

AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
May 15, 2013
5:30 P.M.

CALL TO ORDER

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|-----------|--|----------------|
| 1. | APPROVAL OF AGENDA | 1 min. |
| 2. | INTRODUCTIONS - None | 0 min. |
| 3. | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i> | 10 min. |
| 4. | CITIZEN ADVISORY COMMITTEE REPORT <i>(Carl See)</i> | 3 min. |
| 5. | EMPLOYER COMMUTE TRIP REDUCTION PROGRAM
<i>(Kris Fransen)</i> | 15 min. |
| 6. | AGENCY COMMUTE TRIP REDUCTION PROGRAM
<i>(Carolyn Newsome)</i> | 15 min. |
| 7. | VANPOOL PROGRAM UPDATE <i>(Carolyn Newsome)</i> | 15 min. |
| 8. | AUTHORITY ISSUES | 10 min. |
| 9. | EXECUTIVE SESSION - Review of Qualifications of Recommended General Manager Applicants <i>(Heather Stafford)</i> | 45 min. |

ADJOURNMENT

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: May 15, 2013**

FOR: Intercity Transit Authority

FROM: Kris Fransen, Marketing & Communications Coordinator,
705-5836

SUBJECT: Employer Commute Trip Reduction Program

1) **The Issue:** Provide the Authority with an update on Intercity Transit's Employer Commute Trip Reduction (CTR) program.

2) **Recommended Action:** Information and discussion.

3) **Policy Analysis:** Intercity Transit supports Commute Trip Reduction efforts in Thurston County.

4) **Background.** Incorporated into the Washington State Clean Air Act in 1991, the purpose of the CTR law is to improve air quality, reduce traffic congestion, air pollution and fossil fuel use in the state's largest metropolitan areas. The law requires large employers to develop and implement programs that encourage employees to find an alternative to driving alone to work. In Thurston County, all state worksites, regardless of size, must have a CTR program.

Intercity Transit works with the Thurston Regional Planning Council to implement Thurston County's CTR program. Intercity Transit's role in this partnership is to provide: access to, and support with, local and statewide CTR-related promotions; on-site support at worksite promotional events; information on how to access and use our services; regional RideshareOnline administration; technology that supports trip reduction efforts; and transit representation on local and regional CTR-related board and committees. TRPC administrates CTR in Thurston County.

5) **Alternatives:** N/A

6) **Budget Notes:** CTR activity is part of Intercity Transit's Marketing and Communications program. The TRPC provides \$7,500 a year for Marketing & Communications staff to implement a Wheel Options rideshare campaign and numerous worksite transit fairs.

7) **Goal Reference:** Goal #1: *“Assess the transportation needs of our community.”* Goal #2: *“Provide outstanding customer service.”* Goal #4: *“Provide responsive transportation options.”* Goal #5: *“Align best practices and support agency sustainable technologies and activities.”*

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: May 15, 2013**

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 705-5829

SUBJECT: Agency Commute Trip Reduction Program

1) **The Issue:** Provide an update on Intercity Transit's internal Commute Trip Reduction (CTR) program.

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

3) **Policy Analysis:** The purpose of this presentation is to provide information on Intercity Transit's Commute Trip Reduction Program for employees.

4) **Background.** Incorporated into the Washington State Clean Air Act in 1991, the purpose of the CTR law is to improve air quality, reduce traffic congestion and minimize energy consumption. The law requires employer-based programs that encourage employees to find an alternative to driving alone to work.

Intercity Transit formed a Cut Commute Committee (CCC) in July, 1991 to develop an "employee friendly" CTR plan that takes into consideration the needs of a public service workforce uniquely impacted by the strict scheduling demands inherent in transit. The CCC has been active in promoting non-solo commutes for 22 years.

Intercity Transit has a commute stipend program, incentives and sponsors a team for the Bicycle Commuter Contest. Currently the committee has staff from Operations, Vanpool, Marketing, Maintenance and Development. The Development Director is the sponsor of our committee.

The CCC works closely with the Wellness and Sustainability Committees to meet the mission of reducing solo car trips to work.

5) **Alternatives:** N/A

6) **Budget Notes:** CTR budget is \$31,350 for transportation stipend, incentives, marketing and training.

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

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: May 15, 2013**

FOR: Intercity Transit Authority
FROM: Carolyn Newsome, Vanpool Manager, 705-5829
SUBJECT: Vanpool Program Update

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- 1) **The Issue:** Provide an update on Vanpool Services.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** The Vanpool Manager will provide updates to the Intercity Transit Authority at least once per year, and more often as requested.
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- 4) **Background:** Intercity Transit's vanpool program is 31 years old – the program began in May 1982 with two leased vans from the Washington State Department of Transportation. We currently have 214 active vanpool groups and expect to end 2013 with 223 vanpool groups.

Our vanpool program serves 1,700 commuters and includes 836 volunteer drivers. The program removes more than 1,500 cars off our congested roadways each commute day.

We saw record ridership in 2012 with 740,794 passenger trips which was a 9.10% increase over 2011. Commuters traveled 3,470,209 miles in 2012, which was an 8.29% increase from 2011.

In 2012, we recovered 96% of our direct operating cost from passenger fares. Direct operating does not include capital costs as we receive grants for vehicle purchases. In 2013, we purchased 55 vehicles. We received 80% grant funds for 11 expansion vehicles through WSDOT and 80% of 30 replacement vehicles through federal 5307 "earned share" formula funds. Local funds were used for the 20% match and for the replacement of 14 vehicles.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** Passenger fares for 2012 totaled \$1,641,547. Direct cost for the vanpool program (vanpool staff, fuel, insurance and maintenance) was

\$1,711,480. Fully allocated (direct cost plus overhead) cost was \$1,829,778. In 2012, passenger fares recovered 96% of direct cost and 90% of fully allocated cost. In January 2013, vanpool fares were increased 10% to try to recover 100% of direct cost. We do not include capital in our direct or fully allocated cost.

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.”*

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
EXECUTIVE SESSION
AGENDA ITEM NO. 9
MEETING DATE: May 15, 2013**

FOR: Intercity Transit Authority

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

SUBJECT: Review of Qualifications of Recommended General Manager Applicants

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- 1) **The Issue:** To conduct an executive session so staff can present and review the qualifications of recommended General Manager applicants to advance to the on-site selection process. The Intercity Transit Authority will not take any action as a result of this Executive Session, and will not return to regular session.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy:** Per Authority Chair direction, staff will present recommended General Manager applicants and provide information regarding their qualifications.
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- 4) **Background:** The recruitment for the agency's General Manager opened the week of March 11, 2013. The first review of application packets occurred on April 28.

At the March 20, 2013, meeting, the Authority approved the on-site selection process for hiring the new General Manager, as recommended by Human Resources and the Prothman Group. As approved, the on-site process will include a system tour, an employee reception, an external stakeholder reception, two agency interview panels, an interview with the full Authority, and a tour. The on-site process is scheduled to occur on May 29 and May 30, 2013.

We received several applicants for the agency's General Manager position. After an initial screening, twelve applicants were identified to undergo further screening where their training, work history, and skills were reviewed in more detail. The Prothman Group will conduct in-person or video-conferencing interviews with the twelve candidates (five will be conducted in person and seven via Skype) during the week of May 6. During the interviews, the candidates will be asked technical questions to gage their competency. From those interviews, four to six applicants will be identified as the recommended group to advance to the on-site selection process.

5) **Alternatives:** N/A

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

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

8) **References:** N/A
