

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
April 18, 2011
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 3 min. |
| | A. Karen Messmer, Citizen Representative | |
| III. | MEETING ATTENDANCE | 2 min. |
| | A. April 20, 2011, Work Session, (Seema Gupta) | |
| | B. May 4, 2011, Regular Meeting (Don Melnick) | |
| | C. May 18, 2011, Work Session (Catherine Golding) | |
| IV. | APPROVAL OF MINUTES - March 21, 2011, Minutes | 1 min. |
| V. | NEW BUSINESS | |
| | A. Thurston Regional Planning Council's Smart Corridor Project (Dennis Bloom/Jailyn Brown, TRPC) | 25 min. |
| | B. Presentation - Olympia Transit Center (Ann Freeman-Manzanares) | 45 min. |
| | C. Implementing an Environmental and Sustainability Management System (ESMS) at Intercity Transit (Mike Harbour/Bob Holman) | 30 min. |
| VI. | REPORTS | |
| | A. April 6, 2011, Regular Meeting (Gerald Abernathy) Highlights Attached | 3 min. |
| VII. | PUBLIC COMMENT | 5 min. |
| VIII. | MEMBER & STAFF COMMENTS | 5 min. |
| | A. Update on Recruitment Processes - Youth & Adult - Rhodetta | |
| | B. Update on Self Assessment Process - Rhodetta | |
| IX. | NEXT MEETING - May 16, 2011 | |

ADJOURNMENT

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
March 21, 2011

CALL TO ORDER

Chair Linda Olson called the March 21, 2011, meeting of the Citizen Advisory Committee (CAC) to order at 5:34 p.m., at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Stephen Abernathy; Berl Colley; Wilfred Collins; Valerie Elliott; Jill Geyen; Seema Gupta; Meta Hogan; Don Melnick; Joan O'Connell; Linda Olson; Jacqueline Reid; Kahlil Sibree; and Rob Workman.

Members Excused: Catherine Golding; Roberta Gray; and Julie Hustoft.

Member Unexcused: Faith Hagenhofer.

Staff Present: Mike Harbour; Rhodetta Seward; Ann Freeman-Manzanares; Dennis Bloom; and Marilyn Hemmann.

Others Present: Authority Member Sandra Romero and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

It was M/S/A by Hogan and Elliott to approve the agenda as amended adding Olson's report on her attendance to the March 16, 2011, Special Meeting.

MEETING ATTENDANCE

- A. **April 6, 2011, Regular Meeting** (Don Melnick)
- B. **April 20, 2011, Work Session** (Seema Gupta)

APPROVAL OF MINUTES -FEBRUARY 14, 2011, MINUTES

It was M/S/A by Melnick and Elliott to approve the minutes of February 14, 2011, as presented.

NEW BUSINESS

- A. **Review and Make Possible Changes to the Self-Assessment Instrument.**
Seward reported the self-assessment instrument is the same one the committee used for

CAC Meeting Minutes

March 21, 2011

Page 2 of 11

several years and includes the same statements and questions. There are eight statements. Staff seeks input from the CAC on any changes. If any changes are required, they need to be made soon as the committee will receive the self-assessment instrument at its May meeting to complete prior to the June meeting.

Workman recommended adding an open ended statement at the end whereby members could offer suggestions and/or comments.

Sibree arrived.

Hawks Prairie Park and Ride Status. Hemmann provided an update on the Hawks Prairie Park and Ride project. The agency identified a potential site for a park and ride lot on the corner of the Thurston County Waste and Recovery Center close to I-5. Because the location was on a landfill, the agency hired KPFF Consulting Engineers to complete a feasibility study in 2008. The study determined building on the lot was possible in two phases involving preparation of the site and construction of the park and ride facility. The agency applied for Washington State Department of Transportation (WSDOT) Regional Mobility Grant Program funding for two grants. The first grant of \$3,038,784 was awarded in the current biennium for the preparation work. The agency anticipates receiving funding of over \$3 million in the next biennium. Agency matching funds are \$591,419. Additionally, the agency negotiated a lease from Thurston County for eight acres.

Hemmann reviewed the qualifications of the project team and how the agency and consultants constantly review and monitor activities. There were many unknowns associated with the landfill site. Twelve drillings of the site revealed two to three feet of dirt on top followed by the landfill cover and a depth of 25 to 45 feet of refuse under the cover. Below the refuse are glacial deposits with groundwater present at a depth of 40 to 50 feet below. Three factors are necessary to control the site design involving water, gas, and compaction. It's important to ensure no tears are present in the liner allowing water to percolate through the refuse and contaminate underlying groundwater. Geoengineers anticipated tearing would likely occur around the edge. Subsequently, the liner was dug up around the edge and replaced with a new 12-foot liner. Temporary modifications were necessary to the gas collection system as well by moving all pipes underground.

The project requires 148,000 tons of fill for compaction of half the site for six to nine months to eliminate voids in the material. Thirteen different points are monitoring settlement depths. Hemmann displayed several photos of the site. It took six weeks to complete the fill project for one half of the site to a depth of 12 feet.

CAC Meeting Minutes

March 21, 2011

Page 3 of 11

The agency anticipates receiving land use approval by the end of May with 90% design completed by August. Advertising for construction could occur in December for construction to begin in mid to late 2012. Currently, the design is at 30%. The site plan calls for 332 parking spaces with five bus bays and an emergency access road. External pedestrian and bicycle access is included, along with a sidewalk to the adjacent dog park. The plan includes internal pedestrian walkways.

Hemann reported the site includes ADA parking spaces placed close to the transit island. A Dial-A-Lift (DAL) stop is planned for DAL service in the area. Two passenger shelters, a bike rack, portable restroom for drivers, and 11 ADA accessible parking spaces are planned for the site. Four to six electric vehicle charging stations are included within the design with the possibility of future expansion.

Some of the design decisions are dictated by site security, such as the isolation of the lot in relationship to other park and ride lots, which led to issues, such as ensuring users feel secure and safe using the site. Staff discussed those issues with the Thurston County Sheriff's Department as well as the City of Lacey Police Department as the site is within the City of Lacey. The plan includes a 24-hour video camera surveillance system and a license plate capture camera with options included for expansion. The lighting system can be configured for different times reducing energy consumption when minimum usage of the lot occurs. An energy plan prepared by the engineers can turn off 40% of the lights during non-commute hours saving 22% in electricity costs annually. Some lighting remains on to provide security as well as support the video surveillance system. It's possible to restore full illumination if customers or the agency desires a different lighting configuration.

Hemann reported the landscape design must consider the site is located on a landfill with only 2 to 3 feet of dirt. The footprint of the site enables water runoff to irrigate plants. Plants will be of low height for security reasons and must be easy to maintain as well as be attractive.

Another consideration is a solar trash compactor. Other transit agencies use solar trash compactors in specific locations. The compactors use solar energy and compact 5 to 6 times as much trash as a regular trash container would hold requiring less emptying of the trash cans. A solar trash compactor was considered for this site because the site is more isolated and maintenance crews may not access the site as much for trash pickup. Another reason is because the site is located on a landfill and no activities can attract seagulls.

Commissioner Romero arrived.

CAC Meeting Minutes

March 21, 2011

Page 4 of 11

Workman commented he was recently at Centralia Community College and discovered an automatic and hands-free water bottle filler machine. Hemmann offered to follow up with more information.

Elliott asked about access to the site for pedestrians and bicycles because she is concerned about the safety of pedestrians and bicyclists especially near I-5 and the interchange. She asked if that is being considered. Several members pointed out the agency does not have any control over the interchange as that comes under the control of the Washington State Department of Transportation. Local roads are under the jurisdiction of the City of Lacey, which is planning to make some changes.

Collins commented on a location in New Jersey that used solar lighting and asked whether we've given any consideration to using solar lights at the park and ride lot. Hemmann replied solar lights were considered; however, solar lighting needed for that area would cost approximately \$5,000-\$10,000 for each pole with a need for more poles at the site to obtain the same amount of light. Although solar lighting continues to improve, the collectors for this area's climate would need to be so large, it would create other problems.

S. Abernathy asked about the possibility of solar lighting in the shelters. Hemmann replied based on the lighting design and the work with the lighting consultants, solar lighting proved to be very effective in the first two bus shelter tests.

Melnick asked about the settlement the site is experiencing. Hemmann stated there has been about a foot and a half of settlement on the shallow half of the site. It is anticipated more compression will occur on the second half based on estimates by the geoenvironmental engineers. G. Abernathy asked about the source of the soil. Hemmann said the fill is actually modified gravel obtained from a WSDOT certified source. She explained how the gravel will be moved to the second half of the site. The degree of compaction will determine how much is remaining, which will be used for part of the site. The estimate is 30,000 tons of leftover soil, and the agency is considering several options as the county might have some use for the fill. The agency contacted some of the larger developers in the Hawks Prairie area and advised them of the potential availability of fill.

Olson welcomed Romero to the meeting.

B. Youth Recruitment Process. Seward reported the ad hoc committee's proposal was presented to the Authority at its special meeting on March 16, 2011. She acknowledged the work of Melnick, Hogan, Geyen, O'Connell, and Intercity Transit's Youth Education Specialist Erin Scheel as members of the ad hoc committee. The intent

CAC Meeting Minutes

March 21, 2011

Page 5 of 11

is to receive feedback and approval to proceed with the process of recruitment for the youth position.

Seward described the process the committee used to review the application for the youth position and the materials provided to the committee for reference. Additionally, during the Authority's review, there were several changes suggested to clarify the application under Section 2 involving the applicant's general location of residence/representation and the section on areas of interest, which can be confusing. Seward advised she made the suggested changes to the location of residence but did not change the areas of interest pending feedback from the committee.

Members offered a variety of comments, suggestions, as well as feedback on the application:

- Rephrase the question so everybody understands what groups they would feel they could be representing or have an affiliation with in some way.
- The areas could be more generalized so the applicant wouldn't necessarily feel they had to be actively involved in a specific group.
- Eliminate the section completely and perhaps add it as a question during the interview as a way of soliciting their interest on different issues. Applicants will be youths who likely lack a lot of experience.
- Concern the Authority wanted to have specific jurisdictions listed because many people do not necessarily know what jurisdiction they reside in because jurisdictional lines are often blurred.
- Several members cited confusion with mail, public safety, and other issues concerning jurisdictional boundaries. Adults often don't know what jurisdiction they live in. Members were reminded of the perspective to ensure that 15 members are not representing any one jurisdiction. The intent is to have representation from across the region.
- The second question could be revised to state, "Indicate which of the following perspectives you think you might bring to the committee."
- Members were reminded the application is intended to be used for both adults and youths.
- Listing general location is unnecessary as the applicant is providing an address. Members were advised many applicants fill out their work address rather than their home address or use a PO Box which does indicate if they even reside in Thurston County.
- "Citizens at large" can be confusing terminology and could be revised to reflect "new to the area or unaffiliated with any group."

CAC Meeting Minutes

March 21, 2011

Page 6 of 11

- For #5 under general location, change it to Thurston County rather than unincorporated areas or change it to "Other: (Tenino, Bucoda, Rainier and Rochester)." A majority of the members agreed with the latter suggestion.
- Add "Student" to "Occupation" on the first page.

Seward reviewed the cover letter and indicated the reference for the number of members was changed to "20" instead of "19."

Advertising for the position includes a different look for the Rider Alert to attract more readership of 15 to 19 year olds. There are many high school students who are home-schooled as well as some homeless students who may not attend school. The intent is to ensure the advertising reaches those students as well. The information will be available at the Olympia Center, at sport parks, Community Youth Services, and the tribes, as well as working with high school career centers, and all high school clubs. The information will be provided to all local libraries and the YMCA.

Ad hoc members discussed various methods of advertising and recommends advertising through Facebook, Twitter, and blogging. The goal is to have the applications in the schools by March 31 and available to students when they return from spring break.

The timeline for the packets, posters, and advertising is to be ready by the week of April 11. The deadline for submittal of the application is May 20, which is also the same deadline for CAC members. The applications will be forwarded to the Authority for their June meeting for their review. Interviews will take place the week of June 6 through June 10 prior to the end of the school year. The Authority will make appointments on July 6.

Several additional suggestions for locations was to place the information included the New Market Skills Center, Parent Co-op, Grub (Garden Raised Bounty), the Boys and Girls Club, and The Olympian. Workman suggested the agency consider donating inside bus space for advertising the position. Seward advised the agency will send out a press release, but is unlikely to advertise in The Olympian because of the cost.

Members discussed the benefits of the Rider Alert and suggested it should serve the same purpose as advertising within the bus.

C. **State of Intercity Transit.** Harbour provided members with the State of Intercity Transit Report. In 2010, the overwhelming issue was the sales tax ballot because of its importance for the future of the agency. It passed with a 64% positive vote, reflecting strong community support, allowing the agency to maintain a strong financial

CAC Meeting Minutes

March 21, 2011

Page 7 of 11

condition and able to provide a modest service increase in February. Service improvements included increasing service on the agency's busiest route, The Evergreen State College, adding late-night and new weekend service on several routes, and improving Sunday express service to Tacoma.

Intercity Transit experienced something new in 2010 with the first wave of employee turnover hitting the agency. The Development Director retired after 30 years with the agency and the Maintenance Director left after 27 years. The agency also lost its Information Services Manager, who had 17 years of service with the agency. Freeman-Manzanares was promoted as the Development Director. The Maintenance position was filled internally as well. The departures came at a time when the agency was reluctant to rehire because of the pending sales tax measure, and consequently all three positions remained open for at least six months. The agency is continuing to fill positions to reach budgeted staff levels. The Human Resources Director announced his retirement in early 2011.

Ridership in 2010 also increased, which was unusual as other transit agencies did not experience similar increases.

All departments were busy throughout the year, and the agency received its 15th consecutive clean audit. At the end of last year, the Authority approved the discounted bus pass program in effect this year. A review of the program will occur in the next six months. The Executive and Training departments continue to coordinate agency-wide initiatives in a number of areas.

Marketing and Communications is always busy and coordinates many youth activities and improvements in the agency's communications with the website, Google transit, and soon, One Bus Away, a smart phone application. Another accomplishment was adding St. Martin's University to the agency's student pass program.

Dial-A-Lift and Travel Training continue to move forward with the Travel Trainer doing great work with Behavioral Health Resources.

Harbour reviewed capital projects underway to include the Pattison Street expansion, which is nearing completion of engineering, the Olympia Transit Center, which is moving into detail design, the Hawks Prairie Park and Ride Lot project, and the ordering of new hybrid buses.

Another major challenge facing the agency in 2011 and beyond includes increased demands for service. The agency is now at the level of service it can operate with its current sales tax level. The agency can maintain what it has, but it does not have a lot of

CAC Meeting Minutes

March 21, 2011

Page 8 of 11

excess capacity, which could change based on the economy. At this point, it appears to be challenging. With that, the agency will see increased demand for more service, particularly between Olympia and Pierce County and Lakewood. If the Sounder comes to Lakewood in 2012, the agency will likely experience more requests for connecting to that service. Joint Base Lewis McCord continues to grow, increasing congestion on I-5. There'll be more requests for the agency to provide service.

One challenge facing the agency fairly soon is Pierce Transit service reductions. Pierce Transit's February 2011 sales tax measure was unsuccessful. The agency announced a 35% service reduction to be implemented in September 2011, which includes reducing half of the service the agency operates between Olympia and Pierce County. If Intercity Transit does nothing, buses will be at capacity. The question is whether the agency can add service. The Authority will make a decision in July on whether to add service.

Dash will be an issue this year, and a decision should be made by July on whether any adjustments will be made to the service.

Discussions continue about the possibility of expanding Sound Transit commuter rail to Thurston County. There was a meeting with Sound Transit officials and local officials from the area to discuss the future. A staff effort is under way to define the issues, as the issues are numerous and include political, technical, and financial issues. The financial burden would be tremendous, as it cost Sound Transit \$180 million to lease space on the Burlington Northern Santa Fe line to run four trains.

Improvements in Dial-A-Lift will continue to be challenging as the number of clients continue to increase in Thurston County as the population ages. The population of Thurston County is expected to increase by 68% between 2010 and 2040 while the number of persons over 65 is expected to increase by 165% in the same period.

The agency continues to adjust to fuel price changes. In 2008, when fuel cost \$4 a gallon, the agency experienced an increase in ridership. For each dollar increase in fuel, the agency's budget increases by \$1 million. Increased demand plus increased cost of fuel could affect the agency's ability to add more service.

The agency continues working on succession planning. Two department heads left the organization in 2010, and the remaining four as well as the General Manager will likely retire before 2018. One of the Division Managers will also be retiring soon. Seward is actively engaged in succession planning.

The agency is in the process of implementing an Environmental and Sustainability Management System (ESMS). At the end of the process, the agency will have a

CAC Meeting Minutes

March 21, 2011

Page 9 of 11

documented set of policies, procedures, requirements, and training in place to ensure the agency is managing its environmental impact efficiently and effectively, and can respond quickly to an emergency situation.

A challenge facing the agency is keeping fares affordable, especially for people with low incomes and the homeless. Poverty is prevalent in the community and with rising fuel prices and the economy, it is difficult financially for many people. It will be challenging for the agency to keep fares affordable.

Effectively using technology is an ongoing challenge. The agency hired a new IS Manager, who brings many skills to the organization.

Another goal is integrating the system with a regional fare system (ORCA). The agency has been working for several years and hopes to have an agreement with Pierce Transit shortly. At some point, the agency will have to consider whether it wants the fare agency-wide.

Finally, another major challenge will be federal funding. Reauthorization for transportation funding expired, and Congress has not enacted new authorization. The uncertainty makes it difficult to plan. The agency was included in the Senate budget for an earmark in the 2011 budget for \$1 million for new buses. However, the earmark was eliminated as all the earmarks in the 2011 budget were removed. The agency doesn't have any information regarding the 2012 federal budget at this point.

Harbour addressed questions about the reauthorization and whether the agency could absorb reauthorization at the 2006 level. The agency receives Small Intensive Transit funding provided to communities having high levels of ridership or high levels of service. The agency receives approximately \$900,000 annually from the program. If the agency lost funding, it would be detrimental to the agency and difficult to absorb.

Colley asked about the impact of the explosion at Pierce Transit to express service between Olympia and Pierce County. Harbour said Pierce Transit lost its compressed natural gas fueling station in an explosion, and because of this, is unable to maintain their current service levels. Subsequently they reduced their service to a modified Saturday service level. Part of that modified service included the elimination of two round express trips in each peak period. Subsequently, at Pierce Transit's request, Intercity Transit added two buses from the agency's contingency fleet in each of the peak periods. In theory, the agency is supposed to receive reimbursement, although it is not guaranteed. At this time, it is not a huge financial cost to the agency. It may be creating some overtime, but not a substantial number of hours a day. The service may continue into mid-May.

CAC Meeting Minutes

March 21, 2011

Page 10 of 11

Workman commented disparagingly on the quality and level of Dial-A-Lift service and requested the State of Intercity Transit Report shouldn't characterize DAL as outstanding. Harbour replied the agency is receiving 18 new vans which should help address some of the issues and concerns Rob brings up.

Harbour responded to questions about the certification for the ESMS and explained it is an application process for a Federal Transit Administration (FTA) grant. The agency applied for consideration as one of the 10 transit systems selected every two years to complete the process. Currently, the agency's team is training at Virginia Tech for four training sessions. FTA offers several training sessions at Intercity Transit as well. FTA provides the training, and at the end of the process, the agency can pursue certification, which requires outside auditors to ensure the agency is meeting the requirements. The benefits of certification demonstrate to the community and to the organization that the agency meets the standard, and it does prompt the agency to maintain its certification, and to pursue the process on an ongoing basis. There is also some prestige associated with the certification.

REPORTS

A. March 2, 2011, Regular Meeting – Geyen provided a recap of the Authority meeting on March 2.

B. March 16, 2011, Special Meeting – Olson provided a recap of the special meeting on March 16, 2011.

MEMBER & STAFF COMMENTS

Workman commented on recent concerns by students at The Evergreen State College about backup buses, buses are frequently full, and many students are turned away. He shared information on how much students pay for the service and cited various statistics on student ridership. Backup routes are not appearing as regularly scheduled and causing students to miss classes. Information in the Rider Guide indicates service every 15 minutes, which is inaccurate. There appears to be some confusion. He asked the agency develop a yearly transit schedule, so students know when their passes are affected.

Harbour replied the agency previously would run a backup bus. However, it was very difficult to manage and often what occurred was passengers would fill the first bus with no passengers taking the second bus. To address the issue, this year during peak periods, the agency provides 15-minute service to provide more route predictability. At this point, the agency hasn't seen the need for backup buses. However, if the loads

CAC Meeting Minutes

March 21, 2011

Page 11 of 11

increase, the agency will re-examine the situation to determine whether there are some trips that need a backup bus.

Workman asked whether state workers pay individually for commuter pass programs. Harbour advised it is a contract with the State of Washington. Workman complained the advertisement on the Rider Guide is inaccurate as the students pay each quarter for transit service. Harbour asked him to email his comments to him.

G. Abernathy asked about usage of the gas from the Hawks Prairie Park and Ride Lot to generate electricity. Melnick commented the amount of the gas generated is not a significant amount due to the extent of the compaction.

ADJOURNMENT

It was M/S/A by Hogan and S. Abernathy to adjourn the meeting at 7:29 p.m.

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

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-A
MEETING DATE: April 18, 2011**

FOR: Citizen Advisory Committee

FROM: Dennis Bloom, 705-5832
TRPC Staff - Jailyn Brown

SUBJECT: Thurston Regional Planning Council's Smart Corridor Project

1) **The Issue:** Thurston Regional Planning Council staff will present an overview of the Regional Smart Corridors project.

2) **Recommended Action:** Presentation and discussion only. This TRPC project involves Olympia, Lacey, Tumwater and Thurston County efforts to update and improve signal timing, signal coordination and incorporate 'transit signal priority' (TSP) technology along two major demonstration corridors:
a) Capital Way/Capital Boulevard (Olympia - Tumwater), and, b) 4th Ave/State St/Martin Way (Olympia/Lacey/County).

3) **Policy Analysis:** Consideration of implementing a technology project that integrates and requires interagency partnership agreements and procurements requiring the Authority's approval.

4) **Background:** In the 1980s, the Thurston Region had a PM10 air quality problem, primarily related to wood smoke. The regional clean air agency successfully implemented a program to address sources of wood smoke. As a result, the region was reclassified from a federal air quality non-attainment area to a maintenance area. When this occurred in 2000, special transportation requirements were invoked applying to regional transportation planning.

In becoming an air quality maintenance area, the Region qualified for federal Congestion Mitigation and Air Quality (CMAQ) grant funding to address transportation sources of PM10 (particulate matter 10 microns or less in size) in the 'maintenance area' (roughly, the city limits of Lacey, Olympia and Tumwater). In 2006, TRPC received CMAQ grant funding.

TRPC policy makers established a subcommittee to investigate program options for reducing PM10 in the maintenance area. They considered a wide range of options, such as diesel retrofit, shore power and others. They concluded their

best option for reducing PM10 in the maintenance area was to focus on coordinated signal timing and optimization, and transit signal priority technology. These options also support the regional Intelligent Transportation System (ITS) architecture and Intercity Transit's technology plan. TRPC chose to focus on two strategy corridors from the Regional Transportation Plan (RTP) that are also problematic for Intercity Transit's on-time performance for fixed route service.

This multi-jurisdictional project now lays the foundation for proving transit signal priority technology can work in our community. TSP is also part of the larger Intercity Transit vision and investment using transportation technology applications including: computer aided dispatching, automated vehicle location, stop announcements, automated passenger counting, on-board cameras and real time bus information. These efforts also helped to improve the efficiency and safety of the transit system.

The federal Congestion Mitigation and Air Quality (CMAQ) program will provide partial funding for this project. Intercity Transit, as part of TRPC's continuing transportation technology investments, will need to provide additional funding to implement TSP components. Staff and consultants are evaluating the technology and operational needs to provide a project estimate expected to be completed in late spring of 2011.

5) **Alternatives:** N/A

6) **Budget Notes:** This is currently an unfunded project. Regional CMAQ grant funding will cover some, but not all of the expense associated with this project. It is anticipated there will be a request for Intercity Transit project funds beginning in 2012.

7) **Goal Reference:** This discussion provides background for increasing interagency coordination and efficiency through advancements in traffic signal technology. In particular, it reflects Goal#4: *"Provide responsive transportation options."* Strategy #3: Coordination with regional transportation providers.

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-B
MEETING DATE: April 18, 2011**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Presentation - Olympia Transit Center Expansion

-
- 1) **The Issue:** As we near completion of preliminary design for the expansion of the Olympia Transit Center, staff will present on the status of the project.

 - 2) **Recommended Action:** For information and discussion purposes.

 - 3) **Policy Analysis:** This presentation is to provide an update on the status of the Olympia Transit Center Expansion project.

 - 4) **Background:** Intercity Transit is under contract with SRG partnership for preliminary design for expansion of the Olympia Transit Center site. This is an opportunity to review preliminary exterior and interior design for the new building. Staff anticipates approaching the Authority in June with a Phase II design contract, which will take us through final design.

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

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

 - 7) **Goal Reference:** Goal #3: *"Maintain a safe and secure operating system."* Goal #4: *"Provide responsive transportation options."*

 - 8) **Reference:** Drawings will be presented at the meeting.
-

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. V-C
MEETING DATE: April 18, 2011**

FOR: Citizen Advisory Committee

FROM: Mike Harbour (705-5855); Bob Holman (705-5885)

SUBJECT: Implementing an Environmental and Sustainability Management System (ESMS) at Intercity Transit

-
- 1) **The Issue:** To review the draft Environmental Policy and the requirements of an ISO 14001 certified Environmental and Sustainability Management System.

 - 2) **Recommended Action:** This is an information item. The Authority will be asked to adopt the Environmental Policy at the May 4 Authority meeting.

 - 3) **Policy Analysis:** The action proposed for May 4 establishes agency policy and must be adopted by the Authority.

 - 4) **Background:** We began the task of developing and implementing an Environmental and Sustainability Management System (ESMS) at Intercity Transit. Our goal is to develop and implement an ISO 14001 certified ESMS.

Our core ESMS team members are:
Jim Merrill, Operations Director
Karl Shenkel, Maintenance Director
Mark Kallas, Facilities Manager
Bob Holman, Grants Program Administrator
Mike Harbour, General Manager

This team will attend four training sessions at Virginia Tech University. These sessions are designed to carry us through the ISO 14001 requirements in manageable pieces rather than overwhelming us with the requirements of the standard. Bob Holman is in charge of the overall effort and designated as our "Top Management Representative" for the effort. Pat Messmer, Executive Assistant, provides invaluable administrative support and technical assistance in document control and management. Our Sustainability Committee will be very involved in the ongoing effort as will many other employees.

The International Organization for Standardization, widely known as ISO, is an international standard setting body composed of representatives from various national

standard organizations. It sets standards that often become law. In practice, ISO acts as a consortium with strong links to governments.

The ISO 14001 ESMS exists to help organizations (a) minimize how their operations (processes etc.) negatively affect the environment (i.e. cause adverse changes to air, water, or land); (b) comply with applicable laws, regulations, and other environmentally oriented requirements, and (c) continually improve in the above.

This standard is applicable to any organization that wishes to:

- implement, maintain and improve an environmental management system
- assure itself of its conformance with its own stated environmental policy
- demonstrate conformance
- ensure compliance with environmental laws and regulations
- seek certification of its environmental management system by an external third party organization
- make a self-determination of conformance

Successfully implementing the ESMS will involve a great deal of effort but will have benefits for all area of the organization. Achieving ISO certification requires a number of specific steps that will impose discipline on us to thoroughly document requirements, policies and procedures. We will also be required to ensure all employees are aware of policies and trained to fulfill their role in the event of a spill of hazardous materials or other events that could negatively affect the environment.

One of the first steps is to adopt an agency Environmental Policy. The policy must contain certain elements included in the ISO 14001 standard. The attached policy has been developed by the ESMS team and the Sustainability Committee. The Authority will be asked to adopt the policy at the May Authority meeting.

5) **Alternatives:** N/A

6) **Budget Notes:** The training is provided through the Federal Transit Administration at no cost. Intercity Transit travel costs are included in the 2011 budget.

7) **Goal Reference:** This project meets Goal 3: *"Maintain a safe and secure operating system."* Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** Draft Environmental Policy ISO 14001 Standard; ISO 14001 Environmental management system requirements ESMS Team 2011 Organizational Chart; Outline of the EMS Institute

**INTERCITY TRANSIT
RESOLUTION NO. 02-2011
ADOPTING THE ENVIRONMENTAL AND SUSTAINABILITY POLICY**

A RESOLUTION adopting the Intercity Transit 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 Green House Gas (GHG) emission 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 with environmental regulations and practices, and use of materials that do not adversely impact the natural environment. The Intercity Transit Authority adopts as agency policy:

- Intercity Transit will fully comply with all applicable federal, state and local environmental laws and regulations and industry standards.
- Intercity Transit will take corrective action or mitigation when actions causing a negative environmental impact occur or are unavoidable.
- Intercity Transit will reduce waste, use recyclable materials, and buy materials with recycled content to the maximum extent possible.
- Intercity Transit will strive to exceed compliance with environmental regulations by continual improvement of our environmental performance through cost-effective innovation and self-assessment.
- 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.
- 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:

- The use of biodiesel or other renewable fuels to minimize the use of fossil fuels and reduce harmful emissions.
- The purchase of vehicles with low emissions and maximum fuel efficiency.
- The incorporation of "green" building practices into future capital projects and/or renovation of existing facilities.

- The consideration of environmental impacts and protection and the reduction of energy usage in the design, construction and operation of all facilities and services.
- The training of employees on environmental protection and sustainability practices.
- The implementation of a program to minimize waste, to reuse and recycle products, and to preferentially purchase materials with recycled content.
- The conservation of water at agency buildings and facilities
- The formation of partnerships with our jurisdictions and other area agencies to reduce our community's reliance on single-occupancy automobiles and to take actions 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 and be a model and leader in this area and will continue to strive to improve and expand excellent multi-modal public transit services.

ADOPTED this _____ day of _____, 2011

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

**Rhodetta Seward, Executive Services
 Director/Clerk to the Authority**

APPROVED AS TO FORM

**Thomas R. Bjorgen
 Legal Counsel**

ISO 14001 Environmental management system requirements

4.1 General requirements

The organization shall establish, document, implement, maintain and continually improve an environmental management system in accordance with the requirements of this International Standard and determine how it will fulfill these requirements.

The organization shall define and document the scope of its environmental management system.

4.2 Environmental policy

Top management shall define the organization's environmental policy and ensure that, within the defined scope of its environmental management system, it

- a) Is appropriate to the nature, scale and environmental impacts of its activities, products and services,
- b) Includes a commitment to continual improvement and prevention of pollution,
- c) Includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes which relate to its environmental aspects,
- d) Provides the framework for setting and reviewing environmental objectives and targets,
- e) Is documented, implemented and maintained,
- f) Is communicated to all persons working for or on behalf of the organization, and
- g) Is available to the public.

4.3 Planning

4.3.1 Environmental aspects

The organization shall establish, implement and maintain a procedure(s)

- a) to identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and

b) To determine those aspects that have or can have significant impact(s) on the environment (i.e. significant environmental aspects).

The organization shall document this information and keep it up to date.

The organization shall ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.

4.3.2 Legal and other requirements

The organization shall establish, implement and maintain a procedure(s)

a) To identify and have access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and

b) To determine how these requirements apply to its environmental aspects.

The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its environmental management system.

4.3.3 Objectives, targets and programme(s)

The organization shall establish, implement and maintain documented environmental objectives and targets, at relevant functions and levels within the organization.

The objectives and targets shall be measurable, where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

When establishing and reviewing its objectives and targets, an organization shall take into account the legal requirements and other requirements to which the organization subscribes, and its significant environmental aspects. It shall also consider its technological options, its financial, operational and business requirements, and the views of interested parties.

The organization shall establish, implement and maintain a programme(s) for achieving its objectives and targets. Programme(s) shall include

a) Designation of responsibility for achieving objectives and targets at relevant functions and levels of the organization, an

- b) The means and time-frame by which they are to be achieved.

4.4 Implementation and operation

4.4.1 Resources, roles, responsibility and authority

Management shall ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

Roles, responsibilities and authorities shall be defined, documented and communicated in order to facilitate effective environmental management.

The organization's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for

- a) Ensuring that an environmental management system is established, implemented and maintained in accordance with the requirements of this International Standard,
- b) Reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.

4.4.2 Competence, training and awareness

The organization shall ensure that any person(s) performing tasks for it or on its behalf that have the potential to cause a significant environmental impact(s) identified by the organization is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records.

The organization shall identify training needs associated with its environmental aspects and its environmental management system. It shall provide training or take other action to meet these needs, and shall retain associated records.

The organization shall establish, implement and maintain a procedure(s) to make persons working for it or on its behalf aware of

- a) The importance of conformity with the environmental policy and procedures and with the requirements of the environmental management system,
- b) The significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance,
- c) Their roles and responsibilities in achieving conformity with the requirements of the environmental management system, and
- d) The potential consequences of departure from specified procedures.

4.4.3 Communication

*

With regard to its environmental aspects and environmental management system, the organization shall establish, implement and maintain a procedure(s) for

- a) Internal communication among the various levels and functions of the organization,
- b) Receiving, documenting and responding to relevant communication from external interested parties.

The organization shall decide whether to communicate externally about its significant environmental aspects, and shall document its decision. If the decision is to communicate, the organization shall establish and implement a method(s) for this external communication.

4.4.4 Documentation

The environmental management system documentation shall include

- a) The environmental policy, objectives and targets,
- b) Description of the scope of the environmental management system,
- c) Description of the main elements of the environmental management system and their interaction, and reference to related documents,
- d) Documents, including records, required by this International Standard, and
- e) Documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.

4.4.5 Control of documents

Documents required by the environmental management system and by this International Standard shall be controlled. Records are a special type of document and shall be controlled in accordance with the requirements given in 4.5.4.

The organization shall establish, implement and maintain a procedure(s) to

- a) Approve documents for adequacy prior to issue,
- b) Review and update as necessary and re-approve documents,
- c) Ensure that changes and the current revision status of documents are identified,
- d) Ensure that relevant versions of applicable documents are available at points of use,
- e) ensure that documents remain legible and readily identifiable,
- f) Ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the environmental management system are identified and their distribution controlled, and
- g) Prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

4.4.6 Operational control

The organization shall identify and plan those operations that are associated with the identified significant environmental aspects consistent with its environmental policy, objectives and targets, in order to ensure that they are carried out under specified conditions, by

- a) Establishing, implementing and maintaining a documented procedure(s) to control situations where their absence could lead to deviation from the environmental policy, objectives and targets, and
- b) Stipulating the operating criteria in the procedure(s), and
- c) Establishing, implementing and maintaining procedures related to the identified significant environmental aspects of goods and services used by the

organization and communicating applicable procedures and requirements to suppliers, including contractors.

4.4.7 Emergency preparedness and response

The organization shall establish, implement and maintain a procedure(s) to identify potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them.

The organization shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.

The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

The organization shall also periodically test such procedures where practicable.

4.5 Checking

4.5.1 Monitoring and measurement

The organization shall establish, implement and maintain a procedure(s) to monitor and measure, on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedure(s) shall include the documenting of information to monitor performance, applicable operational controls and conformity with the organization's environmental objectives and targets.

The organization shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained and shall retain associated records.

4.5.2 Evaluation of compliance

4.5.2.1 Consistent with its commitment to compliance, the organization shall establish, implement and maintain a procedure(s) for periodically evaluating compliance with applicable legal requirements.

The organization shall keep records of the results of the periodic evaluations.

4.5.2.2 The organization shall evaluate compliance with other requirements to which it subscribes. The organization may wish to combine this evaluation with the evaluation of legal compliance referred to in 4.5.2.1 or to establish a separate procedure(s).

The organization shall keep records of the results of the periodic evaluations.

4.5.3 Nonconformity, corrective action and preventive action

The organization shall establish, implement and maintain a procedure(s) for dealing with actual and potential nonconformity (ies) and for taking corrective action and preventive action. The procedure(s) shall define requirements for

- a) Identifying and correcting nonconformity(ies) and taking action(s) to mitigate their environmental impacts,
- b) Investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence,
- c) Evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence,
- d) Recording the results of corrective action(s) and preventive action(s) taken, and
- e) Reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

Actions taken shall be appropriate to the magnitude of the problems and the environmental impacts encountered.

The organization shall ensure that any necessary changes are made to environmental management system documentation.

4.5.4 Control of records

The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its environmental management system and of this International Standard, and the results achieved.

The organization shall establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.

Records shall be and remain legible, identifiable and traceable.

60 Shalls

4.5.5 Internal audit

The organization shall ensure that internal audits of the environmental management system are conducted at planned intervals to

- a) determine whether the environmental management system
 - 1) Conforms to planned arrangements for environmental management including the requirements of this International Standard, and
 - 2) Has been properly implemented and is maintained, and
- b) Provide information on the results of audits to management.

Audit programme(s) shall be planned, established, implemented and maintained by the organization, taking into consideration the environmental importance of the operation(s) concerned and the results of previous audits.

Audit procedure(s) shall be established, implemented and maintained that address

- The responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records,
- The determination of audit criteria, scope, frequency and methods.

Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.

4.6 Management review

Top management shall review the organization's environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the environmental management system, including the environmental policy and environmental objectives and targets. Records of the management reviews shall be retained.

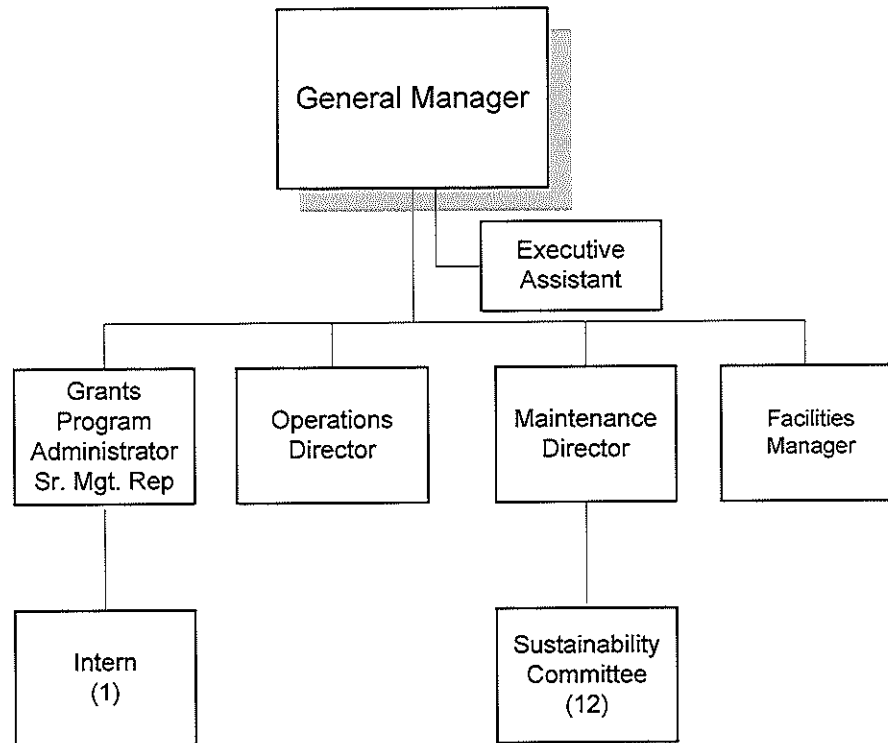
Input to management reviews shall include:

- a) Results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes,

- b) Communication from external interested parties, including complaints,
- c) The environmental performance of the organization,
- d) The extent to which objectives and targets have been met,
- e) Status of corrective and preventive actions,
- f) Follow-up actions from previous management reviews,
- g) Changing circumstances, including developments in legal and other
- h) Recommendations for improvement.

The outputs from management reviews shall include any decisions and actions related to possible changes to environmental policy, objectives, targets and other elements of the environmental management system, consistent with the commitment to continual improvement.

Intercity Transit ESMS Team 2011



As of April 2011

In support of Presidential Executive Order # 13422, Virginia Tech is pleased to offer Round 3 of Environmental & Sustainability Management System transit training using the ISO 14001 standard. Previous transit agencies have reported:

- significant progress towards sustainability efforts
- dramatic cost reductions in operations
- enhanced level of confidence that operations are in compliance with federal and state environmental standards.



“This EMS Institute provides LACMTA a methodology and focus to aim for an improved environmental performance. We will use our strong pilot project developed under this program as a template for future agency-wide EMS efforts.”

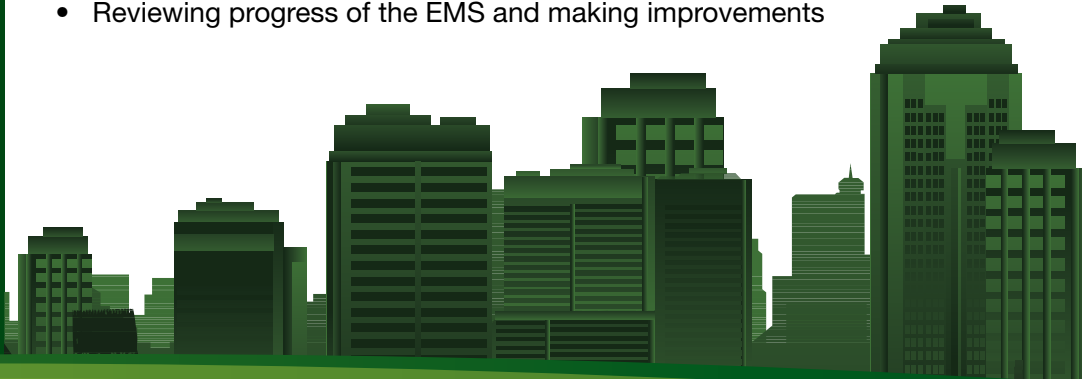
– K. N. Murthy, P.E.
Deputy Chief Capital
Management Officer

WHAT IS AN **ems**?

An environmental management system is a set of management processes and procedures that allows an organization to analyze, control and reduce the environmental impact of its activities, products and services and operate with greater efficiency and control. An EMS is appropriate for all kinds of organizations of varying sizes in public and private sectors.

The basic elements of an EMS include:

- Reviewing the organization’s environmental goals
- Analyzing its environmental impacts and legal requirements
- Setting environmental objectives and targets to reduce environmental impacts and comply with legal requirements
- Establishing programs to meet these objectives and targets
- Monitoring and measuring progress in achieving the objectives
- Ensuring employees’ environmental awareness and competence
- Reviewing progress of the EMS and making improvements



emsINSTITUTE
environmental & sustainability management system

*Green solutions
for sustainable
communities!*

BASELINE ENVIRONMENTAL REVIEW

Virginia Tech EMS faculty travels to your facility for one day to observe environmental practices at your chosen facility. During the site visit, Virginia Tech will meet with your EMS team to prepare them for the upcoming EMS workshops. Virginia Tech provides environmental debrief at the completion of the day and provides a written assessment of our environmental observations within two weeks of our site visit.

TEAM CONFERENCE CALL

Mid-way between each workshop, Virginia Tech schedules a one hour conference call with your team to review progress and to offer coaching on homework assignments.

SENIOR MANAGEMENT CONFERENCE CALL

EMS Institute involves your senior manager in a conference call prior to Workshops 2, 3 and 4 to gauge team’s progress. Involved senior management is critical to the sustainability of EMS implementation.

HOMEWORK REVIEW

Prior to the start of Workshops 2, 3 and 4, your team is scheduled for an individual one-hour session with one of the EMS classroom faculty to review the completion of the homework assignment. Faculty rotates the EMS teams they review each workshop.

WHAT ARE THE BENEFITS?

An EMS provides tools to help manage your organization's environmental impacts efficiently and to improve environmental stewardship across the entire organization. Organizations who have implemented an EMS have realized the following benefits:

- Cost savings
- Reduced risk
- Increased operational efficiency
- Positive external relations and public image
- Improved communication
- Greater employee stewardship
- Shared environmental solutions
- Improved public relations

“The benefits have been considerable. We realized direct savings of over \$1.3 million in our first full year of implementation. Employees at every level work cleaner, more efficiently, and less wastefully.”

– Jerry Benson
Chief Operating Officer
Utah Transit Authority

workshop 1 | February 7–10, 2011

Your four-member EMS team is taught the EMS development process, compliance management issues, and ISO 14001 EMS requirements. Virginia Tech simplifies the steps of EMS implementation; the work practices of prior successful teams and the role that employees back home play in EMS implementation.

The team defines the facility's fence line and analyses the baseline environmental review conducted by Virginia Tech on its earlier visit. The ISO 14001 elements taught and practiced include:

- Environmental Policy
- Environmental Aspects
- Legal and Other Requirements
- Resources, Roles, Responsibility and Authority
- Control of Documents

EMS team is provided multiple opportunities during workshop to begin an “action plan” for implementation of the homework assignment to be completed prior to Workshop 2.

workshop 2 | May 23–26, 2011

All EMS teams share completed homework assignments from Workshop 1 with other teams. Additionally, each team has access to Virginia Tech EMS library archives to maximize information sharing. During the second workshop, your team receives intensive training on the following ISO 14001 elements:

- Objectives, Targets and Programs
- EMS Documentation
- Operational Control
- Emergency Preparedness and Response

EMS team is provided multiple opportunities during this workshop to begin an “action plan” for implementation of the homework assignment to be completed prior to Workshop 3.

Workshop 3 | August 22–25, 2011

As a result of completing homework from Workshop 2, your team identifies actual and potential activities associated with their significant environmental aspects and develops operational controls, or SOPs. EMS team sets objectives and targets to improve environmental performance; then develops environmental management programs to accomplish each objective and target. During Workshop 3 your team works on the following ISO 14001 elements:

- Competence, Training and Awareness
- Communication
- Monitoring and Measurement
- Management Review

Homework prior to Workshop 4 is to review and update emergency response plans, develop training schedules to identify specific job related competency gaps, prepare a communication strategy, and begin formalizing the management review process.

Workshop 4 | November 1–4, 2011

The team determines appropriate monitoring and measurement strategies to gauge the performance of the EMS, learns skills for conducting required internal audits, begins to develop procedures for handling EMS non-conformances and control of records, and initiates management review procedures. Workshop 4 addresses the following ISO 14001 elements:

- Evaluation of Compliance
- Nonconformity, Corrective and Preventive Action
- Control of Records
- Internal Audit

You will then develop a schedule for achieving full implementation of the EMS, and select tentative dates for the EMS follow-up audit.

ONE DAY TECHNICAL SITE VISITS

Virginia Tech offers a one-day technical site visit to be used at the discretion of your locality. One Virginia Tech lead EMS instructor is available to train employees, review documentation, or the day may be used for an EMS Audit Gap Assessment.

ISO 14001 EMS AUDIT

After completion of Workshop 4 and full implementation of the EMS, Virginia Tech conducts an on-site ISO 14001 EMS audit at the facility. During this two day audit, each EMS element is evaluated to determine if it is compliant with the ISO 14001 requirements.



PEER center

Virginia Tech is an EMS Local Resource Center endorsed by US EPA to assist public and private entities in using EMS to implement green initiatives and sustainable practices such as:

- Sustained environmental compliance
- Sustainable purchasing
- Green buildings
- Energy efficiencies
- Pollution prevention and toxics reduction.



 **VirginiaTech**
Invent the Future

For More Information about the institute and these workshops, contact **Bob Herbert**.

EMAIL: bherbert@vt.edu

PHONE: (540) 853-8275

URL: www.cota.vt.edu/ems/fta/

Participants attend the EMS Institute, comprised of four workshops, at the Hotel Roanoke & Conference Center (shown left) in Roanoke, Virginia.

Authority Meeting Highlights
a brief recap of the Authority Meeting of April 6, 2011

Action Items

Wednesday night, the Authority:

- Accepted the process proposed to select a vendor, and authorized the General Manager to purchase 32 desktop computers and eight laptops through the Dell Corporation in the amount of \$57,103.35. *(Melody Jamieson)*
- Authorized the General Manager to enter into an easement agreement with the MCCOA, and with Thurston County as a co-grantee. The easement agreement will be permanent as long as Intercity Transit or Thurston County operates the park and ride, for a total payment of \$10.00 to the MCCOA. *(Marilyn Hemmann)*
- Adopted the “2010 Annual Report” and approved the “2011 – 2016 Transit Development Plan,” as presented at the public hearing held on March 16, 2011. *(Dennis Bloom)*
- Authorized the General Manager to enter into a one-year contract, with two, one-year options to extend, with Sound Landscape Professionals in the amount of \$41,088.60, for the provision of landscaping and grounds maintenance service. *(Melody Jamieson)*
- Scheduled a public hearing for 5:30 p.m., April 20, 2011, to receive public comments on the Olympia Express Service: Pierce Transit Routes 601 and 603A. *(Dennis Bloom)*
- Authorized the Authority Chair to sign the Memorandum of Understanding to complete the Regional Plan for Sustainable Development. *(Mike Harbour)*
- Accepted the 2011 Citizen Advisory Committee Recruitment Timeline and proposed process. *(Rhodetta Seward)*

Other items of interest:

- Reviewed the forms and timeline for the **General Manager’s Performance Evaluation**. Deadline for completing the forms will be April 22, 2011.
- Received the **State of Intercity Transit** report. Authority members requested it be posted on the website.
- Received a presentation on the Central Puget Sound’s **smart card fare technology ORCA**, for use on the Olympia Express Service.

- Harbour met with **federal staff in DC**, and then he and the **board chair met with Representative Herrera-Beutler** as part of the Olympia community tour, thanks to Mayor Mah.
- Several staff will travel to Roanoke, VA to attend their second session in regard to the **ESMS training May 23-26**. **Christina Anderson, a DAL Dispatcher who is finishing her TESC Masters**, will intern on the project as well.
- **Registration for the May 2011 Bicycle Commuter Contest** began. We've received six proclamations in support of the BCC and the value of cycling: *Cities of Lacey, Tumwater, Olympia, Yelm, Tenino as well as Thurston County*.
- The **vanpool marketing campaign** is going well, with six new vanpool groups with 117 new vanpoolers since January 2011.
- **Build-a-Bike Program** brings students, volunteers, reclaimed bicycles and new bike parts together. We use old bikes left unclaimed on Intercity Transit buses to become a learning tool, a way to get to school, a way to reduce emissions and a way to build a student's confidence. Classes are offered once a week after school at Roosevelt Elementary School; the abandoned bikes are stored in a shed next to our Maintenance shop and we purchase new parts needed with the Safe Routes to School grant dollars and provide classes.
- Other events coming up: **Earth Day Fair at SPSCC - April 22; Sustainable Transportation Fair - April 22, at the Olympia Farmer's Market; Market Ride - April 23** (Groups around Thurston County will ride into the Olympia Farmer's Market); and the **Wrencher's Ball at the Olympia Transit Center - April 29**.
- April 13 - **Thurston Chamber** - Intercity Transit is a co-sponsor for the 2010 Green Business Program and awards. Intercity Transit will receive an award.
- Reminder: if you want to **register for the Bicycle Commuter Contest - "Crank I.T. Team!"** - we will pay your entry fee.

Rhodetta Seward
prepared: April 11, 2011