

AGENDA
INTERCITY TRANSIT AUTHORITY
February 2, 2011
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS & RECOGNITIONS** **5 min.**
 - A. **Operator Class 11-01:** Carmen Vanmansart; Scott Fiskness; Bruce Lomedico; Larry Ray; Mark Mobley; David Randall; Daniel Frueh; Nathan Goff; Melvin Smith; Hunter Christian (*Jim Merrill*)

- 3) **PUBLIC COMMENT** **10 min.**

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.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** January 5, 2011, Regular Meeting;

 - B. **Payroll:** January 2011 Payroll in the amount of \$1,686,314.54.

 - C. **Purchase of Passenger Shelters:** Authorize the General Manager to issue a purchase order for 16 passenger shelters in the amount of \$63,002.52, including tax and freight under the conditions of the existing contract.

 - D. **Schedule Public Hearing:** Schedule a public hearing on March 16, 2011, 5:30 p.m., for the purpose of receiving public comments on the Annual Transit Development Plan: 2010 Summary and the 2011-2016 Plan. Request for Adoption will come before the Authority on April 6.

- 5) **PUBLIC HEARINGS – None** **0 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council** (*Sandra Romero*) **3 min.**
 - B. **Transportation Policy Board** (*Ed Hildreth*) **3 min.**
 - C. **Urban Corridors Task Force** (*Ed Hildreth*) **3 min.**

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|------------|---|----------------|
| | D. Citizen Advisory Committee (<i>Don Melnick</i>) | 3 min. |
| | E. Pension Committee (<i>Joe Baker</i>) | 3 min. |
| 7) | UNFINISHED BUSINESS - None | 0 min. |
| 8) | NEW BUSINESS | |
| | A. Contract Extension for Marketing Services (<i>Marilyn Hemmann</i>) | 10 min. |
| | B. General Legal Counsel - Contract Extension (<i>Ann Freeman Manzanares</i>) | 10 min. |
| | C. Contract Award - Value Engineering Services (<i>Ann Freeman Manzanares</i>) | 10 min. |
| | D. Grant Applications for the Surface Transportation Program (STP) and Enhancement Funds (<i>Mike Harbour</i>) | 10 min. |
| | E. Pension Committee Appointment (<i>Mike Harbour</i>) | 3 min. |
| | F. Reorganizational Meeting (<i>Rhodetta Seward</i>) | 10 min. |
| 9) | GENERAL MANAGER'S REPORT | 10 min. |
| 10) | AUTHORITY ISSUES | 10 min. |
| 11) | MEETING EVALUATION | 5 min. |
| 12) | EXECUTIVE SESSION -None | 0 min. |

ADJOURNMENT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 5, 2011

CALL TO ORDER

Chair Romero called the January 5, 2011, regular meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and Thurston County Commissioner Sandra Romero; City of Olympia Councilmember Karen Rogers; City of Lacey Councilmember Virgil Clarkson; City of Tumwater Councilmember Ed Hildreth; Citizen Representative Martin Thies; Citizen Representative Eve Johnson; and Citizen Representative Karen Messmer.

Members Excused: City of Yelm Councilmember Joe Baker and Labor Representative Karen Stites.

Staff Present: Mike Harbour; Rhodetta Seward; Dennis Bloom; Ann Freeman-Manzanares; Nancy Trail; Ben Foreman; Pat Messmer; Bob Holman; Carolyn Newsome; and Ed Rutledge.

Others Present: Legal Counsel Tom Bjorgen; Former Lacey City Councilmember Mary Dean; Citizen Advisory Committee (CAC) member Wilfred Collins; and Recording Secretary Tom Gow.

APPROVAL OF AGENDA

The revised agenda includes scheduling a special meeting on January 19, 2011, to act on the proposed bargaining agreement.

It was M/S/A by Citizen Representative Johnson and Councilmember Clarkson, to approve the revised agenda as presented.

INTRODUCTIONS & RECOGNITIONS

A. Farewell for Mary Dean. Romero read a proclamation of appreciation to Mary Dean, who served on the Authority from March 3, 2010, through December 31, 2010. Dean is leaving Intercity Transit and the Lacey City Council to pursue other personal endeavors. Dean provided outstanding service and leadership during her tenure on the Authority. The meeting recessed to a reception of cake and punch in honor of Dean. Members individually expressed their thanks to Dean for her service and diplomacy.

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 2 of 12

B. Nancy Trail – Development Assistant. Freeman-Manzanares introduced Nancy Trail as the agency’s Development Assistant who began on December 6, 2010.

Romero introduced Karen Messmer as the newly appointed Citizen Representative..

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Councilmember Hildreth and Councilmember Clarkson to approve the consent agenda as presented.

- A. Approval of Minutes:** December 1, 2010, Regular Meeting.
- B. Payroll:** November 2010 Payroll in the amount of \$1,614,074.12. December 2010 Payroll in the amount of \$1,616,273.57.
- C. Schedule Special Meeting:** Approved scheduling the January 19, 2011, work session as a special meeting, to begin at 5:30 p.m.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (TRPC). Harbour reported the Council received a presentation on the TRPC’s 2011 legislative agenda, participated in a game of “Profile Jeopardy” for the recent release of The Profile, and received a presentation on the Regional Coordinated Public Transit and Human Services Transportation Plan concerning Tribal Transit Program and Special Needs Programs. One item of relevance was a discussion on the upcoming regional funding program involving \$1.3 million in Transportation Enhancement Program funds and \$11 million in Surface Transportation Program funds. The agency is applying for funds from both programs. Previously, grant awards funded the improvements to bus stops as well as the purchase of replacement vanpool vans.

B. Transportation Policy Board (TPB). Harbour reported the Board’s agenda was similar to TRPC’s agenda.

C. Urban Corridors Task Force. Harbour reported the task force held a three-hour workshop at the end of November with a presentation from a planning consultant on transit oriented development. There was no meeting of the task force in December.

D. Citizen Advisory Committee (CAC). Collins reported the committee continues to receive monthly reports on the status of the Olympia Transit Center expansion project. Members are continuing to share concerns on particular bus stops requiring improvements.

NEW BUSINESS

A. Purchase of Dial-A-Lift Vehicles. Freeman-Manzanares reported the purchase of nine Dial-A-Lift vehicles is identified in the Strategic Plan as well as in the 2011 budget. Eight of the vehicles are replacement vehicles replacing 2004 models ready for retirement. The expansion vehicles are necessary to address additional service hours in 2011. Staff anticipates receiving the vehicles in June.

The agency is purchasing the vehicles through the Washington State Purchasing Cooperative as an authorized member of the cooperative. The agency has confidence in Schetky Northwest Sales and previously purchased from the vendor for a number of years.

It was M/S by Citizen Representative Johnson and Citizen Representative Thies to authorize the General Manager to issue a purchase order to Schetky Northwest Sales for the purchase of nine Dial-A-Lift vehicles pursuant to Washington State Contract #6209 in the amount of \$806,787.

Clarkson asked whether the replacement of vehicles is based on miles or chronological age. Freeman-Manzanares replied the agency has a seven-year replacement policy for lightweight vehicles. Maintenance reviews each group of vehicles and identifies when replacement is warranted based on maintenance history. This particular series of vehicles have been problematic.

Thies noted the amount is approximately \$200,000 less than budgeted. He asked if another purchase of vehicles will occur in 2011. Freeman-Manzanares reported the purchase is the largest component of the budget item, which also includes visits to the bus manufacturer by maintenance staff to review the build, new vehicle inspections, registration, and replacement of OEM tires with the agency's standard tires.

Clarkson asked about the value in surplus of the vehicles due for replacement. Freeman-Manzanares noted vehicles replaced typically generate a sale of between \$2,000 and \$3,000 for each vehicle. Surplus vehicles are first offered to other jurisdictions and then the vehicles are sent for general auction.

Johnson asked about the purchase of replacement tires. Freeman-Manzanares responded the agency negotiated with a tire company on the state contract to install and balance the agency's standard tires in exchange for the OEM tires.

Motion carried unanimously.

B. Federal Advocacy Services. Freeman-Manzanares reported the agency contracted with Gordon Thomas Honeywell Governmental Affairs (GTHGA) for the

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 4 of 12

last several years for advocacy support services in Washington, D.C. During that time, the agency received federal funding for design and construction of the Olympia Transit Center, funds for the purchase of six hybrid buses, and funds for a future purchase of seven hybrid buses. Obtaining federal funding is competitive. With the agency's continued needs for replacement buses and the expansion of the Pattison Street facility, staff believes it's important to continue to have a representative in Washington, D.C. and continue using the services of GTHGA.

Hildreth referred to the high monthly expense and whether GTHGA's advocacy service has been directly responsible in securing federal funding. Freeman-Manzanares said it's difficult to identify whether GTHGA's service was the sole reason for receiving federal funds. However, there is concern about the uncertainty of future federal funding available to local agencies. She noted it is helpful to have GTHGA's advocacy support on the ground with representatives contacting appropriate members of Congress and the Senate and their staff to secure funding for the agency. The company also represents Ben Franklin Transit as well as the Port of Vancouver and the City of Kent.

Harbour noted the agency discussed a potential conflict of interest with GTHGA involving its representation of Ben Franklin Transit and is comfortable moving forward with GTHGA.

Messmer commented on the expense, which could fund another full-time position. The question is whether the agency is receiving value and if there is regular contact and communication occurring that validates whether the agency is receiving value. Harbour referred to a recent six-page report from GTHGA. GTHGA provides monthly reports as well as maintaining contact with both Holman and Harbour each month.

Johnson asked about past advocacy services. Harbour said Roger Dean was primarily responsible for advocacy support for the agency and visited Washington, D.C. several times a year. The agency has been successful over the last several years in securing federal funds. This year, no one is certain of the funding environment and federal funding opportunities. Staff recommends retaining the service and helping the agency through the transition and perhaps reviewing the contract later in the year for reevaluation.

Rogers cited her firsthand knowledge of the state legislative process, which is complex. The federal process is more complex and it's extremely difficult to provide advocacy support unless it's provided by a professional because of the complexity involved. A retainer of \$6,000 a month to secure millions in federal funding provides value to the agency.

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 5 of 12

Clarkson agreed with Rogers. This may not be the best year to limit the agreement to only one year because of the uncertainty in Washington, D.C.

Harbour advised the initial contract is a five-year period with one-year extensions. Johnson supported a review later in the year to determine if the contract should be extended another year.

It was M/S/A by Councilmember Hildreth and Councilmember Clarkson to authorize the General Manager to execute a one-year contract extension with Gordon Thomas Honeywell Governmental Affairs to provide federal advocacy services on a retainer basis of \$6,000 per month.

C. Vanpool Vehicle Purchase. Freeman-Manzanares said the purchase of 47 vanpool vehicles was approved in the 2011 budget. Forty-six of the vehicles are funded through an 80/20 state grant from the Washington State Department of Transportation. The purchase includes replacement of one vanpool vehicle involved in an accident, which will be reimbursed through insurance. The agency anticipates receiving the vehicles in May. The vehicles will be purchased through a competitive bid on the Washington State contract as a member of the Washington State Purchasing Cooperative.

Freeman-Manzanares responded to several questions regarding the budget for the purchase and the average cost of each vehicle. The cost of the 7-passenger van is \$22,664, the 12-passenger van is \$24,422, and the 15-passenger van is \$26,365. The state grant is for 80% up to \$26,000. The 2011 budget included a line item of approximately \$1.2 million for the purchase. Insurance will cover approximately \$18,000 of the replacement vehicle for the vehicle damaged in the accident, with the agency funding the remaining amount. Additionally, this is the first time the state funded replacement vanpools. Typically, staff requests purchase of expansion vehicles rather than replacement vehicles.

Clarkson asked whether the agency vanpool program funds the replacement program. Harbour advised last year, the agency recovered 100% of the cost of the vehicles as well as for the operations of the vehicles. The agency typically received 100% grant funds for expansion vans.

It was M/S/A by Citizen Representative Messmer and Citizen Representative Johnson to authorize the General Manager, pursuant to Washington State Contract 06310, to issue purchase orders to:

- **Karmart Automotive Group for the purchase of twenty-three, 7-passenger Dodge Grand Caravans in the amount of \$520,876.**

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 6 of 12

- **Columbia Ford for the purchase of twenty-one, 12-passenger Ford Econolines in the amount of \$512,870 and three, 15-passenger Ford Econolines in the amount of \$79,097.**

The total cost of the purchase is \$1,112,843.

Freeman-Manzanares noted the budget for the purchase is \$1,245,500.

D. Discounted Bus Pass Program Approval. Harbour said the Authority approved a pilot Discounted Bus Pass Program in December and issued a call for applications. The agency released the call for applications and received 12 applications. The authority authorized up to \$100,000 in funds. The total amount of the applications was for half that amount with a total value of \$105,495.

The evaluation team of Harbour, Seward, and Bergkamp was very impressed with the proposals:

Organization	Value	Grant Amount	Clients Served
Behavioral Health Resources	\$26,400	\$13,200	Serves mentally and/or behaviorally disabled persons.
Capital Clubhouse	\$6,600	\$3,300	Serves chronically mentally ill persons.
Community Youth Services	\$21,600	\$10,800	Serves at-risk youth.
Drexel House	\$11,550	\$5,775	Serves homeless and disabled single men and women.
DSHS Community Service	\$16,500	\$8,250	Serves persons in the WorkFirst program.
Family Support Center of South Sound	\$3,300	\$1,650	Provides case management services to homeless and at-risk adults and families.
New Market Skills Center	\$9,900	\$4,950	Program provides passes to low-income students to travel to program.
Olympia Union Gospel Mission	\$3,630	\$1,815	Serves homeless clients.
Out of the Woods Family	\$1,335	\$667.50	Serves homeless

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 7 of 12

Shelter			families.
Panza-Camp Quixote	\$1,650	\$825	Serves homeless tent city residents.
Senior Services for South Sound	\$1,380	\$690	Program provides transportation to clients not eligible for reduced fare passes.
Thurston County, Public Health and Social Services, Veterans' Assistance Fund	\$1,650	\$825	Program for veterans and eligible dependents.

Staff recommends approving the grants awards as presented.

The Authority discussed providing funds to a state agency. Messmer supported supplementing a state program serving local people in need of transportation. It's noteworthy of the agency recognizing there is a transportation problem for many of its clients, and they can help solve it by applying for the program.

Johnson questioned the source of the savings by providing the grant to a state agency. Harbour reported the WorkFirst Program cut some of the funding for support services, which includes helping low-income individuals with transportation expenses in some circumstances. The ability to purchase passes at a reduced rate will allow the agency to continue to purchase passes for clients and extend transportation options for clients.

Clarkson commented that when the proposal was discussed, it was directed to non-profits only. Harbour advised that the discussion included 501(c)3 agencies and government agencies, such as the Thurston County Veterans' Assistance Fund Program. Staff anticipated some local government agencies might apply for the funds.

Hildreth expressed concerns with providing funds to a state agency. Another issue is that the agency is also evaluating the opportunity to expand. He suggested evaluating next time whether state agencies should be included.

It was M/S/A by Citizen Representative Messmer and Councilmember Clarkson to approve the grant awards illustrated in Attachment A.

E. Centennial Station Discussion. Harbour provided historical context of the Amtrak depot, which is now known as the Centennial Station and supported operationally by the cities, Thurston County, and the Port of Olympia through an interlocal agreement. Intercity Transit was designated as the coordinating agency with the property deeded to the agency for \$1 by Thurston County. Harbour reviewed the proposed 2011 budget and the designated funding allocation by each jurisdiction.

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 8 of 12

During 2011 budget discussions, the City of Olympia chose not to participate in the agreement to fund its allocation of \$11,067. The issue is how the agency should address the interlocal agreement with one party refusing to participate.

Romero shared that she spoke with several City of Olympia Councilmembers who had strong opinions about not funding the Centennial Station, and that it requires a larger discussion. She stressed the history of the community supporting alternative transportation modes, and it's not possible to depend on single occupant vehicles to meet all transportation needs. The train station is a community effort. There is no option of moving the train station to the urban core. She urged the Authority to convene a larger meeting and invite Amtrak in the discussion to determine how the community can support the station. She acknowledged Rogers for her efforts to lobby the City Council to support the station.

Thies referred to the alternatives available to the Authority and agreed a community meeting is the preferred next step.

Johnson suggested Olympia should honor its agreement.

Members discussed their preference of convening a community meeting and outlining the alternatives.

Discussion followed on whether it's possible to reduce operational costs. Harbour advised it may be possible to reduce some costs, such as reducing the level of service for janitor service or landscaping. However, some costs are fixed and are difficult to reduce.

Clarkson commented on the negative impacts of the station reducing its level of service.

Johnson again suggested Intercity Transit assuming Olympia's allocation should be eliminated as an alternative.

The Authority directed staff to call a meeting of all involved jurisdictions to discuss future funding of Centennial Station as soon as possible, and the option of the agency (Intercity Transit) assuming the City of Olympia's share in 2011 not be offered as an alternative.

F. Amendments to the 401(k) Deferred Compensation Plan. Foreman requested adoption of Resolution 01-2011, amending the 401(k) Deferred Compensation Plan.

On December 17, 2010, President Obama signed the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act. Part of that act was reducing employee payment of social security from 6.2% to 4.2% The Plan references an IRS

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 9 of 12

code. Intercity Transit's employer match for deferred compensation is tied to the social security rates paid by the employee. For 2011, there is a one-time temporary reduction in those rates from 6.2% to 4.2%. Intercity Transit's 401(k) plan lists the amount payable for social security as the minimum amount an employee can contribute to the 401(k) plan and receive an employer match. The employer match is designated as the minimum employee payment. For employees hired prior to April 1, 1986, there is an additional required payment equal to the Medicare tax, which is also matched by the employer. By convention, and past business practice, the two 457 deferred compensation plans follow the employee/employer matches delineated within the 401(k) Plan Document.

Further complicating the issue is both union contracts list the 6.2%/7.65% match as a given and do not reference the actual wording of the 401(k) Plan Documents. Both union contracts provide for more funding if the required rates go up but do not provide for reduction in contributions if rates decline.

The 2011 budget includes the 6.2%/7.65% employer match for all three deferred compensation plans. If the resolution is not adopted, the agency needs to reduce its match to 4.2% and allow all employees to reduce personal contributions to the same level. The interaction between the union contracts to the Human Resources Rules (HRRs) and the Plan Document is unclear and may require legal action to resolve.

Messmer asked whether the resolution resolves the complication because of the separate systems. Foreman said it will bring the Plan into alignment with the union contracts and HRRs.

Clarkson asked about the lead time for making the adjustment if the Authority doesn't approve the resolution. Foreman said the agency would need to enable employees to contribute 4.2% immediately. The limitation is only for a year. The agency has some time to make the adjustment. The agency would have a year, as it doesn't participate in social security and it's strictly funds the agency matches for employee retirement funds. If an employee resigned during the year, then a manual adjustment would be required. The agency hasn't participated in the social security program since 1988. In lieu of social security, employees have participated in the match in the 401(k) or 457 Plans.

Bjorgen asked if the legislation prevents the agency from maintaining the programs at 6.2%. Foreman advised it does not. The issue resides within the Plan as it's based on the IRS code, which is reduced for employee payments. Another caveat is the employer match will be no more than the minimum amount.

It was M/S by Citizen Representative Thies and Citizen Representative Messmer to Adopt Resolution 01-2011, amending the 401(k) Deferred Compensation Plan.

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 10 of 12

Foreman clarified that the resolution maintains the employee and employer match at 6.2%. Since the agency doesn't participate in the social security program, it makes sense for the employee's level to remain the same as the agency's contribution. If not adopted, it would also potentially reduce an employee's retirement amount.

Motion carried unanimously.

GENERAL MANAGER'S REPORT

The last three months of **sales tax** in 2010 ended with an increase of 4% over 2009. For the year, sales tax increased by 1.49% over 2009. The original budget was 3% in sales tax growth.

Ridership increased approximately .3% in 2010 and was almost equal to 2008.

The **January work session** includes an update on the three capital projects with direction from the Authority on the scope of the Olympia Transit Center expansion project.

Interviews will begin shortly for the Information Services Manager candidates, which has been open for nine months. Interviews are scheduled in early February for the Development Director.

The Olympian recently published a letter recognizing some bus operators.

Environmental Management System program staff from Virginia Tech will be on site on January 12. Five staff members are scheduled to attend training at Virginia Tech next month. There are 10 transit systems across the nation participating in the program. The agency participated in **125 events** during 2010, the highest number of events ever. Most involved youth education outreach, transit fairs, and presentations.

The agency celebrated its **30th anniversary** on January 2, with Marketing planning activities in the community. The agency introduced its 30th Anniversary Seal with a breakfast kick-off on January 4 for all employees, prepared by senior management staff.

The next **operator class** is scheduled in April. Currently, 10 operators are in training.

Authority members interested in establishing an **e-mail account** should contact Seward.

Clarkson asked whether the agency has a mechanism in place to track increases in ridership when gasoline prices increase. Harbour said it's difficult to gauge. However,

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 11 of 12

when gasoline was \$4 a gallon in 2008, ridership increased substantially at 18%. Dramatic increases in gasoline tend to prompt an increase in ridership.

Discussion followed on predictions in fuel costs. Harbour advised that it's difficult to predict. However, when gasoline prices increase, it also impacts the cost of fuel for the agency. Increased ridership does not make up for the increase in fuel costs.

Johnson noted Route 62 had at least 10 people standing. Harbour noted some service changes on Route 62 will be implemented; currently 15-minute service is offered.

AUTHORITY ISSUES

Messmer reported she is unable to attend the next meeting because of a planned vacation.

Rogers said the last community forum she hosted included discussions on bus transportation. Many people cited the need for passenger rail and comfortable buses directly to Seattle. A bicyclist complained that he often feels pushed off the road by bus drivers and that operators are not friendly toward bicyclists. Another complaint involved too many stops to Lakewood/Tacoma leading to missed connections.

Harbour advised that the agency submitted a Regional Mobility grant application for direct service to Seattle which was not funded. Another application submitted was for Tumwater and Lakewood express service. It's included on the list but only if the Legislature funds the full \$40 million grant program. The agency is scheduled to receive funding for completion of the Hawks Prairie Parks and Ride Lot. Another issue for connecting to the north is unpredictability along I-5.

Clarkson asked whether the agency is involved in discussions with Joint Base Lewis McChord concerning congestion along I-5. Harbour said Bloom is involved in ongoing meetings.

Romero asked Bjorgen about the binding authority of interlocal agreements. Bjorgen advised that a valid interlocal agreement with another jurisdiction is a contract. Most contracts have cancellation clauses, which is dependent upon the contract. Harbour said the Centennial Station interlocal agreement includes a provision for the City of Olympia's contribution subject to an annual budget appropriation. Thurston County has the same provision. The other jurisdictions do not have the same clause.

Romero shared that she typically never receives complaints about transit service. However, a citizen recently contacted her about Dial-A-Lift and complained about an elderly woman who was dropped off at the Tumwater liquor store and who purchased

Intercity Transit Authority Regular Meeting

January 5, 2011

Page 12 of 12

liquor and then went next door to have a manicure. The complainant questioned whether that is a proper use of Dial-A-Lift. Harbour advised DAL clients can use the service for any purpose, as the agency cannot discriminate on the trip purpose. The purpose of DAL is to provide an equal level of access to persons with disabilities as provided by fixed route transit.

EXECUTIVE SESSION

Romero recessed the regular meeting to an executive session at 7:21 p.m. for approximately 25 minutes to discuss Collective Bargaining Agreement - IAM Lodge 160. No action is anticipated following the executive session.

ADJOURNMENT

Romero reconvened the meeting at 7:43 p.m.

It was M/S/A by Citizen Representative Johnson and Citizen Representative Thies to adjourn the meeting at 7:43 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Sandra Romero, Chair

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

Date Approved: February 2, 2011

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

PERIOD DATES: 12/19/2010-1/1/2011				PAYDAY 1/7/2011		PERIOD DATES: 1/2-15/2011				PAYDAY 1/21/2011	
	CODES		PAY PERIOD CHECK NO.	1ST CHECK AMOUNT	1ST TRANSFER AMOUNT		CODES		PAY PERIOD CHECK NO.	2ND CHECK AMOUNT	2ND TRANSFER AMOUNT
3	FIT		WIRE	70,751.17	70,751.17	3	FIT		WIRE	62,948.45	62,948.45
4	MT	8738.69	WIRE	17,477.38	17,477.38	4	MT	8190.3	WIRE	16,380.60	16,380.60
5	AL/34	Life Ins.	Check	794.83	0.00	5	AL/34	Life Ins.	Check	2,133.23	0.00
6	DI/32	Disability In:	Check	937.01	0.00	6	DI/32	Disability In:	Check	2,437.03	0.00
7	HI/38	Health In1st	Check	7,370.50	0.00	7	HI/38	Health In1st	Check	254,418.50	0.00
8	TH/39	Taxed Hlth	Check	721.50	0.00	8	TH/39	Taxed Hlth	Check	721.50	0.00
9	CC/61	Child Care	Hofstetter	217.39		9	CC/61	Child Care	Hofstetter	217.39	
10	GN/08	Garnish	Manual	0.00		10	GN/08	Garnish	Manual	0.00	
11	GN/08	Garnish	Manual	685.49		11	GN/08	Garnish	Manual	655.44	
12	CS/09	DSHS	EFT	616.50	616.50	12	CS/09	DSHS	EFT	616.50	616.50
13	CS/09	Stockard	Check	339.02	344.02	13	CS/09	Stockard	EFT	339.02	344.02
14	D1/98	D.Dep. #1	WIRE	7,085.23	7,085.23	14	D1/98	D.Dep. #1	WIRE	6,660.28	6,660.28
15	D2/97	D.Dep. #2	WIRE	21,301.77	21,301.77	15	D2/97	D.Dep. #2	WIRE	21,708.82	21,708.82
16	GN/08	James	Check			16	GN/08	Riker	Check	0.00	
16	GN/08	Riker	Check			16	GN/08	James	Check	0.00	
17	GT/63	G.Ed.Tuit	Check	150.00		17	GT/63	G.Ed.Tuit	Check	150.00	
18	DC/97	Vgrd Empl	Wire	40,925.51		18	DC/97	Vgrd Empl	Wire	39,983.59	
19	DC/22	Vgrd Emplr	Wire	28,270.88	69,196.39	19	DC/22	Vgrd Emplr	Wire	27,157.98	67,141.57
20	L2/29	401k Ln#2	Wire	2,791.74		20	L2/29	401k Ln#2	Wire	2,791.74	
20	LN/29	401k Ln #1	Wire	7,685.16	10,476.90	20	LN/29	401k Ln #1	Wire	7,685.16	10,476.90
22	TTL VNGRD			79,673.29		22	TTL VNGRD		77,618.47		
23	LI/02	L&I	Check	18,515.37		23	LI/02	L&I	Check	24,980.57	131,113.44
24	MD/51	Mch.UnDues	Check	1,173.87		24	MD/51	Mch.UnDues	Check	1,174.13	
25	MI/52	Mac.Initiation	Check	0.00		25	MI/52	Mch.Initiation	Check	0.00	
26	MS/60		Check	0.00	0.00	26	MS/60		Check	0.00	0.00
27	MS/60	Reverse Ste	draw check	0.00	0.00	27	R1	Anderson di	draw	93.30	0.00
28					0.00	28	R2				0.00
29	PA/66	Proj.Assist	Direct Dep	418.00		29	PA/66	Proj.Assist	Direct Dep	417.00	
30	PN/04	PERS emple	EFT	26,604.76	0.00	30	PN/04	PERS emple	EFT	25,313.59	0.00
31	PN/04	PERS emplr	EFT	34,199.56	60,804.32	31	PN/04	PERS emplr	EFT	32,519.06	57,832.65
32	TTL PERS			60,804.32		32	TTL PERS			57,832.65	
33	R3/20	ICMA Ln#2	WIRE	261.07	0.00	33	R3/20	ICMA Ln#2	WIRE	261.07	0.00
34	RC/24	ICMA Emple	WIRE	6,385.94		34	RC/24	ICMA Emple	WIRE	6,014.38	0.00
35	RI/23	ICMA Roth	WIRE	623.06	623.06	35	RI/23	ICMA Roth	WIRE	723.06	723.06
36	RL/21	ICMA Ln#1	WIRE	1,207.75	1,468.82	36	RL/21	ICMA Ln#1	WIRE	1,207.75	1,468.82
37	RR/25	ICMA emplr	WIRE	3,226.32	9,612.26	37	RR/25	ICMA emplr	WIRE	3,154.35	9,168.73
38	TTL ICMA	11,081.08		11,704.14		38	TTL ICMA	10,637.55		11,360.61	
39	SD/26	Defr Emplee	EFT	8,920.62		39	SD/26	Defr Emplee	EFT	8,976.29	
40	SR/27	Defr Emplr	EFT	4,039.44	12,960.06	40	SR/27	Defr Emplr	EFT	4,152.91	13,129.20
41	UC/45	Un COPE		160.00		41	UC/45	Un COPE			
42	UA/44	Un Assess	Check			42	UA/44	Un Assess	Check	534.00	
43	UD/42	Un Dues	Check	4,451.88		43	UD/42	Un Dues	Check	4,613.10	
44	UI/41	Un Initiatn	Check	0.00		44	UI/41	Un Initiatn	Check	0.00	
45	UT/43	Un Tax	Check	1,975.20		45	UT/43	Un Tax	Check	0.00	
46	UW/62	United Way	Check	880.00		46	UW/62	United Way	Check	856.00	
47	WF/64	Wellness	Direct Dep	286.00		47	WF/64	Wellness	Direct Dep	288.00	
48	NET PAY (dir. Deposit)			402,114.71	402,114.71	48	Net Pay (Dir. Dep.)			378,002.42	378,002.42
	Paychecks			15,058.08			Paychecks			7,405.62	
50	TOTAL TRANSFER				\$684,832.59	49	TOTAL TRANSFER			\$777,715.46	
51	TOTAL PAYROLL*:			\$738,622.71		50	TOTAL PAYROLL*:			\$947,691.83	
52	GROSS EARNINGS:			645,181.86		51	GROSS EARNINGS:			615,013.54	
53	EMPR MISC DED:			84,702.16		52	EMPR MISC DED:			324,487.99	
	EMPR MEDICARE TAX:			8,738.69		53	EMPR MEDICARE TAX:			8,190.30	
54						54					
55	TOTAL PAYROLL*:			\$738,622.71		54	TOTAL PAYROLL*:			\$947,691.83	
56						55					
						56	TOTAL PAYROLL FOR MONTH:			\$1,686,314.54	

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority

FROM: Melody Jamieson, 705-5878

SUBJECT: Purchase of Passenger Shelters

-
- 1) **The Issue:** Consideration of the purchase of 16 passenger shelters for inventory.
-
- 2) **Recommended Action:** Authorize the General Manager to issue a purchase order for 16 passenger shelters in the amount of \$63,002.52, including tax and freight under the conditions of the existing contract.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit has an existing, competitively bid contract for passenger shelters. The contract identifies three different shelter configurations that serve our needs in various applications throughout our service area. The 2011 budget includes funds for the purchase of replacement shelters. These shelters are held in inventory until the need for replacement arises.
-
- 5) **Alternatives:**
- A. Authorize the General Manager to issue a purchase order for 16 passenger shelters in the amount of \$63,002.52 including tax and freight under the conditions of the existing contract.
 - B. Defer action. Deferred action will delay receipt of passenger shelters.
-
- 6) **Budget Notes:** This expenditure is within the 2011 budget.
-
- 7) **Goal Reference:** Goal #2: *"Providing outstanding customer service."*
-
- 8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority

FROM: Dennis Bloom, Planning Manager, 705-5832

SUBJECT: Schedule a Public Hearing on the Transit Development Plan

-
- 1) **The Issue:** Whether to schedule a public hearing for the annual update of Intercity Transit's Transit Development Plan (TDP).
-
- 2) **Recommended Action:** Schedule a public hearing on March 16, 2011, 5:30 p.m., for the purpose of receiving and considering public comments on the annual Transit Development Plan: 2010 Summary and the 2011 - 2016 Plan. Request for Adoption of the TDP will come before the Authority on April 6.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
-
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2010 Summary);
- b) Description of planned changes, if any, to services and facilities (2011-16); and
- c) Operating and capital financing elements for the previous year (2010), budgeted for current year (2011), and planned for the next five years (2012 - 16).

In the past, Intercity Transit used the TDP as part of a 4 - 5 month long public process to discuss agency goals, policies and the following year's budget. This would help guide the growth of Intercity Transit over several years, including projected budgets to accomplish those tasks.

In keeping with the Washington State Department of Transportation's requirement that TDP's be submitted in April of each year, the plan's update now reflects the basics of the three elements described above (a - c).

Staff will present TDP information for discussion purposes to both the Citizen Advisory Committee and the Authority over the next two months. The Authority will receive a Draft TDP on March 2, 2011, which will also be available for public review and comment. After the public hearing on March 16, staff will request adoption by the Authority at the April 6, 2011, meeting. Upon final approval, staff will forward the document to WSDOT, local jurisdictions and other appropriate organizations and businesses.

5) **Alternatives:**

- A) Schedule a public hearing for March 16, 2011, 5:30 p.m. to receive comment on the Transit Development Plan.
- B. Set a later date for the public hearing and approval of the TDP. Setting an adoption date past April 6, 2011, will require a request to WSDOT for an extension of the TDP due date.

6) **Budget Notes:** This is currently covered under the 2011 Budget. This year's TDP again reflects on what was achieved over the past year. The TDP simply reports on past and projected elements based on the current budget year. The development of next year's budget will be accomplished later in 2011 when discussions on the annual update of the agency's Strategic Plan takes place.

7) **Goal Reference:** The conducting of a public hearing for the draft TDP reflects all current goals established for the agency.

8) **References:**

2011 Timeline for TDP Process:

Feb 2 ITA: Request Public Hearing for March 16 and Adoption April 6, 2011
Feb 14 CAC: DP Process
March 2 ITA: Present Draft TDP and Financial Forecast. Draft available to the public.
March 16 ITA: Conduct Public Hearing
April 6 ITA: Adopt TDP

- The CAC meets after the public hearing; therefore, we will be unable to take the draft to them this year prior to the hearing. We will distribute it to them for their input.

TRPC Members & Representatives

City of Lacey
Virgil Clarkson

City of Olympia
Stephen Buxbaum

City of Rainier
Dennis McVey

City of Tenino
Ken Jones

City of Tumwater
Ed Stanley

City of Yelm
Robert Isom

Town of Bucoda
Gary Givens

Thurston County
Cathy Wolfe

Intercity Transit
Sandra Romero

LOTT Clean Water Alliance
Cynthia Pratt

Thurston PUD
Paul Pickett

Olympia School District
Allen Miller

North Thurston Public Schools
Chuck Namit

Confederated Tribes of the Chehalis Reservation
Pending

Nisqually Indian Tribe
Willie Frank
James Slape

Associate Members

TCOMM 911
Karen Valenzuela

Economic Development Council of Thurston County
Joseph Beaulieu

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Norman Abbott

The Evergreen State College
Paul Smith

Timberland Regional Library
Emmett O'Connell



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA Friday, February 4, 2011 8:30-11:00 a.m.

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar

ACTION

These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – January 7, 2011
- b. Approval of Vouchers
- c. 2010 Financial Report

TESC Biomass Gasification Feasibility Study

PRESENTATION

Staff from The Evergreen State College will give a presentation about their feasibility study on biomass gasification as a renewable energy source to provide the thermal energy to operate the college.

Technology Update

INFORMATION

Staff will present information regarding recent additions to the agency's Social Media capability, including new Facebook and Twitter accounts. Information about upcoming wi-fi availability will also be shared.

TRPC 2011 Meeting Calendar

ACTION

Council Members will review and approve the 2011 Meeting Calendar

Transportation Annual Report – “Journeys”

INFORMATION

This recap of key transportation program activities from 2010 reflects on Council accomplishments last year, updates new members on our activities and sets the stage for the Council's transportation activities in 2011.

2011 State Legislative Session

UPDATE

The Council will continue its discussion on Legislative plans and strategies.

Appointment of Executive Director's Evaluation Committee

ACTION

The chair will appoint Council Members to the Executive Director Evaluation Committee.

2011 Officer Elections

ACTION

Regional Council Members hold elections for Chair, Vice-chair and Secretary for a one-year term, each year in February.

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
January 10, 2011**

CALL TO ORDER

Chair Linda Olson called the January 10, 2011, 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; Berl Colley; Wilfred Collins; Valerie Elliott; Jill Geyen; Catherine Golding; Faith Hagenhofer; Meta Hogan; Don Melnick; Linda Olson; Jacqueline Reid; and Rob Workman.

Excused: Roberta Gray; Seema Gupta; and Kahlil Sibree.

Unexcused: Gerald Abernathy; Julie Hustoft; and Joan O'Connell.

Staff Present: Mike Harbour, Rhodetta Seward, Ann Freeman-Manzanares, and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Melnick and Hagenhofer to approve the agenda.

INTRODUCTIONS

A. Board member, Eve Johnson, Citizen Representative was introduced.

MEETING ATTENDANCE

A. **January 19, 2011, Work Session** - Berl Colley.

B. **February 2, 2011, Regular Meeting-** Kahlil Sibree. Rhodetta will contact Sibree to make sure he will be able to attend. If Sibree cannot, Melnick volunteered.

NEW BUSINESS

A. **Major Capital Projects Status Report:** Freeman-Manzanares presented projects currently in process and some completed projects.

CAC MEETING MINUTES

January 10, 2011

Page 2 of 7

Projects completed:

Martin Way P&R Lot Expansion, which opened in September of 2009.

Benefits of this project:

- Expanded the facility from 139 to 318 parking stalls (was at 120% capacity)
- Improved internal circulation for commuters and buses
- Upgraded lighting, security and passenger shelters, bike racks, internal sidewalks and sustainable landscaping

Funding Sources

- WSDOT Regional Mobility: \$1,259,360
- Local Match (20%): \$ 630,000
- WSDOT Property value: \$ 906,000

Hybrid Buses

Funding

- ARRA: \$2.334 million
- Federal Appropriations: \$750,700
- Local Match: \$575,000

Benefits

- Reduced emissions
- Reduces fuel consumption about 25%
- Same operating reliability as traditional propulsion engine buses

Buses

- 40' long, weigh 30,800 pounds, life cycle 12 years.
- Seats 37 plus standing passengers, provides two wheelchair positions
- GPS activated audio/visual stop announcements, air conditioning, reading lights
- Low-floor entry/exit accommodates easy boarding and deboarding

Major Projects in Process:

Hawks Prairie Park & Ride

Funding Source:

WSDOT Regional Mobility (spans two biennia: 2009-11/2011-13)

Grant: \$6,565,676 (plus 20% match)

Total: \$8,207,095

Project Information:

- Located on 8 acres- closed portion of landfill
- At 60% design, 332 parking spaces with outlets for electric vehicles
- Lighting, security cameras, passenger shelters

CAC MEETING MINUTES

January 10, 2011

Page 3 of 7

- Compaction approximately at five feet
- Expected to begin construction in spring 2012, and operational mid to late 2012

Pattison Street Maintenance, Operations & Administrative Base Remodel & Expansion

Funding Source

- Local funds for Master Planning, Preliminary and 30% Design and Property Acquisition.
- Seeking Federal Funding: Final Design and Construction

Project Goals

- Planning utilizing growth projections through 2035
- Primary focus on Maintenance & Operations; necessary infrastructure and frontage improvements
- Administrative Space - Phase 3
- Potential of adding space at the Olympia Transit Center or leasing off-site location
- Incorporate Sustainable Design and achieve at a minimum LEED Silver Certification

Site Concept

2010 Fleet Composition:

- Fixed Route: 68
- Dial-A-Lift: 33
- Spare Vanpool: 21

2035 Fleet Estimate:

- Fixed Route: 128
- Dial-A-Lift: 64
- Spare Vanpool: 60

Olympia Transit Center Expansion

Base Project

Funding Source:

Federal: \$2,575,500

Local: \$ 901,125

Total: \$3,476,625

Base Project Goals:

- Additional bus bays to accommodate growth
- Accommodate private regional carrier
- Increase passenger amenities

CAC MEETING MINUTES

January 10, 2011

Page 4 of 7

Secondary Project Goal:

- Transit Authority considering options for adding administrative space
- Additional local funds would be required for options beyond base project
- Final engineering and design expected to be completed in 2011

S. Abernathy arrived.

Colley asked if the design for 13,000 square feet would be a three floor building. Freeman-Manzanares responded the funding is only for a single floor building to accommodate Greyhound.

Other Major Capital Expenditures:

Hybrid Buses (Diesel/Electric)

- Need to replace 14 buses between 2012–2015
- Currently have federal funds for seven vehicles
- Unit cost: \$650,000 (estimate – Gillig bus)

Dial-A-Lift Vehicles

- Nine Replacement Vehicles on order
- Transit Authority just approved nine additional vehicles – All Local Funds

Vanpools

- Purchasing 46 Replacement Vanpools – State Grant Funds

Olson asked if the 25% fuel savings was per bus or per fleet. Freeman-Manzanares confirmed it was per fleet. Maintenance and Operations are trying to get even more savings. They are looking at doing a measured tire pressure instead of a visual, and a slow and easy approach at stops, which can create more fuel savings.

Golding arrived.

B. Youth Representative Recruitment Process: Seward reported the Authority approved the position for a 15-19 year old member and requests the CAC form an ad hoc committee to develop a plan and the recruitment process. This ad hoc committee will also include Erin Scheel, the Youth Education Specialist and Rhodetta Seward, the Executive Services Director. The CAC needs to finalize a recruitment process which needs to include a timeline for 2011.

The Authority offered several comments to the CAC:

CAC MEETING MINUTES

January 10, 2011

Page 5 of 7

- ✓ Youth that are home-schooled be considered as well as those attending public school.
- ✓ Youth who have some type of involvement with public transit are desirable.
- ✓ Others feel requiring the youth be a rider could eliminate some who are leaders. This is not a criterion required of the Authority or of the other CAC members.
- ✓ Recommended appointing students in the spring, with the term ending when the school year ends.

Chair Olson asked if there were members interested in participating in the ad hoc committee. Melnick, Geyen, and Hogan volunteered. O'Connell was suggested; Seward will contact her to request her participation.

Elliott asked how we would reach out to homeless and home school students. Geyen responded the home school students are registered with the schools. Olson hopes there will be interest from all school districts in the area. Hagenhofer asked if we will recruit from PTBA or the entire county. She wants to make sure our outreach is to Rainier and Tenino areas as well. Elliott asked if the same interview process will be applied as a regular member. Seward responded yes it will be the same. Chair Olson suggested members send emails to the ad hoc committee if other ideas arise. The ad hoc committee will be responsible for bringing a draft plan back to the CAC at the February meeting.

C. Future Presentations - Ideas: Seward asked members what they want to see staff bring to them in 2011. Staff creates an annual calendar for agenda items for the CAC and Authority meetings.

1. Have Emily Bergkamp, Dial-A-Lift Manager, share current statistics about Dial-A-Lift, along with future developments such as the phone system.
2. Receive updated information on the contract with Amtrak to manage the station.
3. Have CAC members tour the bus maintenance facility, to learn more about how Intercity Transit runs, to allow members to become more knowledgeable when talking to the community.
4. Continued information on the Hawks Prairie Park & Ride. Do CAC members have any input on plans and when public comments will happen?

Workman arrived.

5. Information on how the reduced pass cost program works.
6. Receive updated information about the ORCA passes.
7. Designate spots at The Evergreen State College for Dial-A-Lift vehicles.

CAC MEETING MINUTES

January 10, 2011

Page 6 of 7

Members can add other items of interest throughout the year.

APPROVAL OF MINUTES - November 15, 2010

It was M/S/A by Elliott and Reid to approve the minutes of November 15, 2010.

REPORTS

A. December 1, 2010, Regular Meeting - Roberta Gray. Authority meeting detailed highlights are included in packets.

Melnick asked about the EMS? Seward reported some staff has gone through the training while others are not allowed to be considered for the program unless we pass a resolution. It is formality to pass a resolution to be certified to work with counties and cities. Our employees will now need to be recertified once the resolution is passed. Intercity Transit can only apply for grants if we are certified. Olson would like information on this as a presentation.

Reid asked for an update on the trip planner through Google. Harbour reported the press release will be posted tomorrow, and the trip planner is available this Thursday. At this time, Google is not accessible for persons with disabilities. Golding asked if there will be other options with the trip planner for sight impaired persons. Staff will have the IS staff look into this. We can only "urge" Google to be ADA accessible.

Melnick asked how many solar lights will be installed on December 1. There will be two lights installed at this time.

B. January 5, 2011, Regular Meeting - Wilfred Collins. The Authority approved: the purchase of Dial-A-Lift and Vanpool vehicles; to renew one year federal advocacy services; approved the discounted bus pass program. The Authority discussed the Centennial station and how it may be funded and agreed to convene a meeting of the jurisdictions to discuss the matter further.

MEMBER & STAFF COMMENTS:

Workman feels passengers are concerned there is no service on Christmas and New Years days. He feels it would be a benefit to have service throughout the County on these days.

Workman asked if Intercity Transit can look into recycling for drivers. He would like to see recycling containers at the Lacey Transit Center.

CAC MEETING MINUTES

January 10, 2011

Page 7 of 7

Workman thanked Intercity Transit for moving the Forest Glen stop by 200 feet.

Workman commented some Dial-A-Lift clients have issues with the new seat belt policy. He does not appreciate that it is mandated to use a "filthy seatbelt," and was not allowed time to get documentation from a physician to be exempt from using the seatbelt. He feels it is not in the best interest of the Dial-A-Lift clients. Chair Olson recommended he have further discussion individually with management on this issue. The issue was brought to the CAC at a previous meeting and the DAL clients were given a month's notice in writing before the policy was implemented.

Hagenhofer reported a passenger was trying to connect with the Express bus to the U-District. The connection was missed by two minutes, and another route option adds an hour to the commute. The passenger asked staff to consider adding time to the route.

Golding commented route 41, coming downtown, has Bayview and Water Street announcements at the same time. They are several blocks apart. She asked if they can be separate announcements. Harbour will have staff look into this.

Collins reported the last bus connection from Seattle to the 512 Park & Ride then to Olympia is at 9:00 p.m. This is nine minutes before the Seattle bus arrives, and asked if it is possible for more leeway.

Elliott thanked the Intercity Transit staff for the holiday dinner. She commented it is unclear in the schedule book what the senior age is. Harbour responded the age is 65.

Geyen asked if a route to Jubilee development will be added when the Hawks Prairie Park & Ride is complete. Also, there is a request from North Thurston Public Schools Student Services Center for a bus to go around Pleasant Glade Elementary. Parents in this area have a hard time getting to the school for conferences.

Colley reported announcement adjustments from Ruddell Road onto Pacific have been made.

NEXT MEETING: February 14, 2011. (2nd Monday of the month)

ADJOURNMENT

It was M/S/A by Melnick and Elliott to adjourn the meeting at 6:24 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-A
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority

FROM: Marilyn Hemmann, 705-5833

SUBJECT: Contract Extension for Marketing Services

1) **The Issue:** Consideration of a one-year contract extension with Ilium Associates for Marketing Services.

2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Ilium Associates to provide marketing services in an amount not to exceed \$90,000.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** In February 2010, Intercity Transit awarded a one-year contract to Ilium Associates for the provision of marketing services. The contract included the option of two, one-year extensions. This extension represents the first option available under this contract.

Ilium provides graphic design, promotions and marketing support to complement Intercity Transit's broad external marketing efforts. This contract directly supports Intercity Transit's ability to maintain and increase ridership as well as support marketing to the agency's important youth, commuter and senior adult audiences. Activities under this contract include supporting our Smart Moves youth education program, our employer trip reduction program, the Bicycle Commuter Contest, and pass programs. Through this contract, and under the direction of Marketing and Communications staff, Ilium may support:

- Assistance with the implementation of Intercity Transit's strategic marketing plan
- Support for agency ridership marketing campaigns
- Agency branding of fixed-route, Dash shuttle and vanpool services
- The design and periodic updating of agency service brochures and the Transit Guide
- Web page enhancement support
- College pass programs and youth education materials

Intercity Transit negotiates scope of work, timeframes and associated costs with Ilium on a project basis. The hourly rates utilized in this process will remain the same as originally proposed.

Ilium Associates has great expertise in transit marketing and a solid national reputation in the transportation industry. The skills, expertise and knowledge Ilium brings to Intercity Transit's marketing efforts will enhance our ability to maintain existing successful programs while also supporting new initiatives. Considering the fair and reasonable cost and Ilium's performance, staff recommends we exercise the option to extend the Marketing Services contract to Ilium for one year.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Ilium Associates to provide marketing services in an amount not to exceed \$90,000.
- B. Defer the contract extension pending further review.
- C. Re-issue the Marketing and Communications Services proposal. This would require either a contract extension with the current service provider or a delay of significant marketing activity for approximately six months.

6) **Budget Notes:** Funds for this contract are included in the 2011 budget.

7) **Goal Reference:** This agenda item addresses Goal 2: *"Providing outstanding customer service."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-B
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: General Legal Counsel - Contract Extension

-
- 1) **The Issue:** Consideration of a one-year contract extension to Bjorgen Bauer for the provision of general legal services.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Bjorgen Bauer, PLLC to provide general legal services.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit advertised a Request for Qualifications and Proposals for General Legal Counsel on November 5, 2007. Two proposals were received by the submittal deadline of November 30, 2007.

The proposals were evaluated by the General Manager, two members of the Senior Management Team and Procurement. The proposals were reviewed based on the qualifications and experience of the principal, approach to performing routine work activities and allocating time for litigation, qualifications and experience of the individual(s) assisting the principal and hourly fee.

Based on the results of the review and our experience with Tom Bjorgen, the committee decided to recommend Bjorgen Bauer as our General Legal Counsel.

The Intercity Transit Authority awarded the contract to provide general legal services in February 2008. The contract was approved for a period of one year with options to renew annually through February 28, 2013. This proposed extension represents the third option available under this Agreement.

Tom Bjorgen served as Intercity Transit's General Legal Counsel for thirteen years. In addition, he has experience working with Pierce Transit, Pierce County, Lewis County, the Washington State Association of Counties, University Place, City of Tumwater, Evergreen State College, and the Lakehaven Utility District.

Prior to entering private practice, Tom was the Senior Deputy Prosecuting Attorney for Thurston County, Legislative Counsel for the State House of

Representatives, Special Deputy Prosecuting Attorney for Pacific County and Assistant Attorney General for the State of Washington.

Staff's recommendation of Tom Bjorgen reflects his strong credentials and our good working relationship over the past thirteen years.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with Bjorgen Bauer, PLLC to provide general legal services.
- B. Defer award pending further review.

6) **Budget Notes:** General Legal Counsel is required on an "as needed" basis. With that in mind, a total not-to-exceed contract cost cannot be predetermined. In 2010, we expended approximately \$49,000. The 2011 budget identifies \$38,000 specifically for general legal services. Legal services are also charged to specific project budgets.

The contract remained at the original rate of \$210 an hour for the first two years. In 2009, the Authority approved an increase to \$220 an hour. The hourly rate is proposed to remain at \$220 for this contract year.

7) **Goal Reference:** N/A

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-C
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Contract Award – Value Engineering Services

-
- 1) **The Issue:** Consideration of a contract award for Value Engineering Services for the Pattison Street Facility Remodel and Expansion.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract with HDR Engineering for Value Engineering Services for the Pattison Street Facility Remodel and Expansion in an amount not to exceed \$57,636.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000.
-
- 4) **Background:** Intercity Transit released a Request for Qualifications and Proposals (RFQ/P) seeking qualified teams to conduct Value Engineering studies at 30% design for both the Pattison Street Facility Remodel and Expansion and the Olympia Transit Center (OTC) Expansion projects. Four proposals were received by the submittal deadline.

A four member review team from Operations, Maintenance, Facilities and Procurement evaluated the submittals. The proposals were scored based on the criteria established in the RFQ/P of 25% for team leader qualifications, 25% for team member qualifications, 25% for understanding and approach, 15% for experience and performance, and 10% for availability and schedule. The Phase I evaluation identified all four firms in the competitive range. The firms were invited to interview and evaluated on the basis of those interviews. Two firms were then identified in the competitive range. Reference checks were conducted and again the firms were evaluated. HDR was selected as the top ranking firm.

Value Engineering is utilized to optimize the value of a project by improving the functionality, performance and quality while decreasing the cost. Teams consist of third-party, multi-disciplined architects and engineers that gain an understanding of project goals with the assistance of staff and the design team, then independently make recommendations for improvement. The Pattison

Street Remodel and Expansion is nearing 30% design. Staff will return to the Authority to discuss contract award for the OTC project as that project nears 30% design.

The review team feels confident in HDR's ability to lead us through Value Engineering exercises for both Pattison Street and the OTC expansion.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with HDR Engineering for Value Engineering Services for the Pattison Street Facility Remodel and Expansion in an amount not to exceed \$57,636.
- B. Defer award pending further review. Deferring the Pattison Street value engineering study delays moving into final design.

6) **Budget Notes:** The cost of 30% Value Engineering is incorporated into the design budget for the remodel and expansion of the Pattison Street Facility.

7) **Goal Reference:** Goal 2: *"Providing outstanding customer service."* Goal 5: *"Align best practices and support agency sustainable technologies and activities."*

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-D
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority

FROM: Mike Harbour (705-5855)

SUBJECT: Grant Applications for the Surface Transportation Program (STP) and Enhancement Funds

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- 1) **The Issue:** To determine what projects will be included in Intercity Transit's STP and Transportation Enhancement grant applications.
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- 2) **Recommended Action:** Authorize staff to apply for \$1,252,490 in STP funding for use in expansion of the Olympia Transit Center and for \$240,000 in Transportation Enhancement funds for improving bus stop accessibility.
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- 3) **Policy Analysis:** The Authority must approve grant contracts of this size. Staff is seeking Authority direction on which projects should be pursued for funding.
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- 4) **Background:** In its capacity as the Metropolitan Planning Organization, the Thurston Regional Planning Council (TRPC) will disperse \$12.3 million in federal transportation revenue to priority projects and programs. Approximately \$11 million will be distributed as STP funds through an allocation process. Intercity Transit is expected to receive \$1,252,490 in this process as long as it has an eligible project that meets the goals of the program. A regional, competitive process will distribute approximately \$1.2 million in Transportation Enhancement funds. Applications are due February 25, 2011.

Intercity Transit used STP funds in the past to fund Dial-A-Lift vehicles and the purchase of replacement vanpool vehicles. We recently placed an order for replacement Dial-A-Lift vehicles and State of Washington Vanpool Improvement Program funds are now available to purchase vanpool vehicles. Staff identified three potential projects for the use of STP funds:

1. Expansion of the Olympia Transit Center (OTC): The \$1,252,490 could be applied to the expansion of the Olympia Transit Center. This would bring the level of grant project funds dedicated to the OTC project to approximately \$5,000,000 and would make construction of office space more financially feasible. We would be able to utilize the full level of STP funds available even if the Authority chooses to move forward on a smaller scale OTC project. *This is staff's recommended project.*
2. Final Engineering for the Pattison Street Maintenance and Operating Facility Project: The next phase of the Pattison Street expansion project is to complete final engineering and environmental work. This will bring the project to the point of seeking construction bids. Our latest cost estimates are that this phase of

the project will cost approximately \$850,000. *This project would not fully use the STP funds and would require multiple projects be submitted to use all available funds.*

3. Purchase of new buses: We will ask the Authority to approve the purchase of seven buses in March 2011. We have federal funds available to cover 80% of the cost of these buses. We will need to purchase another seven replacement buses in the next 2-4 years. The STP funds could be used to purchase two additional buses. *Staff believes it is likely other federal funds will be available over the next several years to allow purchase of the buses.*

Intercity Transit used Transportation Enhancement funds for bus stop improvements and shelters, solar lighting and bike racks. Staff considered several programs for the use of these funds:

1. Bus Stop Accessibility Improvements: Staff identified over 200 stops that are not fully ADA-accessible. The proposed project will include constructing pads at over 30 stops where boarding in a wheelchair is currently very difficult. Additional accessibility improvements will be made at other stops. These may include connections to existing sidewalks or grade reductions. *This is staff's recommended project.*
2. High Frequency Corridor Improvements: A potential use of these funds would be to implement signage, new shelters and other improvements in our high-frequency corridors.
3. Youth Education projects: Enhancement funds can be used for youth education and school access programs.
4. Bike Racks: These funds could be used to purchase 3-position racks or for other bicycle related improvements.

5) **Alternatives:**

- A. Authorize staff to apply for \$1,252,490 in STP funding for use in expansion of the Olympia Transit Center and for \$240,000 in Transportation Enhancement funds for improving bus stop accessibility.
- B. The Authority may direct staff to pursue applications for both STP and Transportation Enhancement funds for any of the above listed projects.
- C. Identify other projects for STP funding and Transportation Enhancement funds.

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- 6) **Budget Notes:** The OTC expansion project grant of \$1,252,490 would require a 13.5% local match of \$195,475. Staff proposes the \$240,000 in Transportation Enhancement funds be matched with \$60,000 in local funds (20% match). No match is required, but providing a match will make the project more competitive. The 2011 budget includes \$150,000 for bus stop accessibility improvements.

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- 7) **Goal Reference:** This project meets Goal 4: *"Provide responsive transportation options."*

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- 8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-E
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority
FROM: Rhodetta Seward, 705-5856
SUBJECT: Pension Committee Appointment

1) **The Issue:** Whether to appoint an employee representative to the Pension Committee.

2) **Recommended Action:** Approve the General Manager's recommendation which he will share at the meeting to appoint an employee to the Intercity Transit Pension Committee for a four year term to end January 31, 2015.

3) **Policy Analysis:** The Authority must approve members of the Pension Committee. The General Manager recommends a member for the Authority's consideration.

4) **Background:** The Pension Committee consists of seven members. The Finance and Administration Director and the Finance Manager serve as permanent members. The Authority appoints one Authority member. Four employees serve on the committee. Employees are recommended by the General Manager and are subject to the Authority's approval.

Employee representatives serve 4-year terms. The terms are staggered, so that one position is available for appointment each year. Launie Wright, Vanpool Coordinator completed her term. Francine Gagne, Transportation Supervisor, will serve through February 2012, Fran Gorman, Scheduler will serve through February 2013, and Dave Kapaun, Human Resources Assistant, will serve through February 2014.

The General Manager solicits letters of interest and makes his recommendation from those submittals. He asked employees to submit letters of interest by January 28, 2011. He will bring his recommendation to the meeting after reviewing all letters of interest.

5) **Alternatives:**

- A. Approve the General Manager's recommendation to appoint an employee to the Intercity Transit Pension Committee for a four year term to end January 31, 2015.
 - B. Request the General Manager make a different recommendation.
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6) **Budget Notes:** N/A

7) **Goal Reference:** N/A

8) **References:** N/A

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 8-F
MEETING DATE: February 2, 2011

FOR: Intercity Transit Authority

FROM: Rhodetta Seward, 705-5856

SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair and appointment of committee assignments.

2. **Recommended Action:**

- A. Election of the Intercity Transit Chair;
 - B. Election of the Intercity Transit Vice Chair;
 - C. Identify and approve Committee Assignments:
 - Thurston Regional Planning Council;
 - Transportation Policy Board; and
 - Intercity Transit's Pension Committee
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3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

4. **Background:** Officers serve a one year term. There is nothing within the bylaws or past minutes that requires the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

5. **Alternatives:**

- A. Elect officers and approve committee assignments.
- B. Defer elections and assignments. The current Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair, and if the Vice Chair is absent, the most senior member would serve as

the presiding officer. Our most senior officer is Councilmember Baker, followed by Citizen Representative Johnson.

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

7. **Goal Reference:** The Authority and its officers represent the agency in all aspects of the communities we serve. Representation to the jurisdictions, TRPC, and TPB enable the Authority to share its goals, gain support and partnerships to help achieve all goals.

8. **References:** Committee Assignments and Responsibilities, as of March 2010; Intercity Transit Authority Bylaws - referencing Article VI. Officers - Chair and Vice Chair.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
March 2010**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Sandra Romero
(Alternate: Marty Thies)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Ed Hildreth
(Alternate: Marty Thies)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Joe Baker

Washington State Transit Association: General responsibilities include attending WSTA board meetings, an annual meeting, and providing a report to the full Authority. Meetings generally do not exceed 3 per year. The annual meeting is generally scheduled for November.

N/A

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-