

AGENDA
INTERCITY TRANSIT AUTHORITY
July 2, 2014
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Carmen Brown, Vehicle Cleaner** (*Paul Koleber*)

- 3) **PUBLIC COMMENT** **10 min.**

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.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** June 4, 2014, Regular Meeting; June 18, 2014, Special Meeting.

 - B. **Payroll:** June 2014 Payroll in the amount of \$1,926,440.16.

 - C. **Transportation Improvement Program Adoption:** Adopt the 2015-17 Transportation Improvement Program (TIP) for Federal Transit Administration Funding. (*Bob Holman*)

- 5) **PUBLIC HEARINGS - None** **0 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Karen Valenzuela*) **3 min.**
 - B. **Transportation Policy Board** (*Ryan Warner*) **3 min.**
 - C. **Citizen Advisory Committee** (*Joan O'Connell*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Adopt Revised Drug & Alcohol Testing Policy HR-3511** (*Christine DiRito*) **10 min.**

- | | | |
|-----|---|----------------|
| | B. CAC Bylaw and Charter Amendment (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| | C. UST Replacement/Pattison Rehab and Expansion Project
(<i>Ann Freeman-Manzanares and Marilyn Hemmann</i>) | 20 min. |
| | D. Debrief Authority Planning Session (<i>Karen Messmer</i>) | 10 min. |
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | EXECUTIVE SESSION - None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Special Meeting
June 4, 2014

CALL TO ORDER

Chair Messmer called the June 4, 2014, special meeting of the Intercity Transit Authority to order at 5:00 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Vice Chair and City of Olympia Councilmember Nathaniel Jones; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; Citizen Representative Marty Thies; Citizen Representative Ryan Warner; and Labor Representative Ed Bricker.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ann Bridges; Rusty Caldwell; Marilyn Hemmann; Bob Holman; Meg Kester; Jim Merrill; Carolyn Newsome; Pat Messmer; and Nancy Trail.

Others Present: Legal Counsel Dale Kamerrer; Citizen Advisory Committee (CAC) member Meta Hogan.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Gadman and Commissioner Valenzuela to approve the agenda as presented.

INTRODUCTIONS & RECOGNITIONS

- A. Jim Merrill introduced **Paul Koleber, Maintenance Manager.**
- B. Ann Bridges introduced **Nicci Anderson, Village Vans Assistant.**
- C. Carolyn Newsome introduced **Rachel Springer-Blacke, Vanpool Coordinator.**
- D. **Proclamation and Recognition for Citizen Representative Marty Thies.** Chair Messmer read a Proclamation of Appreciation to Thies, who served on the Authority from January 2007 through June 2014. The meeting recessed at 5:19 p.m. for refreshments.

Intercity Transit Authority Special Meeting

June 4, 2014

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Chair Messmer reconvened the meeting at 5:31 p.m.

APPROVAL OF CONSENT AGENDA ITEMS

Chair Messmer noted a correction to the May 21, 2014, Special Meeting minutes on page 1 under "Others Present" deleting Legal Counsel Dale Kamerrer as he was not in attendance.

It was M/S/A by Councilmember Sullivan and Councilmember Gadman to approve the consent agenda, and the amendment to the May 21, 2014, minutes.

- A. Approval of Minutes:** May 7, 2014, Regular Meeting; May 21, 2014, Special Meeting.
- B. Payroll:** May 2014 Payroll in the amount of \$1,892,742.15.
- C. Accounts Payable:** Warrants dated May 2, 2014, numbers 16518-16597, in the amount of \$536,290.28; warrants dated May 16, 2014, numbers 16600-16675, in the amount of \$498,104.75; and warrants dated May 30, 2014, numbers 16679-16725; 16727-16744, in the amount of \$560,932.74 for a monthly total of \$1,595,327.77.
- D. Maintenance of Software Licenses:** Authorized the General Manager to issue a purchase order for \$38,853 including taxes, to Compucom, for three years of Microsoft Software Assurance. (*Marilyn Hemmann*)

PUBLIC HEARING

- A. Transportation Improvement Program.** Bob Holman explained it's required by the federal government to provide a list of estimated projects that have the potential to receive federal funding. This gives the public an opportunity to comment on the projects which were listed on our website and published in the legal advertisements. Holman indicated he received one public comment prior to the meeting from Mr. Greg Flothe. Mr. Flothe proposed adding a shelter to the bus stop in front of 3959 Martin Way E. Holman indicated the Mr. Flothe's comment was forwarded to the Bus Stop Committee.

Councilmember Jeff Gadman indicated that in the next funding phase federal dollars available to transit agencies will increase significantly. He asked if staff has foresight into how this could change the prospects for future projects. Holman replied that what is on the current TIP list is reflective of what our normal recurring projects are, based on recurring formula funds for capital preventive maintenance,

Intercity Transit Authority Special Meeting

June 4, 2014

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bus stop enhancements, etc. We do have additional project funding needs should more funding become available.

Chair Messmer opened the public hearing at 5:37 p.m. to receive comments on the Transportation Improvement Program.

Hearing no comments, Chair Messmer closed the public hearing at 5:37 p.m.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (TRPC).** No report. TRPC meets on June 6, 2014.
- B. Transportation Policy Board (TPB).** Ryan Warner reported the TBP met May 14, 2014, and reviewed the Transportation Alternatives Program (TAP) and Surface Transportation Program (STP) Advance Construction for recommendation to TRPC. They also reviewed new pieces of the Regional Transportation Plan (RTP) goals and policies. He said two of the proposals were from Intercity Transit (bus stop enhancements for safety and accessibility, and funding for the Walk n'Roll 2014).
- C. Citizen Advisory Committee (CAC).** No report.

NEW BUSINESS

- A. Citizen Advisory Committee Appointments and Interviews.** Freeman-Manzanares presented for consideration the reappointment of three current Citizen Advisory Committee members to a term beginning July 1, 2014, through June 30, 2017: *Carl See; Charles Richardson; and Quinn Johnson.*

Staff also seeks Authority direction on whether to proceed with scheduling interviews with the four applicants who applied for the position, and if so, which applicants they would like to interview, or whether to continue the recruitment process.

It was M/S/A by Councilmember Gadman and Commissioner Valenzuela to reappoint Carl See, Charles Richardson, and Quinn Johnson to the Citizen Advisory Committee to a term beginning July 1, 2014, through June 30, 2017.

Freeman-Manzanares said three 3-year term positions were vacated by Meta Hogan, Roberta Gray and Sreenath Gangula; one partial term vacated by Jill Geyen; and two youth positions. Four outside applications were received for the 3-year term positions, and no applications were received for the youth positions.

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June 4, 2014

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An ad hoc committee was formed (Karen Messmer, Nathaniel Jones, Jeff Gadman, Valerie Elliott, Don Melnick, Carl See) to conduct interviews of the applicants.

The Authority directed staff to schedule interviews with all four applicants.

- B. Citizen Representative Appointment.** Freeman-Manzanares reported one application was received from Don Melnick in response to the open Citizen Representative position vacated by Martin Thies.

At the May 21 meeting, the Authority directed staff to schedule an interview with Don Melnick, who is currently a member of the Citizen Advisory Committee. The interview was held at 4 p.m. prior to the June 4, 2014, Authority meeting. Present for the interview were Authority members, Chair Karen Messmer, Councilmember Nathaniel Jones, Commissioner Karen Valenzuela, Councilmember Debbie Sullivan, Councilmember Joe Baker, Citizen Representative Ryan Warner, Labor Representative Ed Bricker, and General Manager Ann Freeman-Manzanares.

The attending Authority members discussed the interview results and were ready to make their recommendation.

It was M/S/A by Commissioner Valenzuela and Councilmember Jones to appoint Don Melnick to the Intercity Transit Authority as a Citizen Representative, for a term to begin June 5, 2014, through December 31, 2015.

ADJOURNMENT

It was M/S/A by Citizen Representative Thies and Councilmember Jones to adjourn the meeting at 5:52 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 2, 2014.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

Minutes
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
JUNE 18, 2014

CALL TO ORDER

Chair Karen Messmer called the June 18, 2014, Special meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Citizen Representative Karen Messmer; Thurston County Commissioner Karen Valenzuela; City of Lacey Councilmember Jeff Gadman; City of Tumwater Councilmember Debbie Sullivan; City of Yelm Councilmember Joe Baker; City of Olympia Councilmember Julie Hankins (Alternate); Citizen Representative Don Melnick; and Labor Representative Ed Bricker.

Members Excused: Vice Chair and City of Olympia Councilmember Nathaniel Jones; and Citizen Representative Ryan Warner.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom; Ben Foreman; Duncan Green; Marilyn Hemmann; Bob Holman; Meg Kester; Pat Messmer; Jim Merrill; and Heather Stafford Smith

Others Present: Citizen Advisory Committee (CAC) member Sue Pierce.

APPROVAL OF AGENDA

It was M/S/A by Councilmember Gadman and Councilmember Sullivan to approve the agenda as presented.

CITIZEN ADVISORY COMMITTEE REPORT

Sue Pierce said the CAC met Monday, June 16 and held annual elections, re-electing Michael Van Gelder as Chair and Carl See as Vice Chair. The members received an update on the strategic and financial plans. They also discussed the results of the self-assessment. She noted there were many interesting comments which brought fourth some new ideas, which include the format and style of their meetings, and how the CAC provides feedback to the Authority and within their own group.

PENSION COMMITTEE APPOINTMENT

Ann Freeman-Manzanares explained that in February of 2014, she made a recommendation to appoint Operator Tracy Miles to the Pension Committee; however, she has since resigned her position thus leaving the seat open on the committee. Freeman-Manzanares is recommending Operator Tom Doenitz who was among the other candidates who originally applied for the position.

It was M/S/A by Councilmember Gadman and Citizen Representative Melnick to approve the General Manager's recommendation to appoint Tom Doenitz, Operator, to the Intercity Transit Pension Committee for a term ending January 31, 2018.

ADOPT POLICY HR-3513 GRANTING HOLIDAYS OF FAITH AND CONSCIENCE

Heather Stafford Smith presented a request to adopt Resolution 03-2014, approving Policy HR-3513 Granting Holidays of Faith and Conscience.

This policy is in compliance with the newly passed unpaid leave law that went into effect June 12, 2014, which allows for two days per year for employees to take for reasons of faith or conscience. There currently is no provision in the law that allows for these days to be paid so they cannot be used in connection with vacation or other paid leave. Agencies are required to grant the leave unless the request was not submitted in a timely manner, or not appropriate under the law, or if they used their allotted days or the time off creates an undue hardship for the employer.

Staff worked with the Office of Financial Management (OFM) in their emergency rule-making. It includes language that employers who have a collective bargaining agreement in place who grant these leave dates cannot be in violation of the collective bargaining agreement. Both of our collective bargaining agreements (ATU Labor and IAM) contain language about how we bid granted leave requests and we will rely on that language to honor these holidays if requested. However, it does not require us as an agency to create additional leave slots that would be available to be taken for this type of leave. Requests from non-represented employees will be handled as any other leave requested and granted.

Stafford Smith pointed out staff is tracking, coding and monitoring this leave differently through our timesheets so when we get to the permanent rulemaking with OFM we can provide this information should it create a financial impact to us as an agency.

It was M/S/A by Commissioner Valenzuela and Councilmember Gadman to adopt Resolution 03-2014, Policy HR-3513, Granting Holidays of Faith and Conscience.

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2014 BICYCLE COMMUTER CONTEST UPDATE

Duncan Green reported on the results of the 27th annual Bicycle Commuter Contest (BCC) hosted by Intercity Transit since 2006. This is Green's sixth year coordinating the event.

Green noted the benefits of bicycling which include personal health and fitness, reduced pollution and traffic congestion, and benefits to the local economy. The bicycle is by far the most energy-efficient non-polluting means of transportation. We also prevented 55 tons of carbon dioxide from entering the atmosphere.

The purpose of the BCC is to encourage Thurston County residents and workers to try riding a bicycle as their means of transportation, and reward and celebrate those who do, whether they are a novice or expert rider. Thurston County has a very good bicycling infrastructure with marked biked routes, designated bike lanes and many miles of paved multi-use trails. Washington State was rated the most bike-friendly state in the nation, since 2008. The city of Olympia is also rated as a bike-friendly city and Intercity Transit earned a bike-friendly business award. The BCC encourages participation with events like the Earth Day Market Ride, the Wrencher's Ball, and Bike to Work Day. The BCC awards ceremony will be Saturday, June 28 at 9:30 a.m. at the Farmer's Market.

This year we had 50 sponsors (mostly local) providing in-kind support, prizes and rewards including a lot of bike-related gear, such as bike lights, beauty products and spa treatments, and coupons for discounts on anything from groceries to gardening supplies. This year 1,437 people signed up with over 1,000 turning in their mileage log which totals almost 70% full participation. All together we peddled 107,515 miles on 13,012 practical trips by bike. The average participant rode 107 miles during the month of May, and about 35% were first-time participants.

Don Melnick said possibly next year we may be able to generate support from the residents of Panorama.

PROCUREMENT COORDINATOR ADDITIONAL POSITION

Freeman-Manzanares presented a request for the addition of a full-time Procurement Coordinator position. She explained the elimination of the Development Director position resulted in the loss of procurement and project management capacity. That created one less person capable of performing more complex procurement and project management work.

This was recognized at the time, and it was noted that at some point in the future the agency may need to replace that lost capacity. Freeman-Manzanares indicated with the

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June 18, 2014

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elimination of two Director's positions, and several other positions recently reclassified resulted in a decrease in the personnel budget. This new position is proposed to be added as part of the remainder of the 2014 budget.

It was M/S/A by Councilmember Gadman and Commissioner Valenzuela to approve an additional Procurement Coordinator position.

STRATEGIC PLAN AND LONG TERM FINANCIAL REVIEW

Councilmember Julie Hankins arrived.

Freeman-Manzanares and Ben Foreman reviewed major highlights and established goals from the 2014-2019 Strategic Plan, and provided updated financial scenarios in preparation for future development and discussions relating to the 2015 budget. Foreman provided different case scenarios based on questions from the Authority.

Councilmember Baker left the meeting.

GENERAL MANAGER'S REPORT

The Annual Planning Session is scheduled Friday, June 20 from 8:30 a.m. to 3 p.m. at the Pattison location.

Ten new Hybrid coaches have arrived. Seven of the coaches are already on the road.

The Federal Transit Association Triennial Review (audit) was held June 9 and 10. Three small findings were reported. Staff is correcting the deficiencies.

There are currently 218 vanpools. Six more are forming. Our goal for 2014 is 223.

Ridership for May was 394,539 boardings. That brings us to 1,934,094 total ridership over the year. We are running 1.45% below 2013.

The Dump the Pump Campaign begins this week.

The Walk n'Roll Program completed another successful year.

The Excellence in Transit Award winners were selected. Winners in the Individual Category are Operator, Dan Delaney; Inventory Assistant, Brian Sutherby; and Coach Technician, Joe Bell. The winners in the Team Category are HR and Executive Assistants Shannie Jenkins, Pat Messmer and Nancy Trail. These individuals will be honored at the 2014 WSDOT Wall of Fame Conference held in Yakima in August.

Intercity Transit Authority Special Meeting

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AUTHORITY ISSUES

Gadman indicated he participated in a Nisqually Nature Walk, and a carpool was required between two locations. They used Intercity Transit community vans, and the coordinators of the event were impressed with ease in which they could schedule the van.

Don Melnick will not be available to attend the July 2, 2014, meeting.

ADJOURNMENT

It was M/S/A by Citizen Representative Melnick and Councilmember Sullivan to adjourn the meeting at 7:12 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Karen Messmer, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: July 2, 2014.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

PERIOD DATES: 5/18-5/31/2014					PAYDATE 6/6/2014		PERIOD DATES: 6/1-6/14/14					PAYDAY 6/20/2014	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT		
3	FIT		EFT	75,895.56		3	FIT		WIRE	70,240.09			
4	MT		EFT	19,960.04	95,855.60	4	MT		WIRE	19,143.82	89,383.91		
5	A2/35	Life Ins.	Check Dave 2nd	1,566.09	0.00	5	AL/34	Life Ins.	Check Dave 2nc	3,108.00	0.00		
6	D3/31	Disability In	Check Dave 2nd	1,210.93	0.00	6	DI/32	Disability Ir	Check Dave 2nc	2,223.57	0.00		
7	HE/37	Health In1st	Check Dave 2nd	14,239.00	0.00	7	HI/38	Health In1s	Check Dave 2nc	268,117.00	0.00		
8	TH/39	Taxed Hlth	Check Dave 2nd	602.00	0.00	8	TH/39	Taxed Hlth	Check Dave 2nc	602.00	0.00		
9	CC/61	Child Care	Hfstttr/Brngmp	384.3		9	CC/61	Child Care	Hfstttr/brgkmp	384.3			
10	GN/08	Garnish	CHECK last	740.94		10	GN/08	Garnish	CHECK last	474.40			
11						11							
12	CS/09	DSHS	EFT	1,324.62	1,324.62	12	CS/09	DSHS	EFT	1,324.62	1,324.62		
13	CS/09	ExpertPay	EFT	339.02	339.02	13	CS/09	ExpertPay	EFT	339.02	339.02		
14	D1/98	D.Dep. #1	ACH WIRE every	8,988.86	8,988.86	14	D1/98	D.Dep. #1	ACH WIRE every	8,941.93	8,941.93		
15	D2/97	D.Dep. #2	ACH WIRE every	16,960.88	16,960.88	15	D2/97	D.Dep. #2	ACH WIRE every	19,003.01	19,003.01		
16						16							
16	GT/63	G.Ed.Tult	Check every	322.50		16	GT/63	G.Ed.Tult	Check every	322.50			
17	HS/59	Health Svgs	ACH Wire every	235.00	235.00	17	HS/59	Health Svgs	ACH Wire every	235.00	235.00		
18	DC/97	Vgrd EE	Wire	45,245.39		18	DC/97	Vgrd EE	Wire	44,947.17			
19	DC/22	Vgrd ER	Wire	30,515.26	75,760.65	19	DC/22	Vgrd ER	Wire	29,862.03	74,809.20		
20	L2/29	401k Ln#2	Wire	3,884.35		20	L2/29	401k Ln#2	Wire	4,016.14			
20	LN/29	401k Ln #1	Wire	9,891.66	13,776.01	20	LN/29	401k Ln#1	Wire	10,008.81	14,024.95		
22	TTL VNGRD		89,536.66			22	TTL VNGRD		88,834.15				
23	LI/02	L&I	EFT Quarterly	24,133.79		23	LI/02	L&I	EFT Quarterly	25,868.36	0.00		
24	MD/51	Mch.UnDues	Check last	1,397.57		24	MD/51	Mch.UnDue	Check last	1,324.80			
25	MI/52	Mac.Initlon	Check last	110.25		25	MI/52	Mch.Initlon	Check last	-40.50			
26	MS/60	Payroll Corr	check	123.66		26	MS/60		Check	0.00	0.00		
	MS/60			0.00									
27	TF/			0.00	0.00	27	R1	Misc. draw		0.00	0.00		
28	TF/	Tx.Fr.Benefit	Employer	2,300.00	0.00	28	TF/	Taxable Fr.Benefits		0.00			
29	PA/66	Proj.Assist	Check last	381.50		29	PA/66	Proj.Assist	Check last	380.50			
30	PN/04	PERS EE	EFT	35,710.00	0.00	30	PN/04	PERS EE	EFT	34,985.37	0.00		
31	PN/04	PERS ER	EFT	65,158.33	100,868.33	31	PN/04	PERS ER	EFT	63,779.66	98,765.03		
32	TTL PERS		100,868.33			32	TTL PERS		98,765.03				
33	R3/20	ICMA Ln#2	WIRE	746.27	0.00	33	R3/20	ICMA Ln#2	WIRE	746.27	0.00		
	RC/24	ICMA EE	WIRE	5,253.93		34	RC/24	ICMA EE	WIRE	5,246.58	0.00		
35	RI/23	ICMA Roth	WIRE	429.81	429.81	35	RI/23	ICMA Roth	WIRE	429.81	429.81		
36	RL/21	ICMA Ln#1	WIRE	1,325.71	2,071.98	36	RL/21	ICMA Ln#1	WIRE	1,356.30	2,102.57		
37	RR/25	ICMA ER	WIRE	2,961.40	8,215.33	37	RR/25	ICMA ER	WIRE	2,996.06	8,242.64		
38	TTL ICMA	10,287.31	10,717.12			38	TTL ICMA	10,345.21	10,775.02				
39	SD/26	457 ST EE	EFT	10,201.86		39	SD/26	457 ST EE	EFT	10,337.87			
40	SR/27	457 ST ER	EFT	5,602.97	15,804.83	40	SR/27	457 ST ER	EFT	5,613.03	15,950.90		
41	ST/67	ShTrmDisab	EFT	2,822.04	2,822.04	41	ST/67	ShTrmDisal	EFT	0.00	0.00		
42	UC/45	Un COPE	Check 1st	149.00		42	UC/45	Un COPE					
	UA/44	Un Assess	Check last	0.00		42	UA/44	Un Assess	Check last	597.00			
	UD/42	Un Dues	Check last	5,309.38		43	UD/42	Un Dues	Check last	5,345.86			
44	UI/41	Un Initlatn	Check last	130.00		44	UI/41	Un Initlatn	Check last	120.00			
45	UT/43	Un Tax	Check last	2,358.15		45	UT/43	Un Tax	Check last	0.00			
46	UW/62	United Way	Check last	538.50		46	UW/62	United Way	Check last	541.50			
47	WF/64	Wellness	Check last	304.50		47	WF/64	Wellness	Check last	310.50			
48	NET PAY (dir. Deposit)	ACH Wire every		441,117.65	441,117.65	48	Net Pay (Dir. Dep.)			430,690.78	430,690.78		
	Paychecks			10,439.91			Paychecks			1,204.42			
49	TOTAL TRANSFER (tie to Treasurer Notifications)				784,570.61	49	TOTAL TRANSFER				764,243.37		
50	TOTAL PAYROLL*:			851,312.58		50	TOTAL PAYROLL*:			1,075,127.58			
51	GROSS EARNINGS:			715,037.30		51	GROSS EARNINGS:			700,751.88			
52	EMPR MISC DED:			126,295.26		52	EMPR MISC DED:			364,803.79			
53	EMPR MEDICARE TAX:			9,980.02		53	EMPR MEDICARE TAX:			9,571.91			
54	TOTAL PAYROLL*:			851,312.58		54	TOTAL PAYROLL*:			1,075,127.58			
55	TOTAL PAYROLL FOR JUNE 2014					55	TOTAL PAYROLL FOR JUNE 2014				1,926,440.16		
56	ACH WIRE TOTAL			467,302.39		56	ACH WIRE TOTAL			458,870.72			

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4 - C
MEETING DATE: July 2, 2014

FOR: Intercity Transit Authority

FROM: Bob Holman, Grants Program Administrator, 705-5885

SUBJECT: TIP Public Hearing

-
- 1) **The Issue:** Whether to adopt the proposed 2015-17 Transportation Improvement Program (TIP) projects that have anticipated Federal Transit Administration (FTA) funds.
-
- 2) **Recommended Action:** Adopt the 2015-17 Transportation Improvement Program of Projects referred to as the TIP.
-
- 3) **Policy Analysis:** Federal grant guidelines require that this program be adopted by the governing body of agencies that receive federal grant funds.
-
- 4) **Background:** The draft 2015-2017 TIP for Federal Transit Administration funding is consistent with projects that are or will be identified in the *2015-2018 Capital Improvement Program* and the *2013-2019 Capital Program* that will be included in Intercity Transit's **2014-2019 Transportation Development Plan** and is also consistent with the **2014-2019 Strategic Plan**.

Project elements in the draft 2015-17 TIP are:

- Preventive maintenance of revenue vehicles;
- Purchase of replacement coaches;
- The continuation of a Walk-n-Roll Program for youth transportation education;
- Purchase of vanpool vans; and
- Bus stop enhancements for accessibility and safety.

One project previously identified as a candidate for federal funding has now secured federal Section 5339 funding as a pass through from the State.

- Replacement of underground storage tanks at the Pattison Maintenance Facility (WSDOT has awarded an initial grant of \$400,000 for construction funding with additional funding anticipated in the 2015 federal budget.)

One additional project identified in the TIP for planning purposes but as yet not having a federal funding source identified is:

- The Pattison Maintenance Facility Expansion Project.

Projects identified in the TIP proposed for Authority adoption on July 2, 2014, are also subject to review by the Thurston Regional Planning Council and for some projects the Puget Sound Regional Council for the respective regional TIP (RTIP). Federally funded projects must also be included by TRPC/PSRC for federal and state approval in the State Transportation Improvement Program (STIP) prior to actual funding being available. 2015-17 TIP projects total \$28.6 million with \$20.9 million of federal funding. Additional federal funding estimates are projected for a longer, six year planning horizon to the period 2020 with a total project cost of \$47.2 million and \$35.7 million of federal funding.

5) **Alternatives:**

- A. Adopt the 2015-17 Transportation Improvement Program (TIP) for anticipated Federal Transit Administration funding. This will meet our local requirement for Federal Transit Administration grant guidelines.
- B. Reject the TIP and Revised 2014 Projects list. This will prevent or delay federal grant funding.

6) **Budget Notes:** The TIP reflects projects that could be considered for 2015 through 2017 budgets and is consistent with Intercity Transit's current **2013-2018 Transportation Development Plan** and **2014-2019 Strategic Plan**.

7) **Goal Reference:** The project elements support agency goals: Goal #1: *"Assess the transportation needs of our community;"* and Goal #4: *"Provide responsive transportation options."*

8) **References:** TIP Projects Spreadsheet.

Proposed Programming of Federally Funded Transportation Improvement Projects
Intercity Transit 2015-17 TIP

Federally Funded Projects											
IT #	Project	2015	2016	2017	2018-2020	Federal	Type	Local	Total	Fed %	Project Status
IT 1501	Capital Preventive Maintenance (2015 TRPC & PSRC)	\$4,907,958				\$3,926,366	Sec. 5307 IT Apportionment & PSRC Earned Share	\$981,592	\$4,907,958	80%	Planned 5307/5340, Not Secured
IT 1601	Capital Preventive Maintenance (2016 TRPC & PSRC)		\$5,011,446			\$4,009,157	Sec. 5307 IT Apportionment & PSRC Earned Share	\$1,002,289	\$5,011,446	80%	Planned 5307/5340, Not Secured
IT 1701	Capital Preventive Maintenance (2017 TRPC & PSRC)			\$5,117,165		\$4,093,732	Sec. 5307 IT Apportionment & PSRC Earned Share	\$1,023,433	\$5,117,165	80%	Planned 5307/5340, Not Secured
	Capital Preventive Maintenance 3 Yrs (2018-2020 TRPC & PSRC)				\$15,812,040	\$12,649,632	Sec. 5307 IT Apportionment & PSRC Earned Share	\$3,162,408	\$15,812,040	80%	Planned 5307/5340, Not Secured
IT 1602	Replacement, heavy duty coaches - order in 2016/17 (PSRC)		\$6,653,144			\$5,322,515	Sec. 5307 PSRC Earned Share	\$1,330,629	\$6,653,144	80%	Planned & Secured PSRC 5307 Earned Share

Proposed Programming of Federally Funded Transportation Improvement Projects
Intercity Transit 2015-17 TIP

Federally Funded Projects											
IT #	Project	2015	2016	2017	2018-2020	Federal	Type	Local	Total	Fed %	Project Status
	Vanpool Vans - Replacement & Expansion (PSRC)	\$912,186	\$912,186	\$912,186	\$2,736,549	\$4,378,486	Sec. 5307 PSRC Earned Share	\$1,094,621	\$5,473,107	80%	Planned & Secured PSRC 5307 Earned Share
IT 1502	2014-15 Transportation Alternatives (TA) Bus Stop Enhancements	\$185,000				\$160,000	Federal Surface Transportation	\$25,000	\$185,000	86%	Planned & Secured 2015 TAP
IT 1503	Transportation Alternatives (TA) Walk-N-Roll Youth Transportation Education	\$39,000				\$34,000	Federal Surface Transportation	\$5,000	\$39,000	87%	Planned & Secured 2015 TAP
	Replace Underground Storage Tanks at Pattison Maintenance Facility	\$4,000,000				1,200,000	Sec. 5339 through WSDOT	\$2,800,000	\$4,000,000	30%	Planned & Secured 2013/14 5339
Total Federal Funded Projects		\$10,046,644	\$12,576,776	\$6,029,351	\$18,548,589	\$35,791,887		\$11,429,472	\$47,201,359	76%	
	Pattison Maintenance Facility Expansion			\$22,000,000		unknown	unknown	unknown	unknown		Regionally Significant RTIP Project Contingent on Securing Federal \$\$
		NOTE: Grant type: Sec. 5307 & PSRC * 5307 Earned Share - Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population , population density, and NTD stats for revenue miles traveled. 5307 also has Small Transit Intensive Cities (5340) performance based funds rolled into the total. * Puget Sound Regional Council									

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
June 16, 2014

CALL TO ORDER

Vice Chair See called the June 16, 2014, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Vice Chair Carl See; Leah Bradley; Valerie Elliott; Sreenath Gangula; Joan O'Connell; Victor VanderDoes; Quinn Johnson; Sue Pierce; Charles Richardson; Faith Hagenhofer; Mitchell Chong; and Julie Hustoft.

Absent: Roberta Gray; Dale Vincent; Alyssa Neely; Kahlil Sibree; Meta Hogan and Chair Michael Van Gelder.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Ben Foreman; and Duncan Green.

Others Present: Authority member, Nathaniel Jones, Intercity Transit Authority, Vice-Chair.

APPROVAL OF AGENDA

It was M/S/A by ELLIOTT and HUSTOFT to approve the agenda as published.

INTRODUCTIONS

Vice Chair See introduced Authority member, Nathaniel Jones.

RECOGNITIONS

Vice Chair See read proclamations for outgoing CAC members Sreenath Gangula; and Don Melnick and presented them with clocks for their service to the CAC.

Vice Chair See recessed the meeting at 5:35 p.m. for a reception.

Vice Chair See reconvened the meeting at 5:42 p.m.

Gangula left the meeting.

MEETING ATTENDANCE

A. July 2, 2014, Regular Meeting - Joan O'Connell.

B. July 16, 2014, Work Session – Valerie Elliott.

APPROVAL OF MINUTES

It was M/S/A by HAGENHOFER and ELLIOTT to approve the minutes of the May 19, 2014 meeting.

CONSUMER ISSUES CHECK-IN – Issues for discussion later in the meeting include:

- *VanderDoes* – Comment about bus breakdown.
- *Pierce* – Training on how to ride the bus.

NEW BUSINESS

A. BICYCLE COMMUTER CONTEST UPDATE - (*Duncan Green*) Green provided an update on the 2014 Bicycle Commuter Contest (BCC). Green stated this is his 6th year coordinating the BCC, and this is the 27th year of the BCC. Intercity Transit has provided the event coordination for the past 9 years. Green expressed the health benefits of bicycling and the positive effects on the environment. The purpose of the BCC is to encourage participants to try cycling for practical trips. Thurston County has great infrastructure for cycling. The Pacific Avenue pedestrian bridge currently under construction will allow riding from Woodard Bay to Yelm or Tenino without ever going on the road.

Green indicated Washington State was again confirmed as the most bike friendly state in the United States according to the League of American Bicyclists. Intercity Transit has earned the silver bike friendly business award.

Green relayed the BCC had 50 sponsors this year, mostly local business who donate prizes and other awards for participants. Once the month-long competition is completed the hope is participants find that they can continue using the bicycle as an alternate mode of transportation.

Green indicated this year was a good solid year with good participation and a lot of enthusiasm. 1,437 people registered and nearly 70% turned in their mileage log. Altogether we peddled 110,530 miles on over 13,000 trips. The average participant rode 113 miles and approximately 35% were first-time riders. There were 69 teams registered this year. Nearly 200 participants will earn prizes.

Green answered questions.

Intercity Transit Citizen Advisory Committee

June 16, 2014

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Jones stated if Intercity Transit has a silver award, how do we get to a higher-level award?

Green will find out and report.

Jones asked if Green is reporting to the jurisdictions.

Green indicated he sends a written report at the end of the contest to the jurisdictions.

See asked if there has been any conversation on bike sharing; stating that larger cities are doing it now.

Hagenhofer Stated that Olympia had 150 or so bikes downtown and they disappeared, but that was nearly a dozen years ago.

Freeman-Manzanares stated that most places are looking for density to make it economically feasible.

See asked how many people were on the Intercity Transit team.

Green replied 45 members were on the Intercity Transit team this year.

Green stated the awards ceremony is coming up on the 28th of June at the Farmer's Market and he would love to see everyone there.

Freeman-Manzanares stated we are fortunate to have Duncan come back year after year. He has built an incredible following, and is largely part of the reason the event is so successful.

B. CAC SELF-ASSESSMENT RESULTS - (*Ann Freeman-Manzanares*) *Freeman-Manzanares* stated that every year members complete an assessment survey. This year there were 19 people available to complete the self-assessment, and 15 members participated. *Freeman-Manzanares* asked if there are any issues or comments the committee would like to address, now is the time to have that conversation.

Vice Chair *See* reviewed the comments with the committee.

The committee determined they would like to explore ways to facilitate more discussion at their meetings and engage new members. Vice Chair *See* indicated he would discuss this with Chair Van Gelder and bring suggestions back to the committee.

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Jones indicated the Authority looks at the scores and the trend of what has changed. He would expect the authority will look at question 5 and try to determine why it is different this year. The Authority cares about how the CAC members feel the committee is doing.

The committee would also like to discuss modifying the responses included in the self-assessment.

Pierce indicated she is willing to help facilitate the discussion process with staff.

C. AMENDMENT TO CAC BYLAWS & CHARTER (*Ann Freeman-Manzanares*)

Freeman-Manzanares indicated that last meeting the CAC received information concerning recent changes to the Open Public Meeting/Public Records Act requiring training. The changes prompted staff to review the CAC Bylaws and Charter to see if the CAC members needed to attend training. In reviewing the documents we asked our legal counsel to interpret them as written and he felt that the documents themselves lend it to being a governing body. The intent of the CAC is to be advisory instead of a governing body.

We made some changes so that the role of the CAC is more clearly defined.

The committee received copies of the proposed changes at the meeting on May 19, 2014. The only change mentioned at that meeting was the need to have the composition portions of both documents identical. This change has been made.

Freeman-Manzanares answered questions.

Elliott asked if the composition of the CAC is reviewed to determine if there might be some holes, and if it represents the community.

Freeman-Manzanares stated during the recruitment process we look at how applicants would fit into the existing CAC.

VanderDoes stated when new members come on board we identify who/what we represent.

Vice Chair *See* asked if there was a motion to forward the recommendation to the Authority.

It was M/S/A by Richardson and Hustoft to forward the recommendations for amendments to the Bylaws and Charter to the Authority.

Chong left the meeting.

- D. ELECTION OF CAC OFFICERS** (*Nancy Trail*) Trail reported that Michael Van Gelder was nominated as Chair and Carl See was nominated as Vice Chair at the meeting on May 19, 2014. Staff recommends electing the slate as presented. Trail asked the committee if there was a motion.

It was M/S/A by O'Connell and Hustoft to cast a unanimous ballot electing Michael Van Gelder as Chair and Carl See as Vice Chair.

- E. STRATEGIC PLAN AND LONG TERM FINANCIAL REVIEW** – (*Ann Freeman-Manzanares and Ben Foreman*) Freeman-Manzanares reported the Strategic Plan is the primary policy document that drives the budget and dedicates resources to projects. The Strategic Plan covers 6 years. We carried the financials out to 2027 to see the results of the changes in federal funding eliminating discretionary funding for bus purchases.

A couple of decisions made last year gave form to projects this year. A decision was made to grow the vanpool program which meant hiring an additional vanpool coordinator. We have since hired a vanpool coordinator and have an open recruitment for the vanpool assistant, who was promoted in this process. Another big issue that was addressed last year was deciding not to pursue new park and ride facilities. We expanded the Martin Way Park and Ride and built the Hawk Prairie Park and Ride. The Authority decided to take a step back and not dedicate local funds to this purpose. Another focus was continuing to pursue grant funds if they became available to rehabilitate and expand the Pattison Street facility. The \$23M project is identified in this model occurring in 2019 at approximately \$30M to account for inflation. It is also recognized that we wouldn't move forward with this project unless funding were to become available.

Freeman-Manzanares and Foreman walked the committee through various iterations of the spreadsheet with different assumptions: sales tax increase/decrease; hybrid/conventional vehicles; fuel costs; and capital projects.

Freeman-Manzanares indicated the Authority is having their planning session this Friday. This is an opportunity to consider the services we provide and potential financial scenarios. Sales tax revenue and fuel costs are unpredictable but have a significant impact on our bottom line. One of the biggest decisions last session was to move forward offering the community to vote on the last 1/10th of a percent sales tax. Now we have new members and we'll revisit where we are now. We brought the conversation to the CAC last year and we communicated the committee's recommendation to go as soon as possible. At the planning session we were talking about possibly going for the sales tax increase in August, 2015.

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Freeman-Manzanares indicated they really want to show the effects of sales tax changes and timing along with other variables. There are a lot of changes that can be made and some really important decisions that must be made in terms of our long-term viability.

Freeman-Manzanares relayed staff will start to send out sales tax information to CAC members with the next agenda packet.

CONSUMER ISSUES

The committee agreed to table consumer issues identified earlier due to time constraints.

REPORTS

- *Ann Freeman-Manzanares* – Reported on the May 21, 2014, ITA meeting including a conversation about the Martin Way corridor/Pattison Street expansion and the meeting with the City of Olympia. She also reported that Don Melnick was selected as the citizen representative on the Intercity Transit Authority.

Two potential CAC candidates were interviewed on Friday. The committee determined not to select any of those interviewed. We will go out for another recruitment in the fall. We are going to ask you to come up with interested parties.

Johnson indicated he would see if there are any interested students and encourage them to apply.

Freeman-Manzanares stated she won't be available for the July meeting. Also the August CAC meeting is on the same day as the WSDOT Wall of Fame banquet. The meeting could be rescheduled for the 11th or the 25th, or cancelled. Please look at your calendars. As a reminder, the September meeting is the joint meeting with the Authority.

NEXT MEETING: July 21, 2014.

ADJOURNMENT

It was M/S/A by HAGENHOFER and PIERCE to adjourn the meeting at 7:43 p.m.

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant, Intercity Transit

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: July 2, 2014

FOR: Intercity Transit Authority

FROM: Christine DiRito, SR HR Analyst, Drug and Alcohol Program Manager, 705-5865

SUBJECT: Adopt Revised Drug & Alcohol Testing Policy PO-HR-3511

1) **The Issue:** Whether to adopt Resolution 04-2014, amending the Intercity Transit Drug & Alcohol Testing Policy HR-3511.

2) **Recommended Action:** Adopt Resolution 04-2014, amending Intercity Transit's Drug and Alcohol Testing Policy HR-3511.

3) **Policy Analysis:** The Department of Transportation and the Federal Transit Administration rules require recipients to have a policy containing specific regulatory information that is adopted by the Intercity Transit Authority and disseminated it to employees.

4) **Background:** In order to be compliant with the Federal Transit Administration rules, our Drug and Alcohol Testing Policy needs language added regarding re-testing negative dilute test results. Therefore, the revised policy has been amended.

Other changes to the policy include:

- "Best Practices" language.
 - Reference to use of marijuana for recreational or medical purposes.
 - Changing positive Random Alcohol Test consequences to be consistent with other positive test category consequences (as we are a zero tolerance agency).
 - Other minor formatting/editing changes.
-

5) **Alternatives:**

A. Adopt Resolution No. 04-2014, amending Intercity Transit's Drug and Alcohol Testing Policy HR-3511.

B. Defer action; do not adopt changes in Policy. Note: In order to continue to receive federal funds, we must be in compliance with the DOT and FTA Substance Abuse Management Program and the testing regulations.

There is the potential for a significant loss of federal funds if this alternative is chosen.

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

7) **Goal Reference:** This agenda item meets Goal# 2: *“Providing outstanding customer service.”*

8) **References:** Revised Drug and Alcohol Testing Policy; Resolution No. 04-2014.

EXHIBIT "A"

Effective: December 1, 2010

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Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; 4/02, 9/08, 2/09, 10/09; Policy HR-3511 dated October 7, 2009, November 4, 2009, and December 1, 2010

POLICY-HR-3511

See Also:

Approved by: _____

~~Sandra Romero, Chair~~ Karen Messmer
Intercity Transit Authority

~~Mike Harbour~~ Ann Freeman-Manzanares, General Manager

Written by: Christine DiRito

Intercity Transit Drug and Alcohol Testing Policy and Program

1.0 POLICY STATEMENT

Intercity Transit strives to provide safe, dependable, and economical transportation services to our transit system passengers. Intercity Transit employees are our most valuable resources. It is our goal to provide a healthy, satisfying drug and alcohol free work environment which promotes personal opportunities for growth. To meet these goals Intercity Transit will:

- assure that employees have the ability to perform assigned duties in a safe, productive, and healthy manner;
- create a work environment free from the adverse effects of drug and/or alcohol misuse and abuse;
- prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and
- encourage employees to seek professional assistance when personal problems, including alcohol or drug dependency, adversely affect their job.

2.0 PURPOSE OF POLICY

The purpose of this policy is to ensure worker fitness for duty and to protect our employees, passengers, and the public from the risks associated with the use of alcohol and/or drugs. This policy also intends to comply with applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry and any future regulations or changes that may occur.

The Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) published 49 CFR Part 655 as amended, mandating urine drug testing and breath alcohol

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

POLICY-HR-3511

testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. DOT published 49 CFR Part 40, as amended, sets standards for the collection and testing of urine and breath/saliva specimens. The federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

This policy incorporates those requirements for safety-sensitive employees and others when noted. *

3.0 APPLICABILITY

3.1 EMPLOYEES, CONTRACTORS AND VOLUNTEERS

This policy applies in general to all safety-sensitive and non-safety sensitive transit system employees (full and part time), volunteers, visitors, vendors, contract employees and contractors when they are on transit property or **when performing any transit-related safety-sensitive business or non-safety sensitive business.** This policy applies to split assignments, off-site lunch periods and or breaks when an employee is scheduled to return to work. This policy also applies when an employee engages in any paid trainings, workshops, seminars, etc. either on or offsite. ~~This policy governs all volunteers, visitors, vendors, and contracted employees while on transit premises.~~ Intercity Transit will not permit such persons to conduct transit business if found in violation of this policy.

Comment [cd1]: Delete sentence; included in first sentence of Section 3.1

~~**Safety Sensitive A-volunteers are**~~ **is a covered employee if required to hold a CDL to operate the vehicle or performs a safety sensitive function and receives remuneration in excess of his/her actual expense incurred while in engaged in the volunteer activity.**

Adherence to Intercity Transit's Drug and Alcohol ~~Testing Policy~~ Policy and Program including requirements in Part 655 and Part 40 is a requirement of employment and a requirement for -performance of transit-related services. Participation in the federally mandated testing program is a condition of performing safety sensitive functions. Employees found in violation of this policy are subject to discipline.

Comment [cd2]: Add language to clarify and referenced DOT and FTA regulations

Employees shall promptly report to his/her supervisor or to the Drug and Alcohol Program Manager (DAPM) whenever he/she observes or has knowledge of another employee who may pose a hazard to the safety and welfare of others.

All provisions set forth in **bold face print are included consistent with requirements specifically set forth in 49 CFR Part 655, or Part 40, as amended, and the Drug Free Workplace Act (49 CFR Part 2). All other provisions are set forth under the authority of Intercity Transit.*

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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3.2 SAFETY-SENSITIVE FUNCTION DEFINED

A safety-sensitive function is any duty related to the safe operation of mass transit service as defined in 49 CFR Part 655:

- operation of a revenue service vehicle (whether or not the vehicle is in revenue service);
- operation of a non-revenue service vehicle when required to be operated by a holder of Commercial Driver's License;
- controlling dispatch or movement of a revenue service vehicle;
- maintenance (includes repairs, overhauls, and rebuilds) of a revenue service or equipment used in revenue service;
- security personnel who carry firearms;
- and any other employee who must hold a Commercial Driver's License to perform their job.

A list of [positions designated safety-sensitive positions](#) is attached (Appendix B).

In addition, all employees of independent contractors who perform services for Intercity Transit in positions which are safety sensitive (as outlined above) will also be subject to program testing [requirements including requirements set forth in Part 655 and Part 40-](#)

3.3 DIRECTORS, MANAGERS AND SUPERVISORS

Intercity Transit strives to ensure fair and equitable application of this drug and alcohol [testing policy and program](#). It is a requirement of supervisory level staff to use and apply all aspects of this policy. Any supervisory level employee who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.

[Directors, managers and supervisors are considered safety-sensitive if they perform, or may be called upon to perform any of the above safety-sensitive functions.](#)

Comment [cd3]: Sentence added for clarity

4.0 PROHIBITED SUBSTANCES

4.1 ILLEGALLY USED CONTROLLED SUBSTANCES OR DRUGS

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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A prohibited drug is any illegal drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes the use of any illegal drug, the misuse of legally prescribed drugs, or the use of illegally obtained prescription drugs at any time.

The above drugs listed in this policy apply to both safety and non-safety sensitive employees. Regardless of WA ST Initiative 502, marijuana remains a Schedule I (illegal) drug under federal law and this policy states “. . . the use of an illegal drug is prohibited at any time.” Positive drug tests for safety or non-safety sensitive employees for THC/Marijuana will not be downgraded to a negative test based on an employee’s explanation of “recreational, medical or legal” marijuana use.

Comment [cd4]: Added paragraph to address that Marijuana use continues to be prohibited substance.

4.2 LEGAL DRUGS

This policy does not prohibit the appropriate use of legally prescribed drugs and non-prescription medications. However, it is the responsibility of the employee to inform his/her physician when being prescribed medication(s) that they are covered under the terms of this policy. The employee shall use medically authorized drugs or over the counter medications in a manner which will not impair on-the-job performance. It is also the responsibility of the employees to remove themselves from service if they are not fit for duty because of any adverse effects due to medications.

A legally prescribed drug means that the individual has a prescription or other written approval, in the employee’s name, from a physician for the use of the drug in the course of medical treatment. It must include the patient’s name, the name of the substance, quantity/amount prescribed, and the period of authorization. Intercity Transit prohibits the misuse or abuse of legal drugs while performing transit business.

4.3 ALCOHOL

This policy prohibits the use of beverages containing alcohol or substances, including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body, while performing transit business.

5.0 PROHIBITED CONDUCT AND CONSEQUENCES

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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5.1 MANUFACTURE, TRAFFICKING, POSSESSION, AND USE

Transit system employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on transit premises, in transit vehicles, in uniform, or while on transit business. Employees who violate this provision will be discharged and referred to a Substance Abuse Professional (SAP). Intercity Transit will not allow employees of contractors who violate this provision to continue to conduct business and will notify their supervisor, as appropriate. When Intercity Transit suspects criminal activity, they shall notify law enforcement, as appropriate.

5.2 DRUG AND ALCOHOL USE

Employees, volunteers, contract employees or contractors must not report for work or continue working if they are not fit for duty because of the presence of prohibited substances or alcohol in their system. Intercity Transit will suspend from duties any safety-sensitive or non-safety-sensitive employee, contract employee, contractor, or volunteer reasonably suspected of being not fit for duty due to drug or alcohol use, pending an investigation of condition. (See Section 6.6 - Reasonable Suspicion). Intercity Transit defines "not fit for duty" as having a measurable presence of prohibited substances or alcohol in the system. Employees **who fail to pass a drug or alcohol test shall be removed from duty** and subject to discipline up to and including discharge (see Sections 5.3 and 5.4).

5.3 TESTING POSITIVE ON A DRUG TEST

Any safety-sensitive or non-safety sensitive employee that has a confirmed positive drug test, for any type of tests, will be removed from their position and will be discharged. The person will be **informed of education and rehabilitation programs available and referred to a SAP for assessment (SAP defined in Section 7.3).**

Any safety-sensitive or non-safety sensitive pre-employment applicant that fails a pre-employment drug test will not be hired and the person will be informed of education and rehabilitation programs available and referred to a SAP for assessment (SAP defined in Section 7.3).

5.4 TESTING POSITIVE ON AN ALCOHOL TEST

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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No safety-sensitive or non-safety-sensitive employee shall report for duty or remain on duty when their ability to perform assigned safety-sensitive or non-safety sensitive functions is adversely affected by alcohol or when alcohol is present in their body. No safety-sensitive or non-safety-sensitive employee shall use alcohol while on duty, in uniform, while performing safety-sensitive functions, or just before or just after performing a safety-sensitive function. No safety-sensitive or non-safety sensitive employee shall use alcohol within four hours of reporting for duty, or during the hours that they are on call. Employees in violation of these provisions will be subject to disciplinary action up to discharge.

Any safety-sensitive or non-safety sensitive pre-employment applicant that fails a pre-employment alcohol test will not be hired and the person will be informed of education and rehabilitation programs available and referred to a SAP for assessment (SAP defined in Section 7.3).

A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

5.4.1 Any safety sensitive employee who tests positive for alcohol under the following types of testing (random, post-accident, reasonable suspicion, return to duty, follow-up) at 0.02 to 0.04 levels or higher will be removed from the safety sensitive position, discharged and referred to a Substance Abuse Professional. For positive Random test consequences see Section 5.4.2

Comment [cd5]: Added random alcohol testing at this level to this section. See comments below.

Non safety-sensitive employees who test positive for alcohol, under any type of testing (post-accident, reasonable suspicion, at 0.02 to 0.04 level or higher, will be removed from the non-safety-sensitive position, discharged and referred to a Substance Abuse Professional.

~~5.4.2 Any safety sensitive employee, who tests positive for alcohol on a Random Alcohol Test at a level between 0.02-0.039, will be removed from their position for a minimum of twenty-four hours on a leave without pay status. In order to re-enter the workforce after receiving a verified positive test, a safety-sensitive employee must follow the treatment and rehabilitation program prescribed by the SAP and must agree to a re-entry contract. (See Section 8.0).~~

Comment [cd6]: Positive Random Alcohol Test consequences moved to Section 5.4.1 to be consistent with other positive test consequences at same testing levels. We are zero tolerance

~~Any employee who has a second alcohol test at a confirmed level between 0.020 and 0.039 under any testing circumstances within 24 months will be discharged.~~

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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5.4.3 ~~Any safety sensitive employee who tests positive for alcohol on a Random Alcohol Test at a confirmed level of 0.04 or higher will be removed from the safety sensitive position, discharged and referred to a Substance Abuse Professional.~~

Comment [cd7]: Random Alcohol now included in Section 5.4.1. See comments above

5.4.4 ~~Any employee who has a confirmed alcohol test at a quantifiable level of 0.010 to 0.019 will be removed from their position for twenty four hours on a leave without pay status and provided information about the EAP. With a second test at this level within a 12 month period, appropriate discipline will apply.~~

Comment [cd8]: No longer functional to test at these low levels.

5.5 FAILURE TO COMPLY WITH TESTING REQUIREMENTS

All safety-sensitive and non-safety-sensitive employees will be subject to urine drug testing and breath/saliva alcohol testing. Any safety-sensitive or non-safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty.

A refusal to test constitutes a violation of this policy and the federal regulations. Such refusals will be treated as insubordination and recorded as a positive test, with the employee subject to discharge as called for in this policy.

Any safety-sensitive or non-safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection by medical personnel. Verification of these actions will result in the employee's removal from duty and discharge

As listed in 49 CFR Parts 655 the following is also considered a refusal to test if the employee:

- Fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer (except in a pre-employment test).
- Fails to remain at the testing site until the testing process is complete.
- Fails to provide a urine or breath/saliva specimen for any **required** drug test, **required by Part 40 or DOT agency regulations.**
- In the case of a directly observed or monitored collection in a drug test; fails to follow the observer's instructions to raise your clothing above your waist, lower

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clothing and underpants and to turn around to permit the observer to determine if you have any type of prosthetic or other devices that could interfere with the collection process.

- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- Admits to the collector or MRO that you adulterated or substituted the specimen.
- Fails or refuses to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Declines to allow a directly observed and or monitored collection when required or permitted to occur.
- Fails or declines to take a second test the employer or collector has directed the employee to take.
- Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) as part of the "shy bladder" or "shy lung" procedures.
- Fails to cooperate with any part of the testing process (e.g. refuse to empty pockets and fails to wash hands when so directed by the collector, behave in a confrontational way that disrupts the collection process).
- If the MRO reports that there are verified adulterated or substituted test results.
- Failure or refusal to sign Step 2 of the alcohol testing form.
- Leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing.

Comment [cd9]: This is listed under "Post Accident Testing 6.7; best practice include with this list.

5.6 FAILURE TO NOTIFY INTERCITY TRANSIT OF CRIMINAL CONVICTION OR DRIVING WHILE INTOXICATED CONVICTION

All employees are required to notify Intercity Transit (Human Resources) of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to report such conviction or any moving violation causing the loss of driver's license by state or local law enforcement involving drugs or alcohol shall result in disciplinary action, up to and including discharge.

5.7 FAILURE TO COMPLY WITH TREATMENT REQUIREMENTS

Employees who refuse or fail to comply with Intercity Transit's requirements for treatment, after care, or return to duty are subject to disciplinary action, up to and including discharge. Intercity Transit encourages employees to make use of the available resources for treatment for alcohol misuse and drug use problems before the problem

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affect their employment status.

Treatment for substance abuse or alcohol misuse for safety sensitive or non-safety sensitive employees may be a requirement under certain circumstances. The cost of any treatment or rehabilitation services is the responsibility of the employee or their insurance provider. Employees may use accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program. An employee may also use leave without pay, subject to the approval of the Human Resources Department.

6.0 TESTING PROCEDURES

Intercity Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If a represented employee requests Union representation prior to testing for reasonable suspicion, the supervisor or designee will notify the employee's Union representative of the Agency's intent to conduct the test. The testing will not be delayed if Union representation is not available.

Intercity Transit's alcohol and drug testing procedures incorporate all requirements outlined in the federal regulations. This ensures employee confidentiality and the integrity of the testing process, as well as safeguarding the validity of the test results. This also ensures that the test results are attributed to the correct employee. Intercity Transit is also responsible to ensure that blind testing samples are submitted to the testing laboratory for quality assurance and quality control measures. Procedures are in place to ensure that **three quality control specimens are submitted to the laboratory for every 100 tests specimens sent for testing. A blind sample test is a urine specimen submitted to the laboratory for quality control testing purposes with a fictitious identifier and may be spiked with known quantities of specific drugs.**

6.1 MEDICAL REVIEW OFFICER

Intercity Transit or its designee will contract with a Medical Review Officer (MRO) to provide services established in 49 CFR Part 40. **The MRO shall be a licensed physician with knowledge of substance abuse disorders. The role of the MRO is to review chain of custody forms, and review and interpret confirmed positive tests examining alternative explanations for any positive tests.**

[All verified negative-dilute test results will be treated as a verified negative result.](#)

Comment [cd10]: Per FTA Regulations, inserted a sentence in Policy to inform applicants, employees and volunteers that we do not re-test verified negative dilute results.

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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-Prior to verifying a positive test, the MRO will contact the affected employee to discuss the test results. Following verification of a positive test result, the MRO shall contact the DAPM and the employee with that determination. The MRO shall contact the DAPM when an observed collection is required. -Observed collections and or immediate re-test -are required when:

- The laboratory reports to the MRO that a specimen is invalid and the MRO reports to the DAPM there was not an adequate medical explanation for the result.
- The MRO reports that the original positive, adulterated, or substituted result had to be cancelled because the test of the split specimen could not be performed.
- The laboratory reports to the MRO that the specimen was a negative-dilute substituted with a creatinine concentration greater than or equal to 2 mg/dL and less than or equal to 5 mg/dL and the MRO reported the specimen as negative and dilute.
- An employee is undergoing return to duty or follow up test drug testing
- A collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
- The temperature on the original specimen was out of range.
- The original specimen appeared to have been tampered with.
- The employee is subject to return-to-duty and or follow-up tests.

Comment [cd11]: Sentence re-word and added as the last bullet in this section

Comment [cd12]: Best Practice to include this requirement in this section with this list. Also found in Sections 6.11 and 6.12

6.2 METHODOLOGY

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. Intercity Transit may conduct analytical urine drug testing and breath/saliva testing for alcohol when circumstances warrant or when Federal regulations require. **All safety-sensitive and non-safety-sensitive employees shall be subject to testing for**

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reasonable suspicion and following an accident, as defined in Sections 6.6 and 6.7 of this policy. All safety sensitive employees shall be subject to pre-employment and random testing, as defined in Sections 6.5 and 6.8 of this policy.

~~In addition, all safety sensitive and non safety sensitive employees will be tested prior to returning to duty after failing a drug or alcohol test and after completion of the SAP's recommended treatment program. (positive Random Alcohol Testing – Section 5.4.2). Those employees who perform safety sensitive functions as defined in the attachment to this policy shall also be subject to follow-up testing on a random, unannounced basis. Follow-up testing will be conducted for a period of one to five years, with at least six tests performed during the first year. (Sections 6.11, 6.12 and 8.0) Safety and non safety sensitive employees who self report may be subject to same testing per the SAP recommendations.~~

Comment [cd13]: Removing reference to 5.4.2. See Section 5.4.1

Comment [cd14]: Removing section. These requirements are covered under Sections 6.11 and 6.12.

6.3 TESTING FOR DRUGS

Employees subject to drug testing under the Federal Transit Administration and under Intercity Transit's Authority will use the split sample method of collection (Section 6.9). The chain of custody drug testing and control form will be used and properly executed by the authorized collection site personnel. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

An initial drug screen will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended.

The screening and confirmation cutoff limits are expressed in nanograms per milliliter (ng/mL):

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA	15 ng/mL.
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL.
Opiate metabolites			
Codeine/Morphine	2000 ng/mL	Codeine	2000 ng/mL.
		Morphine	2000 ng/mL.

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6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamines			
AMP/MAMP	500 ng/mL	Amphetamine	250 ng/mL.
		Methamphetamine	250 ng/mL.
MDMA			
	500 ng/mL	MDMA	250 ng/mL.
		MDA	250 ng/mL.
		MDEA	250 ng/mL

In instances where there is reasonable suspicion that an employee is abusing a substance other than the five drugs listed above, Intercity Transit reserves the right to test for additional drugs under Intercity Transit's own authority using standard laboratory testing protocols.

6.4 TESTING FOR ALCOHOL

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device (Alcohol Screening Device (ASD)) which is also approved by NHSTA. Both the EBT and the ASD used will be listed on the conforming products list (CPL). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHSTA-approved EBT operated by a trained BAT.

A safety-sensitive or non-safety-sensitive employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from their position for a minimum of 24 hours and considered in violation of this policy and subject to discipline as outlined in section 5.4 of this policy.

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An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR part 655 for safety-sensitive employees.

Any safety-sensitive or non-safety-sensitive employee that has a confirmed positive drug or alcohol test will be removed from their position, informed of educational and rehabilitation programs available, and referred to a SAP for assessment. A positive drug and/or alcohol test will also result in discipline up to and including discharge.

6.5 PRE-EMPLOYMENT TESTING/PRE-TRANSFER

All safety-sensitive position applicants shall undergo urine drug testing immediately following the offer of employment, or transfer into a safety-sensitive position. Receipt by Intercity Transit of a negative drug test result is required before hire or in the case of transfers: prior to performing safety sensitive functions. If the pre-employment drug test is canceled, the applicant must retake the test with a negative test result prior to hire or transfer. ~~A negative dilute test result on a pre-employment test will require a re-test. The result of the re-test will stand as final.~~ A verified drug test result of anything other than negative (~~not dilute~~) will result in rescinding the conditional offer of employment by Intercity Transit. Employees seeking to transfer to a safety-sensitive position will be denied that transfer and if having tested positive subject to discipline as described in the Policy.

Comment [cd15]: Removing this sentence from this section per FTA practice. If you choose to re-test for any negative dilute test you must re-test all negative dilute test results for all testing categories, not pre-employment alone. And you must include a statement in your Drug and Alcohol Testing Policy and Program. We elect not to retest ANY and ALL negative dilute test results. Sentence removed.

A covered employee who has not performed safety-sensitive functions for 90 consecutive calendar days, and has been out of the employer’s random testing pool, regardless of the reason, shall undergo pre-employment drug testing. The results must be verified negative before the covered employee performs a safety sensitive function.

6.6 REASONABLE SUSPICION TESTING

All safety-sensitive and non-safety-sensitive employees may be subject to a fitness for duty evaluation, and urine and breath/saliva testing when there are reasons to believe they are not fit for duty immediately prior to, during or immediately after performing job duties or while on the transit property. Reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse. Employees will be transported by Intercity Transit staff to the collection site and will be required to undergo alcohol and drug testing. Following the completion of the tests, employees will be placed on

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Administrative Leave with Pay and transported home pending Intercity Transits receipt of the result of the tests from the MRO.

Examples of reasonable suspicion include, but are not limited to, the following:

- Physical signs and symptoms consistent with prohibited substance use.
- Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
- Occurrence of a serious or potentially serious accident potentially caused by prohibited substance abuse or alcohol misuse.
- Fights (meaning physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in their work performance due to possible prohibited substance misuse.

6.7 POST-ACCIDENT TESTING

All safety-sensitive and non-safety-sensitive employees will be required to undergo urine and breath/saliva testing if they are involved in an accident with an Intercity Transit vehicle (regardless of whether or not the safety-sensitive employee's vehicle is in revenue service) that results in:

- **a fatality (this includes all surviving safety-sensitive employees that are operating the vehicle and any other's whose performance could have contributed to the accident).**
- **injuries requiring immediate transportation to a medical treatment facility (unless, by the evidence available at the scene, the operator can be completely discounted as a contributing factor to the accident).**
- **one or more vehicles incur disabling damage that requires towing from the site (unless, by the evidence available at the scene, the operator can be completely discounted as a contributing factor to the accident).**

Following an accident, the safety-sensitive and non-safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours

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for drug testing. An alcohol test will be administered within two hours of the accident. If not completed within two hours a report must be filed explaining why and attempts to obtain a specimen will continue. If no specimen has been obtained within eight hours of the accident, no test shall be given and the two-hour report will be updated with the reasons for the delay.

Any safety-sensitive or non-safety sensitive employee involved in an accident (FTA defined accident) must refrain from alcohol use for eight hours following the accident or until they undergo a post-accident alcohol test. The employee must remain readily available for post-accident drug and alcohol testing, including notifying Intercity Transit of his/her location if he/she leaves the scene of an accident prior to submission of these tests. Post-accident testing may be delayed while the employee assists in the resolution of the accident or receives medical attention following the accident.

Any safety-sensitive or non-safety-sensitive employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated.

Employees tested under this provision will include not only the operations personnel, but also any other covered employees whose performance could have contributed to the accident.

6.8 RANDOM TESTING

Employees in safety-sensitive positions will be subject to random, unannounced testing with no discretion by management or operational persons. The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically valid method (a computer based random number generator) that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year and may occur at any time throughout the employee's workday. The random testing rate requirement for the Federal Transit Administration is to annually complete drug tests equivalent to 25% of the number of covered employees and complete alcohol tests equivalent to 10% of the number of covered employees. These percentage rates are subject to change by the direction of the FTA.

Employees selected for testing receive a Letter of Notification and will report immediately to the appropriate testing site. Alcohol testing will only occur while the employee is performing safety-sensitive function, just prior to performing such

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functions or just after an employee has completed performing such functions. Drug testing may occur at any time during the employee's work shift.

Non-safety-sensitive employees are not subject to random testing.

6.9 SPLIT SAMPLE TESTING

The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. A split specimen sample testing procedure is one in which the employee provides a minimum of 45 ml of urine, with 30 ml as the primary specimen and 15 ml as the secondary specimen, at the time of collection. The first specimen is tested at the laboratory, and the second specimen bottle is stored for later testing should the first specimen test positive. Upon notice of a positive test on the first specimen bottle, the employee may request within 72 hours that the second specimen bottle be tested. The Medical Review Officer will authorize the testing of the split specimen. Split-specimen testing is not allowed on an invalid result. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. Testing of the split specimen is performed ONLY at a SAMHSA certified laboratory by using GC/MS confirmation.

6.10 EMPLOYEE REQUEST FOR RE-TEST

Any safety-sensitive or non-safety-sensitive employee who questions the results of a required drug test under paragraphs 6.5 through 6.8 of this policy may request that an additional test be conducted. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Request after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee. All costs for such testing are paid by the employee unless the result of the split sample test invalidates the result of the original test. Re-tests however, will not be delayed due to an employee's inability to pay. The employer will pay for the test and arrange for the employee to reimburse the employer.

6.11 RETURN TO DUTY TESTING

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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All safety-sensitive employees who previously tested positive on an alcohol test (random alcohol test only and at a level below 0.010) must test negative for drugs and alcohol and be evaluated and released to duty by the SAP before returning to work. Return to duty drug tests will be conducted by direct observed collection. Safety sensitive and non-safety sensitive employees who self-report may be subject to Return to Duty Testing per the SAP’s recommendations (Section 7.2).

6.12 FOLLOW UP TESTING

Safety-sensitive employees who previously tested positive (random alcohol test only and at a level below 0.010) will be required to undergo frequent unannounced random urine and/or breath/saliva testing following their return to duty. The follow-up testing will be performed for a period of one to five years (based on the SAP’s recommendations), with a minimum of six tests to be performed during the first year. All follow-up drug testing will be conducted by direct observed collection. Safety sensitive and non-safety sensitive employees who self-report may be subject to follow up testing per the SAP’s recommendations (Section 7.2).

7.0 AWARENESS, ASSISTANCE AND ASSESSMENT

Intercity Transit’s Drug and Alcohol [Testing Policy and Program](#) ~~includes~~[include](#) components for awareness, prevention and intervention. To promote a drug free workplace ~~FF~~ [Intercity Transit](#) provides supervisory and employee education and training, and EAP and SAP services. Intercity Transit’s Drug and Alcohol Program Manager (DAPM) is responsible for providing continuing policy components.

7.1 SUBSTANCE ABUSE/MISUSE AWARENESS

The human costs of substance misuse/abuse are devastating to society, the workplace, the family, and individuals. Two-thirds of all homicides are committed by people who used drugs or alcohol prior to the crime. Two-thirds of all Americans will be involved in an alcohol-related accident during their lifetimes.

The medical costs of illness related to substance misuse/abuse are staggering. Each year 30,000 people die due to alcohol-caused liver disease. Another 10,000 die due to alcohol-induced brain disease or suicide. Listed below are some symptoms of substance abuse problems.

- ◆ Difficulty in concentration
- ◆ Avoidance of associates

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- ◆ Tardiness
- ◆ Absenteeism
- ◆ Excessive sick leave
- ◆ Lowered job efficiency
- ◆ Extreme changes in personality
- ◆ Overreaction to real or imagined criticism
- ◆ Subject of complaints from customers, coworkers or supervisors
- ◆ Alcohol odor on breath
- ◆ Leaving work early
- ◆ Accidents on the job
- ◆ Confusion
- ◆ Interrupted or change in sleeping patterns

Besides the costs described above, substance-abusing employees create business costs and legal liabilities for their employers, such as additional health care benefits claimed by substance abusers, negative impacts on employee morale, or possible potential “liabilities” such as a lawsuit filed by an injured party after an accident caused by substance-abusing employee.

7.2 EMPLOYEE ASSISTANCE PROGRAM (EAP)/[Rehabilitation Alternatives](#)

Intercity Transit encourages employees to voluntarily seek treatment and provides an Employee Assistance Program (EAP). Intercity Transit supports employees who volunteer for treatment of alcohol or drug abuse. Employees who suspect they may have alcohol or substance abuse problems are encouraged to utilize the EAP resources before the problem affect their employment status. Participation in this program is voluntary and confidential. Alcoholism and drug dependence are treatable illnesses and can be successfully dealt with if referred to an appropriate source for treatment.

Employees who choose to notify the DAPM of alcohol and or substance abuse or misuse problems will receive the same assistance extended to employees with other illness. In the event the employer receives notification by an employee of possible problems, use, abuse or misuse, the employee may be required by the employer to undergo drug and or alcohol testing and or be referred to a substance abuse professional for assistance to provide the employer with notice that the employee is safe to return to the workforce. Employees may use sick and vacation leave for treatment and rehabilitation. Employees may also use leave of absence without pay, subject to the approval of the Human Resources Department. The cost of any treatment or rehabilitation services is the responsibility of the employee or their insurance provider.

Intercity Transit encourages employees to contact the Human Resources Department for help in understanding benefits and leave policies when participating in the EAP. Any decision to seek help through the EAP, with a SAP or privately, will not interfere with an employee’s continued employment or eligibility for promotional opportunities. However, employees may be required to adhere to Section 8.0 - Re-Entry Contracts based on the

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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recommendations of the SAP which includes Return to Duty Testing and Follow-up Testing and adherence to any aftercare requirements.

While Intercity Transit is eager to assist employees with alcohol or drug dependency problems, Intercity Transit expects employees to remember that safety is the Agency's first priority. Therefore, employees must not report for work or continue working if they are not fit for duty. Failure to observe the rules established in this policy will result in disciplinary action regardless of whether or not an employee is participating in a treatment program. Intercity Transit expects such employees to observe all other required job performance standards and work rules, including attendance.

7.3 SUBSTANCE ABUSE PROFESSIONAL (SAP)

Any safety-sensitive or non-safety-sensitive employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be referred for evaluation by a SAP. A SAP is a licensed physician (Doctor of Medicine or Osteopathy); or a licensed or certified social worker; or a licensed or certified psychologist; or a licensed or certified employee assistance professional; or a state-licensed or certified marriage and family therapist; or an alcohol and drug abuse counselor certified by NAADAC, or by ICRC, or by the National Board of Certified Counselors, Inc. and Affiliates/Master Addictions. The SAP will evaluate each employee to determine what assistance the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.

If a safety-sensitive or non-safety-sensitive employee (includes self-reports) is allowed to return-to-duty, they must properly follow the rehabilitation program prescribed by the SAP. The employee must have a negative return-to-duty drug and alcohol test, met all aftercare requirements recommended by the SAP, and be subject to unannounced follow-up tests for a period of one to five years. The cost of the SAP, treatment and or rehabilitation services is the responsibility of the employee or their insurance provider. Intercity Transit will allow employees to take accumulated sick leave, vacation leave or FMLA to participate in the prescribed rehabilitation program. Employees may also use leave of absence without pay, subject to the approval of the Human Resources Department.

8.0 RE-ENTRY CONTRACTS

Intercity Transit has a zero tolerance policy with the exception of random alcohol testing. In the event an employee is returned to work after a violation of this policy and termination of employment, or returns after testing positive on a random alcohol test, the following section is

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required by FTA. Those employees who do re-enter the work force must agree and adhere to a re-entry contract. That contract may include, but is not limited to:

1. A release to work statement from the SAP.
2. A negative test for drugs and/or alcohol.
3. An agreement to unannounced frequent follow-up testing for a period of one to five years (based on the SAP's recommendation) with at least six tests performed during the first year.
4. A statement of expected work-related behaviors.
5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination.

9.0 REPORTING TO DEPARTMENT OF LICENSING (DOL)

Washington State's RCW 46.25 requires the reporting of positive drug and/or alcohol tests, attributed to CDL holders to the Department of Licensing (DOL). The Medical Review Officer and/or Breath Alcohol Technician is required to report all verified positive pre-employment test results to the DOL within three days. In addition the Drug and Alcohol Program Manager (DAPM) must report verified positive tests (random, post-accident, etc.) results upon termination of the CDL holder's employment or resignation and the conclusion of the grievance process, not including union arbitration. Upon receipt of the report DOL shall disqualify the CDL holder from operating a commercial motor vehicle. The DOL shall notify the CDL holder of the disqualification and of the opportunity to request a hearing via US mail.

10.0 INQUIRIES FOR ALCOHOL AND CONTROLLED SUBSTANCES INFORMATION FROM PREVIOUS EMPLOYERS

As defined in 49 CFR Part 40, Intercity Transit is required to inquire about the following information on a covered employee/applicant during the preceding two years from his/her previous employers;

- Alcohol tests with a result of 0.04 alcohol concentration or greater;
- Verified positive controlled substances test results; and
- Refusals to be tested (including verified adulterated or substituted drug test results).

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

POLICY-HR-3511

Pursuant to the covered employee/applicant's written authorization, the "Request/Consent Form for the Release of Information from Previous Employers for DOT Alcohol and Controlled Substances Testing Information" form will be sent.

If the employee/applicant refuses to provide this written consent, or has tested positive or refused to test in the past 2 years and has not successfully completed the recommendations of a substance abuse professional Intercity Transit will not permit the employee to perform safety-sensitive functions and the offer of employment shall be withdrawn or employment with Intercity Transit will be terminated.

If feasible, the information must be obtained and reviewed by Intercity Transit prior to the first time a covered employee performs safety-sensitive functions ~~for H~~for transit. If not feasible, the information must be obtained and reviewed as soon as possible, but not later than 30-calendar days after the first time a covered employee performs safety-sensitive functions.

Intercity Transit may not permit a covered employee to perform safety-sensitive functions after 30 days without having made a good faith effort to obtain the information as soon as possible.

11.0 CONFIDENTIALITY & RECORDKEEPING

Intercity Transit will carry out the policy in a manner that respects the confidentiality of those involved at all times. The laboratory and MRO shall maintain strict confidentiality of all test results in accordance with 49 CFR Part 40 and 49 CFR Part 655 of FTA regulations. The release of information, recordkeeping, and retention of records will comply with FTA regulations, 49 CFR Part 655. Testing records and results will be released only to those authorized by the FTA rules to receive such information. In addition, in accordance with Part 655, an employee, upon written request, can obtain copies of any of their drug and alcohol related records and receives them in a prompt manner.

Drug and alcohol program records will be kept in secure location with controlled access and kept separate from personnel files. The DAPM or Human Resources Director will receive the test results via phone, mail, secure voice mail, or other means as appropriate.

12.0 EDUCATION AND TRAINING

Intercity Transit will make training, education programs, and materials available to all agency employees. All employees will receive a minimum of ninety (90) minutes of training on the effects of drug and alcohol on the body, the major elements of the testing regulations, information regarding use of prescription and over-the-counter medicines and Intercity

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

POLICY-HR-3511

Transit's Drug and Alcohol [Testing Policy and Program](#). **Supervisory level staff** will receive a minimum of one-hundred twenty (120) minutes of training and **instruction on how to identify the signs of drug and/or alcohol use or impairment and what to do in reasonable suspicion cases. Training will include the physical behavioral, speech and performance indicators of probable drug use and alcohol misuse.**

13.0 MODIFICATIONS

The General Manager, or his designee, after concurrence by the Authority Chairperson, is authorized to implement interim changes to the Intercity Transit Drug and Alcohol [Testing Policy and Program](#) he/she deems necessary to carry out the provision of regulations issued pursuant to the Omnibus Transportation Employee Testing Act of 1991 and to enact such additional policies and procedures as may be necessary to insure Intercity Transit's compliance with state and federal law affecting drug and alcohol matters. These changes shall be subject to review and approval by the full Transit Authority at the next regularly scheduled Authority meeting following such interim changes.

14.0 PROGRAM CONTACTS

Any questions regarding this policy or any other aspect of the drug and alcohol-free transit program may be addressed to one of the program contacts listed in Appendix A of this policy. A copy of this policy and program information is available in the Human Resources Department.

APPENDIX A -- LIST OF PROGRAM CONTACTS

APPENDIX B -- LIST OF SAFETY SENSITIVE POSITIONS

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

POLICY-HR-3511

APPENDIX A

PROGRAM INFORMATION CONTACTS -

<p><u>Drug and Alcohol Program Manager (DAPM)</u></p> <p>Intercity Transit Human Resources Department Christine DiRito, Senior Human Resources Analyst PO Box 659/526 Pattison SE Olympia WA 98507 p 360-705-5865 f 360-754-6845</p>	
<p><u>Medical Review Officer</u></p> <p>Kirby Griffin, MD 9370 SW Greenburg RD STE 200 Portland OR 97223 877-977-3225</p>	<p><u>Substance Abuse Professionals</u></p> <p>Magellan Behavioral Health (will give referral to a qualified SAP) 1-800-523-5668 www.MagellanHealth.com</p>
<p><u>Employee Assistance Program</u></p> <p>Magellan Behavioral Health 1-800-523-5668 www.MagellanHealth.com</p>	<p><u>DHHS Certified Laboratory</u></p> <p>PAML PO Box 2687, 110 W. Cliff Ave Spokane WA 99204 1-877-778-9590</p>
<p>TPA Services through the AWC Testing Consortium Provider: A WorkSAFE Service Inc. Salem OR 1-503-391-9363</p>	

Collection Site Locations

<p>West Care Clinic 3000 Limited Lane Olympia WA 98502 360-357-9392 Hours: 8AM -8PM M-F; 9-5 SA-SUN</p>	<p>AFTER HOURS TESTING ONLY St. Clare’s Hospital - Emergency Entrance 11315 Bridgeport Way S.W. Lakewood, WA 98499 253-985-2859 Hours: 8PM -8AM M-F; 5PM-9AM SA-SUN</p>
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Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

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Community Hotlines & Resource Information

Alcohol Abuse 24-Hour Helpline 1--866-643-6144 Drug Abuse 24-Hour Helpline 1--888-895-2719	24 Hour Help-lines for Drug and Alcohol Abuse: provides referrals, information, other crisis centers and hotline numbers nationwide: National Hotline 1-800-662-4357
Alcoholics Anonymous (A.A.) 352-7344 Narcotics Anonymous (N.A.) 754-4433 Al-anon 352-7745	
Partnership for Drug Free America: www.drugfree.org	Substance Abuse and Mental Health Services Administration (SAMHSA): www.samhsa.gov
Internet Prescription Drug lists: www.rx.list.com	
National Institute on Drug Abuse (NIDA) www.drugabuse.gov	National Institute on Mental Health (NIMH) www.nimh.nih.gov
Providence St. Peter Hospital Chemical Dependency 456-7575	Community Crisis Clinic and Information & Referral Line 586-2800

In the Community: South Sound Mental Health Services 754-7576 Behavioral Health Resources 704-7170
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Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009

POLICY-HR-3511

APPENDIX B

SAFETY SENSITIVE POSITIONS

POSITIONS -

Transit Operators / Coach & Van	(RVO)
Director of Operations	(RVO)
Operations Supervisors	(RVC/D)
Fixed Route Manager	(RVC/D)
DAL Dispatch Specialists	(RVC/D)
<u>ADA Coordinator</u>	<u>(RVC/D)</u>
DAL Manager	(RVC/D)
<u>Maintenance Manager</u>	<u>(RVO)</u>
Mechanics/Technicians	(RVM)
Support Specialists	(RVM)
Service Workers	(RVM)
Vehicle Cleaners	(RVO)
Maintenance Supervisors	(RVM)

Comment [cd16]: Previously deemed Safety Sensitive and currently in random testing pool.

Comment [cd17]: Previously deemed Safety Sensitive and currently in random testing pool.

RVO = Revenue Vehicle Operation
RVC/D = Revenue Vehicle Control/Dispatch
RVM = Revenue Vehicle Maintenance

**INTERCITY TRANSIT
RESOLUTION NO. 04-2014
AMENDING INTERCITY TRANSIT'S DRUG AND ALCOHOL POLICY**

A **RESOLUTION** amending POLICY-HR-3511, Exhibit "A" and repealing Resolution 11-2010 dated December 1, 2010.

WHEREAS, the U.S. Department of Transportation and the Federal Transit Administration issues certain regulatory changes and clarifications to their rules regarding drug and alcohol misuse prevention programs;

WHEREAS, Intercity Transit will clarify information in regards to negative dilute re-testing POLICY document; and, Intercity Transit wishes to revise and clarify certain procedures and make editorial corrections to the POLICY document;

WHEREAS, the Department of Transportation and the Federal Transit Administration rules require recipients to promulgate a policy containing specific regulatory information that is adopted by the Intercity Transit Authority; and

WHEREAS, Intercity Transit's policy must be amended to comply with Federal Transit Administration rules;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, that Intercity Transit hereby repeals Resolution 11-2010, dated December 1, 2010.

BE IT FURTHER RESOLVED by the Intercity Transit Authority to adopt the amendments within Policy-HR-3511, Exhibit "A" to become effective July 2, 2014.

ADOPTED this 2nd day of July 2014.

INTERCITY TRANSIT AUTHORITY

Karen Messmer, Chair

ATTEST:

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

APPROVED AS TO FORM:

Dale Kamerrer, Legal Counsel

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: July 2, 2014

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: CAC Bylaw & Charter Amendment

-
- 1) **The Issue:** This is the second reading of the proposed changes.
-
- 2) **Recommended Action:** Approve changes to the CAC Bylaws and Charter as proposed.
-
- 3) **Policy Analysis:** The CAC Bylaws may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC members thirty days in advance of the meeting at which the changes are to be acted upon. The most recent proposed changes were accepted at the June CAC meeting. The Authority must amend the CAC Charter. The CAC is forwarding these recommended changes to the Authority for consideration and approval.
-
- 4) **Background:** Recent changes to the Open Public Meetings/Public Records Act brought about the question of whether the CAC members would require training. Upon review of the existing Bylaws and Charter, some language lends itself "governing body" status. In consultation with legal counsel, revisions have been made to reflect the CAC as an advisory to the Authority. Additional changes have been made to correct the name of the committee from "Citizen Work Group" to "Citizen Advisory Committee." Copies of the proposed changes are included in the attached draft Bylaws and Charter.

The CAC Bylaws require proposed revisions or amendments be provided to the CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. This item was presented at the Authority meeting in June. If revisions are agreed upon at this meeting, the Authority may approve changes at this meeting.

-
- 5) **Alternatives:**
- A. Approve changes to the CAC Bylaws and Charter as proposed.
 - B. Alter the language.
 - C. Continue to work on revisions.

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

7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.

8) **References:** Citizen Advisory Committee Bylaws and Charter with proposed changes.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE**
Bylaws

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices to the Authority, and to represent the public in accomplishing Intercity Transit's mission and goals. (Amended 07/16/01; 03/05/08)

This includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit. (Amended 09/18/13)

The CAC is advisory to the Transit Authority, and provides customer feedback to the agency. (Amended 09/18/13)

COMPOSITION

The CAC shall be comprised of no more than twenty members appointed by the Intercity Transit Authority. One position is specifically reserved for a 15-19 year old from Thurston County. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- ~~Business Owner~~
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth (15-19 year old)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

It is recognized a member may represent more than one of these groups. (*Amended 07/16/01; 12/20/04; 2/14/11*)

TERMS

CAC members shall serve a term of three years, and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term. (*Amended 07/16/01; 12/20/04; 2/14/11*)

ATTENDANCE

A CAC member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period will be removed from the committee. If staff needs to change the meeting date, and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The staff liaison will track attendance and a monthly report will be included in the CAC packet.

A notification of membership forfeiture will automatically be sent to the respective member and Chair of the Citizen Advisory Committee when the fourth absence in a 12-month period occurs.

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum. (*Amended 07/16/01; 12/16/02; 12/20/04; 11/02/11; 02/13/12*)

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for the months of January and February. January and February meetings will be held the second Monday of the month. All meetings shall be held at Intercity Transit's administrative offices, in the boardroom. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24-hours in advance of a meeting. (*Amended 12/20/04*)

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such

items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall mail the agenda to CAC members at least five days prior to the meeting and will send a copy of the packet to each member electronically. (Amended 02/13/12)

MINUTES

The Staff Liaison shall distribute a summary of the meeting. Verbatim transcripts and detailed documentation of discussion will not be available. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent.

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. (Amended 07/16/01)

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law. ~~or the operating procedures.~~

OFFICERS/TERM OF OFFICE

Officers will consist of a Chair and Vice Chair. The process for choosing officers shall consist of nomination in May (either self-nomination or nomination by others) and affirmation by majority vote in June. (Amended 07/16/01; 2/06/08)

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. (Amended 07/16/01; 12/20/04)

Section 1. **Chair**

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work sessions. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- ~~*Presentations made by staff or others should be succinct and relevant.*~~
- *Discussion* of relevant issues and development of recommendations should constitute the majority of the meeting following adequate briefing and presentation.
- All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- *Agreement* on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred decision-making method. Consensus is one method of agreement. (*Amended 2/19/01*)
- *Opposing positions will be shared with the Authority.*
- *Majority Vote* is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process.

The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. *(Amended 07/16/01)*

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC ~~adhere stick~~ to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and/or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. *(Amended 07/16/01; February 14, 2005)*

USE OF THE OPERATING GUIDELINES

~~The meeting protocol supersedes all other meeting procedures and will be used by the CAC unless and until it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.~~

AMENDMENTS

These bylaws may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. (New Section Added 12/20/04)

ADOPTED this 17th day of July, 2000.

Amended:	February 19, 2001	February 6, 2008	September 18, 2013
	July 16, 2001	March 5, 2008	
	December 16, 2002	February 14, 2011	
	December 20, 2004	November 2, 2011	
	February 14, 2005	February 13, 2012	

INTERCITY TRANSIT
Citizens Advisory Committee ~~Work Group~~
Charter

ARTICLE I - NAME OF GROUP

The name of this Group shall be "Intercity Transit Citizens Advisory Committee ~~Citizens Work Group~~."

ARTICLE II - PURPOSE

The mission of the Intercity Transit (I.T.) Citizens Advisory Committee ~~Citizens Work Group~~, hereinafter referred to as CAC ~~CWG~~, is to advise the Authority concerning public transportation policy issues either raised by the CAC ~~CWG~~ or referred to the CAC ~~CWG~~ from the Authority.

The term "policy issues" includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of I.T., the agency's budget and programs of capital projects and operating services, and general operating practices of I.T.

By selecting members of the CAC from diverse areas of interest, I.T. intends that those members will provide their individual knowledge and opinions to I.T. Although the CAC is not charged with conducting studies or hearings, individual members are encouraged to seek facts and opinions from transit users and others and to bring that information to the CAC at its meetings.

The CAC ~~CWG~~ will represent the interests of the community and assist I.T. staff and the Authority in fulfilling the agency's mission. I.T.'s mission is to enhance the quality of life for the people in our community by providing basic mobility and transportation alternatives.

ARTICLE III - SCOPE OF WORK

Anually, as stated herein, or at such intervals as the Authority shall request, the CAC shall: ~~In the first year, the CWG shall:~~

- Review Intercity Transit's financial plan, ~~including ballot measure issues~~, and provide feedback to the Transit Authority;
- Review the elements of the Transit Development Plan (TDP); identify methods to obtain public feedback; and work with staff to conduct a performance evaluation of the system from the customer's perspective;

- ~~Review and update the American's With Disabilities Act (ADA) Paratransit Plan for Transit Authority approval;~~
- ~~Develop a work plan for the ensuing second year, to present to the Transit Authority for approval; and~~
- Anually conduct a self-evaluation ~~after the first year~~ to submit to the Transit Authority.

It is recognized ~~that during the first year~~ the CAC ~~CWG~~ will require information regarding Intercity Transit. Accordingly, staff will provide orientations to the CAC ~~CWG~~ in specific areas including, but not limited to, services, policies, budget, strategic marketing plan; TDP; partnerships; ADA federal requirements; and community outreach practices.

ARTICLE IV - COMPOSITION

The CAC ~~CWG~~ shall be composed of no more than twenty ~~nineteen~~ members appointed by the Intercity Transit Authority. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth (15-19 year old)
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

ARTICLE V - OPERATING GUIDELINES

The CAC ~~CWG~~ will conduct its business in the following manner: ~~accordance with the Open Public Meetings Act, RCW 42.30. The CWG will adopt operating procedures at their first meeting.~~

- The CAC ~~CWG~~ shall have regular meet at least monthly meetings in accordance with its Bylaws.
- The CAC ~~CWG~~ will discuss issues raised by individual members, which may elect to forward the issue to the ~~respective Authority Committee~~ for its consideration. If the issue is recommended to go before the Transit Authority, a member of the CAC ~~CWG~~ Chair shall make the presentation.
- The CAC ~~CWG~~ shall provide a copy of meeting minutes to the Transit Authority.
- The CAC ~~CWG~~ is advisory to the Authority, not the agency. Recommendations and requests for information will be directed to the Staff Liaison for distribution to the Authority.
- The Transit Authority reserves the right to sunset or discontinue the CAC ~~CWG~~ at any time through a vote of the Transit Authority.
- The CAC ~~CWG~~ shall select from its members ~~three~~ representatives to be assigned to attend ~~one of the Authority committee meetings: Planning and Operations; Support Services; and External Affairs.~~ The CAC ~~CWG~~ representatives will participate in discussions and deliberations in an advisory capacity.
- Length and rotation of terms shall be established by the CAC Bylaws. ~~after the initial pilot period.~~
- The CAC ~~CWG~~ serves in a voluntary role and without compensation. Expenses such as travel/training require advance approval and may be reimbursed.

ARTICLE VI - STAFFING

As authorized by the Authority, the General Manager shall appoint a staff member to serve as the CAC ~~CWG~~ Staff Liaison. The Staff Liaison shall acquire meeting facilities and equipment and distribute materials including the agenda. Other duties include preparation of agenda forms and attachments to communicate CAC ~~CWG~~ issues and recommendations to Committees and the Transit Authority.

ADOPTED: This 5th day of April 2000.

Resolution No. 02-00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: July 2, 2014

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (360) 705-5838
Marilyn Hemmann (360) 705-5833

SUBJECT: UST Replacement/Pattison Rehabilitation and Expansion Project

1) **The Issue:** Staff seeks direction regarding next steps for the underground storage tank (UST) replacement project and wants to discuss the possibility of moving forward with final design for the larger project.

2) **Recommended Action:** This item is for information and discussion.

3) **Policy Analysis:** Staff provides periodic updates on major capital projects. The UST project is funded in the 2014 budget. Final design for the Pattison Rehabilitation and Expansion is not included in the 2014 budget.

4) **Background:** In August 2013, the Authority approved award of a consultant contract to Tetra Tech to assist staff in developing options and estimated costs for replacement of the Underground Storage Tanks. Working closely with agency staff, the City of Olympia, the Department of Ecology and others, Tetra Tech completed a study describing the three most feasible UST replacement options.

Staff presented these options and related costs at the February 19, 2014, ITA work session. Staff recommended pursuing the option which allows for placement of the tanks on the Martin Way site as the most advantageous for the agency and most consistent with the Pattison Expansion Master Plan.

Following that meeting, the Authority engaged in further discussions at the March and May work sessions concerning the relationship of this project to aspects of the Pattison Master Plan. Representatives from the City of Olympia, City of Olympia consultant EcoNorthwest, Thurston Regional Planning Council and the Thurston Economic Development Council discussed the Pattison project in relation to regional growth and economic development. In addition, the Authority, CAC and staff participated in City of Olympia meetings regarding the Martin Way corridor.

The purpose of this agenda item is two-fold. One is to ask if the Authority has acquired sufficient background information to feel comfortable about the placement of the UST's. Staff would also like to discuss the possibility of moving forward with final design for the rehabilitation and expansion project in order to be more competitive for any potential federal funding.

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

6) **Budget Notes:** There is \$4,000,000 in the 2014 budget for the UST project. WSDOT recently awarded \$400,000 for construction and has notified Intercity Transit that it may be eligible for the remainder of our \$1.25 million request depending on funding availability in the next grant cycle.

7) **Goal Reference:** Goal #2: *"Provide outstanding customer service."* Goal #3: *"Maintain a safe and secure operating system."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*

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

**INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7 - D
MEETING DATE: July 2, 2014**

FOR: Intercity Transit Authority

FROM: Karen Messmer, Authority Chair

SUBJECT: Planning Session - Authority Debrief

-
- 1) **The Issue:** Provide an opportunity for the Authority to debrief about the format and content of the June 20, 2014, planning session.
-
- 2) **Recommended Action:** For discussion only.
-
- 3) **Policy Analysis:** The planning session is not a requirement of the Authority but helpful in defining issues of importance to the Agency.
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- 4) **Background:** The Authority traditionally conducts a day-long planning session in early summer. Topics have included conversation around group dynamics, relationship building, creating vision and mission statements as well as strategic and financial planning. Notes from the planning session, as well as a continuation of the visual roadmap, will be provided at a later date.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Authority direction impacts all of our goals.
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- 8) **References:** N/A.