

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
January 10, 2011
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Citizen Representative, Eve Johnson, Authority Member | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. January 19, 2011, Work Session (<i>Berl Colley</i>) | |
| | B. February 2, 2011, Regular Meeting (<i>Kahlil Sibree</i>) | |
| IV. | MAJOR CAPITAL PROJECTS STATUS REPORT (<i>Ann Freeman Manzanares</i>) | 20 min. |
| V. | YOUTH REPRESENTATIVE RECRUITMENT PROCESS (<i>Rhodetta Seward</i>) | 15 min. |
| VI. | FUTURE PRESENTATIONS - IDEAS (<i>Rhodetta Seward</i>) | 45 min. |
| VII. | APPROVAL OF MINUTES - NOVEMBER 15, 2010 | 1 min. |
| VIII. | REPORTS | |
| | A. December 1, 2010, Regular Meeting (<i>Roberta Gray</i>)
(<i>Authority Highlights Attached</i>) | 3 min. |
| | B. January 5, 2011, Regular Meeting (<i>Wilfred Collins</i>) | 3 min. |
| IX. | PUBLIC COMMENT | 10 min. |
| X. | MEMBER & STAFF COMMENTS | 5 min. |
| XI. | NEXT MEETING - February 14, 2011 (2nd Monday of the month*) | |

ADJOURNMENT

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. IV
MEETING DATE: January 10, 2011**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Major Capital Projects – Status Report

1) **The Issue:** To review the status of three major capital projects.

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

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. These projects each include several points where Authority approval will be required. The Authority appreciates the CAC's input on projects; therefore, staff attempts to keep the members updated on the status of projects when possible.

4) **Background:** Intercity Transit is actively involved in the planning and/or construction phase of three major capital projects. These projects will have a long term impact and largely define Intercity Transit operations over the next several decades. These projects include:

- Expansion of the Pattison Street Facility: The Master Plan was approved by the Authority in 2009. The plan consists of four phases of staged growth designed to meet our service need projections through 2035. A contract for preliminary engineering was approved by the Authority in January 2010. Staff is currently reviewing 30% design plans. The 2011 budget includes \$3.2 million to complete final engineering and proceed to the construction phase. Our ability to move forward with construction is dependent upon federal funding. While our recent attempts to gain federal funds for this project have been unsuccessful, we intend to continue to pursue both congressional and agency discretionary funding.
- Expansion of the Olympia Transit Center: Federal discretionary dollars were secured to provide additional capacity for buses, accommodate a private, intercity bus carrier such as Greyhound, and add customer amenities such as a lobby and restroom facilities. Preliminary engineering is underway defining scope and budget to accomplish the base project as well as to potentially fulfill the need for additional administrative space. Additional

local dollars will be required to pursue options beyond the base project. Staff will present scope and budget information to the Authority at their January Work Session.

- **Hawks Prairie Park and Ride Facility:** Site preparation is underway for a 325 space park and ride facility located on a closed section of the Thurston County Waste and Recovery Center. A contract is in place to utilize 148,000 tons of fill material to compact refuse material in preparation for construction. This compaction process is expected to take 12 to 18 months. Design work is close to 60% complete. This facility is expected to be operational mid-to-late 2012. This project is funded through local dollars and WSDOT Regional Mobility Funds.

5) **Alternatives:** N/A

6) **Budget Notes:** The 2011 budget includes funds to proceed with portions of all three major capital projects.

7) **Goal Reference:** These major capital projects address Goal #2: *“Provide outstanding customer service.”* Goal #3: *“Maintain a safe and secure operating system.”* Goal #4: *“Provide responsive transportation options.”* Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V
MEETING DATE: January 10, 2011**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, 705-5856

SUBJECT: Youth Position Recruitment

-
- 1) **The Issue:** Determine how and when to recruit for the youth position on the CAC.

 - 2) **Recommended Action:** Form an ad hoc committee consisting of 4-5 CAC members, the Youth Education Specialist and the Executive Services Director to develop a plan for the CAC's consideration.

 - 3) **Policy Analysis:** The CAC needs to finalize a recruitment process which needs to include a timeline for 2011. The Authority approved this position and requested the CAC develop the recruitment process.

 - 4) **Background:** The CAC took their recommendation to the Authority to add a 20th position at their December 1, 2010, meeting, with the position being specifically for a 15-19 year old. The Authority approved the position.

The Authority offered several comments to the CAC as follows:

- Youth who are home-schooled be considered as well as those attending public school.
- Youth have some type of involvement with public transit is desirable
- There was discussion regarding the youth be a rider, while others agreed requiring the youth be a rider could eliminate some youth who are leaders. It is not a criterion required of the Authority or of the other CAC members.
- Recommended appointing students in the Spring with the term ending when the school year ends. In Lacey, they are appointed in the Fall and they only serve for the 9 months of the school year. The Authority agreed to defer timing to the CAC.

As with the CAC, the Authority offered several recommendations, but no consensus. Staff recommends forming a smaller group of the CAC to work on the recruitment process. This ad hoc committee should include Intercity Transit's Youth Education Specialist, Erin Scheel, who works with all of the local

high schools. She has a relationship with many of the staff, would be very helpful in bringing ideas to the table, and would be able to actually get applications to students once a process has been defined.

The ad hoc committee would be responsible for bringing a draft plan back to the CAC by the February meeting.

5) **Alternatives:**

- A. Approve a CAC ad hoc committee of four, no more than five.
- B. Develop a recruitment plan as a committee of the whole, which staff estimates may take several meetings estimated on experience.

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

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

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI
MEETING DATE: January 10, 2011**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, 705-5856

SUBJECT: Future Discussions - Ideas

1) **The Issue:** What do you as Citizen Advisory Committee members want to see staff bring to you in 2011?

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

3) **Policy Analysis:** N/A

4) **Background:** Staff develops an annual calendar for agendas for the CAC and Authority meetings. Much of the calendar is driven by annual projects such as development of the Strategic Plan, Transit Development Plan and budget. Capital projects also take a priority. Projects such as the Pattison Facility expansion, Hawks Prairie Park and Ride, and the Olympia Transit Center enhancement project are brought to the CAC and Authority at key points in their development. We also try to provide a regular update on Dial-A-Lift to the CAC. However, there are opportunities to add new items to the agenda calendar.

We would like to hear from you regarding your thoughts as to what you would like to hear about from staff. What are you interested in or what would you like to learn more about?

We will add your ideas to our agenda and schedule them based on the availability of time on the agenda and the level of staff effort and time required to address the issues.

5) **Alternatives:** N/A

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

7) **Goal Reference:** This would meet all goals as the CAC looks at new ideas and becomes acquainted with all services and products of Intercity Transit.

8) **References:** N/A

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
November 15, 2010**

CALL TO ORDER

Chair Olson called the November 15, 2010, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m., at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy, Stephen Abernathy, Berl Colley, Wilfred Collins, Valerie Elliott, Jill Geyen, Catherine Golding, Roberta Gray, Faith Hagenhofer, Meta Hogan, Julie Hustoft, Don Melnick, Joan O'Connell, Linda Olson, and Jacqueline Reid.

Excused: Seema Gupta; Kahlil Sibree.

Unexcused: Rob Workman.

Staff Present: Mike Harbour; Rhodetta Seward; Ben Foreman, and Emily Bergkamp.

Others Present: Authority Member Ed Hildreth and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

The agenda was modified to include a presentation on a policy mandating the use of lap seatbelts.

It was M/S/A by Melnick and Reid to approve the agenda as amended.

INTRODUCTIONS

Olson welcomed Authority member Ed Hildreth.

MEETING ATTENDANCE

- A. November 17, 2010, Work Session - Jacqueline Reid
- B. December 1, 2010, Regular Meeting - Roberta Gray
- C. December 15, 2010, Work Session - Canceled

CAC MEETING MINUTES

November 15, 2010

Page 2 of 9

APPROVAL OF MINUTES - October 18, 2010

It was M/S by S. Abernathy and G. Abernathy to approve the minutes of October 18, 2010.

A correction to the minutes was requested on page 7 correcting the second sentence in the second to the last paragraph to state, "She also commented staff at Midas on Pacific Avenue would like a garbage can container at the stop."

Motion carried as amended.

NEW BUSINESS

A. Meeting Protocol - Follow up to Chair's Memo. Olson reminded members to practice good protocol during meetings by waiting for recognition prior to offering comments and avoiding lengthy comments to afford adequate time for all members to provide comments.

B. Draft 2011 Budget. Foreman reported the draft budget was presented to the Authority on November 3 and available to the public on November 4. A public hearing on the budget is scheduled for November 17 with adoption scheduled on December 1. The proposed budget is \$44,491,800, which is slightly different then the budget document provided to members because of the addition of a rollover project involving a \$57,000 capital budget expense for the CAD/AVL system. Fluctuations in the budget document will occur until December 1, when officially adopted.

The proposed 2011 budget includes:

• New Positions/Projects	\$268,150
• Capital Expenditures	\$3,054,500
• Non-Recurring Operating Expenses	0
• Ongoing Projects, Including Carryover Projects	\$10,085,378
• Operating Expenses	\$8,102,091
• Salaries/Wages and Benefits	\$22,465,241

Foreman described a document showing the costs associated with ongoing projects and carryover projects as well as new strategic plan capital projects totaling \$13,139,878.

Budget assumptions include an increase in fuel at \$3 a gallon. A dollar increase in fuel equates to approximately \$1 million. The proposed budget includes six new operator

CAC MEETING MINUTES

November 15, 2010

Page 3 of 9

positions to accommodate new service levels specified in the Strategic Plan. Service hours are projected to increase by 3.2%.

Foreman responded to questions. Forty-seven vanpools are scheduled for replacement with state grant funds of \$956,000.

G. Abernathy referred to the preliminary budget and questioned why the 2011 cash balance is less than the 2010 projected balance. Harbour explained that the difference pertains to an increase in expenses exceeding revenue by approximately \$500,000, which decreases the cash balance.

Olson asked about the inclusion of funds for the ORCA card (Smart Card). Foreman replied the 2011 budget includes a placeholder amount of \$500,000 for Smart Card fareboxes. The agency is hopeful the actual amount will be significantly less.

Foreman reviewed new projects/positions totaling \$258,150:

Foreman reminded members the proposed budget is not final until adoption by the Authority scheduled on December 1. The budget includes a 3.5% increase for operators, which represents a third year increase of a three-year previously negotiated contract. There is no increase included in the budget for non-represented employees or for IAM maintenance employees, which is subject to negotiation.

Melnick commented he understands there are less expensive sources to purchase green power than from Puget Sound Energy. Harbour advised the agency purchases power from PSE. Melnick commented that federal law allows the purchase of green power from any source providing the program. Harbour said PSE has considerably decreased the agency's rate because of the agency's consumption level.

CAC MEETING MINUTES

November 15, 2010

Page 4 of 9

Elliott suggested that if the agency is going to participate in PSE's program, it's important for the agency to ensure the program supports environmental sustainability, as there have been issues with PSE in terms of not completing environmental studies when pursuing green resources. Harbour advised that a certain amount of trust is afforded for the program. There is also a lack of staff resources to conduct this type of research.

Geyen asked about the selection of bus stops for the solar lighting. Harbour offered to provide information on the location when the bus stops have been selected. Staff is currently completing light studies of each bus stop.

C. 2011 - 2016 Strategic Plan. Harbour reported the latest change is implementing the service change in February 2011 rather than two service increases in 2011 based on the financial forecast. Other changes include the outcome of grant programs. The agency was successful in receiving a \$2 million grant for replacement of eight buses that will be delivered in 2012. The number could be increased in the earmark of \$1 million in the Senate if approved. However, based on discussions surrounding earmarks, appropriation is unknown at this time. The agency was unsuccessful in obtaining federal funds for the construction of the Pattison Street facility expansion. The agency will continue to seek federal funds. Approximately \$3.2 million in local funds is available for final engineering. Staff proposes delaying funding on the final engineering piece until federal funds become available for construction. The existing facility is crowded but can be utilized for several more years.

The plan also includes Regional Mobility Funds to extend Express service from Seattle to Olympia and additional service from Tumwater and the Hawks Prairie park-and-ride and Lakewood. Other projects include providing real time bus information and trip planner service. The University of Washington produced a Smart Phone application for providing phone users with information on bus location. The agency is working over the next several months to assign four-digit bus stop numbers to enable deployment of the application. The agency recently provided data to Goggle Transit to launch the program for riders providing real time and next bus information by the end of the year.

The Strategic Plan financial forecast is continuously updated and doesn't match up the 2011 budget because of the ongoing status associated with capital rollover projects and completion dates. At the end of 2016, approximately \$1.5 million more is forecasted in the agency's reserve level. Financially, the agency is in good shape. Some major capital projects will be completed with the assistance of grant funds.

CAC MEETING MINUTES

November 15, 2010

Page 5 of 9

Harbour provided an update on the status of the Hawks Prairie park-and-ride project. G. Abernathy commented on the location as a great use of the property as it likely wouldn't be used for any other building. It is a good location for a park-and-ride because of its location to the interstate.

G. Abernathy asked about October sales tax receipts. Foreman reported overall year-to-date sales tax increased by .8%. Harbour added that ridership increased in October with over 400,000 riders representing the highest month ever.

Foreman noted there is a delay in the receipt of sales tax collection by approximately three months.

Melnick asked whether there is a relationship between the price of gasoline and the increase in ridership. Harbour affirmed there is some correlation especially in October 2008 when gasoline was over \$4 a gallon.

Olson asked whether any advertising is planned announcing the combined service change in February 2011. Harbour reviewed marketing efforts related to the service change.

D. Mandating Use of Lap Seatbelts Policy. Bergkamp reviewed a proposed policy mandating the use of seatbelts on Dial-A-Lift (DAL) service. Until now, there is no policy mandating seatbelt use on DAL vehicles. The policy is only for lap seatbelts and not for shoulder harnesses. DAL vans in the agency's fleet have seatbelts only.

Each year, the American with Disabilities Act provides a conference for paratransit providers. This year's conference featured a presentation by Spokane Transit on crash test results on individuals not secured by a seatbelt. The presentation increased the level of awareness and the importance of developing a policy on seatbelt use to help prevent and reduce the intensity of injury to DAL clients during a vehicle accident. The goal of the policy is to increase safety. Often, DAL clients decline to use seatbelts. DAL clients can decline the use of a seatbelt because there is not a policy in place.

A newsletter will be mailed to DAL clients that will include information on the proposed change. Exemptions will be provided to individuals who possess documentation from a medical provider stating there is a medical reason for the non-use of a seatbelt as well as during intermittent times when a DAL client cannot for temporary medical reasons, use a seatbelt.

CAC MEETING MINUTES

November 15, 2010

Page 6 of 9

Bergkamp addressed questions from members. The new vans on order will not be equipped with shoulder harnesses as the order was initiated prior to consideration of the policy. Future vans purchased should be equipped with a seatbelt and shoulder harness. Medical exemptions will be provided to the driver through the driver's manifest. Prior to implementation, signs will be installed as well as information provided to all DAL clients.

Colley commented on the problems associated with shoulder harnesses cutting into shoulders during longer trips. Bergkamp acknowledged the concern and indicated more research will be completed before pursuing a shoulder harness policy.

Golding asked how the agency will address those instances when clients refuse to use seatbelts. Bergkamp said the process will likely entail a grace period as well as working one-on-one with clients. If there are ongoing problems staff will need to consider how to address those circumstances. The goal is to maintain a two-way dialogue and encourage compliance.

Bergkamp described the safety anchor mechanism of seatbelts to the floor of the vehicle.

Colley referred to studies demonstrating that lapbelts used without a shoulder harness can cause more injury. Bergkamp offered to review the studies and indicated the preference is starting with a lapbelt at this point while reviewing studies on the issue. G. Abernathy added that although a seatbelt in itself may cause some injury, statistics show unsecured objects can kill other passengers in the vehicle. During an accident, any unsecured object can become a deadly projectile.

Harbour commented that some of the CAC questions can be answered prior to presenting the policy to the Authority. Some of the questions should be incorporated within the policy, such as how the agency will handle those instances where the client refuses to use a seatbelt.

E. Youth Survey Results. Seward thanked members for participating in the online survey. The survey helped to eliminate several discussion sessions over the next few meetings. Survey results indicated overwhelming support of a youth position on the CAC, a one-year term, and eligibility to reapply for another term with primary support for a two-term limit. There was support that the youth be in high school. There wasn't consensus on the age range. The attendance requirement should be the same as the CAC. There was clear support for giving up one of the 19 seats while also support to add a position. Members supported the position having the same voting privileges.

CAC MEETING MINUTES

November 15, 2010

Page 7 of 9

Members expressed strong support for spring recruitment rather than fall recruitment. There was good feedback in moving forward and developing the process.

Areas of this discussion include the minimum age of either 15 or 16 years and number of positions. For the maximum age level the majority of the members supported a range between 20 and 24 years of age.

Members commented on the age limit and shared varying opinions of appointing a 15 year old versus a 16 year old. Some members commented on the desired maturity level of older students as well as having the ability to drive while others suggested recruiting the applicant at 15 years of age and then appointing them when they turned 16. Other options included appointing only high school sophomores or a compromise of recruiting a 15 or 16 year old with a requirement that the student must be entering their junior year in high school to serve during their junior and senior years. A member suggested establishing a requirement that only 15 year olds may apply.

It was M/S by Hagenhofer and S. Abernathy to establish the age of 15 years as the minimum age to apply for a youth position on the CAC.

Gray spoke in support of the suggestion of requiring a student to be a junior because high school students are a marketing strategy for high school-age students as potential riders. It was noted students with a GED can graduate at age 16 and there should also be some consideration of homeless youth and home schooled youths. Members discussed establishing some parameters for the position. Colley expressed concerns with limiting options. Many high schools students that are 17 and 18 years old would be eliminated if there is a requirement to be a junior in high school.

Motion carried unanimously.

Members discussed maximum age. Reid said she averaged the age range in the survey and recommends a maximum age of 21. O'Connell suggested youths may be influenced in applying based on the age range of the position. Some youths may feel more comfortable applying for the position if the age range is 15 to 18 years of age rather than 15 to 21 years of age.

It was M/S/A by Hogan and Gray to establish the maximum age of the youth position to be 19 years of age.

Members discussed recruiting methods in response to a question from Melnick on what types of recruiting methods will be used to solicit applicants. Members discussed the importance of reaching out to homeless and home schooled youths. Seward advised

CAC MEETING MINUTES

November 15, 2010

Page 8 of 9

recruiting will be one of the next steps of the process. However, there are approximately 248 homeless youths who attend North Thurston Public Schools. There is an opportunity to reach out to that population as well.

Members discussed whether to reduce the number of positions on the CAC to accommodate a youth position or add another position. Hustoft commented that adding another position requires the approval of the Authority, which she supports while cautioning that if there is the possibility of the Authority denying the request, the CAC should be prepared to reduce the number of positions.

G. Abernathy advocated for retaining 19 positions and adding another position.

It was M/S/A by Gray and G. Abernathy to request the Authority approve the expansion of the CAC to 20 members to accommodate the youth position. Elliott opposed the motion.

Seward reviewed the next steps involving presentation of the CAC recommendations to the Authority. After approval of the Authority, the CAC can begin the recruitment process.

It was clarified the youth position is limited to two, 1-year terms.

REPORTS

A. October 20, 2010, Work Session. Hustoft provided a recap of the work session. Several CAC members asked about the definition of an electronic cigarette. Hustoft provided a description of an electronic cigarette. Seward said the issue before the Authority is a revision of the tobacco policy of which electronic cigarettes are a component of the policy.

B. November 3, 2010, Regular Meeting. S. Abernathy provided additional information on the electronic cigarette discussion during the Authority meeting. The policy under consideration was deferred to enable staff to provide additional information on electronic cigarettes.

NEXT MEETING - December 20, 2010

Seward advised no agenda items are scheduled for the December 20 meeting. Members agreed to cancel the December 20 meeting. Members were invited to attend the annual holiday banquet on December 10 from 10:00 a.m. to 4:30 p.m. inside the Maintenance Facility.

CAC MEETING MINUTES

November 15, 2010

Page 9 of 9

ADJOURNMENT

It was M/S/A by G. Abernathy and Hogan to adjourn the meeting at 7:08 p.m.

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services



Authority Meeting Highlights
a brief recap of the Authority Meeting of December 1, 2010

Action Items

Wednesday night, the Authority:

- Declared property as surplus. (*Ann Freeman-Manzanares*)
- Authorized the General Manager to enter into a unit price contract with Rotary Offset Press, Inc., for a period of one year for the printing of bus schedule books. (*Melody Jamieson*)
- Adopted Resolution 09-2010, approving Policy EX-0004, Restricting Tobacco and E-Cigarette Use, effective January 1, 2011. (*Rhodetta Seward*)
- Adopted POLICY-DL-6259, Mandating Use of Lap Seatbelts, effective January 1, 2011. (*Emily Bergkamp*)
- Adopted Resolution No. 10-2010, adopting the National Incident Management System. (*Rhodetta Seward*)
- Adopted Resolution No. 12-2010, establishing the 2011 Budget. (*Ben Foreman*)
- Adopted Resolution No. 11-2010, amending Intercity Transit's Drug and Alcohol Policy - PO-HR-3511. (*Ed Rutledge*)
- Approved adding a 20th position to the current 19-member Citizen Advisory Committee for a youth position, with a specific recruitment for a 15-19 year old. (*Rhodetta Seward*)
- Appointed Karen Messmer to the Citizen Representative position on the Intercity Transit Authority, for a term to begin January 1, 2011, ending December 31, 2013. (*Rhodetta Seward*)
- Authorized a pilot, reduced-cost pass program, and authorized staff to issue a Request for Proposal for organizations serving persons with low income to purchase reduced fare bus passes. The Authority authorized the sale of up to \$200,000 in bus passes in 2011 for this pilot program. (*Mike Harbour*)
- Adopted Resolution 14-2010, amending the Intercity Transit Cafeteria Plan. (*Ben Foreman*)

Other items of interest:

- **Google** is now streaming our data and Customer Service is testing the trip planner. The service is not open to the public yet. We hope to have it available right after the first of the year.
- **“One Bus Away”** is in the works and should have an early 2011 unveiling. It requires that every bus stop have a number. Staff is in the process of numbering each stop now.
- Marketing and Communications staff is planning activities for our **30th** anniversary which will be a year-long promotion in 2011.
- **Wheel Options**, which was October 17-30, was 25% down statewide, and down about 19% in Thurston County. Thurston County still ranked fourth of the 10 entities participating, beat out by King County, Spokane and the greater Redmond TMA. We had 2,337 participants in our county, with 57 worksites representing 43 agencies and businesses.
- **Ridership** is up slightly in October.
- **Sales tax** revenue for November is up 4.7%, for the second month in a row, for a year-to-date of up 1.2%.
- Our **401K Plan** received certification compliance, so it is good through 2014.
- **IAM negotiations** begin the week of November 29; very few comparable systems settled their contracts.
- Our employees handled the **snow situation** very well, even though Monday night was very difficult. The City of Olympia did a nice job on hills and trouble areas. We had very good jurisdiction support.
- We began installing **solar lights**, with two stops completed to date.
- Karl Shenkel came up with a great idea regarding how to address **biodiesel use in the winter**. We are now keeping B5 in two tanks and B20 in the other two tanks, and when it's cold, we will use the B5 and when it's not as cold we can pull from the other two tanks where we store the B20, thus avoiding blending.
- The **holiday activities** are under way with the Jingle Bus, Toy Deployment to Santa's Castle at the Joint Base Lewis McChord on the 11th, and the Annual Banquet on the 10th. You are invited to the banquet on the 10th – the program begins at noon.

- The City of Olympia has not budgeted for their share of **Centennial Station** for 2011. Mike Harbour will discuss options with the Authority at the January meeting.

Rhodetta Seward

prepared: December 7, 2010

j\winword\authority\high\199