

**AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
March 21, 2012
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 (Rob Workman) | 3 min. |
| 5. | WASHINGTON STATE TRANSIT INSURANCE POOL (Ben Foreman) | 5 min. |
| 6. | 2011 VILLAGE VANS UPDATE (Ann Bridges) | 20 min. |
| 7. | STATE OF INTERCITY TRANSIT (Mike Harbour) | 20 min. |
| 8. | 2012 CAC YOUTH RECRUITMENT PROCESS (Rhodetta Seward) | 10 min. |
| 9. | ANNUAL PLANNING SESSION TOPICS (Rhodetta Seward) | 15 min. |
| 10. | AUTHORITY ISSUES | |
| 11. | MEETING EVALUATION | |

ADJOURNMENT

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: March 21, 2012**

FOR: Intercity Transit Authority
FROM: Ben Foreman (705-5813)
SUBJECT: Washington State Transit Insurance Pool (WSTIP)

1) **The Issue:** Provide a presentation on Intercity Transit's relationship to the Washington State Transit Insurance Pool (WSTIP).

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

3) **Policy Analysis:** It is the policy and practice of the Intercity Transit Authority to purchase comprehensive insurance coverage annually.

4) **Background:** In the 1980's, government faced rapidly escalating insurance prices and in some instances, could not acquire insurance at any cost. In 1986, the Washington State Transit Association (WSTA) formed a committee to look into the easability of forming a transit insurance pool. Based on this study, Intercity Transit banded together with seven other Washington State transit agencies in 1989 to form the Washington State Transit Insurance Pool. Since its inception, WSTIP grew from eight to twenty-five Washington State transit agencies.

WSTIP covers our property, crime, pollution, underground storage tank, liability and public official's liability insurance needs and provides many value-added services not generally available in the commercial insurance arena.

As an owner/member of the pool, Intercity Transit has the potential to influence the governance and policies of the pool. The day-to-day operations and the decisions surrounding settlement strategies are left to the pool's staff. The Executive Director of WSTIP has settlement authority up \$100,000 and final approval above \$100,000 lies with the eight member executive committee.

5) **Alternatives:** N/A

6) **Budget Notes:** The 2012 Budget provides \$847,000 for our comprehensive insurance coverage.

7) **Goal Reference:** Goal 3: *“Maintain a safe and secure operating system.”*

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: March 21, 2012**

FOR: Intercity Transit Authority
FROM: Ann Bridges, 705-5831
SUBJECT: Village Vans Program 2011 Update

1) **The Issue:** 2011 Status Report

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

3) **Policy Analysis:** Annually, staff is requested to provide an update to the Authority and the Citizen Advisory Committee on the Village Vans Program.

4) **Background:** The Intercity Transit Village Vans Program developed from a county-wide collaborative process late in the last century 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.

5) **Alternatives:** N/A

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

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

8) **References:** Village Vans 2011 Program Update

Village Vans an Intercity Transit program 10th Anniversary Fact Sheet

Mission

To provide advanced reservation transportation for families with low income in support of their employment related activities.

The Intercity Transit Village Vans Program, a model transportation program, celebrates ten years of success (March 2012). It was developed from a countywide collaborative process late in the last century 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 social service organizations led to the design and implementation of a pilot project to fill this critical transportation gap.

The first 10 years:

54,458 trips

416,030 miles

3,089 passengers

161 volunteers

42,701 volunteer hours

The Intercity Transit Village Vans Project began service in February 2002 as a demonstration project. 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.

Support & Success

Village Vans operates with funding from the **Federal Transit Administration, Job Access, Reverse Commute Program**, administered through **Washington State Department of Transportation**.

Community partners provide consultation, publicity, marketing, referrals, planning, coordination, and evaluation. **Washington State Department of Social and Health Services WorkFirst Program, WorkSource Thurston County, South Puget Sound Community College, Employment Security Department**, and **Pacific Mountain Workforce Consortium** as well as other organizations play an integral role in supporting Village Vans.

The unique and innovative **Village Vans Job Skills Training Program** has peaked interest across the country. Eligible volunteers are recruited to drive the vans for current work experience, receive job search coaching and are given the opportunity to advance their professional development. A significant number of fully participating volunteers have found good jobs while in the program or shortly after exiting.

93%

of fully participating volunteer drivers have succeeded in obtaining paid employment.

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: March 21, 2012**

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: State of Intercity Transit

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- 1) **The Issue:** To provide the Authority information on the current status of Intercity Transit.
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- 2) **Recommended Action:** This is an information item.
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- 3) **Policy Analysis:** This report was requested by the Citizen Advisory Committee in 2005 and was presented to the Authority and the CAC on an annual basis since that date. This annual update has proven to be a useful exercise for staff and been well received by the CAC and Intercity Transit Authority.
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- 4) **Background:** The 2012 State of Intercity Transit report is a departure from reports presented over the last several years. Past reports have focused on accomplishments of the previous year and major challenges for the coming year. This year's report focuses more on the future direction of our agency with a discussion centered on our strengths, weaknesses, opportunities and threats. It is hoped this will set the stage for discussion at our upcoming Authority planning session and for development of the 2013-2018 Strategic Plan.
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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The State of Intercity Transit Report is designed to begin the discussion of how Authority goals will be addressed in the coming year.
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- 8) **References:** The Draft State of Intercity Transit Report, March 2012 will be sent by Friday, March 16, 2012.

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: March 21, 2012**

FOR: Intercity Transit Authority

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

SUBJECT: CAC Youth Position Recruitment Process

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- 1) **The Issue:** Share the proposed process for recruiting for the youth position for the CAC.

 - 2) **Recommended Action:** Receive the information and provide feedback.

 - 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 CAC formed an ad hoc committee comprised of four CAC members and two staff in 2011 and designed a process strategy which was approved and implemented by the Authority. As a result, not just one, but two youth were appointed to the CAC in June 2011 for a one-year term. Charles Richardson and Matthew Connor both have terms expiring June 30, 2012. Staff needs to begin a recruitment process while students are still in school.

Spring break for most high schools ends the week of April 8. Staff would like to begin advertising with materials and packets no later than the week of April 16. This means all materials, advertisements, and packets would be prepared by the week of April 8th to deliver to the schools, libraries and other places of distribution. The deadline for applications is May 18, 2012.

Staff will go over the proposal and seek your feedback as to any new ideas for distributing materials and getting the information out to the high school age individuals. The CAC goal is keep the recruitment on the same timeline as the other candidates, with the Authority making the appointments at their July meeting. Since their regular meeting would be July 4, and they will not meet that day, the appointments could be made as early as their work session (special

meeting) June 20 or their July work session (special meeting) July 18. If it's July, new members would not begin until August this year.

5) **Alternatives:** N/A

6) **Budget Notes:** It is estimated the recruitment will cost approximately \$250 as the plan includes advertising in local high school newspapers. All other media outlets have no costs. To place placards inside the bus would cost \$400 for only one position and reach limited youth, so we are not recommending this method. Radio is expensive and youth do not listen to any one station, with most youth using iPods 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:** 2012 Application Form; 2012 Cover Letter; Proposed Timeline.

2012 CAC YOUTH POSTION RECRUITMENT PLAN

Documents

- Use current **application form**

- Use current **cover letter** with minor modifications
 - 4th paragraph - expand areas applications can be obtained such as from HS career counselor offices and career centers; YMCA; and ROOF in Rochester.

- **Media**
 - Rider Alert - flashier so youth will see it - student appropriate.
 - Flyers
 - Undriver's Table at Arts Walk
 - Olympia Center
 - Sports Park/Skateboard Park
 - CYS
 - Yelm Community Services
 - Public Bulletin Boards (didn't work last time)
 - Chehalis & Nisqually Tribes
 - InterAct Club/Key Club/Honor Society/Leadership Clubs/Environmental Clubs in each High School
 - The Northern Club on 4th Ave
 - Libraries
 - YMCA
 - Advertisement
 - Local High School Papers (these were hard to get into and we couldn't get into all of them - we did get in to some)
 - Website and Youth page
 - IT Facebook

- **Timeline**
 - Packets/Posters/Advertisements - Out week of April 16
 - Deadline for Applications - May 18
 - Applications to ITA - May 31
 - ITA selects who to Interview - June 6
 - Interviews week of June 11 (before school is out)
 - Appointments June 20 (special meeting)
 - First meeting July 16 with Term through June 30, 2013

INTERcity TRANSIT

CITIZEN ADVISORY COMMITTEE APPLICATION

Due: May 18, 2012

Name: _____ Home Telephone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Current Employment/Student Status (if applicable): _____

If retired, what was your occupation prior to retirement? _____

Employer (if applicable): _____

Work Address: _____

Work Telephone: _____ Fax: _____

Cell Phone: _____ Email Address: _____

School (if student): _____

How long have you lived in Thurston County? _____

Please list community groups you are affiliated with (volunteer, professional, etc.) _____

Normally, the commitment to this committee will require 3-4 hours per month. Can you commit 3-4 hours per month to the Citizen Advisory Committee?

Yes

No

The Group meets the third Monday of the month, 5:30 p.m. to 7:30 p.m. Can you meet at this time? Yes No If not, when can you meet?

Do you have any special needs, i.e. transportation, interpreter, other? Please explain

(Using a separate sheet of paper)

Please answer the following and attach your answers to this application:

1. Describe public transportation issues of concern and importance to you.

2. Why do you want to be a member of Intercity Transit’s Citizen Advisory Committee? Please share any additional information relating to your interest and/or experience.

Indicate your general location of residence/representation:

- 1. City of Olympia _____
- 2. City of Tumwater _____
- 3. City of Lacey _____
- 4. City of Yelm _____
- 5. Other (such as Bucoda/Tenino/Rochester/Tenino/Rural Thurston County) _____

Indicate which of the following perspectives you think you bring to the Committee (check all that apply):

- | | |
|---|---|
| 1. Senior Citizen _____ | 8. Youth _____ |
| 2. Persons with Disabilities _____ | 9. Medical Community _____ |
| 3. Local College Student _____ | 10. Social Service Agency _____ |
| 4. Chamber of Commerce _____ | 11. Local High School _____ |
| 5. Business Representative _____ | 12. City/State Transportation Demand Mgt. Coordinator _____ |
| 6. Service User _____ | 13. Bicyclist _____ |
| Check all that apply: | 14. Neighborhood Assn. _____ |
| <input type="checkbox"/> Vanpool | <input type="checkbox"/> Dial-A-Lift |
| <input type="checkbox"/> Carpool | <input type="checkbox"/> Express Service |
| <input type="checkbox"/> Fixed Route | <input type="checkbox"/> Star Pass Holder |
| <input type="checkbox"/> Community Vans | <input type="checkbox"/> Park-&-Ride Lots |
| <input type="checkbox"/> Village Vans | <input type="checkbox"/> Other _____ |
| 7. Citizen-at-Large* _____ (*New to the area or unaffiliated with any other organization) | 15. Native American _____ |
| | 16. Rural Community _____ |
| | 17. Environmentalist _____ |

Voluntary Information

The Committee desires a broad representation of backgrounds and interests on the committee. The information you volunteer here, which will remain confidential, will assist in this goal.

Race: American Indian/Eskimo _____ Black _____
 Hispanic _____ Caucasian _____
 Asian/Pacific Islander _____ Other (Specify) _____

Gender: Male _____ Female _____

Age: 15-19 _____ 20-30 _____ 31-40 _____ 41-50 _____ 51-64 _____ 65+ _____

Disability: Yes _____ No _____ If yes, list disability _____

Applicant’s Signature _____ Date: _____

Please mail this application to: Intercity Transit
 ATTN: Citizen Advisory Committee/Rhodetta Seward
 PO Box 659, Olympia, WA 98507-0659

Or drop the application by: 526 Pattison SE, Olympia 98501

Fax to: (360) 357-6184 or email to: rseward@intercitytransit.com

For more information about the Citizen Advisory Committee, call Intercity Transit at 705-5856.

INTERcity TRANSIT

April 2012

INTERCITY TRANSIT AUTHORITY CITIZEN ADVISORY COMMITTEE

The Intercity Transit Authority is soliciting applications from individuals residing within Thurston County who are interested in serving their advisory panel, the Citizen Advisory Committee. The Committee consists of 20 members from throughout the service area representing seniors, youth, persons with disabilities, college students, chambers, business owners, transit service users, social service agencies, the medical community, neighborhood associations, Native Americans, the rural community, Transit Demand Management, and citizens-at-large. The Citizen Advisory Committee is comprised of both supporters and critics of public transportation.

The Authority is seeking applications from public spirited citizens who are willing to become involved, study the issues, and serve in an advisory capacity to Intercity Transit's governing board.

The Citizen Advisory Committee meets monthly on the third Monday of each month, 5:30 to 7:30 p.m. at Intercity Transit. A copy of the Committee's operating procedures is enclosed.

If you are interested in the opportunity to be part of establishing direction for public transportation in Thurston County community, call (360) 705-5856 for an application. Applications are also available at the Olympia Transit Center, at the Administrative Office, 526 Pattison SE, Olympia, all Timberland Libraries, and on Intercity Transit's website:(intercitytransit.com). Youth can also find applications their Thurston County high school career centers; ROOF in Rochester; and the YMCA. Applications are due May 20, 2011.

The Authority will review all applications received and schedule interviews. It is anticipated a selection will be made by late June and appointments made by the Authority at their July 6, 2011, meeting. All applicants will receive acknowledgment and notification of his or her status in the selection process.

For more information about the Citizen Advisory Committee or the selection process, contact Rhodetta Seward, (360) 705-5856.

J:/cac/recruitment letter

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 9
MEETING DATE: March 21, 2012**

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, 705-5856
SUBJECT: Annual Planning Session

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- 1) **The Issue:** Discuss agenda topics for the April 27, 2012, planning session.
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- 2) **Recommended Action:** Identify and prioritize agenda topics to provide direction to the Chair and Vice Chair.
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- 3) **Policy Analysis:** Annually, the Authority conducts a planning session to review issues identified by members of the Transit Authority.
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- 4) **Background:** The Authority plans to meet in April and has identified at least four possible topics for discussion. The Chair and Vice Chair along with staff interviewed and selected a facilitator team to provide services for the planning session. The next step is to finalize the agenda topic list so the Chair and Vice Chair can meet with the facilitators to discuss the topics and narrow the list to those that can be achieved in a one-day session.

Topics identified to date include:

- Land use and Intercity Transit's role in the regional transportation network
- Changing demographics of our service area and how our transportation plans interact with the aging population
- Funding strategy(ies)
- Growth potential for Intercity Transit

The Authority Chair, Vice Chair, General Manager and Executive Services Director will meet with the facilitators to finalize the agenda.

For each final topic selected, the Chair and Vice Chair will work with the facilitators to determine what success will look like at the end of the discussions.

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- 5) **Alternatives:**
A. Identify other topics and prioritize the list. We may not be able to address all of the topics in one day.

B. Identify other topics and defer prioritization to the Chair and Vice Chair, with facilitator support.

6) **Budget Notes:** The annual planning session costs are included in the 2012 budget.

7) **Goal Reference:** Authority members meet annually to discuss in length various issues, needs and future plans for the agency and community supporting all goals.

8) **References:** N/A
