

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
March 18, 2013
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|---|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Karen Valenzuela, Thurston County Commissioner, Authority Member <i>(Steve Abernathy)</i> | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. March 20, 2013, Work Session <i>(Faith Hagenhofer)</i> | |
| | B. April 3, 2013, Regular Meeting <i>(Meta Hogan)</i> | |
| IV. | APPROVAL OF MINUTES - February 11, 2013 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN | 3 min. |
| | <i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time). At this time, you will discuss two issues tabled from the February 11th meeting; the remainder will be discussed later in the meeting.</i> | |
| | <ul style="list-style-type: none">• Geyen - <i>new time schedules.</i>• Van Gelder - <i>bus stop issue.</i> | |
| VI. | NEW BUSINESS | |
| | A. How Advisory Committees From Other Transit Systems Operate <i>(Rhodetta Seward)</i> | 20 min. |
| | B. Environmental and Sustainability Update <i>(Jessica Brandt)</i> | 15 min. |
| | C. Village Vans Program 2012 Update <i>(Ann Bridges)</i> | 15 min. |
| | D. CAC Youth Position Recruitment <i>(Rhodetta Seward)</i> | 10 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. February 20, Work Session <i>(Mackenzie Platt)</i> | |
| | B. March 6, 2013, Regular Meeting <i>(Jill Geyen) Highlights attached.</i> | |
| IX. | NEXT MEETING - April 15, 2013 | |
| X. | ADJOURNMENT | |
| | Attendance Report is Attached | |

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
February 11, 2013**

CALL TO ORDER

Chair Abernathy called the February 11, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Steve Abernathy; Valerie Elliott; Sreenath Gangula; Jill Geyen; Roberta Gray; Faith Hagenhofer; Meta Hogan; Don Melnick; Joan O'Connell; Mackenzie Platt; Carl See; Kahlil Sibree; Victor Vander Does; Michael Van Gelder; and Midge Welter.

Absent: Dani Burger; Wilfred Collins; Julie Hustoft; and Charles Richardson.

Staff Present: Rhodetta Seward; Marilyn Hemmann, Karl Shenkel, Dennis Bloom; and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Melnick and Vander Does to approve the agenda, as distributed.

INTRODUCTIONS - Joe Baker, Yelm City Councilmember and Authority Member was introduced.

MEETING ATTENDANCE

A. February 20, 2013, Work Session - Mackenzie Platt

B. March 6, 2013, Regular Meeting - Jill Geyen

APPROVAL OF MINUTES - It was M/S/A by Gray and Elliott to approve the minutes of January 14, 2013, as presented.

CONSUMER ISSUES CHECK-IN -

- Geyen - *new time schedules.*
- Van Gelder - *bus stop issue.*

NEW BUSINESS

A. Tour Maintenance & Operations Facilities – Members broke into groups to tour the maintenance and operation areas. Approximately 35 minutes was spent on the tours. The Maintenance tour included seeing the new bus wash; fuel line process; component room and spare engines; automotive bays, steam bay, and coach bays; facility shop; supervisors' desk; dispatching work; and the inventory area.

The tour of Operations included the Dial-A-Lift dispatching area; Operators' communication area; dispatch area; sign-in; scheduling and digital video recording equipment; and observation of the Olympia Transit Center from the dispatch area.

B. Procurement Overview – Hemmann presented an overview of the 2013 Procurement Plan. She oversees the Procurement and the Inventory Departments. Inventory is staffed with three employees, who are responsible for the purchase of all parts for vehicles; ordering of fuel; and all the shipping and receiving for the agency. They input information into our Fleetnet software to run reports on vehicles.

The Procurement Department is staffed with Hemmann and two Procurement Coordinators. As a public agency, all procurements have to be competitive. We need to make wise decisions on the use of public funds. Anything under \$10,000 requires three competitive quotes. Anything over \$10,000 goes through a formal solicitation and award process.

When the Authority approves the annual budget, Hemmann meets with the Department Directors to determine new projects and sets priorities. Staff time is allocated and everyone works collaboratively as a team. New projects get laid out into a plan and presented to the Authority for approval. Construction projects go out for bid early in the year. The cutoff date for vehicle purchases is March 30. Projects not completed get rolled over to the following year. There are always surprises that come up and need to be worked into the schedule requiring things be reprioritized. Some service contracts, such as janitorial, landscaping, security, and uniforms are renewed on a 3-5 year basis. Procurement also handles the agency surplus.

So far this year, there are 76 projects on the master list. Projects range from the Hawks Prairie Park-and-Ride and the Olympia Transit Center expansion to the procurement of vehicle purchases approved by the Authority. The approval was for 55 vanpools, seven hybrid coaches, and possibly three staff vehicles. Later on this year, we will come up with a new design for a new server room. We are partnering with the Thurston County

Regional Planning Council on a transit signal prioritization. We try to be forward thinking and about being energy efficient and sustainable.

Vander Does asked how far out do we bid the RFP for diesel. Shenkel noted bids have to be out for 14 days, and prices hold for one year. Currently, we pay \$3.60 per gallon. Van Gelder asked if we've considered leasing space with the State Data Center instead of expanding the server room. Hemmann responded we looked into it; however, it is expensive and there are certain things such as our radio system that we need to access quickly. Van Gelder also asked if we use the state contract with PSE for energy. Hemmann responded we use the state contract for a portion, but we also have a list of qualified contractors PSE uses. We have to use contractors who comply with PSE standards to qualify for the maximum rebates. We do a cost benefit analysis, and at times, the State contract is a benefit and other times, it is cost effective to go out on our own.

O'Connell asked if there is a solar element being looked at for the lighting. Hemmann responded we did look at solar lighting at the park-and-ride; however it is not efficient in our region. Intercity Transit has a very active Sustainability Committee and a Sustainability Coordinator. O'Connell thanked Hemmann for the information and her knowledge.

C. Technologies Affecting Fuel Economy and Maintenance Costs - Shenkel presented a review of current and future technologies affecting fuel economy and maintenance costs. The 2010 hybrids average six mpg as a fleet. The conventional fleet (everything except the hybrid) averages 4.57 mpg.

When the 2012 hybrids were purchased, we added Vanner beltless alternators and Modine electric cooling fan packages. These additional technologies free up to 40-60 horse power. We keep our vehicles for approximately 700,000 miles. With this mileage and the budgeted cost for fuel, we will save around \$30,000 in fuel over the life of a vehicle. The cost for the additional Vanner and Modine packages is \$10,000, giving us a \$20,000 gain. Burning less fuel means less emissions going into the air. We currently have 13 hybrid buses, with an additional seven more being purchased this year (three more if funding is received). Almost 30% of our fleet will be hybrids.

We replaced the 2002 Chevy Astro van from our staff vehicle fleet with a 100% electric 2012 Nissan Leaf vehicle. The Leaf averaged 335 miles per month in its first 11 months of use. It uses zero fossil fuels and creates zero emissions. We are hoping to receive additional electric chargers from the State to put on Intercity Transit property.

CAC MEETING MINUTES

February 11, 2013

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We improved the vanpool fleet with more efficient vehicles. The 2007 Chevy Express vans were replaced with 2012 Chevy Expresses. They are the same size van with a smaller engine, averaging 1 mpg better on fuel. The 2005 Chevy Astro eight-passenger vanpool vans were replaced with 2009 Toyota Sienna seven-passenger vans. The new vans are averaging 6 mpg better on fuel.

We are able to increase fuel efficiency through driving technique changes. Operators received training on:

- Easy on the throttle.
- Looking ahead and anticipating traffic flow and conditions.
- Anticipating stops, smooth braking.
- Coast to red lights, hilltops, and traffic slowdowns (avoid braking).
- No idling.

Results of this training are:

- Smoother passenger rides.
- Better fuel economy.
- Fewer brake applications. Less wear on brakes and other major components decreases maintenance costs and increases vehicle life.

Future technologies for vehicles include:

- Meeting with Cummins Engine Company.
- OBD II.
- V6 Engines.
- Reprogramming Dash ECU's.
- Reprogramming ThermoKing HVAC.

Vander Does asked where buses go after they leave our fleet. Shenkel responded, normally they go to Eli's Auction in Tacoma. Yakima Transit purchased two of our 98 series with high mileage. Intercity Transit is well known for maintaining its vehicles.

D. Bus Stop Project Update - Bloom presented the current process utilized for improvements to bus stops. Currently, we have 934 bus stops, with 281 stops having shelters, 98 with benches, and 555 with a pole/sign. We've had a total of 191 bus stop enhancements from 2005-2012. A total of 707 bus stops are fully ADA accessible, 161 functional, and 66 are not ADA accessible. Intercity Transit feels the ride starts before you get on the bus.

The process to make bus stop improvements starts with the Stops and Zones Committee. The committee meets weekly to review bus stop issues and enhancement

CAC MEETING MINUTES

February 11, 2013

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requests. The analysis of the request is utilized in three in-house databases, including route and schedule/frequency; amenities as shelters, benches, ADA accessible; and boarding counts. In 2012, the committee received 252 pre-sub documents, 75 of those were reviewed for consideration, and eight projects were submitted.

There were several priorities for Bus Stop Enhancements in the 2005-2012 period:

- upgrades to meet ADA accessible criteria and improve accessibility at stops;
- install shelters both new design and/or accessibility at bus stop locations;
- 120 stop location improvements.

Cost of enhancements was an estimated \$1,112,352. \$509,400 was regional grants in 2005 and 2011, and \$602,853 was local funding. The estimated cost per bus stop is \$10,000. Bloom shared several before and after photos of bus stops with enhancements, solar lighting, and local road project and land use examples.

Future bus stop enhancement considerations are bike shelters and adding more solar lighting in shelters. Melnick feels the enhancements would increase ridership. Geyen asked if lighting can be added where there is no shelter, providing an example of a stop on Marvin Road which has a ramp but is very dark. Bloom says there are some solar light poles that can be installed and the light shines downward. Funding for additional enhancement grants are coming back with MAP 21 funding.

Gangula asked if we have data on how many passengers use bikes, and if the bike shelters would be cost-effective. Bloom responded we have surveys but we don't have a system to track bikes on and off and those waiting and do not actually get a spot on the bus. Gray feels the buses don't have enough bike capacity, so having racks at bus stops doesn't seem like a good idea. Van Gelder feels we need to make a distinction between those people parking their bikes at a bus stops versus those putting their bikes on a bus.

Abernathy reiterated the comments are that bike storage is a great idea but there is a lot of data collection needed to establish a base line for expenditures. Also, staff should look into solar lighting for non-shelter stops. Hogan feels it is important to gather data on how many bike passengers are turned away. Bloom commented the priority has always been accessibility, and now adding solar to improve safety.

E. How Advisory Committees From Other Transit Systems Operate - Agenda item carried over to March meeting. It was recommended this item be near the front of the agenda.

CAC MEETING MINUTES

February 11, 2013

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F. CONSUMER ISSUES - Agenda item carried over to March meeting. The two issues carried over from February will be discussed earlier in the meeting to ensure they are heard.

REPORTS

A. January 16, 2013, Work Session - Melnick shared highlights from the work session. He would like to see Intercity Transit partner with the City of Olympia to assist with the Martin Way intersection improvement.

B. February 6, 2013, Regular Meeting - Gray shared highlights from the regular meeting. She also reported February 12th is Transit Advocacy Day.

NEXT MEETING: March 18, 2013.

ADJOURNMENT

It was M/S/A by Hogan and Melnick to adjourn the meeting at 7:40 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: March 18, 2013**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, 705-5856

SUBJECT: How CACs From Other Transit Systems Operate

-
1. **The Issue:** At the January 14, 2013, Citizen Advisory Committee (CAC), members suggested looking into finding out how Committees around the state operate.

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

 3. **Policy:** The Citizen Advisory Committee was created by the Authority. Any proposed changes to the CAC are eventually approved by the Authority.

 4. **Background:** This issue was brought to the CAC at their February 11, 2013, meeting; however, the committee ran out of time and agreed to table it to the March 18 meeting. The committee recommended it be early on the agenda to ensure it was discussed.

For many years, an annual statewide Citizen Advisory Committee conference was offered each fall. Intercity Transit sent several members to this conference, and hosted it in Thurston County at least twice. After the loss of sales tax revenue with Initiative 695, many systems faced cutting service and staff. Along with these cuts were other budget cuts including travel expenses. The CAC budgets were cut along with the statewide CAC conference after attendance fell off.

Over the past 2-3 years, correspondence occurred between agencies asking the question that if a conference were hosted, would they send CAC members. Apparently the response continues to be very poor, such that there isn't enough support for a statewide meeting.

At the January 14, 2013, CAC meeting, there was interest to:

- get input from other CAC committees on things they are doing;
- identify how other advisory committees from various transit agencies operate; and

- bring groups together on a regional basis and listen to other proposals on how they may differ from Intercity Transit.

Staff reached out to as many agencies as possible to answer the above questions to determine if a regional meeting could be possible. Attached are the findings regarding the various Washington State CACs.

5. **Alternatives:** N/A

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

7. **Goal Reference:** Increasing information and awareness for CAC members impacts all goals of the agency.

8. **References:** Washington State CACs Overview.

**Citizen Advisory Committees
Transit Systems
Washington State**

Transit Property	Has a CAC
Clallam Transit Authority - Port Angeles	NO; Per the General Manager dissolved in approximately 2007 with the Board’s support. The CAC was not as productive and when considering the budget, it was expensive to operate the CAC and it took staff’s time and energy. They had about 15-20 members. They met quarterly, not monthly. They received updates on issues before the agency and the strategic plan, budget, etc. were shared similar to how Intercity Transit’s CAC receives information.
Jefferson Transit Authority, Port Townsend	NO; There was concern regarding the CAC, so a Board member began attending the CAC meetings. 1) They did not have agendas; 2) They did not have quorums at the meetings; and 3) They couldn’t get anyone to chair the meetings. The Board felt it was a drain on resources with a lack of accomplishment. Jefferson Transit lacked staff to assist in running the meetings and to provide support. The Board’s recommendation was to disband.
Mason Transit, Shelton	YES; They are not the MCTAB they once were – they were originally assembled to help form Mason Transit and at that time, were very active. There was a sense of “control.” They were very “project” driven and had operators as well as members of the public on the CAC. They no longer have projects as Mason Transit now functions very well, has new facilities and the projects have concluded. They have reorganized, expanded and are much bigger. The GM is currently working to review their purpose and reorganize the committee. They will look for refocus and with that figure out their leadership, purpose, mission and direction.
Pierce Transit, Tacoma	YES; they are just beginning to form a new CAC after many years of being without one. They asked about the “form” we use to present recommendations to our board. I shared our communication process (CAC/ITA each attends the other’s meetings, and recommendations are made through minutes and through representatives attending the various meetings.) Pierce is either gearing up for their first meeting or just had their first meeting. It appears their CAC will be more formal and will be required to make any recommendation to the

	board via a formal form.
Kitsap Transit, Bremerton	YES; It was run previously by their Planning Director who is now the GM. Currently, their liaison is the Services Development Director. They do have a Chair and Vice Chair. Terms are staggered, 2-year terms. They have a number of senior members and many members with jobs. They meet monthly, in the evenings. They are in the process of doing a membership drive as they currently only have 10 members. People showing an interest are asked to attend 1 or 2 meetings and then the Kitsap board approves those they wish to add as new members via a resolution. At their meetings, they look at the board agendas and discuss what is coming up.
C-Tran, Vancouver	YES; They used to have a special services committee about eight years ago that dealt with ADA issues. They melded the committee with their now CAC committee. They have 15 members; they struggle getting and retaining youth members. They have several members with disabilities or those who serve people with disabilities. They have members who use mobility devices and some with cognitive disabilities. They have non-riders and a member of the business community. As part of an Easter Seals Action Webinar which recommended having an in depth understanding of the organization, especially dealing with complaints, they decided to provide a Transit 101 which includes a tour of their facility (when described it was very similar to our orientation). They also provide history of the organization, ADA information, budget, strategic plan, and financial information (very similar to what we do) - but they do it over 5 months, 40 minutes at five different meetings. Today, they are specifically dealing with the Columbia River Crossing, Bus Rapid Transit, light rail issues, E-Fares, and since a recent ballot measure failed, they aren't sure what's next for them. They do make recommendations to the board and sometimes members will of their own accord, attend the board meetings and share their non-winning view point as part of the public comment period.
Link Transit, Wenatchee	YES; Their bylaws specifically state they are not to be a complaint or appeals board. They have 10-12 members and have up to six meetings a year, meeting from 3:30 to 5:00 p.m. Their biggest issue is a quorum, and it may be due to the time they meet. With the recession, some of the employers are not letting staff off as much as they used to in

	<p>past years. Their agendas include reviewing service change proposals and providing feedback to the board; fare restructure, etc. Similar to our members, they bring concerns to staff who then look into the concerns to seek solutions where possible.</p>
<p>Community Transit; Snohomish County</p>	<p>YES/NO Not really functioning right now. They had a CAC since 1977, overseen by Administration from the CEO's office - the admin ran the meetings. CEO pass it to Organizational Development department. It was a 9-member committee, and they discussed single topics such as "fare change" or "service changes." The organization wanted the committee to be a liaison between the public and Community Transit and there didn't seem to be a mechanism to hear from the public at these meetings. With 9 million boardings, only 9 people were at the meeting to talk about fare changes even though they advertise to get more people there. They've found with social media, they hear from their public via blog, face book, surveys, and the website. They've not been meeting for months and struggling with the idea of disbanding the committee altogether.</p>
<p>Everett Transit, Everett</p>	<p>YES; Their Transportation Advisory Committee provides direction to city staff and administration on traffic issues, traffic safety, transit service and transportation planning, so the scope is beyond what most CACs are. This is a city system. They meet at 8:15 a.m. once a month.</p>
<p>Whatcom Transit, Bellingham</p>	<p>BLEND: They do not have a CAC of their own, however, they partner with the transportation planning council similar to our TRPC. They utilize a Community Transportation Advisory Group in place which meets monthly at 4:30 p.m. Whatcom Transit staff attends these monthly meetings and 2 or 3 times a year, they get to add 3 or 4 citizens to the committee. At those specific meetings, the committee becomes a "CAC" and the agenda is strictly for Whatcom Transit on topics such as service changes, strategic planning, service cuts, etc. For the other 9-10 meetings, it's a countywide agenda. About 9 years ago, Whatcom had their own CAC, but it was more effort and was difficult to get folks interested in participating and to keep them interested year around. The way it is now functions O.K. One issue they have is getting a quorum for these meetings.</p>
<p>Spokane Transit, Spokane</p>	<p>YES; The CAC was formed in 2004 and has 13 members but can go up to 15. They meet once a month from 5 to 7 p.m.</p>

	<p>Their composition is set up similar to ours. Their selection of members is through an application process, followed by appointment from the Board Chair, subject to approval from the Board. Members are solicited and ads placed in the local paper. They serve 2-year terms. They select a chair each January. They have single topic agendas. Recently, they've worked on fare and sustainability and conducted studies on these two topics. At the conclusion, they forward both items to the Board with recommendations. Board members do not attend their meetings nor do CAC members attend the Board meetings. Certain CAC members work on certain projects. Staff solicits participation from the CAC, e.g. their current project is a High Performance Transit project, serving as panel members on a Corridor Advisory Panel. Twelve members chose to participate on the panels; while these are occurring they do not hold CAC meetings. Anyone not participating just isn't meeting at this time.</p>
Ben Franklin Transit; Richland	<p>YES; They've had a CAC for ten years. They meet once each month at 6:30 for 1 ½ hours. They have twenty members and their bylaws say they can go up to 25. People apply to a nominating committee of CAC members. They conduct the interviews and recommend to the board who to approve - the board isn't involved other than approving the members. About half of the members are users of the system. They do elect a chair, vice chair and a first officer. They typically have single topic agendas such as rider onboard survey or the TDP or budget, etc. They also have time allocated, as we do for consumer issues - they call it something else, but it's the same thing.</p>
Asotin County, Clarkson	NO
Columbia County, Dayton	NO
Rivercities Transit, Longview	NO
Pullman, Transit, Pullman	NO; They had a CAC back when they first formed, but haven't had one for many years.
Pacific Transit, Raymond	NO
Skagit Transit, Burlington	<p>YES; They meet each month for one hour, 5-6 p.m. They have 9 members and want to do a recruitment for more members as they are missing some representation such as their Hispanic community, medical community and colleges. Currently, all of the members are seniors. They have an application process, conduct interviews, and the CAC makes the decision. They are not appointed by the board. They</p>

	have a chair and vice chair. Occasionally the chair may attend a board meeting to provide an update. Per Skagit staff, this has not happened in some time. Board members do not attend the CAC meetings. The only item on the CAC agenda is complaints/compliments. They discuss what they've heard as a user or from users or from members of the public. They bring these to the meeting and they are discussed. Occasionally, they may assist with a survey.
Twin Transit, Centralia	NO
Valley Transit, Walla Walla	NO
Grant Transit, Moses Lake	NO; They are considering forming a CAC in the near future.
Island Transit, Coupeville	NO; they had a CAC for many years. They met monthly; however, the CAC became somewhat unproductive. Since dissolving the CAC, they gained a rapport with groups of people in the community and decided to target each segment of the community based on area specifics such as park-and-rides, bus pullouts, etc. They have a set of bylaws for "The Island Transit Citizens Advisory for Transit Services" a public outreach service advisory program. It is set up as a forum when there are issues of significance – they pull folks together to help, lend input, help solve problems for whatever may arise pertinent to an issue at hand. They also use Cloud for communications, so they feel it just takes one click to send email out to many people to gain feedback as well. The forum may occur a few times a year or not at all.
Grays Harbor Transit, Hoquiam	NO
Garfield County, Pomeroy	NO

SUMMARY

- 24 Systems Contacted (this does not include Intercity Transit)**
- 13 Do not have a CAC**
- 9 Have a CAC**
- 1 Has one a CAC but is preparing to disband it**
- 1 One has a blend – the CAC is not their's**

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: March 18, 2013**

FOR: Citizen Advisory Committee
FROM: Jessica Brandt, ext. 5819
SUBJECT: Environmental and Sustainability Update

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- 1) **The Issue:** Provide an update on implementation of Intercity Transit's Environmental and Sustainability Policy.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** This action is consistent with Intercity Transit's Environmental and Sustainability Policy (POLICY-EX-0011, May 4, 2011).
-
- 4) **Background:** In keeping with our Environmental and Sustainability Policy, staff will discuss the progress and actions related to our program.
-
- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The project elements support Goal 3, "*Maintain a safe and secure operating system.*" Goal 5: "*Align best practices and support agency sustainable technologies and activities.*"
-
- 8) **References:** Environmental and Sustainability Policy (POLICY-EX-0011, May 4, 2011), Presentation.
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INTERCITY TRANSIT RESOLUTION NO. 02-2011 ADOPTING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY

A RESOLUTION adopting the Intercity Transit Environmental and Sustainability Policy and Exhibit "A" Policy-EX-011, Implementing the Environmental and Sustainability Policy.

WHEREAS, Intercity Transit is committed to protecting the environment for present and future generations; and

WHEREAS, Intercity Transit recognizes the importance of reducing Greenhouse Gas (GHG) emissions and the threat posed by climate change; and

WHEREAS, Intercity Transit is a charter signatory to the American Public Transportation Association (APTA) Sustainability Commitment; and

WHEREAS, Intercity Transit developed a Sustainability Plan with a commitment to annually review this plan and update as needed; and

WHEREAS, the Intercity Transit Authority is committed to establishing an Environmental and Sustainability Management System (ESMS) with environmental objectives and targets that are measurable, meaningful, and understandable subject to annual review;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

Section 1. Intercity Transit will act to protect the environment through compliance, environmental regulations and practices, and use of materials that do not adversely affect the natural environment. The Intercity Transit Authority adopts as agency policy:

- o Intercity Transit will fully comply with all applicable federal, state and local environmental laws and regulations and industry standards.
- o Intercity Transit will take corrective action or mitigate negative impacts when actions causing a negative environmental impact occur or are unavoidable.
- o Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.
- o Intercity Transit will strive to exceed minimum compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.
- o Intercity Transit will increase the awareness of environmental issues among employees and the community, and will communicate progress and actions to Intercity Transit Authority members, elected officials, agency employees and the general public.
- o Intercity Transit will develop and document practices to prevent pollution.

Section 2. The Intercity Transit Authority commits to incorporating Sustainability in all areas of its operations. The Intercity Transit Authority hereby adopts as agency policy:

- o The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- o The purchase of vehicles with low emissions and maximum fuel efficiency.
- o The incorporation of "green" building practices into future capital projects and/or renovation of existing facilities, with a goal to strive for LEED gold, but in the least, LEED silver.
- o The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- o The training of employees on environmental protection and sustainability practices.
- o The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycled content.
- o The conservation of water at agency buildings and facilities.
- o The formation of partnerships with our jurisdictions and other area agencies to reduce our community's reliance on single-occupancy automobiles and to reduce carbon emissions.

Section 3. Intercity Transit will implement and maintain an ISO-14001-certified Environmental and Sustainability Management System. Intercity Transit will periodically review its environmental protection procedures and practices to ensure they are the most effective means of protecting the environment and implementing sustainable practices.

Section 4. Intercity Transit will continue to expand its implementation of sustainable practices, to serve as a model and leader in this area, and to strive to improve and expand excellent multi-modal public transit services.

Sustainability Update

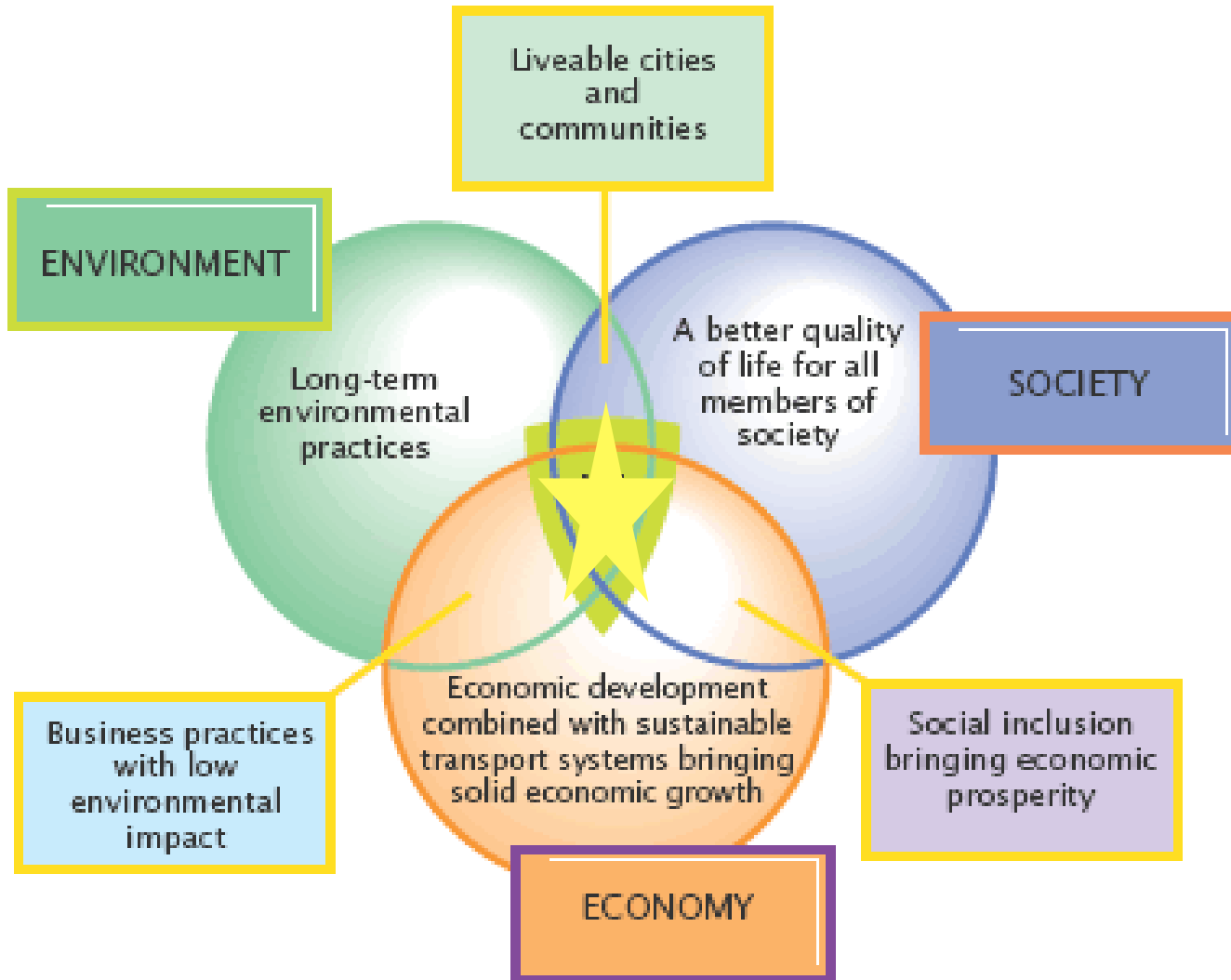


INTER*city*
TRANSIT

Outline of this Update

- **The Sustainability Program**
- **Current Projects**
- **How are we doing? APTA Metrics**
- **Environmental and Sustainability Management System**
- **Upcoming Projects**
- **Awards and Applications**

Our view of Sustainability

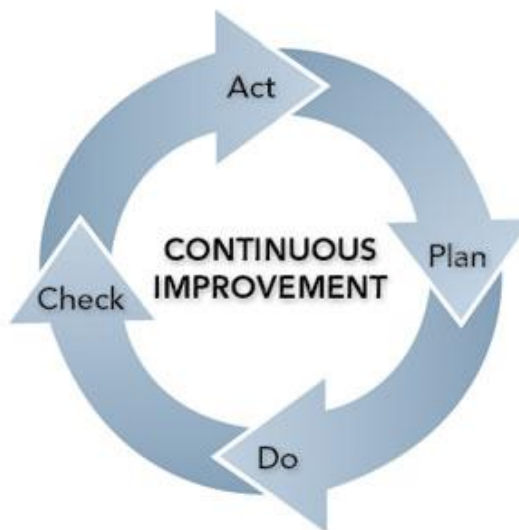


PEOPLE	PLANET	PROSPERITY
Highly Skilled Workforce	GHG emissions and Air Pollutants	Ridership
Education and Outreach	Water quality and quantity	Sustainable Purchasing
High Customer Satisfaction	Energy use and efficiency	Operating Efficiency
Livable Communities	Waste and Recycling	Infrastructure and Fleet investment

The Sustainability Program



- Environmental and Sustainability **Policy**
- Sustainability **Plan**
- Sustainability **Committee**
- APTA Sustainability **Metrics**
- Environmental and Sustainability Management **System (ESMS)**



Current Projects

Outreach and Education

- Waste Sorting Event
- Green Meetings
- Sustainable purchasing
- Training
- Communication Tools-
new and existing

Maintenance, Facilities and Operations

- Bicycle Fleet
- Lighting audit and upgrades
-PSE grant program
- Continue fuel efficiency
program
- Bus Shelter Solar Lights- 24
- ESMS Action Plans

APTA Sustainability Indicators



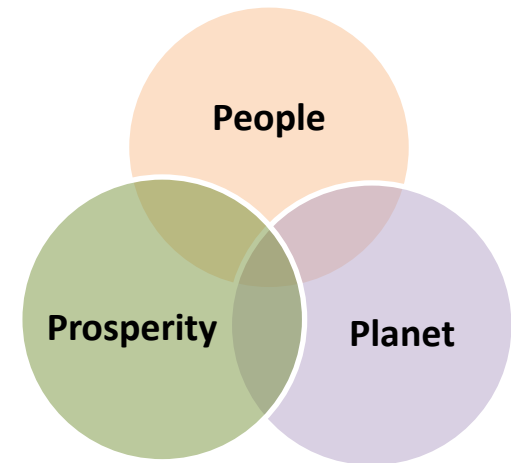
- Energy
- Water
- Fuel
- Waste
- GHG
- Normalize data with Ridership

APTA Sustainability Indicators

Indicator	Percent Change from 2008 to 2011
Water usage	+25%
Criteria air pollutant emissions	-20.8%
Greenhouse gas emissions	-3.0%
Energy use: Electricity	-1.1%
Energy use: Fuel	-3.8%
Waste Diversion	+28%

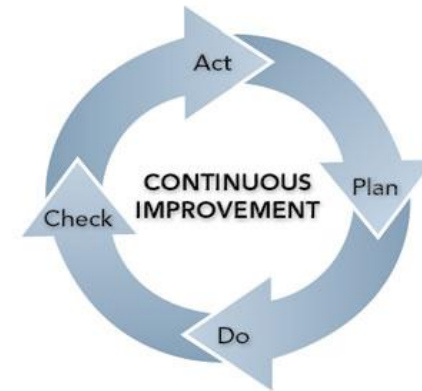
APTA Sustainability Indicators

- Environmental Indicators - Current Reporting
- Metrics will be expanded to include
 - Social indicators
 - Economic indicators
 - Coming in 2013?



Environmental and Sustainability Management System

- Prioritize, Track, Measure, Improve
- GOAL: Conform to ISO 14001 Standards for Certification



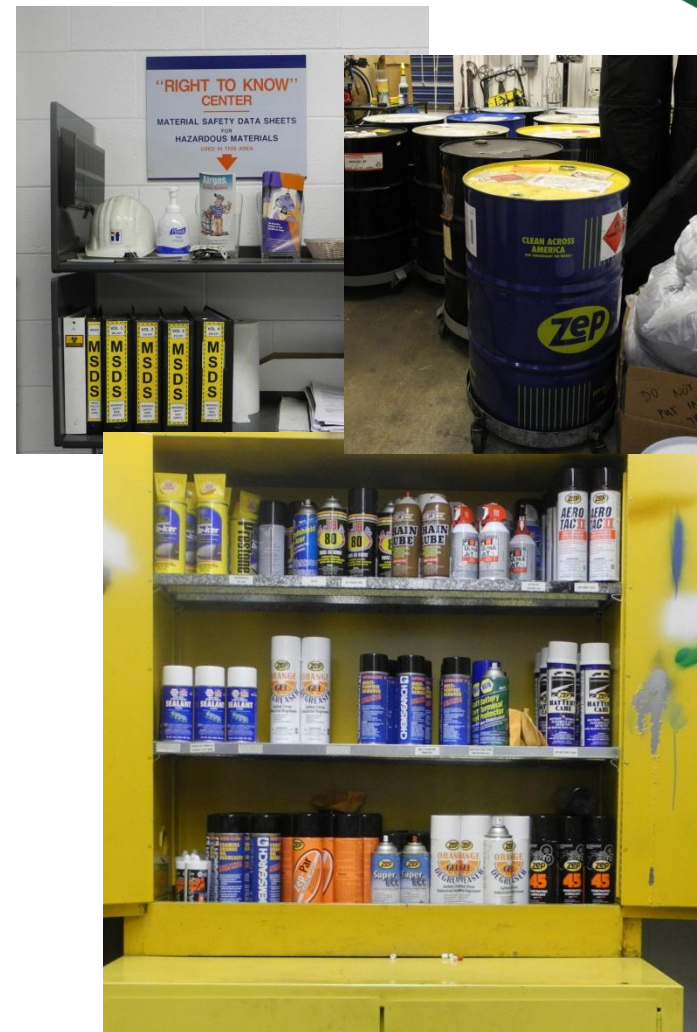
ESMS-Focus Areas

- **Chemicals and Fluids –**
Amounts, and Storage
- **Fuel Use-** Fuel Economy
- **Stormwater-** Pollution Prevention
- **Fuel, Liquids, and Chemical Deliveries-** Spill Prevention, Preparedness & Response



Chemicals and Fluids – Inventory and Storage

- Eliminate unneeded chemicals in inventory
- Choose less toxic products when available
- Properly store chemicals and fluids
- Practice good housekeeping
- Understand the proper uses and dangers - MSDS



Chemicals and Fluids – Emergency Preparedness

- Response and Cleanup Procedures
- Training
- Spill Kits
- Spill Drills- Practice!



Stormwater Pollution Prevention


- Good Housekeeping- PREVENT!
- Proper Storage of Chemicals
- Protect Storm Drains During Fuel Delivery
- Stormwater Sampling and Reporting
- Training



Vehicle Performance- Fuel Use

- Reduce Consumption by 3%
- Driving techniques
- Purchase Hybrid Coaches
- Idling policies
- Tracking fuel use and MPG

help us
Save Fuel!




Don't Idle

Beside causing pollution, **idling wastes gas.**
If stopped for more than 3 minutes
while waiting for a client, turn off the engine.



help us
Save Fuel!



Discover the area's best Players
More states, levels, more reward
options & more great offers.
Lucky Eagle Casino - Rochester, WA

Easy on the Throttle

Slow and smooth acceleration and braking
improves fuel economy.

Thanks for doing
your part. It all adds up.

Coming up next...

- ISO 14001 Certification
- Sustainability Plan Review
- More detailed Water Use data- sub meters
- Landscaping to reduce irrigation- LTC
- Continue fleet fuel efficiency program
- Energy Star Certification
- Evaluate heating/cooling options at Pattison
- OTC Building- LEED

Sustainability Awards and Applications

- Thurston Green Business
- League of American Bicyclists-
Bike Friendly Business
Designation
- APTA Sustainability
 - Maintain GOLD level



Questions

Jessica Brandt
Environmental & Sustainability
Coordinator

INTER*city*
TRANSIT

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: March 18, 2013**

FOR: Citizen Advisory Committee

FROM: Ann Bridges, 705-5831

SUBJECT: Village Vans Program 2012 Update

1) **The Issue:** Provide a 2012 Status Report.

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

3) **Policy Analysis:** At least annually, staff provides the Authority and Citizen Advisory Committee status reports on various programs the agency provides.

4) **Background:** The Intercity Transit Village Vans Program was developed from a county-wide collaborative process late in the last century designed to identify gaps in resources for low income job seekers and workers. 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 significant 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.

5) **Alternatives:** N/A

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

- 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.

-
- 8) **References:** Village Vans 2012 Program Update.



2012 PROGRAM UPDATE

March 2013

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

"Village Vans helped me to continue employment while somewhat disabled and allowed me to get on my feet financially." From a former customer who did get on her feet financially and could then afford to ride the bus.

"Transportation has long been a barrier to successful and sustained employment and this program represents an impressive and progressive alternative to bridging the transportation gap for many families." DSHS Administrator

We supported **15** volunteers in their successful job search culminating in job offers. Two of them are now Intercity Transit Coach Operators making a total of eight Village Vans alumni driving our busses.

In the past nine years,
97% of all fully participating volunteers have obtained good jobs while in the Village Vans Customized Job Skills Training Program.

NUMBER OF TRIPS INCREASED **16%** FROM THE PREVIOUS YEAR.
VOLUNTEERS CONTRIBUTED LABOR VALUED AT **\$147,152.45**.

Village Vans operates with a broad base of stakeholders. All Thurston County Human Services agencies support the service through marketing efforts, referral services, participation in planning and evaluation activities and sharing current demographics and needs assessments. This symbiotic relationship produces valuable and positive data for partner agencies— WorkFirst refers an eligible customer to the Village Vans training program for full-time participation saving that agency up to **thousands of dollars** in services. They meet federal participation requirements and when that participant successfully finds employment, WorkFirst counts that as their success as well. Each success ripples throughout touching our entire community.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-D
MEETING DATE: March 18, 2013**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, Executive Services Director, 705-5856

SUBJECT: CAC Youth Position Recruitment

-
- 1) **The Issue:** Determine the best time to recruit for the youth position for the CAC.

 - 2) **Recommended Action:** Discussion and information only.

 - 3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Citizen Advisory Committee. The CAC seeks direction from the Authority.

 - 4) **Background:** The Authority approved adding a 20th member to the Citizen Advisory Committee, specifically for a youth, 15-19 years old. Recognizing the recruitment process for this age group could require a different strategy, the first year, the CAC formed an ad hoc committee comprised of four CAC members and two staff and designed a process strategy which was approved and implemented by the Authority. Only a few applications were received; however, two excellent youth were appointed to the CAC in June 2011, Charles Richardson and Matthew Connor. In 2012, the strategy expanded to utilize Facebook which became a very complicated advertising process and did not result in any applications. We also targeted home schooled youth and used as many media outlets for teens as we were aware of including school papers. This year, we have an excellent member, Mackenzie Platt and Charles Richardson was appointed to a 3-year term.

Last July there was discussion around postponing the recruitment until the beginning of the school year (September). Staff needs direction. If we plan to recruit before school is out, we need to start the recruitment process now in order to find youth applicants by the May deadline. If after discussion, the CAC believes September is a better timeline, we will postpone the recruitment. The disadvantage of September is we would not get the applications into the hands of the students until September and would need to give them time to consider and then apply, go through the interview and then be appointed by the Authority. A realistic timeline would be late October or early November for

coming on board and then they would go off the CAC in June, so they would only serve 7+ months. This all needs to be part of your consideration and discussion. Having input by both Mackenzie and Charles, along with their experience will be helpful as well.

5) **Alternatives:**

- A. Recruit for the youth position early spring to be completed in May 2013.
- B. Recruit at the beginning of the 2013 Fall School Year.
- C. Recruit at some other time to be determined.

6) **Budget Notes:** It is estimated the recruitment will cost approximately \$400 as the plan includes advertising in local high school newspapers and then the printing of posters for schools and other locations. Other media outlets have no costs. To place placards inside the bus would cost \$400 or more for only one position and reach limited youth; we do not recommend this method of advertising. Radio is expensive and youth do not listen to any one station. Most youth use iPods downloading their own music rather than listening to radio.

7) **Goal Reference:** Maintaining an active, interested Citizen Advisory Committee supports all goals, and more specifically meets Goal#1: *“Assess the transportation needs of our community.”*

8) **References:** N/A

Authority Meeting Highlights
a brief recap of the Authority Meeting of March 6, 2013

Action Items

Wednesday night, the Authority:

- Declared property surplus, valued at \$27,293.20. (*Marilyn Hemmann*)
- Authorized the General Manager to purchase Cisco equipment from Nexus IS, Inc. in the amount of \$15,527.00, including tax, and enter into a 12-month contract with Nexus IS, Inc., to provide maintenance services for Cisco equipment in the amount of \$12,961, including tax. (*Erin Hamilton*)
- Authorized the General Manager to issue a purchase order to Handi-Hut, Inc., for 14 passenger shelters in the not-to-exceed amount of \$55,987.02, including taxes and freight. (*Jeff Peterson*)
- Authorized the General Manager to issue a purchase order to Urban Solar Corporation for 15 solar lighting units for passenger shelters in the not-to-exceed amount of \$32,283.90, including taxes and freight. (*Jeff Peterson*)
- Authorized the General Manager to execute a contract with Dale Kamerrer, of Law, Lyman, Daniel, Kamerrer & Bogdanovich, P.S., to provide general legal counsel services for a period of one year, with options to renew annually for a total contract period not-to extend beyond March 31, 2018. (*Marilyn Hemmann*)
- Authorized the General Manager to enter into a one-year contract with two, one-year options to extend, with Eben Design for the provision of marketing Services in the not-to exceed amount of \$55,000, including tax, and with EnviroIssues for the provision of Communication Services in the not-to-exceed amount of \$10,000, including tax. (*Erin Hamilton*)
- Supported a draft General Manager Ideal Candidate Profile, to include a statement regarding our commitment to sustainability. If members have other comments, they need to contact Heather Stafford by 5:00 p.m, March 7. They supported advertising a salary range of \$120,000 - \$135,000. They agreed to conduct interviews the first week of June.
- Supported staff proceeding with several grant applications due March 21, 2013. The proposed list of projects at this time includes OTC expansion, bus stop ADA enhancement projects, a Walk and Roll project, Tumwater Park-and-Ride Siting Study, and Fare Technology Study. Our STP funds are estimated at \$464,548 with a match of \$63,000. Award is anticipated for May 3, 2013.

Other Items of Interest

- Ed Hildreth, Virgil Clarkson, Ann Freeman-Manzanares, Emily Bergkamp and Rhodetta Seward will be in DC for the **APTA Legislative Conference**. Emily is attending as part of Leadership APTA.
- **Effects of sequestration** were presented. The highway trust fund is excluded from automatic cuts. Intercity Transit's formula funds, used for Capital Preventative Maintenance, are not affected by the sequester. The sequester is impacting Tiger funds, administrative expenses, research, the new and small starts programs, all of which Intercity Transit does not have.
- We have 208 **vanpool groups**, up one from February.
- Hannah Ausserer is Intercity Transit's new **Employee Transportation Coordinator, (ETC)** replacing longtime ETC Launie Wright. 2013 is a state Commute Trip Reduction survey year, so in April employees will be asked to participate in the survey to determine what commute modes they currently use.
- KPFF worked with staff to submit an application to the **American Public Works Association** for national and state award consideration for the Hawks Prairie Park-and-Ride.
- The Tumwater School Board presented a "You Make The Difference" award to **Maya Heiland**, Youth Education Assistant.

Rhodetta Seward

Prepared: March 7, 2013

Attendance Tracking

		4	5	6	7	8	9	10	11	12	12	12	12	12
CAC	Members	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13
Steve	Abernathy						Absent	Joint	Absent		Canceled	Absent		
Dani	Burger							Joint			Canceled	Absent	Absent	
Wilfred	Collins							Joint		Absent	Canceled	Absent	Absent	
Valerie	Elliott							Joint	Absent		Canceled			
Sreenath	Gangula							Joint	Absent		Canceled			
Jill	Geyen							Joint			Canceled			
Roberta	Gray							Joint		Absent	Canceled			
Faith	Hagenhofer		Absent					Joint	Absent		Canceled			
Meta	Hogan				Absent			Joint			Canceled	Absent		
Julie	Hustoft			Absent				Joint			Canceled		Absent	
Don	Melnick							Joint		Absent	Canceled			
Joan	O'Connell	Absent						Joint		Absent	Canceled			Absent
Mackenzie	Platt							Joint	Absent		Canceled			
Charles	Richardson						Absent	Joint			Canceled		Absent	
Carl	See							Joint			Canceled			
Kahlil	Sibree	Absent		Absent				Joint			Canceled			
Midge	Welter							Joint			Canceled			
Victor	VanderDoes										Canceled			
Michael	Van Gelder						Absent	Joint			Canceled			

Date: _____

CAC	Members	Attended	Excused	Unexcused	Late
Gerald	Abernathy				
Steve	Abernathy				
Wilfred	Collins				
Matthew	Connor				
Valerie	Elliott				
Sreenath	Gangula				
Jill	Geyen				
Catherine	Golding				
Roberta	Gray				
Faith	Hagenhofer				
Meta	Hogan				
Julie	Hustoft				
Don	Melnick				
Joan	O'Connell				
Charles	Richardson				
Carl	See				
Kahlil	Sibree				
Michael	Van Gelder				
Rob	Workman				