

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
June 18, 2014
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>Sue Pierce</i>) | 3 min. |
| 5. | PENSION COMMITTEE APPOINTMENT (<i>Ann Freeman-Manzanares</i>) | 5 min. |
| 6. | ADOPT POLICY HR-3513 GRANTING HOLIDAYS OF FAITH AND CONSCIENCE (<i>Heather Stafford Smith</i>) | 10 min. |
| 7. | 2014 BICYCLE COMMUTER CONTEST UPDATE (<i>Duncan Green</i>) | 15 min. |
| 8. | PROCUREMENT COORDINATOR - ADDITIONAL POSITION
(<i>Ann Freeman-Manzanares</i>) | 15 min. |
| 9. | STRATEGIC PLAN AND LONG TERM FINANCIAL REVIEW
(<i>Ann Freeman-Manzanares and Ben Foreman</i>) | 30 min. |
| 10. | GENERAL MANAGER'S REPORT | 10 min. |
| 11. | AUTHORITY ISSUES | 10 min. |
| 12. | ADJOURNMENT | |

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 5
MEETING DATE: June 18, 2014**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Pension Committee Appointment

1) **The Issue:** Whether to make an appointment to the Pension Committee.

2) **Recommended Action:** Approve the General Manager's recommendation to appoint Tom Doenitz, Operator, to the Intercity Transit Pension Committee for a four-year term to end January 31, 2018.

3) **Policy Analysis:** The Authority must approve members of the Pension Committee. The General Manager recommends a member for the Authority's consideration.

4) **Background:** In January 2014, a notice was sent to staff seeking those interested in serving on the Pension Committee. Four letters of interest were received. The Authority approved the General Manager's recommendation at the February 5, 2014, meeting to appoint Tracy Miles, Dial-A-Lift Dispatch Specialist, for a four-year term to end January 31, 2018.

Tracy has since resigned her position with Intercity Transit thus leaving an open seat on the Pension Committee.

The General Manager is recommending Tom Doenitz from among the other candidates who originally applied in January.

5) **Alternatives:**

A. Approve the General Manager's recommendation to appoint Tom Doenitz, Operator, for appointment to the Intercity Transit Pension Committee for a four-year term to end January, 31, 2018.

B. Request the General Manager make a different recommendation.

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

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

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: June 18, 2014**

FOR: Intercity Transit Authority

FROM: Heather Stafford Smith, 705-5861

SUBJECT: Adopt POLICY-HR-3513 Granting Holidays of Faith and Conscience

1) **The Issue:** Whether to adopt Resolution 03-2014, Policy HR-3513, Granting Holidays of Faith and Conscience.

2) **Recommended Action:** Adopt Resolution 03-2014, approving Policy HR-3513.

3) **Policy Analysis:** As a political subdivision of the state of Washington, we are required to abide by the new law requiring local governments to allow two unpaid holidays for reasons of faith and conscience.

4) **Background:** Substitute Senate Bill 5173 passed during the 2014 legislative session, with an effective date of June 12, 2014. This Bill grants two unpaid holidays per calendar year to all employees of the state and its political subdivisions. There is no provision in the Bill to allow for these holidays to be paid. These unpaid holidays are for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. The Bill allows employees to select the days on which the employee desires to take the two unpaid holidays, after consultation with the employer, pursuant to rules or ordinance promulgated by the appropriate personnel authority. The employer must allow the employee to take the unpaid holidays on the dates selected by the employee, unless the employee's absence would impose an undue hardship. The Office of Financial Management established emergency rulemaking regarding the definition of an "undue hardship." The schedule for permanent rulemaking has not been released.

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- 5) **Alternatives:**
- A. Adopt Resolution 03-2014, approving Policy HR-3513, Granting Holidays of Faith and Conscience.
 - B. Do not adopt Resolution 03-2014, Policy HR-3513. Not adopting the Resolution would place Intercity Transit in violation of state law.
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- 6) **Budget:** The effects of this new state law are not completely known but we are not anticipating significant financial impact. The law provides for two unpaid holidays for reasons of faith and conscience. This may require overtime in some instances.
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- 7) **Goal Reference:** This agenda item meets Goal# 2: *"Provide outstanding customer service."*
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- 8) **References:** Resolution 03-2014; Policy HR-3513.
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**INTERCITY TRANSIT
RESOLUTION NO. 03-2014
ADOPTING THE HOLIDAYS OF FAITH AND CONSCIENCE ACT POLICY**

A RESOLUTION adopting POLICY-HR-3513, Exhibit "A" Holidays of Faith and Conscience Act, dated June 12, 2014.

WHEREAS, the state law goes into effect on June 12, 2014; and

WHEREAS, the new state law allows employees to receive up to two unpaid holidays per calendar year for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization;" and

WHEREAS, Intercity Transit will grant the request if it was submitted in a timely fashion, the leave is appropriate under the law, the employee has not already exhausted their allotment of days under the law, and granting the request would not cause an undue hardship; and

WHEREAS, Intercity Transit created Policy-HR-3513 to comply with the state law.

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, that Intercity Transit hereby adopts Policy HR-3513, Exhibit "A", that became effective June 12, 2014.

ADOPTED this 18th day of June 2014.

INTERCITY TRANSIT AUTHORITY

Karen Messmer, Chair

ATTEST:

**Pat Messmer, Executive Assistant
Clerk to the Authority**

APPROVED AS TO FORM:

Dale Kamerrer, Legal Counsel

Cancels:

POLICY-HR-3513

See Also: N/A

Approved by: _____

Karen Messmer, Chair
Intercity Transit Authority

Ann Freeman-Manzanares, General Manager

Written by: Heather Stafford Smith

GRANTING HOLIDAYS OF FAITH AND CONSCIENCE

This policy applies to all Intercity Transit employees.

1. Intercity Transit Grants Unpaid Leave for Holidays of Faith and Conscience

Intercity Transit may grant an employee up to two unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

A partial day off will count as a full day toward the employee's yearly allotment of two days.

2. Holidays of Faith and Conscience Is Unpaid Leave

Holidays of Faith and Conscience are unpaid; there is no provision for substituting paid time off.

3. Employees Submit Written Request

Employees must submit a written request (FORM HR-3513-A) for an unpaid Holiday of Faith and Conscience to the employee's Department Director, with a copy to the Human Resources Director, at least two weeks in advance.

4. Employees Submit Untimely Written Request

Untimely requests will only be considered if the employee can demonstrate that timely notice was not possible under the circumstances.

Cancels:

POLICY-HR-3513

See Also: N/A

5. Department Director Must Approve Unpaid Leave Request

Employees will normally receive a response within five days of receipt of the request. The request may be denied if:

- It was not submitted in a timely fashion; or
- The reason for the requested leave is not appropriate under the law; or
- The employee has already exhausted their allotment of days off under the law; or
- Granting the request would cause an undue hardship.

FORM-HR-3513-A

HOLIDAYS OF FAITH AND CONSCIENCE LEAVE REQUEST

To be completed by Employee requesting leave

Employee Name: _____ Employee #: _____

*Days Off Requested: _____

Reason for Request: _____

*If employee is seeking only a partial day absence, please specify which hours the employee will be away from work. Per Policy HR-3513, a partial day off will count as a full day toward the yearly allotment of two days. Note: taking unpaid leave may affect your benefits.

Employee Signature: _____

Date: _____

*****Return this form to Department Director and Human Resources Director*****

DETERMINATION

To be completed by Department Director

Date Request Received: _____

Request Granted: _____

Request Denied: _____

Reason for Denial: _____

Authorization Signature

Date

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 7
MEETING DATE: June 18, 2014**

FOR: Intercity Transit Authority

FROM: Duncan Green, BCC Specialist, 705-5874

SUBJECT: 2014 Bicycle Commuter Contest Update

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- 1) **The Issue:** Brief the Authority on the results of the 2014 Bicycle Commuter Contest.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest in 2006.
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- 4) **Background:** This year's Bicycle Commuter Contest (BCC), which ran the full month of May, had the highest number of First Time Participants in its history. Over 1,400 people registered for the 2014 event, and about half never participated before.

Bicycling is a significant element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been received well. Under the agency's guidance, the program experienced increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

This is Intercity Transit's ninth year administering the countywide event. For the sixth consecutive year, Duncan Green directed the BCC and related efforts as a temporary employee (a six month position). He is assisted by Kris Fransen, lead Intercity Transit staff involved in commute trip reduction activities with commuters and area employers.

Intercity Transit was recognized by the American Public Transportation Association with an Ad Wheel Award (2007), a top marketing honor within the public transportation industry, for the Bicycle Commuter Contest.

5) **Alternatives:** N/A.

6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one temporary position. The annual budget for the BCC is \$20,000; however, expenditures are usually less than this amount due to sponsorships and in-kind support.

7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community."*
Goal #4: *"Provide responsive transportation options."*

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 8
MEETING DATE: June 18, 2014**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Procurement Coordinator – Additional Position

1) **The Issue:** Whether or not to add an additional Procurement Coordinator position.

2) **Recommended Action:** Approve an additional Procurement Coordinator position.

3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to adopt the annual budget. The budget rests heavily on the Strategic Plan which provides direction regarding service levels and capital projects. While the Authority approves a single budget number, staff levels are identified by reference.

4) **Background:** One of the results of eliminating the Development Director position is we lost procurement and project management capacity. We recognized that fact at the time, stating that at some point in the future we may look to replace that lost capacity. Staff experimented with this structure for over 19 months and found we do not have the capacity to proceed with budgeted procurement and project management activities. The addition of a procurement coordinator will help us meet the goals of the agency.

5) **Alternatives:**

- A. Approve an additional Procurement Coordinator position.
- B. Defer decision.

6) **Budget:** The 2014 estimated budget for this position is \$50,000. This is inclusive of salary, benefits, computer and training. We will have sufficient budget to cover this expenditure through position vacancies. Estimated salary and benefits for future budget years is \$90,000.

7) **Goal Reference:** Procurement Coordinators may help meet all goals through their implementation of procurements and projects.

8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 9
MEETING DATE: June 18, 2014**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838
Ben Foreman, 705-5813

SUBJECT: Strategic Plan and Long Term Financial Review

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- 1) **The Issue:** Review the approved strategic plan and long term financials in preparation of the June 20th ITA Planning Session and the development of the 2015 budget and strategic plan update.
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- 2) **Recommended Action:** This item is for Authority consideration and discussion.
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- 3) **Policy Analysis:** The strategic plan is Intercity Transit's primary policy document. The Authority's direction provides the level of resources and priorities devoted to specific services and projects. Review of strategic planning priorities, along with our long term financial forecast, is necessary to insure our goals are in line with anticipated need and financial resources.
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- 4) **Background:** This is an opportunity to review the goals established in the 2014 Strategic Plan and updated financial forecast. This is in preparation for future development and discussions relating to the 2015 budget as well as updating our Strategic Plan.
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- 5) **Alternatives:**
A. Review items for consideration and discussion.
B. Delay review and discussion associated with these items.
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- 6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan and financial forecast are primarily staff time.
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- 7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.
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- 8) **References:** N/A.