

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**SPECIAL MEETING**  
**March 20, 2013**  
**5:30 P.M.**

**CALL TO ORDER**

- |            |  |                |
|------------|--|----------------|
| <b>1.</b>  | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>2.</b>  | <b>INTRODUCTIONS - None</b>  | <b>0 min.</b>  |
| <b>3.</b>  | <b>PUBLIC COMMENT</b><br><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> | <b>10 min.</b> |
| <b>4.</b>  | <b>CITIZEN ADVISORY COMMITTEE REPORT (Faith Hagenhofer)</b>  | <b>3 min.</b>  |
| <b>5.</b>  | <b>GENERAL MANAGER HIRING PROCESS (Heather Stafford)</b>   | <b>15 min.</b> |
| <b>6.</b>  | <b>VILLAGE VANS PROGRAM 2012 UPDATE (Ann Bridges)</b>  | <b>20 min.</b> |
| <b>7.</b>  | <b>ENVIRONMENTAL AND SUSTAINABILITY UPDATE (Jessica Brandt)</b>  | <b>20 min.</b> |
| <b>8.</b>  | <b>WASHINGTON STATE TRANSIT INSURANCE POOL (WSTIP)</b><br><i>(Ben Foreman)</i>   | <b>10 min.</b> |
| <b>9.</b>  | <b>AUTHORITY PLANNING SESSION (Rhodetta Seward)</b>  | <b>15 min.</b> |
| <b>10.</b> | <b>UPDATE ON STP AND TAP GRANT APPLICATIONS (Ann Freeman-Manzanares)</b>   | <b>20 min.</b> |
| <b>11.</b> | <b>AUTHORITY ISSUES</b>  |                |

**ADJOURNMENT**

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 5  
MEETING DATE: March 20, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Heather Stafford, Human Resources Director, 705-5861

**SUBJECT:** General Manager Hiring Process

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1) **The Issue:** Whether the Authority will accept the recommended on-site selection process for hiring the new General Manager, as recommended by Human Resources and the Prothman Group.

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2) **Recommended Action:** Approve the recommended on-site selection process for hiring the new General Manager, as recommended by Human Resources and the Prothman Group.

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3) **Policy:** It is the responsibility of the Intercity Transit Authority to make the final hiring decision for a General Manager.

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4) **Background:** Heather Stafford, Human Resources Director, and Lynn Stokesbary from the Prothman Group, met with Authority members, representatives from the Citizens Advisory Committee, and staff on March 4, 2013. Employees unable to attend the in-person meetings completed a questionnaire.

Based on the information gathered from on-site meetings and questionnaires, a list of desired knowledge, skills, abilities, and characteristics were identified. It is through a selection process that we can screen and evaluate candidates on those desired aspects. Selection processes can include, but are not limited to, application review, essay questions, in-person interviews, and leadership tendency tests.

It is recommended a group of 4-6 finalists be brought on-site for in-person interviews and possible leadership testing. A more detailed outline of the on-site process will be presented to the full Authority at the March 20, 2013, meeting.

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5) **Alternatives:**

- A) Approve the recommended on-site selection process for hiring the new General Manager, as recommended by Human Resources and the Prothman Group.
- B) Defer action. Not approving the recommended on-site selection process may result in a delay in moving forward with the hiring of the new General Manager.

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

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7) **Goal Reference:** Hiring a General Manager will help achieve all goals of the agency.

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8) **References:** N/A

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**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 6  
MEETING DATE: March 20, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Bridges, 705-5831  
**SUBJECT:** Village Vans Program 2012 Update

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1) **The Issue:** Provide a 2012 Status Report.

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2) **Recommended Action:** Information only.

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3) **Policy Analysis:** At least annually, staff provides the Authority and Citizen Advisory Committee status reports on various programs the agency provides.

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4) **Background:** The Intercity Transit Village Vans Program was developed from a county-wide collaborative process late in the last century designed to identify gaps in resources for low income job seekers and workers. Transportation was recognized as a major barrier for families transitioning from government aid to economic independence. The consensus of over 40 Human Service organizations led to the design and implementation of a pilot project to fill this transportation gap.

The Intercity Transit Village Vans Project began service in February 2002. By 2004, Village Vans had become a vital, effective model and transitioned from "Project" to "Program." Today, Village Vans continues to provide low income job seekers and workers travel to employment support locations such as job training sites, job interviews, childcare centers and also to begin or retain employment. The program doubles its significant impact by using volunteer driver trainees in the Village Vans Customized Job Skills Training Course who are job seekers themselves learning advanced employment skills while receiving current work experience and job search coaching. Drivers and passengers have the same goals, and many share information as well as offer each other encouragement and hope.

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5) **Alternatives:** N/A

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

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- 7) **Goal Reference:** Goal 1: *“Assess the transportation needs of our community.”* Goal 2: *“Provide outstanding customer service.”* Goal 3: *“Maintain a safe and secure operating system.”* Goal 4: *“Provide responsive transportation options.”*

Through an on-going assessment of transportation needs of low income citizens, Village Vans provides an innovative and exceptional service that often facilitates customer transition into the use of other Intercity Transit services. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health and less demand on limited human service resources.

- 
- 8) **References:** Village Vans 2012 Program Update.



## 2012 PROGRAM UPDATE

March 2013

Prepared by: Ann Bridges  
Village Vans Coordinator  
[Abbridges@intercitytransit.com](mailto:Abbridges@intercitytransit.com)  
360-705-5831

*"Village Vans helped me to continue employment while somewhat disabled and allowed me to get on my feet financially."* From a former customer who did get on her feet financially and could then afford to ride the bus.

*"Transportation has long been a barrier to successful and sustained employment and this program represents an impressive and progressive alternative to bridging the transportation gap for many families."* DSHS Administrator

We supported **15** volunteers in their successful job search culminating in job offers. Two of them are now Intercity Transit Coach Operators making a total of eight Village Vans alumni driving our busses.

In the past nine years, **97%** of all fully participating volunteers have obtained good jobs while in the Village Vans Customized Job Skills Training Program.

NUMBER OF TRIPS INCREASED **16%** FROM THE PREVIOUS YEAR.  
VOLUNTEERS CONTRIBUTED LABOR VALUED AT **\$147,152.45**.

Village Vans operates with a broad base of stakeholders. All Thurston County Human Services agencies support the service through marketing efforts, referral services, participation in planning and evaluation activities and sharing current demographics and needs assessments. This symbiotic relationship produces valuable and positive data for partner agencies— WorkFirst refers an eligible customer to the Village Vans training program for full-time participation saving that agency up to **thousands of dollars** in services. They meet federal participation requirements and when that participant successfully finds employment, WorkFirst counts that as their success as well. Each success ripples throughout touching our entire community.

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 7  
MEETING DATE: March 20, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Jessica Brandt, ext. 5819  
**SUBJECT:** Environmental and Sustainability Update

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- 1) **The Issue:** Provide an update on implementation of Intercity Transit's Environmental and Sustainability Policy.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** This action is consistent with Intercity Transit's Environmental and Sustainability Policy (POLICY-EX-0011, May 4, 2011).
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- 4) **Background:** In keeping with our Environmental and Sustainability Policy, staff will discuss the progress and actions related to our program.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The project elements support Goal 3: *"Maintain a safe and secure operating system."* Goal 5: *"Align best practices and support agency sustainable technologies and activities."*
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- 8) **References:** Environmental and Sustainability Policy (POLICY-EX-0011, May 4, 2011), Presentation.
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# INTERCITY TRANSIT RESOLUTION NO. 02-2011 ADOPTING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY

**A RESOLUTION adopting** the Intercity Transit Environmental and Sustainability Policy and Exhibit "A" Policy-EX-011, Implementing the Environmental and Sustainability Policy.

**WHEREAS**, Intercity Transit is committed to protecting the environment for present and future generations; and

**WHEREAS**, Intercity Transit recognizes the importance of reducing Greenhouse Gas (GHG) emissions and the threat posed by climate change; and

**WHEREAS**, Intercity Transit is a charter signatory to the American Public Transportation Association (APTA) Sustainability Commitment; and

**WHEREAS**, Intercity Transit developed a Sustainability Plan with a commitment to annually review this plan and update as needed; and

**WHEREAS**, the Intercity Transit Authority is committed to establishing an Environmental and Sustainability Management System (ESMS) with environmental objectives and targets that are measurable, meaningful, and understandable subject to annual review;

**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:**

**Section 1.** Intercity Transit will act to protect the environment through compliance, environmental regulations and practices, and use of materials that do not adversely affect the natural environment. The Intercity Transit Authority adopts as agency policy:

- o Intercity Transit will fully comply with all applicable federal, state and local environmental laws and regulations and industry standards.
- o Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.
- o Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.
- o Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.
- o Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to Intercity Transit Authority members, elected officials, agency employees and the general public.
- o Intercity Transit will develop and document practices to prevent pollution.

**Section 2.** The Intercity Transit Authority commits to incorporating Sustainability in all areas of its operations. The Intercity Transit Authority hereby adopts as agency policy:

- o The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- o The purchase of vehicles with low emissions and maximum fuel efficiency.
- o The incorporation of "green" building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold, but in the least, LEED silver.
- o The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- o The training of employees on environmental protection and sustainability practices.
- o The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycled content.
- o The conservation of water at agency buildings and facilities.
- o The formation of partnerships with our jurisdictions and other area agencies to reduce our community's reliance on single-occupancy automobiles and to reduce carbon emissions.

**Section 3.** Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

**Section 4.** Intercity Transit will continue to expand its implementation of sustainable practices, to serve as a model and leader in this area, and to strive to improve and expand excellent multi-modal public transit services.



# Sustainability Update

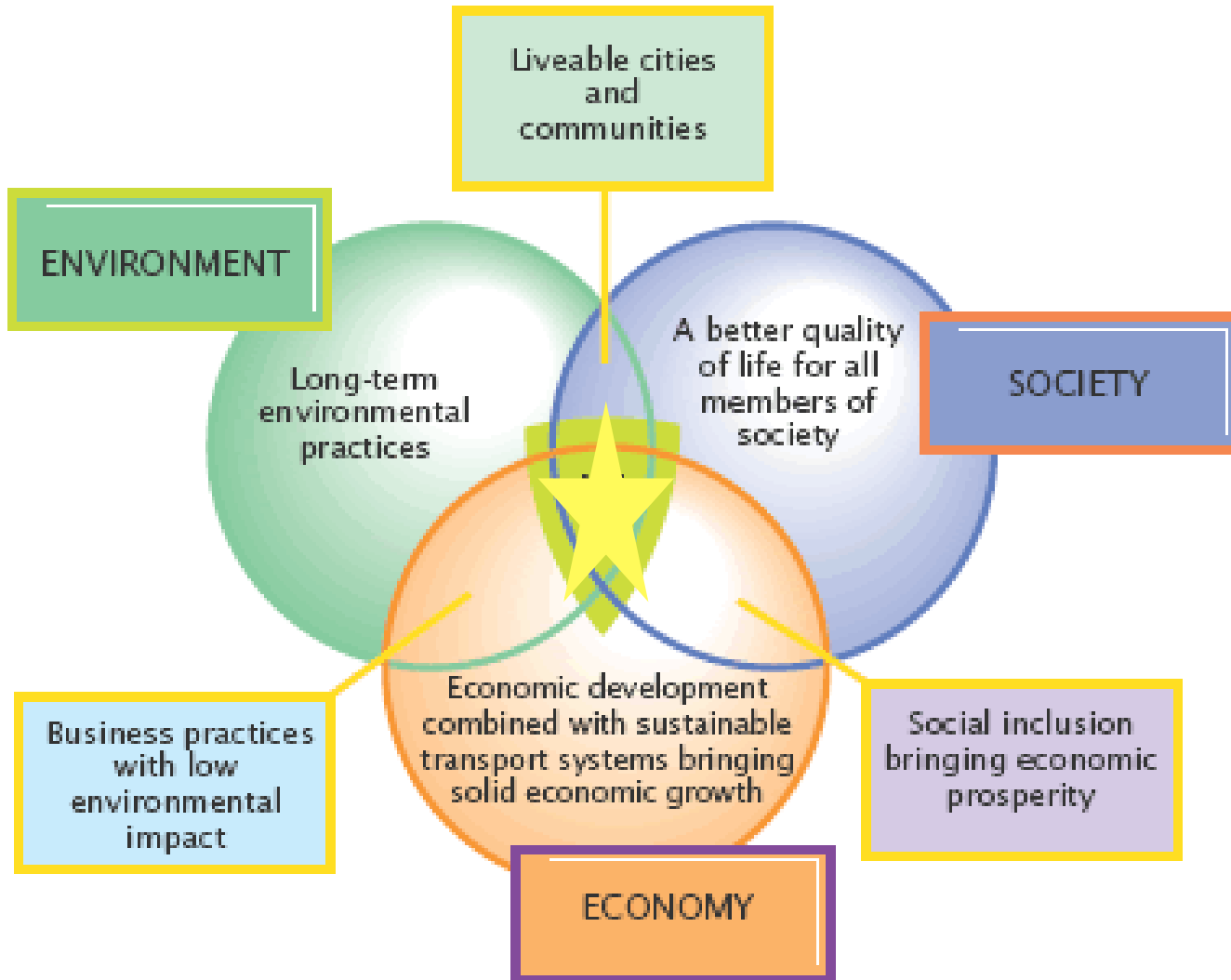


**INTER***city*  
**TRANSIT**

# Outline of this Update

- **The Sustainability Program**
- **Current Projects**
- **How are we doing? APTA Metrics**
- **Environmental and Sustainability Management System**
- **Upcoming Projects**
- **Awards and Applications**

# Our view of Sustainability

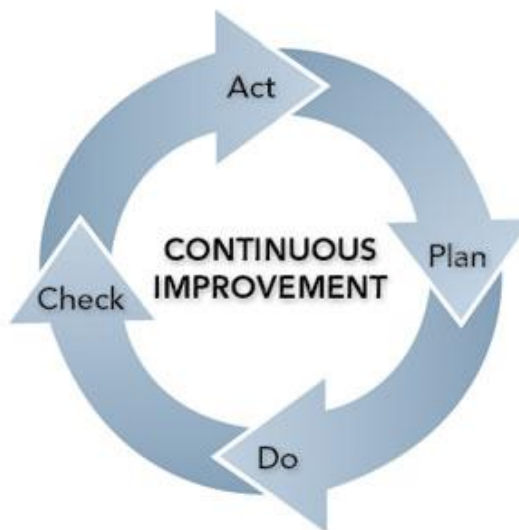


<b>PEOPLE</b>	<b>PLANET</b>	<b>PROSPERITY</b>
<b>Highly Skilled Workforce</b>	<b>GHG emissions and Air Pollutants</b>	<b>Ridership</b>
<b>Education and Outreach</b>	<b>Water quality and quantity</b>	<b>Sustainable Purchasing</b>
<b>High Customer Satisfaction</b>	<b>Energy use and efficiency</b>	<b>Operating Efficiency</b>
<b>Livable Communities</b>	<b>Waste and Recycling</b>	<b>Infrastructure and Fleet investment</b>

# The Sustainability Program



- Environmental and Sustainability **Policy**
- Sustainability **Plan**
- Sustainability **Committee**
- APTA Sustainability **Metrics**
- Environmental and Sustainability Management **System (ESMS)**



# Current Projects

## Outreach and Education

- Waste Sorting Event
- Green Meetings
- Sustainable purchasing
- Training
- Communication Tools-  
new and existing

## Maintenance, Facilities and Operations

- Bicycle Fleet
- Lighting audit and upgrades  
-PSE grant program
- Continue fuel efficiency  
program
- Bus Shelter Solar Lights- 24
- ESMS Action Plans

# APTA Sustainability Indicators



- Energy
- Water
- Fuel
- Waste
- GHG
- Normalize data with Ridership

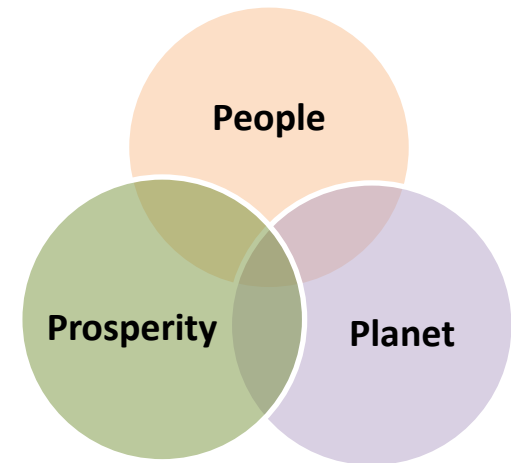
# APTA Sustainability Indicators

Indicator	Percent Change from 2008 to 2011
Water usage	+25%
Criteria air pollutant emissions	-20.8%
Greenhouse gas emissions	-3.0%
Energy use: Electricity	-1.1%
Energy use: Fuel	-3.8%
Waste Diversion	+28%



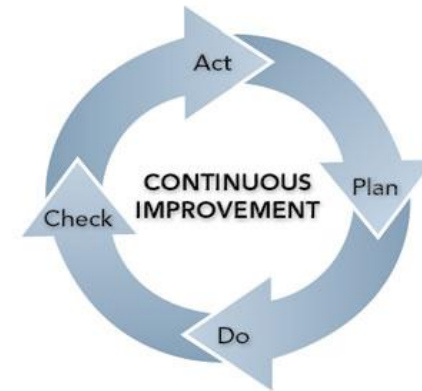
# APTA Sustainability Indicators

- Environmental Indicators - Current Reporting
- Metrics will be expanded to include
  - Social indicators
  - Economic indicators
  - Coming in 2013?



# Environmental and Sustainability Management System

- Prioritize, Track, Measure, Improve
- GOAL: Conform to ISO 14001 Standards for Certification



# ESMS-Focus Areas

- **Chemicals and Fluids –**  
Amounts, and Storage
- **Fuel Use-** Fuel Economy
- **Stormwater-** Pollution Prevention
- **Fuel, Liquids, and Chemical Deliveries-** Spill Prevention, Preparedness & Response



# Chemicals and Fluids – Inventory and Storage

- Eliminate unneeded chemicals in inventory
- Choose less toxic products when available
- Properly store chemicals and fluids
- Practice good housekeeping
- Understand the proper uses and dangers - MSDS



# Chemicals and Fluids – Emergency Preparedness

- Response and Cleanup Procedures
- Training
- Spill Kits
- Spill Drills- Practice!



# Stormwater Pollution Prevention


- Good Housekeeping- PREVENT!
- Proper Storage of Chemicals
- Protect Storm Drains During Fuel Delivery
- Stormwater Sampling and Reporting
- Training



# Vehicle Performance- Fuel Use

- Reduce Consumption by 3%
- Driving techniques
- Purchase Hybrid Coaches
- Idling policies
- Tracking fuel use and MPG

help us  
**Save Fuel!**




**Don't Idle**

Beside causing pollution, **idling wastes gas.**  
If stopped for more than 3 minutes  
while waiting for a client, turn off the engine.



help us  
**Save Fuel!**



Discover the area's best Players  
More states, levels, more reward  
options & more great offers.  
Lucky Eagle Casino - Rochester, WA

**Easy on the Throttle**

Slow and smooth acceleration and braking  
improves fuel economy.

Thanks for doing  
your part. It all adds up.

# Coming up next...

- ISO 14001 Certification
- Sustainability Plan Review
- More detailed Water Use data- sub meters
- Landscaping to reduce irrigation- LTC
- Continue fleet fuel efficiency program
- Energy Star Certification
- Evaluate heating/cooling options at Pattison
- OTC Building- LEED



# Sustainability Awards and Applications

- Thurston Green Business
- League of American Bicyclists-  
Bike Friendly Business  
Designation
- APTA Sustainability
  - Maintain GOLD level





# Questions

**Jessica Brandt**  
Environmental & Sustainability  
Coordinator

**INTER***city*  
**TRANSIT**

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 8  
MEETING DATE: March 20, 2013**

**FOR:** Intercity Transit Authority

**FROM:** Ben Foreman (705-5813)

**SUBJECT:** Washington State Transit Insurance Pool (WSTIP)

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1) **The Issue:** Provide information on Intercity Transit's relationship to WSTIP.

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2) **Recommended Action:** Information only.

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3) **Policy Analysis:** It is the policy and practice of the Intercity Transit Authority to purchase comprehensive insurance coverage annually.

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4) **Background:** In the 1980's, government faced rapidly escalating insurance prices and in some instances, could not acquire insurance at any cost. In 1986, the Washington State Transit Association (WSTA) formed a committee to look into the easability of forming a transit insurance pool. Based on this study, Intercity Transit banded together with seven other Washington State transit agencies in 1989 to form the Washington State Transit Insurance Pool. Since its inception, WSTIP has grown from eight to twenty-five Washington State transit agencies.

WSTIP covers our property, crime, pollution, underground storage tanks, liability and public officials liability insurance needs and provides many value-added services not generally available in the commercial insurance arena.

As an owner/member of the pool, Intercity Transit has the potential to influence the governance and policies of the pool. However, the day-to-day operations and the decisions surrounding settlement strategies are left to the pool's staff. The Executive Director of WSTIP has settlement authority up \$100,000; final approval above \$100,000 lies with the eight member executive committee.

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5) **Alternatives:** N/A

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6) **Budget Notes:** The 2013 Budget provided \$889,778 for our comprehensive insurance coverage.

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7) **Goal Reference:** Goal 3: *"Maintain a safe and secure operating system."*

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8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 9  
MEETING DATE: March 20, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Rhodetta Seward, 705-5856  
**SUBJECT:** Annual Planning Session

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1) **The Issue:** Whether to conduct a planning session and if the Authority wishes to conduct a planning session, select a date.

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2) **Recommended Action:**

- A. Determine if a planning session is needed in 2013, and if yes, determine when the best time for the session is (spring; after the hiring of the new General Manager, or in the fall).
- B. If the session is in the spring, identify possible facilitators; and dates for the session.
- C. Begin identifying topics of interest for the session.

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3) **Policy Analysis:** Annually, the Authority considers at least one planning session to review issues identified by members of the Transit Authority and staff.

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4) **Background:** The Authority typically meets in March or April, but has met as late as May. In the past, the Authority was unable to meet due to conflicts with schedules, so they pushed the session back to May.

In 2013, the Authority faces the task of hiring a new General Manager, which has interviews tentatively scheduled for early June. The Authority could move forward with a planning session in the spring; delay a planning session until after a new General Manager is hired; or postpone a planning session until 2014.

If Authority members wish to conduct a planning session this spring, possible dates should be identified quickly, so a facilitator can be identified for a date that can work for all Authority members. In order for all members and staff to fully participate, staff recommends the use of a facilitator and the budget includes the cost for these services. Staff will make contact with available facilitators to determine availability and cost.

Authority members recommend topics for discussion and the Authority Chair, Vice Chair, General Manager and Executive Services Director then meet with a facilitator to finalize the agenda.

Past experience demonstrates Fridays work better for the session versus a Saturday. Trying to hold a planning session past May has not proven successful; however, if Authority members wish to meet in June, I've included at least one Friday for consideration. Staff will work to find a facilitator for whichever dates works best for all Authority members. The following Fridays are options for your consideration:

<b>Fridays</b>	<b>Space</b>
April 19	Intercity Transit Boardroom
April 26	Intercity Transit Boardroom
May 10	Intercity Transit Boardroom
May 24	Intercity Transit Boardroom
June 14	Intercity Transit Boardroom

The dates above took into consideration staff's calendars and meetings such as the Thurston Regional Planning Council Meetings, etc.

Consultant, Rick Kramer, facilitated several past planning sessions and Faith Trimble and Kendra Dahlen facilitated the session in 2012. The Authority did not conduct a session in 2011.

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- 5) **Alternatives:**
- A. Determine if a planning session is needed, and if yes, identify a date and direct staff to contract with a facilitator.
  - B. Delay the planning session until the fall.
  - C. Delay a planning session until 2014.
- 
- 6) **Budget Notes:** The annual planning session costs are included in the 2013 budget.
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- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency and community supports all goals of the agency.
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- 8) **References:** N/A
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**INTERCITY TRANSIT AUTHORITY  
SPECIAL MEETING  
AGENDA ITEM NO. 10  
MEETING DATE: March 20, 2013**

**FOR:** Intercity Transit Authority  
**FROM:** Ann Freeman-Manzanares, 705-5838  
**SUBJECT:** Update on STP and TAP Grant Applications

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- 1) **The Issue:** Staff will provide details regarding Surface Transportation Program (STP) and Transportation Alternatives Program (TAP) grants to be submitted by March 21, 2013.
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- 2) **Recommended Action:** This item is for information.
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- 3) **Policy Analysis:** The grants stipulate a minimum of 13.5% of the total project cost must come from non-federal contributions. The Authority is responsible for budget approval for projects including local match.
- 
- 4) **Background:** The Thurston Regional Planning Council issued a Call for Projects for 2013 Transportation Funding Opportunities on March 4 with a due date of March 21, 2013. Staff provided information to the Authority at their March 6, 2013, meeting identifying the availability of grant funds and the need to act quickly to comply with the submittal dates. Staff will provide specifics on the completed grant application packages.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** Specific match requirements will be identified at the meeting.
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- 7) **Goal Reference:** Goal 2: *"Provide outstanding customer service."* Goal 4: *"Provide responsive transportation options."* Goal 5: *"Align best practices and support agency sustainable technologies and activities."*
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- 8) **References:** N/A
-