

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**WORK SESSION**  
**February 19, 2014**  
**5:30 P.M.**

**CALL TO ORDER**

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|-----------|--|----------------|
| <b>1)</b> | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>  |
| <b>2)</b> | <b>INTRODUCTIONS - None</b>  | <b>0 min.</b>  |
| <b>3)</b> | <b>PUBLIC COMMENT</b><br><i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i> | <b>10 min.</b> |
| <b>4)</b> | <b>CITIZEN ADVISORY COMMITTEE REPORT (Kahlil Sibree)</b>   | <b>3 min.</b>  |
| <b>5)</b> | <b>DIAL-A-LIFT UPDATE (Emily Bergkamp)</b>   | <b>45 min.</b> |
| <b>6)</b> | <b>UNDERGROUND STORAGE TANK REPLACEMENT UPDATE (Marilyn Hemmann)</b>   | <b>45 min.</b> |
| <b>7)</b> | <b>GENERAL MANAGER'S REPORT</b>  | <b>10 min.</b> |
| <b>8)</b> | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b> |

**ADJOURNMENT**

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 5  
MEETING DATE: February 19, 2014**

**FOR:** Intercity Transit Authority

**FROM:** Emily Bergkamp, Dial-A-Lift Manager, 705-5893

**SUBJECT:** Dial-A-Lift, Bus Buddies and Travel Training Pilot Program Update

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- 1) **The Issue:** Provide the Authority with an update on Dial-A-Lift (DAL) services and discuss the outcomes of the Travel Training Pilot Program.

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  - 2) **Recommended Action:** This is for discussion only. Based on the outcomes of a year-long Travel Training pilot, staff will request the Authority consider approving a second FTE Travel Training Coordinator position at the March 5, 2014, meeting.

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  - 3) **Policy Analysis:** The DAL Manager will provide updates to the Authority at least twice per year, and more often as requested.

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  - 4) **Background:** DAL, Travel Training and Bus Buddies are vital programs of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services. DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive travel training ensures those who can utilize fixed route service receive proper training to successfully do so. A partnership with Catholic Community Services, Bus Buddies provides the support of volunteer expert bus riders to less experienced special needs riders who desire greater confidence traveling on fixed route. DAL Manager, Emily Bergkamp, will provide a general DAL, Travel Training and Bus Buddies update highlighting the status of the Travel Training pilot to gauge the effectiveness of two FTE Travel Training coordinators.

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  - 5) **Alternatives:** Continue operation of the Travel Training program with one FTE.

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  - 6) **Budget Notes:** If the Authority approves a second FTE Travel Training Coordinator, this new position would start in April, prorated at \$61,200 for the budget year. This is inclusive of salary and benefits.

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

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

**INTERCITY TRANSIT AUTHORITY  
WORK SESSION  
AGENDA ITEM NO. 6  
MEETING DATE: February 19, 2014**

**FOR:** Intercity Transit Authority  
**FROM:** Marilyn Hemmann (360) 705-5833  
**SUBJECT:** Underground Storage Tank Replacement Update

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- 1) **The Issue:** Staff will provide an update on the status of the underground storage tank replacement project.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** Staff provides periodic updates on major capital projects.
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- 4) **Background:** 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 (USTs).  
  
Working closely with agency staff, the City of Olympia, the Department of Ecology and others, Tetra Tech completed an initial study describing the three most feasible options. Staff will share background, designs, benefits, issues, and costs for each option.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** Project team and consultants are continuing to define details of replacement options and design requirements in order to more closely define anticipated construction costs. The 2014 budget includes \$4,000,000 for this project.
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- 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."*
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- 8) **References:** Staff will present information regarding the replacement options and costs at the February 19 work session.
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