

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

CALL TO ORDER

- | | | |
|------------|--|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS - None | 0 min. |
| 3) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (<i>Michael Van Gelder</i>) | 3 min. |
| 5) | VILLAGE VANS PROGRAM 2013 UPDATE (<i>Ann Bridges</i>) | 30 min. |
| 6) | UNDERGROUND STORAGE TANK REPLACEMENT PROJECT
(<i>Marilyn Hemmann</i>) | 30 min. |
| 7) | 2014 CITIZEN ADVISORY COMMITTEE RECRUITMENT
(<i>Ann Freeman-Manzanares</i>) | 10 min. |
| 8) | GRANT APPLICATIONS (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| 9) | PLANNING SESSION (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| 10) | 2014 AGENDA ITEM SCHEDULE (<i>Ann Freeman-Manzanares</i>) | 10 min. |
| 11) | GENERAL MANAGER'S REPORT | 10 min. |
| 12) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

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

FOR: Intercity Transit Authority

FROM: Ann Bridges, 705-5831

SUBJECT: Village Vans Program 2013 Update

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- 1) **The Issue:** Provide a 2013 Status Report.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** At least annually, staff provides the Authority and Citizen Advisory Committee status reports on various programs the agency provides.
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- 4) **Background:** The Intercity Transit Village Vans Program developed from a county-wide collaborative process designed to identify gaps in resources for low income job seekers and employees. Transportation was recognized as a major barrier for families transitioning from government aid to economic independence. The consensus of over 40 Human Service organizations led to the design and implementation of a pilot project to fill this transportation gap.

The Intercity Transit Village Vans Project began service in February 2002. By 2004 Village Vans had become a vital, effective model and transitioned from "Project" to "Program". Today Village Vans continues to provide low income job seekers and workers travel to employment support locations such as job training sites, job interviews, childcare centers and also to begin or retain employment. The program doubles its important impact by using volunteer driver trainees in the Village Vans Customized Job Skills Training Course who are job seekers themselves learning advanced employment skills while receiving current work experience and job search coaching. Drivers and passengers have the same goals and many share information as well as offer each other encouragement and hope.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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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.”*

Through an on-going assessment of transportation needs of low income citizens, Village Vans provides an innovative and exceptional service that often facilitates customer transition into the use of other Intercity Transit services. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health and less demand on limited human service resources.

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- 8) **References:** Village Vans 2013 Program Update.



2013 PROGRAM UPDATE

March 2014

Prepared by: Ann Bridges, Village Vans Coordinator
Abridges@intercitytransit.com
360-705-5831

CUSTOMERS: 6349 trips , 45,589 revenue miles, 89 jobs sites reached

"I really appreciate Village Vans for their awesome service. I just got a new job and if it weren't for Village Vans I wouldn't be able to get to work and my son to daycare and home. I really hope that this service continues."

VOLUNTEERS: 26 Drivers
+ 7 Scheduler/Dispatchers
33
- 8 Currently active
- 6 Dropped out
19
19 Employed

In-Kind Contribution Value

Volunteers = \$152,086

Community Partners = \$16,694

Intercity Transit = \$17,495

"This program made me able to support my family again. I'm so grateful."

Ten years after developing our volunteer driver transportation program, others in the country are establishing the foundation for implementing similar programs.

"The time is right for Community Transportation Association of America to organize a National Volunteer Transportation Center. The time is right because passengers, family members, and communities are faced with the need for transportation services that are efficient, effective, and economical. The time is right because there is a need to enhance and expand methods that facilitate single and multiple passenger rides. The time is right because each of the founders has experience in discovering methods for encouraging passenger satisfaction, fostering meaningful community support, and identifying ways to ensure effective outcomes of transportation service delivery. The time is right because the founders are aware of the unmet specialized transportation needs of population groups across the country. The time is right because volunteer transportation when organized appropriately, offers providers and customers alike transportation options that are both an economical and environmentally friendly."

February 12, 2014

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

FOR: Intercity Transit Authority

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

SUBJECT: Underground Storage Tank Replacement Project

1) **The Issue:** Staff will provide additional background and planning information relevant to the underground storage tank replacement project and seek direction from the Intercity Transit Authority (ITA).

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

3) **Policy Analysis:** Staff provides periodic updates on major capital projects.

4) **Background:** In August, 2013, the ITA 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 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.

At the March 19 ITA work session staff will present information regarding the history, efforts and resources involved in acquisition of the Martin Way property and development of the current Pattison Master Plan. Based on these considerations, staff will seek direction from the ITA regarding the options for UST replacement.

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

6) **Budget Notes:** There is \$4,000,000 in the 2014 budget for this project. The current estimated costs for each of the three options, plus the as yet undetermined costs for alternative fueling arrangements during construction and upgrades to the Veeder Root system, are expected to be within the budgeted amount.

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 research, acquisitions, and planning background for placement of the UST system on the Martin Way property at the March 19 work session.
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**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: March 19, 2014**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2014 Citizen Advisory Committee Recruitment

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- 1) **The Issue:** Provide an update on the timeline and process for the 2014 CAC recruitment.
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- 2) **Recommended Action:** For information and discussion. The Authority will be asked to select an ad hoc committee to participate with the CAC in the selection process.
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- 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Citizen Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority, typically at the regular July meeting.
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- 4) **Background:** The Citizen Advisory Committee members serve three-year terms, and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term with no option for reappointment. The youth can, however, apply for the regular three-year position if they wish to continue on the committee. Each spring, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20 members, representing the diversity of our community. Currently, there are three members that can seek reappointment for another three-year term. Those who wish to seek reappointment must send letters to the Authority via staff, requesting reappointment by March 21, 2014. The Authority will make the reappointments at their April meeting. There are also two vacant full-term positions, and one partial-term position to be filled. The three vacant positions and two youth positions will be subject to the interview process in June 2014.

Three Authority members, along with three CAC members, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the Authority for appointment. The Authority will make their appointments on July 2, 2014.

The deadline for applications is May 21, 2014. All applications go to the Authority on June 4, 2014.

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

6) **Budget Notes:** The cost for recruitment will involve ad placements. All other work is anticipated to occur in-house.

7) **Goal References:** Maintaining active, interested Citizen Advisory Committee members supports all agency goals.

8) **References:** Recruitment Timeline.

RECRUITMENT TIMELINE
Intercity Transit
Citizen Advisory Committee
2014

Date	Process
March 20-25, 2013	Update advertisements, application materials and assemble packets.
March 17, 2014	Present timeline and process to CAC. Seek volunteer for ad hoc committee. Notify current members with terms expiring and request notification if they wish to be considered for reappointment.
March 19, 2014	Present timeline and process to ITA. Seek volunteer for ad hoc committee.
April -May 2014	Advertise CAC volunteer opportunity. Distribute application materials.
May 21, 2014	Applications Due.
May 22-27, 2014	Reviewed for eligibility.
May 28, 2014	Final list of applicants go to Authority for Authority review.
June 4, 2014	Authority reviews applications and selects candidates to interview.
June 12-20, 2014	Identify date for ITA and CAC members to conduct interviews.
July 2, 2014	ITA makes appointments to CAC.
July 15, 2014	Staff to notify and schedule new member orientation.
July 21, 2014	First meeting for new members.

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 8
MEETING DATE: March 19, 2014**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Update on Grant Applications

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- 1) **The Issue:** Staff will provide details regarding upcoming grant opportunities.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** The Authority is responsible for budget approval for projects including local match. Staff requests formal approval for grant acceptance.
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- 4) **Background:** Grant opportunities, particularly for the potential rehabilitation and expansion of the Pattison Street facility, are under consideration. The Authority provided direction in the Strategic Plan to move forward if such an opportunity arises. Staff wants to confirm this is still the intent of the Authority.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** Specific match requirements will be identified at the meeting.
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- 7) **Goal Reference:** Goal #2: *"Provide outstanding customer service."* Goal #4: *"Provide responsive transportation options."* Goal #5: *"Align best practices and support agency sustainable technologies and activities."*
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- 8) **References:** N/A.
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**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 9
MEETING DATE: March 19, 2014**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Annual Planning Session

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- 1) **The Issue:** Whether to conduct a planning session and if the Authority wishes to conduct a planning session, select a date.
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- 2) **Recommended Action:**
A. Determine if a planning session is needed in 2014, and if yes, determine when the best time for the session.
B. Begin identifying topics of interest for the session.
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- 3) **Policy Analysis:** Annually, the Authority considers at least one planning session to review issues identified by members of the Transit Authority and staff.
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- 4) **Background:** The Authority typically meets in the spring or early summer. Last year the Authority met in the Fall to accommodate the General Manager selection process.

If Authority members wish to conduct a planning session this spring, possible dates should be identified quickly, so a facilitator can be identified for a date that can work for all Authority members. In order for all members and staff to fully participate, staff recommends the use of a facilitator and the budget includes the cost for these services. Staff will make contact with available facilitators to determine availability and cost.

Authority members recommend topics for discussion and the Authority Chair, Vice Chair, and General Manager meet with a facilitator to finalize the agenda. Past experience demonstrates Fridays work better for the session versus a Saturday. Staff will work to find a facilitator for whichever dates work best for all Authority members. The following Fridays are options for your consideration:

Fridays

April 25
May 23
May 30
June 13
June 20
June 27

Space

Intercity Transit Boardroom
Intercity Transit Boardroom
Intercity Transit Boardroom
Intercity Transit Boardroom
Intercity Transit Boardroom
Intercity Transit Boardroom

The dates above take into consideration staff's calendars and meetings such as the Thurston Regional Planning Council, etc.

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- 5) **Alternatives:**
- A. Determine if a planning session is needed, and if yes, identify a date and direct staff to contract with a facilitator.
 - B. Delay the planning session until the fall.
 - C. Delay a planning session until 2015.
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- 6) **Budget Notes:** The annual planning session costs are included in the 2014 budget.
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- 7) **Goal Reference:** Authority members meeting annually to discuss in length various issues, needs, and future plans for the agency and community supports all goals of the agency.
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- 8) **References:** N/A.
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**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 10
MEETING DATE: March 19, 2014**

FOR: Intercity Transit Authority
FROM: Ann Freeman Manzanares, 705.5838
SUBJECT: 2014 Agenda Item Schedule

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- 1) **The Issue:** Review and discuss proposed additional topics for our 2014 meeting schedule.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** The Authority provides direction, reviews and approves a wide variety of items over the course of a year.
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- 4) **Background:** Members of the Authority requested a short and long range look ahead so they might be more aware and better prepared to discuss matters of interest.
- Staff provided a draft agenda schedule for Authority meetings, Authority Work Sessions as well as Citizen Advisory Meetings.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Items discussed at the Authority and CAC meeting address all our goals.
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- 8) **References:** 2014 Agenda Items (being sent separately).
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