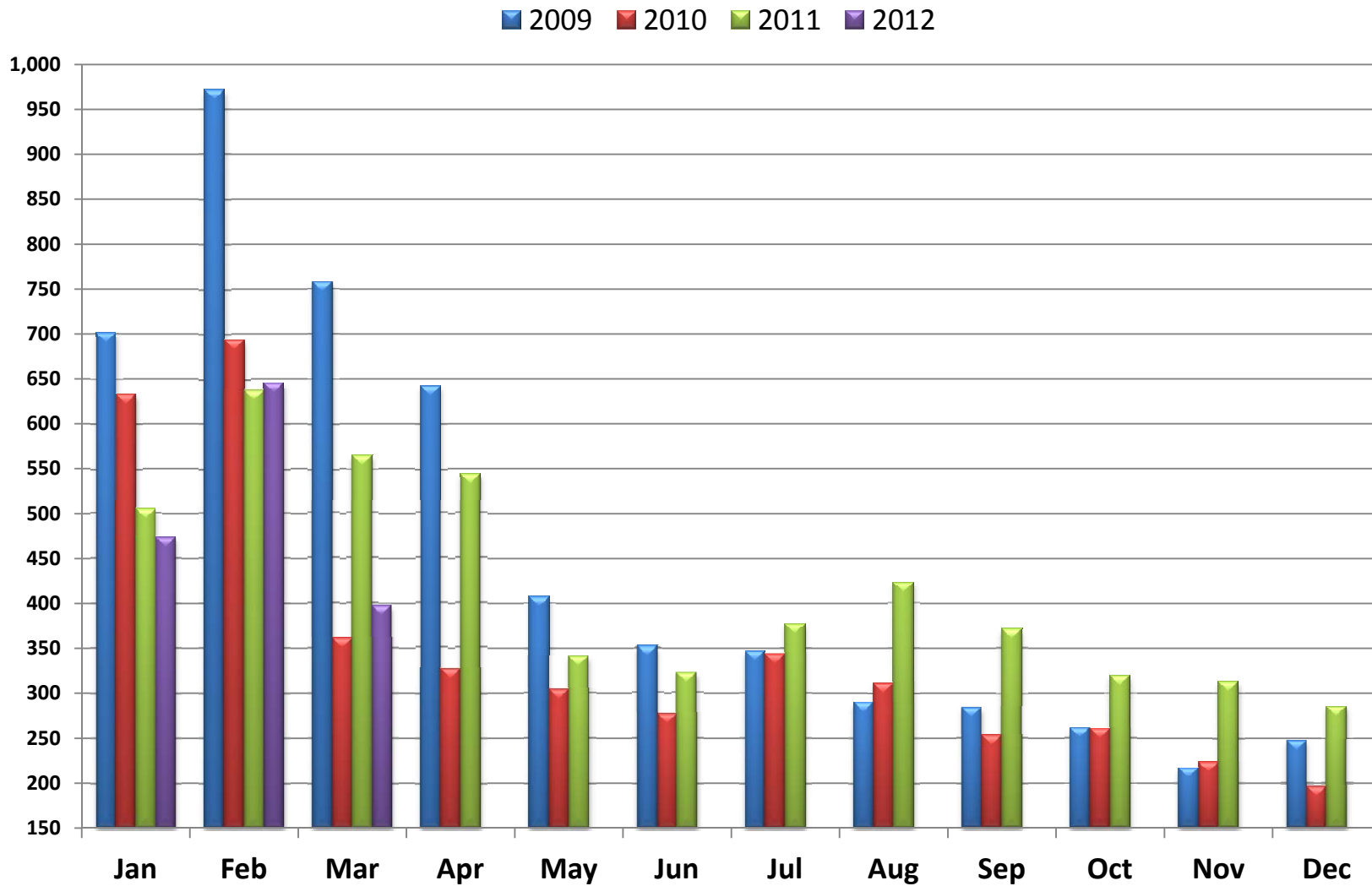
7) **Goal Reference:** Goal#1: *“Assess the transportation needs of our community.”*

8) **References:** Dash Boarding Charts

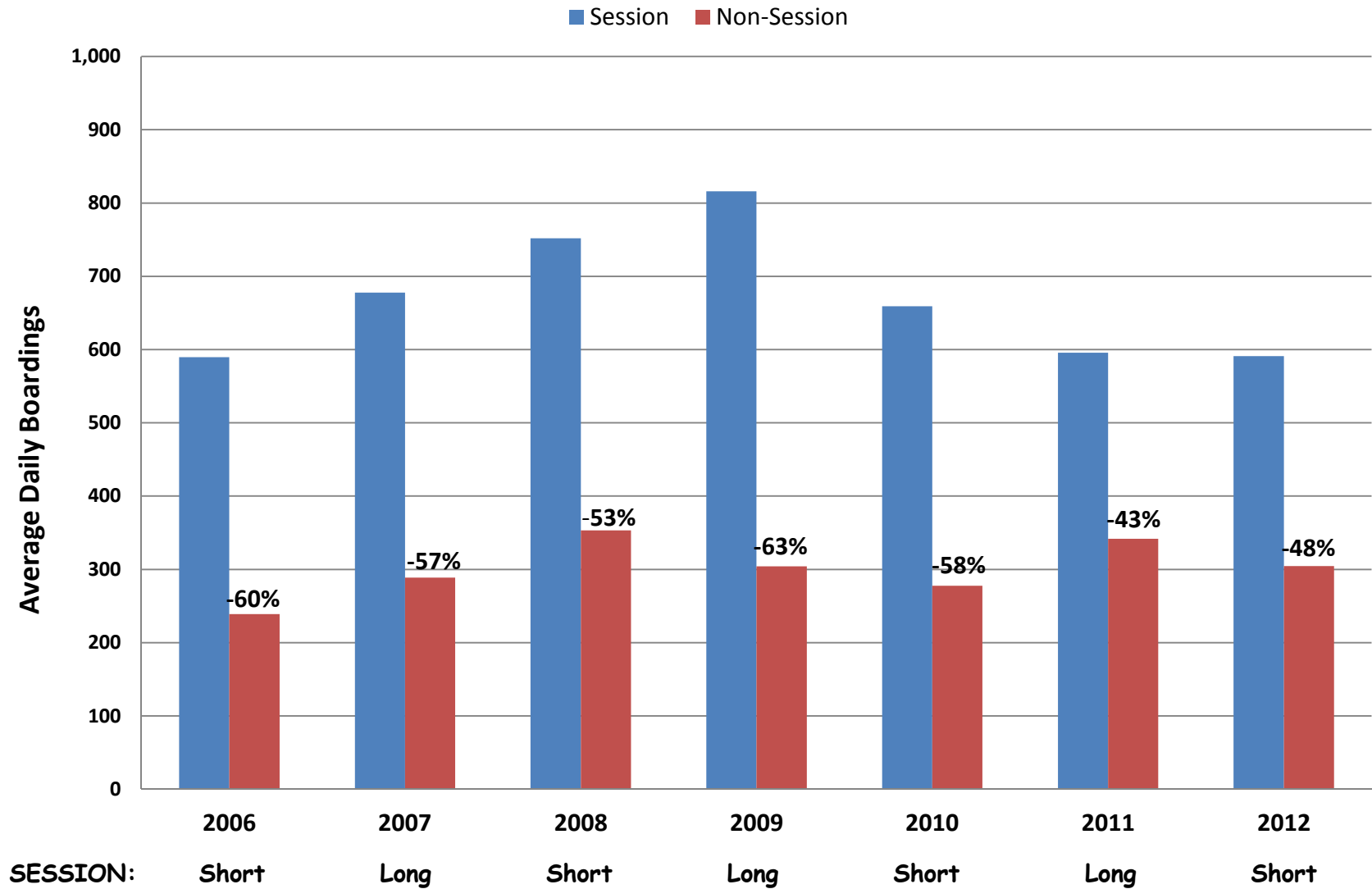
Weekly Dash Boardings: 2006 - 2012 Week 14 - 2012

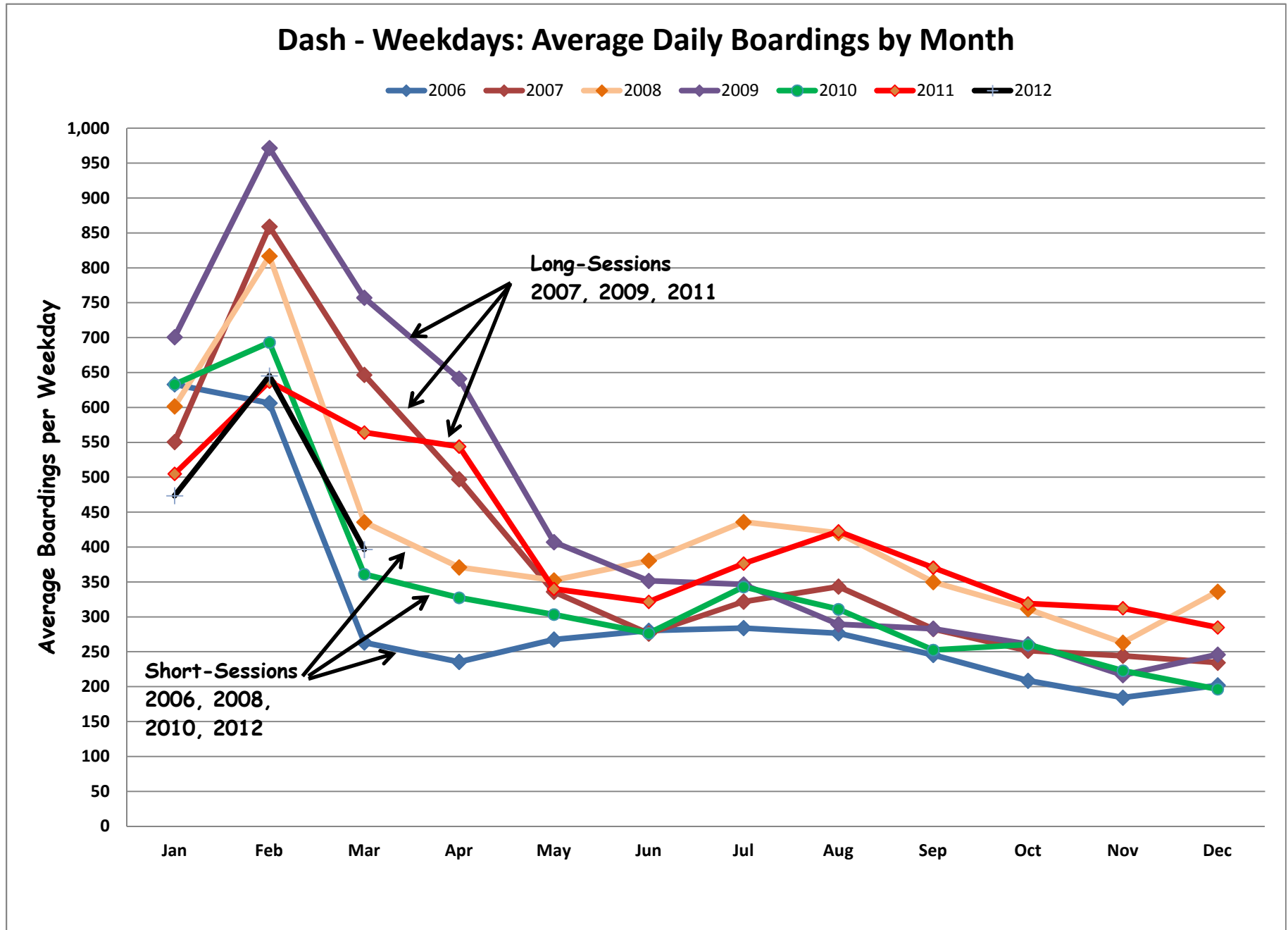


Dash - Weekdays: Average Daily Boardings by Month and Year

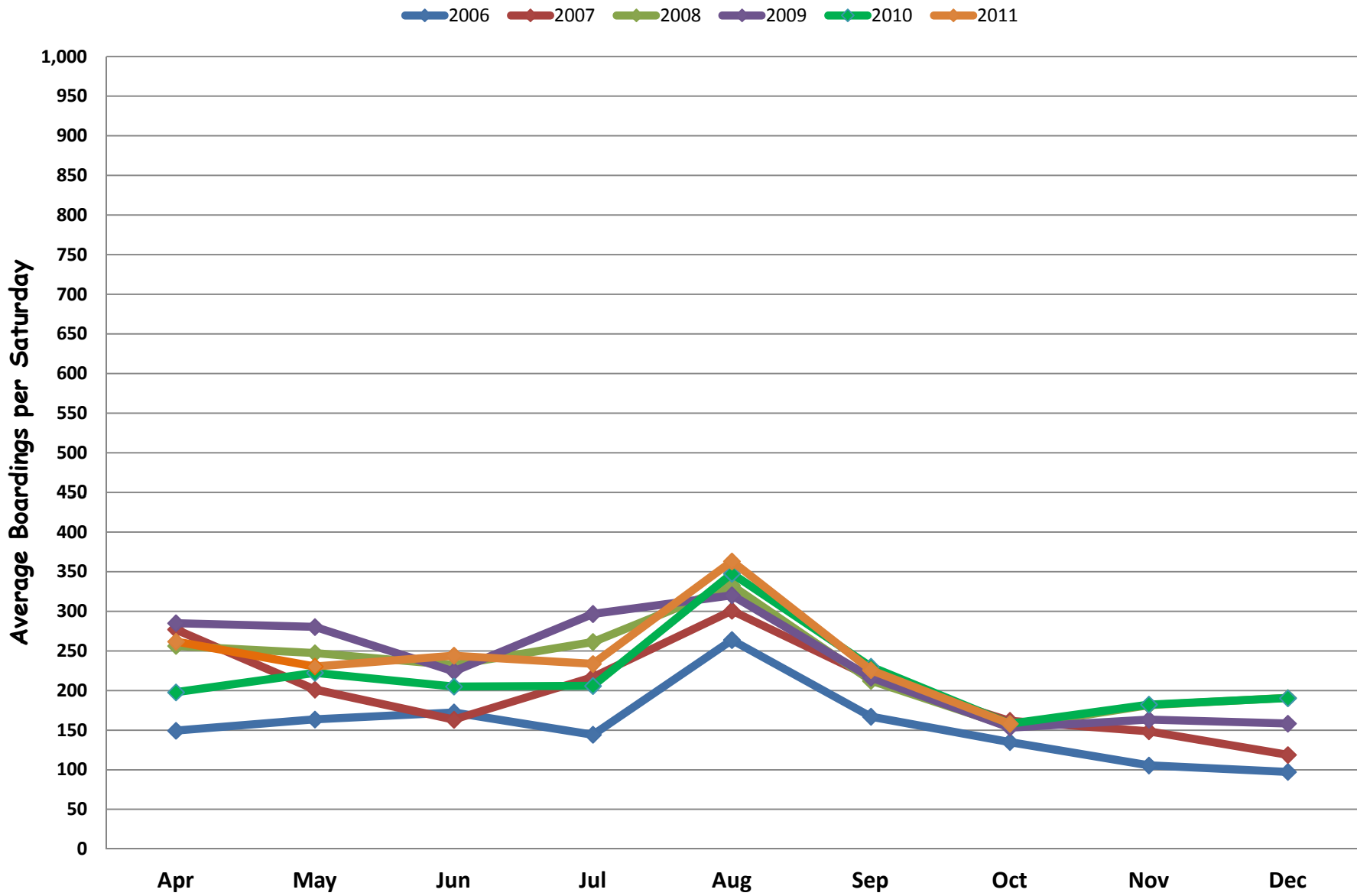


Weekday Dash - Average Daily Boardings: Session vs Non-Session



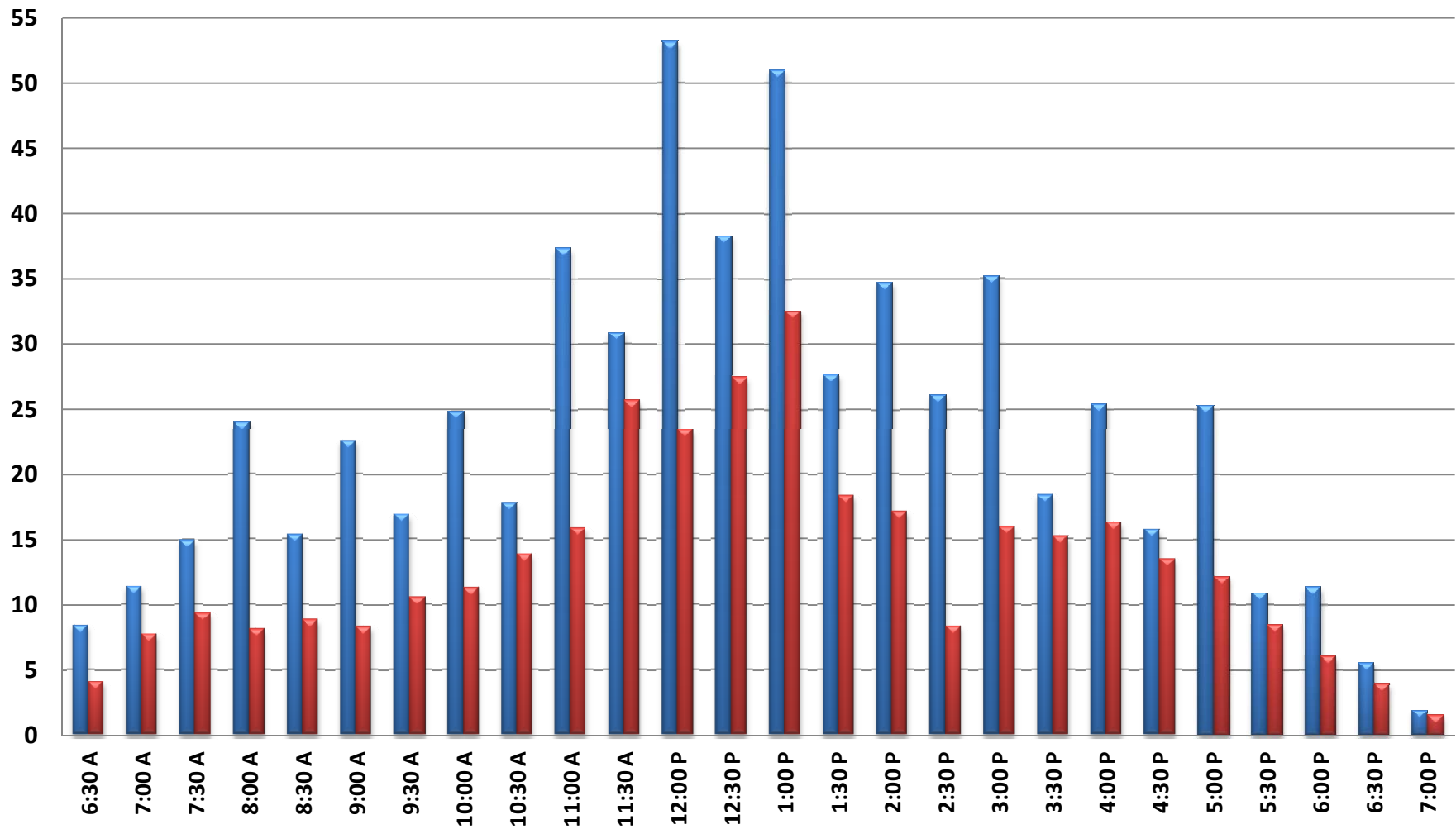


Dash - Saturdays: Average Daily Boardings by Month



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

■ Session ■ Non-Session



**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: April 16, 2012**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, 705-5856

SUBJECT: 2012 Citizen Advisory Committee Recruitment

-
- 1) **The Issue:** Provide an update on the recruitment process.
-
- 2) **Recommended Action:** Information only.
-
- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. In 2011, the Authority approved adding a youth position, increasing the number of members from 19 to 20. It is the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.
-
- 4) **Background:** The Citizen Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms, and the youth position is a one-year term, and may not seek reappointment. The youth can, however, apply for the regular three-year position if they wish to continue on the committee. Each May, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20-members, representing the diversity of our community. There are five positions available in June, plus the youth position, for a total of six possible vacancies. Two members will leave the CAC June 30th *Gerald Abernathy and Matthew Connor* whose terms expire. One member left in the middle of the year due to her work schedule, *Jackie Reid*, creating another vacancy. Two members are eligible for reappointments, *Valerie Elliott and Joan O'Connell*. They were notified that if they wish to seek reappointment they need to submit letters of interest before May 18. *Charles Richardson* is serving in the one-year youth position which expires June 30. We will ask him if he wishes to apply for a three-year position.

Staff advertised the CAC three-year positions in the *Olympian*, *Nisqually Valley News*, and *Business Examiner* and on TCTV. We will notify our riders in the Rider Alert. We advertised for the Youth position on Facebook and TCTV. In addition, this is posted on our website, Twitter and our blog. We have posters going in all of the high schools as well and packets are being delivered to the career counselors. We will also ensure you each receive the materials electronically, so you can share them with people you come in contact with that you feel would be good candidates and persons who express an interest. We also mail the application packet out to those who've expressed an interest since the last recruitment; we maintain an ongoing list.

Applications are due May 18, 2012.

We have three Authority member volunteers for the interview panel and we need three CAC volunteers. We will most likely interview the week of June 11th and it may be that Monday, June 11. The committee will make recommendations to the full Authority for appointment at the June 20th meeting.

5) **Alternatives:** N/A

6) **Budget Notes:** The recruitment cost is approximately \$1,400 - \$1,700 for artwork, design and ad placements.

7) **Goal References:** Maintaining an active, interested Citizen Advisory Committee supports all five goals.

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-D
MEETING DATE: April 16, 2012**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, ext. 5856

SUBJECT: 2012 Self-Assessment

1) **The Issue:** Whether to complete the CAC self-assessment inclusive of June 2011-May 2012. Staff will share results of the assessment at the June 2012 CAC meeting, and with the Authority at a joint meeting, date to be determined.

2) **Recommended Action:** Support the timeline for completion of the self-assessment. If the timeline works, staff will have the forms at the May meeting for distribution to be returned to staff by June 8, 2012, for compilation of results. A self-addressed envelope will be enclosed along with the forms. Forms will also be sent electronically.

3) **Policy Analysis:** The Intercity Transit Authority requires the CAC to complete an annual self-assessment. Results are shared with the Authority at a joint meeting, the date to be determined.

4) **Background:** The CAC conducts a self-assessment each May and discusses the results each June.

The form is distributed to all members in May for completion. The CAC seeks 100% participation. Assessments would be due by June 8.

Staff compiles the results which are shared with the CAC at their June meeting. The CAC and ITA meet jointly, at which time, results are then shared with the Authority by the CAC Chair and Vice Chair. The joint meeting date has not yet been set.

5) **Alternatives:** To set the assessment any later would mean missing current members leaving the CAC.

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

7) **Goal Reference:** N/A

8) **Reference:** N/A

Authority Meeting Highlights
a brief recap of the Authority Meeting of April 4, 2012

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to enter into a one-year contract renewal with Sound Landscape Professionals in an amount not-to-exceed \$41,008.60, including taxes. (*Erin Hamilton*)
- Authorized the General Manager to award the purchase and implementation of an automated fuel and fluid management system to S&A Systems, Inc., in the not-to-exceed amount of \$219,584.05, including taxes. (*Erin Hamilton*)
- Authorized the General Manager to issue a purchase order to Schetky Northwest Sales for the purchase of ten Dial-A-Lift vehicles pursuant to Washington State Contract 06209 in the not-to-exceed amount of \$1,345,947.50. There is no sales tax on Dial-A-Lift vehicles. (*Marilyn Hemmann*)
- Agreed to complete the General Manager's performance evaluation by April 20, 2012, with the review scheduled for May 2, 2012. (*Rhodetta Seward*)
- Three Authority members volunteered to serve on an interview panel for the Citizen Advisory Committee candidates: Citizen Representative *Ryan Warner*; Lacey Mayor *Virgil Clarkson* and Citizen Representative *Karen Messmer*. Interviews are anticipated to be conducted the week of June 11. (*Rhodetta Seward*)

Other items of interest:

- March **revenues** are down approximately 2.5% compared to 2011. Staff will bring a revised financial forecast to the Authority at the April work session.
- An outcome of the current **Legislative session** is IntercityTransit will receive **direct State funds** of \$235,000 for State FY13, and \$400,000 in FY14. We should receive the first payment by December 2012.
- We've been notified we will receive **federal funding** for the service we operate into Pierce County and other parts of the central Puget Sound. The amount is unknown at this time. These funds will help with capital costs for vanpools and express buses to help continue this service.
- The **Olympia Transit Center Project** is moving forward. Staff will provide an update at the April work session. They have been putting a great deal of effort into

assessing the pros and cons of green roofs and in working with the City of Olympia to address a number of issues. The City of Olympia staff have been extremely helpful. The challenge is the intensity of use of the property.

- Approximately 40 employees are participating in a “**Biggest Winner**” contest, sponsored by our Wellness Committee, which is a nine month program of exercise, healthy eating, and losing weight. Everyone is working in teams and the winners will be announced at the annual banquet in December.
- Heather Stafford and Rhodetta Seward are participating in a 2-day **Partner in Emergency Preparedness Training** in Tacoma next week. This will help with defining our plans here at Intercity Transit.
- The **Records Committee** is doing great work, and now have their policy complete; the I:\ drive completely cleaned up and able to use for shared documents; they’ve developed a Standardized Naming System which is now in place; and they are now working on the Retention/ Archiving/ Destruction process for employees and will next tackle email.
- Reminder the **annual planning session** is scheduled for **April 27**, 8 am to 4 pm and it looks like it will have some very informative and lively topics.

Rhodetta Seward
prepared: April 5, 2012